



Code of Student Behaviour

Introduction

This policy represents a statement of good practice covering all aspects of the school that contribute to the development and maintenance of good behaviour and an atmosphere conducive to learning. All members of the school are expected to work towards creating a caring community based on courtesy, respect, integrity, honesty and justice and a safe learning environment. Mount Sackville is committed to respecting the individuality of each person and helping students reach their full potential in a caring school community.

1. Ethos

The main purpose of a Le Chéile school is to care for the faith and overall development of each student in the context of the school and the wider Christian and civil community. All school activities are assessed against this objective.

The Le Chéile school is a community characterised by warmth and simplicity. The whole school community of staff, students and parents create this atmosphere that is one of respect, trust, communication and co-operation, which is enriched by good discipline. School discipline in a Le Chéile school is intended to create an environment that assists the self-development of the students. Disciplinary decisions are taken in a spirit of concern for the individual student and the welfare of other students.

2. Aims of this Code

To support effective teaching and learning in a safe learning environment.

To contribute to mutual respect among all members of the school community.

To create a caring community with the support of students, teachers, parents and non-teaching staff.

To encourage adherence to an agreed set of principles

3. Mutual Expectations

The school encourages the pursuit of excellence and offers a high standard of teaching and learning opportunities. A high standard of cooperation and behaviour is expected from students and adherence to the school code of behaviour.



The Student: In keeping with the ethos of the school each individual is responsible for their own behaviour while showing respect for themselves and others. In class students should make it easy for everyone to learn and for the teacher to teach. They should attend regularly and be punctual; begin and end lessons in a polite and orderly way; work hard; ask for help when needed; help others when it is appropriate but they should not distract or annoy others; do home work and assignments in the best way they can and hand them up on time. **Refer to appendix 1**

Staff

The staff implements the code of behaviour on a day to day basis

The overall responsibility for discipline within the school rests with the Principal subject to the authority of the Board of Management. Each teacher has responsibility for the maintenance of discipline within his/her class while sharing a common responsibility for good order within the premises.

Deans

Deans promote the pastoral, academic progress of their year group through the implementation of school policies relating to discipline, absenteeism and punctuality. Deans will be involved in monitoring students with serious or persistent breaches of the code of behaviour.

Tutors

Tutors take on the particular care of the students in their class as part of the pastoral team in the during their time in the school supporting students in developing self discipline and in their development into mature responsible young adults.

The Deputy Principal is part of the Senior Pastoral team working to develop the pastoral care of students and to maintain a high standard of student discipline in the school in conjunction with the Principal and the Staff.

The Principal is responsible for the day to day running of the school and the maintenance of high standards of behaviour and co-operation in the school. The principal oversees the administration of the Code of Behaviour in the school

The Board of Management is ultimately responsible for the management of the school and will be the final arbiter in cases of gross misbehaviour, which may lead to expulsion of a student.



4. Statement on Bullying

Every pupil has the right to an education free of fear and intimidation. If someone is being treated badly it is expected that others will take action, watching and doing nothing can suggest support for the bullying behaviour. This type of behaviour is unacceptable and should not be tolerated; there is a confidential reporting system through the Anti-Bullying Committee, the Tutors, Deans and the prefects. The school has an Anti-Bullying Policy

5. Sanctions

To create an environment which promotes student learning and self-development certain standards of behaviour need to be prescribed.

- a) Ordinary misdemeanours in class will be dealt with by the teacher who may reason with a student, issue a reprimand, allocate extra work or impose another appropriate sanction or in cases of serious or repeated misbehaviour refer the student to the tutor or Dean and contact parents.
- b) Detention may be imposed for certain offences.
- c) Suspension may be imposed by the principal for the following: vandalism, Stealing, persistent smoking, bullying or any violent or anti-social behaviour and truancy. Any serious disruption in school, repeated misbehaviour and any other kind of behaviour likely to bring the school into disrepute.
- d) Gross misbehaviour may mean the student being referred to the Board of Management for decision as to her retention in the School
- e) Procedure for dealing with suspension. The discipline committee consisting of the Principal, the Deputy Principal, the Dean of year and Tutor will meet to consider suspension. In the event of suspension parents will be notified immediately and interviewed with their daughter. All suspensions will normally be notified to the Board of Management and the staff.
- f) Any serious misbehaviour by a pupil who has already been suspended within the same academic year may mean suspension by the Principal for a further period and the matter referred to the Board of Management.



- g) Persistent failure to co-operate with the school authorities may mean that a parent will be asked to withdraw their daughter from the school.
- h) Written records of behaviour are kept as a matter of school policy and are open to inspection and discussion by parents and students over 18 years.
- i) Any behaviour outside the school that damages the school's reputation, interferes with its workings, is detrimental to other students or undermines school discipline and good order is subject to the school's sanction.

Appeals.

This policy recognises the rights of those who wish to make an appeal within the terms of the Education Act (1998) sections 28 and 29. Appeals should be made in writing to the Principal or to the Board within four weeks

6. Rules for Students;

Attendance and Punctuality

Students are expected to attend school and all classes punctually and to be well equipped for their work.

Uniform

Students are expected to wear the correct school uniform to all school and school related events. Tracksuits are only acceptable for attendance at sporting events. The School's Uniform Policy should be adhered to at all times.

Out of Bounds.

They may not approach the following areas which are private to the convent: the area in front and to the side of the convent, the area near the tractor sheds and the convent cemetery.

Forbidden/illegal substances: refer also to The Substance Use Policy

- a) **Chewing gum** is banned in the school as it causes much damage to flooring and furniture.
- b) **Smoking**, the school urges all students not to smoke in view of the serious dangers to personal health posed by tobacco use. Smoking is forbidden in the school and on all school related activities and when travelling to and from the



school. A sanction of making a 25 euro donation to charity will be imposed on any student found smoking.

Smoking is banned by law in all areas of the school premises, indoors and outdoors under the terms of the Public Health (Tobacco) Act 2002, offences can incur fines of up to €3,000.

- c) **Alcohol.** The school is concerned about the abuse of alcohol in our society. Students who attend school or school related activities under the influence of alcohol or in possession of alcohol will merit suspension.
- d) **Drugs.** The use of drugs by students is absolutely forbidden. Any such use or possession, particularly the sale or provision of drugs for others will make the offender liable to be expelled. The Juvenile Liaison Officer of the Garda Síochána will also be informed.

Student Absence

In the case of a student being absent or other routine information a note of explanation should be written in the student's school journal and signed by the parent or guardian. This must be brought to the tutor on the day of the girl's return to school. This note will be signed by the tutor.

As far as possible appointments (medical and other) should be arranged outside school time. Family holidays should not be planned during term time, where an exception is to be made, the matter should be discussed with the Dean of Year in advance. Under the terms of the Education Welfare Act the Educational Welfare Officer requires notification of all students who miss 20 days of school.

Arriving and leaving the school during the school day .

Students may not leave the school grounds between their arrival in the morning and their departure after school without the permission of their Tutor on production of a signed note of explanation from their parents.

Students are required to sign in late at reception before they attend class if they arrive after class begins go directly to class.

On leaving the school for all sporting events and appointments students must sign out. It is a serious offence to leave the school without permission at any time.

Mobile Phones.

The school recognises the increasing use of the mobile phone, particularly in an emergency however it is noted that they can provide a disruption to the work and life of the school. The use of mobile phones in the school is restricted to break and lunchtimes.



when they may be used in designated areas of the school. At other times they should be switched off and kept in the student's locker.

- If a mobile phone is used outside the appointed times or areas it will be confiscated and returned after 1 week to the student or it may be collected by parents at an earlier date on the understanding that it will not be brought back into the school.
 - If a parent needs to make urgent contact with their daughter a call should be placed to the school office and a message will be passed on.
-
- Students are not permitted to contact home directly if they are ill in school; the staff in sick bay will contact parents if they consider a student to be too ill to remain in school.
 - Mobile phones are forbidden in examination centres.
 - In order to protect the privacy of all members of the school community digital imaging phones are forbidden.

Care of property

Students are responsible for their own property while in school and should take care of the property of others, including the school. All uniform, books and materials should be clearly labelled and kept in the student's locker. Valuables should not be brought to school. The school cannot accept responsibility for loss or theft.

Safety, Health and Welfare

Pupils are expected:

- a) To exercise personal responsibility for the safety of themselves and their classmates.
- b) To observe all the safety rules of the school and in particular the instructions of staff given in an emergency.
- c) To use and not wilfully misuse, neglect or interfere with things provided for their safety.
- d) To walk on the right side of the corridor and be particularly careful on stairways.
- e) To adhere to the safety instructions posted around the school and explained by staff.

Accidents and emergencies.

- a) Students suffering illness or minor cuts and bruises will be treated by attending the school office and then being referred to sick bay as appropriate.



Sick bay staff will contact parents if this is considered necessary.

- b) Medication is not generally given to students, however paracetamol may be given at the discretion of the sick bay supervisor.
- c) If it is considered necessary to attend a hospital the student's parents will be notified immediately to attend with their daughter.

7. Communication between teachers and parents:

Parents will be contacted if there is concern about a student's behaviour. Communication by parents with a student's teachers should be by phone, email or letter. Parents may meet teachers by appointment, which may be made through the school office. In cases of an emergency the school will make contact by phone and likewise in an emergency, parents should contact the school office.

All members of the school community have been involved in the formulation of this policy which will be reviewed no later than 2018.

Admission of a student to the school is conditional on parents/guardians giving a written undertaking that they find this code acceptable and shall make all reasonable efforts to ensure compliance by their daughter.

June 2016 (to be reviewed no later than 2019)

Appendix 1

Expected Student Behaviour

In general:

- co-operate with all members of staff
- speak politely to everyone.
- do not use offensive or abusive language
- offer to help others
- do not run inside the school buildings
- listen to others and expect to be listened to
- do not interrupt others
- Wear the correct uniform.
-

Keep the school clean and tidy as a welcoming place we can all be proud of, this includes:

- Put litter in the litterbins.
- Use the schools facilities in a proper manner.
- Keep walls and furniture clean and unmarked.

Out of class

- Move quietly and in an orderly way about the school,
- For safety keep to the right on corridors.
- Walk, don't run or push.



- Be ready to help by opening doors.
- Be ready to help by offering to carry things.