



DISCIPLINE & CODE OF BEHAVIOUR

And SUSPENSION & EXPULSION POLICY

RATIONALE

As is laid down in the Mission Statement, our school is committed to creating an environment that is safe, “pleasant and caring for all involved in the School”. This involves the co-operation of every one and a high standard of behaviour is expected from all our students in order to create the positive atmosphere that is conducive to good learning. Whilst always recognising the uniqueness and individuality of each student, we also recognise that they have to develop the qualities of respect and self-discipline, and show consideration for others and co-operate with the Authorities of the school. We expect full co-operation of staff, parents & students with our Code of Behaviour.

The School upholds the Equal Status Act promoting equality of opportunity for all and prohibiting discrimination on grounds of gender, race, creed, disability.

CODE OF BEHAVIOUR

The Code of Behaviour is outlined below under three main areas:

- General
- Attendance
- Learning Environment

and three areas of responsibility:

- School/Teacher responsibility
- Student’s Responsibility
- Parent’s Responsibility

As respect for self, for others and for the environment is at the heart of the School’s Code, we ask our students to:

1. General:

- Show respect and courtesy at all times to their teachers, ancillary staff, their fellow students and visitors to the school.
- Respect school property and the property of others and observe the Green Code.
- Present in full uniform each day - neat, clean, tidy and well –groomed
- Comply with the safety regulations in the school.
- Always be aware that they represent the school when in school uniform even when they are outside the school premises

2. Attendance:

- Observe carefully the School Calendar that is issued each June.
- Be regular in their attendance at school and be punctual for school and class each day.
- In the event of absence, a phone call should be made to the office before 9.30 a.m. and a dated letter of explanation/put note in Homework Journal given to the student on her return.
- Present themselves at the Office to sign out when leaving the school for any reason and sign back in when returning to the School.
- Attend all classes
- Students should remain on the school premises from 8.50 a.m. – 3.20/ 4.00
- The permission of Principal or Deputy Principal is required if a student has to leave the school.
- In the event of a change in the Calendar, parents will be notified as soon as possible
- In the event of school being closed for weather reasons and it is deemed that progress with the curriculum has been seriously affected, contingency days, as set out by the Department of Education & Skills, may be used. Students are obliged to attend.

3. Learning Environment

- Be punctual for class
- Complete all homework assignments carefully and on time.
- Behave in a manner that will not disrupt or impede the teaching and learning process in the classroom
- Be well prepared for class by having books and exercise copies ready
- Record work in Homework Journals provided by the School
- Be courteous and respectful at all times to their teachers and peers.

RESPONSIBILITIES: GENERAL

School's/Teacher's Responsibility	Student's Responsibility	Parent's Responsibility
<ul style="list-style-type: none"> • Keep up to date records - contact numbers for each student • Arrange special meetings for Parents on areas of special interest to parents re the development of their daughters • Present information/pastoral talks on matters of curriculum & development e.g Open Day for new 1st years, First Year pastoral meeting, Senior Cycle Options for Third Year parents • Send a comprehensive circular at the beginning of each school year outlining Code of Behaviour • Encourage Parental involvement/attendance at all sporting, cultural and other events • Elect parent representatives to Board of Management and Parent Council when required 	<ul style="list-style-type: none"> • Show respect and courtesy at all times to their teachers, ancillary staff, their fellow students and visitors to the school. • Sign Rules and Regulations Form at the beginning of the School year • Respect school property and the property of others and the environs. Observe the Green Code. • Present in full uniform each day - neat, clean, tidy and well-groomed • Comply with the safety regulations in the school. • Always be aware that they represent the school <u>when in school uniform</u> even when they are outside the school premises • Present Report Card at each class period if required • Report for Break and/or 	<ul style="list-style-type: none"> • Read carefully all information that comes from the School • Notify School of change of address or contact numbers • Observe the School Calendar issued at the beginning of each year. • Notify the School re medical appointments • Sign Rules and Regulations Form at the beginning of the School year • Support the Code of behaviour of the School • Inform school of any issues that may affect their daughter's behaviour/performance in school • Sign consent forms where required by the School e.g. School Trips • Support the Sanctions imposed by the school for misdemeanours e.g signing the Report card each night

<ul style="list-style-type: none"> • Keep Parents informed of all school activities through newsletter, yearbook, letters, website, texts • Tutor -keep records up to date, emphasising positive behaviour and involvement in extra-curricular activities • For Junior Cert students, a formal record of OALs is maintained throughout the 3 years 	<p>Lunch-time Detention punctually, if required</p>	
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RESPONSIBILITIES: LEARNING ENVIRONMENT

School's/Teacher's Responsibility	Student's Responsibility	Parent's Responsibility
<ul style="list-style-type: none"> • Arrange Parent/Teacher meetings once a year for each year group • Send academic reports twice yearly for each class group • Teachers will be punctual and well prepared for class • Be fair and just in their classroom management • Be aware of the individual needs of students • Correct homework assigned • Be vigilant in study areas to ensure a good learning atmosphere 	<ul style="list-style-type: none"> • Be punctual for class • Complete all homework assignments carefully and on time. • Behave in a manner that will not disrupt or impede the teaching and learning process in the classroom • Be well prepared for class by having books and exercise copies ready • Record work in Homework Journals provided by the School • Be courteous and respectful at all times to their teachers and peers. • Respect the School's Mobile Phone Policy 	<ul style="list-style-type: none"> • Be supportive of the learning environment of the school • Encourage good study habits in their daughters • Provide a good learning environment at home • Attend Parent/Teacher meeting • Go through School report with daughter • Be vigilant in examining Homework Journal • Support the School's Mobile Phone Policy by contacting the school office to deliver messages etc

RESPONSIBILITIES: ATTENDANCE

School's/Teacher's Responsibility	Student's Responsibility	Parent's Responsibility
<ul style="list-style-type: none"> • Teacher takes his/her own roll call at every class • Deputy Principals take full school roll each day and records • Deputy principals follow up on unexplained absences • When no phone call or contact has been made by parents re an absence, Deputy Principals will contact the home • Year Head will keep a record of late sign-ins in his/her Year Group • Year Head monitors attendance of her year group and follows up where required • The school will give sufficient notification of any deviation from School Calendar • The School is legally required to have an Attendance Strategy Policy and students who are absent for 20 days + will be reported to Túsla 	<ul style="list-style-type: none"> • Observe carefully the School Calendar that is issued each June. • Be regular in their attendance at school and be punctual for school and class each day. • If late to school, students must sign in at the office prior to going to class • Remember to present a dated letter or note of explanation in Homework Journal on return from absence. • Present themselves at the Office to sign out when leaving the school for any reason and sign back in when returning to the School. • Attend all classes • Remain on the school premises from 8.50 a.m. – 3.20 / 4.00 p.m. • Get the permission of Principal or Deputy Principal to leave the school. 	<ul style="list-style-type: none"> • Observe carefully the School Calendar that is issued each June and plan holidays in accordance with School Calendar • Be responsible for daughter's attendance in school • Phone office before 9.30 a.m. in the event of absence • Sign Homework Journal giving reason for absence when daughter returns to school or give a dated letter of explanation on return.

CLASS TUTOR

The role of the Tutor is central to the whole pastoral programme, discipline structure and behaviour code in the school and they will explain the rationale of the Code of Behaviour to the class.

- Tutors endeavour to evoke the set of values from which all should operate: respect, courtesy, honesty etc.
- Tutors explain the rationale of the Code of Behaviour
- Implement Sanctions where appropriate
- Develop a sense of initiative and a sense of responsibility in the students
- Are aware of situations that may affect student performance and inform other Teachers when necessary
- Emphasise the importance of participation and involvement in extra curricular activities.
- Ensure that students who may be sick or have a bereavement receive an appropriate card/support

- Are on the watch out for students who may be isolated or bullied
- Be aware of their attendance and punctuality by liaising closely with Deputy Principals– follow up on late sign ins and irregular attendance.
- Be sensitive to students who have difficulties and need help.
- Look after the day to day needs of students: lockers, homework journals etc
- Check on a regular basis that the school uniform is in good order
- Check student’s homework journal on a regular basis
- Class Tutor will oversee the election of the Class representative to the School Council and a social Secretary & Green School Rep for the class
- First Year Class Tutors will attend the First Year night for Parents and meet them in their daughter’s class group to answer any questions they may have or to allay any worries

DISCIPLINE STRUCTURES

- Teacher + Student
- Teacher + Class Tutor + Student
- Teacher + Class Tutor + Year Head where applicable
- Principal, Deputy Principal + Class Tutor of Student involved or any teacher deemed necessary for the occasion
- Contact parents – discretionary

DISCIPLINE PROCEDURES/SANCTIONS

ISSUES	Sanctions	Additional Sanctions	
Lack of Punctuality	2 Demerit Points - dated	Report Card is given if an accumulation of 12 Demerit points is reached Parents are informed by the Principal/Year Head	
No Books	2 Demerit Points - dated		
No Homework done	2 Demerit Points - dated		
Eating/Drinking or chewing gum in class	2 Demerit Points - dated		
Disruptive & Interruptive Behaviour	2,3,or 4, Demerit Points	Straight Report Card if offence is serious	
Lack of Courtesy & Respect – People & Property	2,3,or 4, Demerit Points	Straight Report Card if offence is serious	
Mobile Phone on School Campus – Not Allowed	Confiscation for 1 week	Second Offence – Confiscation for 1 Month	Parents must collect
Mitching Class	Straight Break & lunch time detention and Report card is issued		
Prohibited items of Jewellery	Confiscation, until the end of term		
Uniform	2 Demerit Points		
Make Up/ Exotic Hair Style	Students will be asked to re-do hair style immediately		
Smoking	Straight Break & Lunch Time Detention for 1 week		
Out town at lunch time without permission	Lunch Time detention – report to Office every 15 minutes		Report Card

- If a teacher feels a discipline offence is such that it warrants extra demerit points they may be given provided valid reason is given
- For students who are placed in break and/or Lunch Time detention, it will take place each day for a week
- All demerit points issued by Teachers will be dated

PROCEDURE FOR DEALING WITH BAD CLASSROOM BEHAVIOUR

1. Individual approach by Teacher to Student to deal fully with relevant matter
2. Issuing of Demerit Points when required
3. Communication between teacher and parent by means of the homework journal
4. Parents are required to sign homework journal
5. Communicate with Class Tutor
6. For continued misbehaviour, Year Head & Principal may issue Report Card (see below) to student.
7. Report Card for persistent misdemeanours (12 Demerit Points twice) re: homework, late to class, books, discipline offences & chewing gum.
8. **In House Suspension** (September 2018)– continuous bad behaviour, disrespect to Teachers or Peers or threatening the Safety or the Learning of other students
 - **Move to Supervision Area for three subsequent classes of that subject – relevant subject work is assigned**
 - **3 Day In House Suspension (all subjects). Relevant work for each subject will be assigned**
 - **Parents will collect their daughters at the end of the school day**

HOMEWORK JOURNALS

- Homework Journals are distributed to each student at the beginning of the year and are the property of the school
- Teachers may communicate with parents by means of the journal if there are matters of homework or behaviour to be communicated with home
- Parents are required to sign journal to indicate they have been informed of a misdemeanour

LUNCH/BREAK TIME DETENTION

- Detention takes place every day for a week
- Students must be punctual and report to the office to sign in every 10/15 minutes.
- Failure to report for detention will require the student to do a further days detention or she may be put on Report Card. This will be decided by the tutor and teacher involved.

REPORT CARD:

- The Report Card is a blank week's timetable and, if issued, a student is required to have it signed by the relevant teacher for each class period for the duration of a week with a relevant comment. Points Code 1 – 5 is used (from excellent –5 to no improvement/unsatisfactory – 1).
- The Report Card is issued for a serious offence or an accumulation of offences.
- Year Head, in liaison with the Principal, has responsibility for issuing Report Card after consultation with relevant teacher(s)
- The Report Card must be signed each night by parents or Boarding School Mistress.
- The Card is returned by the student to the principal on Friday evening. Progress is discussed with student.

- If there is no progress after the week, another Report Card may be issued for the following week
Report Cards are kept on file for the academic year

WHEN IS REPORT CARD ISSUED?

- Build up/accumulation of minor offences where little or no effort is being made on the part of the student to improve.
- Mithing School/Class
- Any disruption of the Learning Environment
- Wilful damage of property
- Very serious offence e.g. total insubordination.
- For a student on third detention.

LUNCH TIME ISSUES

- If a student has to leave the school for urgent business she must get permission from the Principal /Deputy Principal before signing out. She must have a dated note of explanation from Parent/Guardian
- If a student is found out town without permission she will have five days Lunch Time detention
- Second offence – further detention and/or Report Card.

Note: from time to time possible on the spot sanctions may be administered

SUSPENSION & EXPULSION POLICY

RATIONALE

The Suspension & Expulsion Policy must be viewed in terms of

- Pastoral Care Programme of the School
- Code of Behaviour Policy
- Circumstances of an Individual Student

As is laid down in the Mission Statement, our school is committed to creating an environment that is “pleasant and caring for all involved in the school”. This involves the cooperation of every one and a high standard of behaviour is expected from all our students in order to create the positive atmosphere that is conducive to good learning. (See Code of Behaviour). Whilst always recognising the uniqueness and individuality of each student, they have to acquire the skills of self discipline, consideration for others and cooperation with authority of the school. We expect full cooperation of parents and students with our Code of Behaviour.

In cases where students fail to observe the Code of Behaviour, it may be necessary, for the good of the school community as a whole, to impose sanctions on such students, even suspension and expulsion if warranted.

Our Suspension and Expulsion Policy is formulated with due recognition of the rights and responsibilities inherent in the

- **Education Act 1998,**
- **Education Welfare Act 2000,**
- **Equal Status Act 2000**

and in all cases the Principles of Fairness and Natural Justice.

A. SUSPENSION

(A. 1) SUSPENSION PRINCIPLES

- A vital aspect of Suspension as a sanction is one of ‘**corrective support**’ rather than punishing students for misbehaviour. Our school affirms that suspension allows for a positive outcome as it provides the student with the opportunity to reflect on their unacceptable behaviour **under parental supervision**. It is then hoped that they can accept responsibility for this behaviour and change their behaviour to meet the expectations of the school.
- Certain unacceptable behaviour may warrant temporary suspension of a student in the interest of the whole school community and / or the student involved. Under the Articles of Management for Secondary Schools , the Principal has the authority to suspend a student for a period of up to **three days**. Beyond three days suspension is the responsibility of the Board of Management who may give the Principal authority to suspend up to six days.
- The Principal and Board must exercise their right to suspend in a fair and non-discriminatory manner having regard for the:
 - (a) whole school community
 - (b) Law and
 - (c) Principles of Natural Justice.

When a student is on suspension, parents must ensure that that the suspended student is under the supervision of a responsible adult. The name of the responsible must be notified to the school in writing.

(A. 2) CIRCUMSTANCES WHICH WARRANT SUSPENSION

- (a) Serious breach of the Code of Behaviour (see list below)
- (b) Repeated less serious breaches where all other sanctions available have been exhausted to no effect.

Serious Breaches of The Code Of Behaviour

- Endangering the health and safety of any member of the school community.
- Disrespect / Defiance / Harrassment / Intimidation
- Possession / Use / Supply of any Prohibited Substances
- Deliberate vandalism
- Persistent serious interference of the Teaching / Learning Process.
- Obscene / Abusive / Inappropriate actions
- Truancy

(A. 3) SUSPENSION PROCEDURES

- (a) Inform student and allow opportunity for student to respond
- (b) Parents will be asked to meet with Principal and relevant staff member(s)
- (c) Parents formally informed in writing of suspension
- (d) In the event of health and safety concerns, parents will be contacted by the Principal and requested to come and collect their daughter immediately.
- (d) Student only sent home to parent's/ guardian's direct care.
- (e) Formal **Letter of Notification** should include:
 - Notice of suspension
 - Effective date of the suspension
 - Duration of the suspension
 - Reasons for the suspension
 - Expectations of the student while on suspension (e.g a study programme).
 - Importance of parental assistance in resolving the matter
 - A statement that the student is under the care and responsibility of the parents/ guardians while on suspension
 - A statement that the Education Welfare Board has been informed if the suspension is for longer than six days or the student has been suspended for more than 20 days during the school year to date.
 - Information on Appeal Rights of student (internal school appeal / Section 29 Appeal)
 - Requirements that need to be in place when student returns , such as written apology or signed contract of good behaviour.
 - Any consideration of expulsion to follow suspension.

(A. 4) SUSPENSION REMOVAL

(a) Appeal

- Natural Justice and Fairness demand that student / parents have a right of Appeal of Principal's suspension recommendation to Board of Management.
- Appeal must be in writing to Secretary of the Board of Management
- Student may be required to remain at home during time of Appeal
- Successful appeal requires Suspension to be removed from student's record.
- If suspension is for longer than 20 days Appeal must be made under Section 29 of the Education Act.
- Information re: Right of Appeal should be included in Formal Letter of Notification of Suspension

(b) Suspension Removal - Other circumstances

- Principal agrees to alternative sanction after appropriate consultation with Teacher, Tutor, Parent etc
- New mitigating circumstances come to light.
- Factors consistent with principles of Natural Justice.

Note: The school may consider having a 'Formal Appeal System' for long suspensions with sub

committee of Board of Management set up to conduct the procedure of such appeals.

(A. 5) SUSPENSION COMPLETION

- Formal reintroduction of student
- Parents asked to attend when student returns to school
- Undertakings in writing of good behaviour (contract to be filed)
- Agreed conditions should be signed by parent and student , including counselling if required
- Student may go on Report Card (See Code of Behaviour) indefinitely if deemed necessary or report to Office daily until further notice

B. EXPULSION POLICY

(B. 1) EXPULSION PRINCIPLES

- Used for extreme cases of indiscipline only
- Ultimate sanction imposed by a school
- Board of Management must be informed and it must impose this sanction
- Natural Justice requires that full investigation of the extreme misdemeanour precedes any Hearing re: expulsion of student

(B. 2) CIRCUMSTANCES REQUIRING EXPULSION

First time offences

- Serious assault
- Trafficking in illicit substances
- Theft or Burglary (serious)
- Major damage to school
- In possession, with intent to use, a weapon
- Being under influence of drugs or drink

Indiscipline so pervasive that teaching and learning becomes impossible

- Student's action/ disruption prevents other students learning
- Student uncontrollable and not amenable to any form of school discipline
- Student being a danger to herself or others
- Student totally disregards guarantees re: behaviour given after 'suspension'
- Student having serious adverse influence on other students
- A student's continual breaches of Code of Behavior

(B. 3) EXPULSION PROCEDURE

Part A - Principal's Responsibilities

- Ensure all discipline options under Code of Behaviour have been Applied and **documented**
- Ensure all appropriate support personnel have been applied to situation (internal & external)
- Ensure all other procedures, referrals, supports have been exhausted
- In interest of Natural Justice ensure discussion with parent , student or guardian re: specific misbehaviour and detail how this misbehaviour may require expulsion
- In the case of continual breaches of Code of Behaviour, formal verbal and written warnings must first have been issued, as well as clear expectations stated of future behaviour
- Record all actions taken and copy of all correspondences sent and received
- Inform parents of her intention to recommend expulsion to Board of Management
- Invite parents to Board of Management Hearing and ask them to make a written submission prior to this Hearing
- Provide to parents, in advance of Hearing, a written description of the allegation against the student and the case being made to the Board
- Copies of all documentation, statements and other materials supporting the case must also be provided
- Make a Formal Recommendation to Expel to the Board with all relevant documentation

Part B - Board of Management Responsibilities

- Hear Principal's case against student in presence of parent
- Hear response of parent
- Examine carefully all Documentation submitted by Principal and parents
- Consider and enquire about student's prior discipline record - evidence of detentions , Report Cards etc
- Consider / take legal and expert advise that is available
- Discuss matter fully to help make an informed decision having all evidence. Principal must **not** be present during Board's subsequent discussions and deliberations
- Discuss case in full detail
- Consider all aspects of the Code of Behaviour that may provide other options in this case
- Make final decision to expel
- Parents must be formally informed by Registered Letter
- Inform the Education Welfare Officer under Section 24(1) of the Education Welfare Act 2000

(B. 4) LETTER OF NOTIFICATION

To include;

- Notice of Expulsion
- Effective Date of Expulsion
- Reasons for expulsion
- Statement confirming notice to Education Welfare Board
- Statement confirming student is to be in care of parent/guardian for 20 days to allow Education Welfare Officer to examine education provisions for the student
- Information and documentation re: Appeal of Decision

(B.5) FACTORS TO BE CONSIDERED BEFORE EXPULSION

- Age and condition of student's health
- Student's previous behaviour record
- Mitigating circumstances unique to pupil
- Has parent / peer / outside pressure /duress on pupil led to her misbehaviour
- Severity and frequency of bad behaviour
- Degree to which behaviour is in breach of Code of Behaviour
- Was incident acted on alone or in a group with others
- Degree of genuine and honest contrition
- Extent to which behaviour impairs normal functioning of others in school community

(6) EXPULSION APPEALS

- Parent / guardian has right to appeal under Section 29 of Education Act 1998
- Permanent expulsion may be appealed by Parent / Guardian (or by the student if over 18 years) or by the National Education Welfare Board
- Appeal must be made within **42 days** of the Board of Management's decision

MOBILE PHONE POLICY

Following consultation in June 2018, the Board initiated a survey to be carried out in the interest of students & health & safety.

Survey was issued to Staff & All Parents. The overwhelming response from

- Staff - Unanimous
- Parents 85% - 15%

was for the **School to be a mobile free campus.**

Parents may contact their daughters through the School Office and vice versa.

For all those using public transport, it is important to have arrangements in place & the Driver's number in the event of a change in arrangements.

In certain circumstances, students will be allowed to have their mobile phones: e.g.

- school activities **outside of town**, away matches, outings & sporting events. Students will be informed by Teachers when it is allowable.

For parents whose daughters travel a long journey, have a serious illness etc, they may bring their phones to school but hand them into the Office at 8.50 and collect at 4.00 p.m. or 3.20 p.m

If a student is found with a mobile phone on the school campus, it will be taken up and confiscated for **five school days.** **Parents will be asked to come and collect it.**

No phone will be returned to a student.

In addition, with regard to the use of Internet/Social networking sites, students are expected to treat others with respect and never undertake any actions that may bring the school into disrepute. Serious sanctions will ensue.

It is most important that Parents remind their daughters that:

- Photographing/filming people without permission is unacceptable and impinges on their personal rights
- Setting up false social media accounts is illegal and will be referred to the Gardaí
- Parents should always monitor carefully social media sites that are being accessed.

STATE EXAMINATIONS

The State Examinations Commission lays down very strict rules with regard to the conduct of the leaving Certificate & Junior Certificate Examinations each June. The School fully supports the regulations around mobile phones.

- The Notifications re Mobile Phones are clearly displayed outside all Examination Centres
- The principal meets with all examination candidates in the month of May and clearly outlines all regulations concerning exams and, in particular, the rules around Mobile Phones
- Students are made aware of the serious consequences of a breach of the SEC's Mobile Phone Policy
- The Attendants on duty for the State examinations will collect all mobile phones before entry into the Centre and return them afterwards

All the above applies also to Smart Watches & any other mobile device