

Code of Behaviour of Alexandra College

Alexandra College exists to provide an effective education service to all its students.

Scope of policy: This policy applies to all of the students of Alexandra College and relates to all school activities both during and outside of normal school hours; it applies both on and off the campus and anywhere students are clearly identified or identifiable as students of the College.¹ This policy also applies to students in the Residences Houses during supervised evening study (prep). *See also "Residences Houses Code of Conduct".*

Rationale:

1. To have a written Code of Behaviour, as required by the Department of Education and Science.
2. To ensure that a policy is in place that reflects the principles and values of the religious and educational philosophy of the school, in accordance with the statutory obligation that rests with the Council of Alexandra College (the trustees).
3. To involve all members of the school community in developing, formulating and reviewing this policy on the Code of Behaviour in order to promote partnership, ownership and implementation of a living policy.
4. To maintain order in a large organisation.
5. To clarify expectations of behaviour.
6. To outline rewards and sanctions.
7. To make parents and students aware of procedures for dealing with misconduct and infringement of school rules.
8. To make parents and students aware of procedures for suspensions and expulsions.

Links to Mission Statement: This Policy has been developed in line with our Mission Statement which states that Alexandra College aims "to generate and maintain an inclusive climate of learning within which every pupil is enabled to develop and fulfil her own unique potential".

Links to Ethos: This policy reflects the ethos of Alexandra College which has developed "from the Quaker inspiration of Anne Jellicoe who founded the College, and from the Church of Ireland dedication which supported, enabled and still maintains the foundation,

to learn to think independently,
to tolerate and value diversity,
to respect ourselves and each other, and
to be responsible for ourselves and to society

.....so that the development and contribution of every individual can be acknowledged, and all can work together to benefit personal growth and the common good".

Objective:

To ensure that:

- teaching and learning can take place without disruption. It is expected that all students will contribute to the College as a learning organisation by maintaining these standards of good behaviour.
- parents and students are be aware of the standards of behaviour to be observed by each student attending Alexandra College so as to maintain "an atmosphere of respect, understanding, and encouragement between all who teach, work and learn in the College".
- the principles of natural justice will always apply. The College will have regard for any medical or other reason which may affect a student's behaviour.

Content of policy:

1 Atmosphere of Learning:

The College aims to promote and develop a positive educational community. It encourages self-discipline and co-operation in learning so that a positive school atmosphere prevails.

All members of the College Community are requested to move quietly around the school in an orderly manner, walking on the right hand side of corridors and stairs. Students should listen to messages and do as required so as to assist the smooth running of the school in the best interests of all.

For further details see policy on “use of the intercom”.

1.1 Mobile Phones and other Personal Electronic Equipment.

1.1.1 All personal electronic equipment (including walkmans, laser lights, mobile phones, iPods etc.) must be kept in students’ locker during the school day, school activities and prep.

1.1.2 Mobile phones and other electronic equipment may not be turned on or used at any time during the school day.

1.1.3 Recording devices must NEVER be used in the College, on any school activities or in prep.

1.1.4 Failure to comply with this will result in confiscation of the device. Subsequent offences will incur a longer period of confiscation (e.g. 2nd time = one week)

1.1.5 A parent/guardian may subsequently collect the device from Reception during office hours.

1.1.6 If this is impossible, or at the request of a parent for safety concerns, a student may collect her own mobile phone from Reception on leaving the school, but it must be returned to Reception on arrival to school the following day, to await collection by a parent/guardian.

1.2 Students may use the pay phone, or the secretary in the office will be glad to help, if an urgent phone call needs to be made.

1.3 Parents/guardians should make contact with a student during the school day by telephoning the college and leaving a message with the secretary.

Also see “Alexandra College Internet Access Policy”.

2 Behaviour.

Students are expected to be kind, courteous, trustworthy and respectful to each other, to all members of the College community and to all those with whom they come into contact. Behaviour that is ill mannered, annoying, dangerous or disruptive cannot be allowed. Inappropriate behaviour will not be tolerated.

See “Code of Conduct” charter.

2.1 **Bullying**

Each student has the right to remain free from bullying, racism, sexism, harassment and violence. All tutors, teachers and college personnel take very seriously any incident of such behaviour, or any report of such behaviour, which may come to their attention.

See “Anti-Bullying Policy” for further details.

3 **Uniform**

3.1 The uniform is a visual symbol of the College. It should be worn with respect and care by all students in Years 1- 4. The same requirement applies to all games and sports uniforms. Hair decorations should be red, brown or white.

3.2 Full uniform must be worn when travelling to or from school, on outings and during the school day.

3.3 Make-up or body decoration is not acceptable.

Hair colour/style must be discreet and natural looking.

The uniform worn must be as described in the current uniform list.

A bad report will be issued for failure to wear the correct uniform and three bad reports for uniform offences will incur an hour’s detention as per section 6.4.1

3.4 A student may be requested to carry a “Uniform Report Card” to be completed by her teachers if she does not comply with these rules.

3.5 Non-uniform items may be confiscated and will be returned on the payment of a fine.

3.6 Senior students Years 5 and 6, who do not wear uniform, are expected to dress in a manner appropriate to the occasion and task.

3.7 Personal decorations must be kept to a minimum (i.e. one set of small earrings, one neck chain, one bracelet and one ring.)

3.8 Body piercing (except for the ear lobe) is not acceptable.

3.9 All items of personal property must be named.

For further details see the “uniform policy”.

4 **Care of the School Environment.**

We all expect to work in a pleasant environment, free from litter, graffiti, clutter and damaged property. The whole school community shares a responsibility for maintaining an atmosphere conducive to learning. Food and drink may only be consumed in the Dining Room or outdoors at the picnic tables.

4.1.1 Chewing Gum

Not allowed at any time.

4.1.2 “Tippex” or any type of liquid eraser.

Not allowed at any time; will be confiscated permanently.

4.2 Litter

Everyone is responsible for clearing up her own litter; in the dining room and elsewhere on the campus.

For further details see policy on “Dining Room Duty”.

4.3 **Personal and public property**

All are expected to respect the property of others and of the College. No one may interfere in any way with the belongings of anybody else. Vandalism and/or theft will not be tolerated.

4.4 **Lockers**

4.4.1 Every student is supplied with a locker and one padlock.

4.4.2 A student must keep all of her possessions in the locker, which must be kept locked when not being accessed.

4.4.3 Combination or key-operated padlocks are available at Reception. Only school issue padlocks may be used.

4.4.4 A padlock may be cut open on the payment of a fee and the issue of a replacement padlock at Reception.

4.4.6 Lockers may not be accessed between classes; students may collect all necessary books from the lockers only before Register Class and during morning and lunch breaks.

For further details see policy on "lockers".

4.5 **Library, Music, Computer Rooms and all classrooms**

These are places where reading, study or research takes place.

4.5.1 Students are expected to treat all resource equipment/items with respect and to observe the regulations governing the borrowing of books and of e-mail and internet use.

4.5.2 Food and drink are absolutely forbidden in these rooms and in any of the buildings that are used for teaching.

See also "Library Rules" and "Acceptable Use Policy".

5 **Health and Safety.**

Notices regarding safety are posted around the College buildings and grounds.

5.1 Students are requested to read these regularly and to ensure that they conduct themselves in a manner that does not endanger their own safety or that of others. Particular attention must be paid to all notices concerning LUAS and road traffic regulations.

For further details see policy on Use of Buses (both School and Private Hire)

5.2 Any accident that occurs in College or on a College outing or trip must be reported by the student (endorsed by parent/guardian) in full and in writing to the relevant member of staff.

5.3 **Bicycles, motorcycles and Cars**

5.3.1 Parking Bays are provided for students who cycle to College; it is expected that cycle helmets will be worn and that bicycles are locked.

5.3.2 Motorcycles may be parked on the school grounds in the designated parking area. The student must give the registration number of the motorcycle to her tutor.

5.3.2 As parking space is limited, a student who drives to school may not bring her car onto the College grounds during the school term¹.

¹ Traffic control will be enforced in the grounds of the College. Clamping will apply to the following:

- Unauthorised parking in the College grounds.
- Parking in inappropriate areas / causing obstruction
- Parking on the Milltown entrance hill facing in a direction contrary to the restricted traffic flow.
- Parking in the special needs parking bays near reception without special permit displayed.

5.4 **Substance Abuse**

5.4.1 The possession, use or consumption of alcohol or of non-prescribed drugs (including tobacco) is forbidden at all times.

5.4.2 Students must not share medication with anyone else. If a student needs to take prescribed medication, the school nurse must be informed.

See policy on "Substance Abuse" for further details.

6 **Attendance and Punctuality:**

6.1 Students are expected to be present at Form Registration (08.45) and to be on time for all classes.

6.2 Students are expected to stay on the campus until the end of the School day (15.55; or 15.20 on Friday) unless formal permission has been given to leave early.

6.3 A student who misses Registration Class must sign in with the secretary at Reception. A student who leaves school early must sign out with the secretary at Reception.

6.4 **Notification of late/absence from school:**

Every student must bring a note to explain the reason for any late/absence on the day following the lateness/absence.

6.4.1 Failure to produce an acceptable excuse on three occasions in any half-term, will result in being detained for one hour after school, students may do their own study.

6.5 **Access to College premises**

During term time the College is open on weekdays from 08.15 until 18.00.

6.5.1 After 18.00 students who are being collected may wait in the hallways of either Residence or Jellicoe houses and access to the College is not permitted for day pupils unless a College function is taking place.

6.5.2 Students are expected to have left the school premises no later than 15 minutes after the end of school activities.

See Policy on "Attendance" for further details.

7. **Outings and Tours**

The Code of Behaviour also applies to all outings and to tours, whether or not they involve an overnight stay.

7.1 Before a student is accepted for a tour, her previous behaviour may be taken into consideration.

7.2 Parents/guardians will be notified, in advance, of all tours and both parents and student should sign the appropriate consent form. In this way parents, students and teachers enter into a partnership promoting good and appropriate behaviour at all times.

7.3 Parental consent is not required for outings, sanctioned by the Principal, which take place during the school day.

See Policy on "Educational Outings & Tours" for further details

8. **Commendations and Sanctions**

Alexandra College endeavours to promote co-operation amongst students and teachers; and acknowledges responsible behaviour by students.

- 8.1 Each Form has a report book which is carefully monitored by the tutor. In it Good Reports are given to those students who, in the opinion of the teachers, merit commendation. Students who get three Good Reports in one half-term receive a Letter of Commendation.
- 8.2 Each year Group in Residence Houses has a report book in which good and bad reports are recorded. The same procedures as described below 8.3 to 8.9 also apply to students in prep. These report books are carefully monitored by the Prep Co-ordinator, who also may impose internal suspension during prep.
- 8.3 If a student is in breach of one of the norms of behaviour as described in this Code of Behaviour, she will be asked to explain to her teacher (orally or in writing) the rule she has breached, to describe what effect this breach has had on members of the school community, and how she could act differently in the future to avoid being in breach of the rule. This is done to develop the student's sensitivity and consideration for others and to assist her in upholding acceptable norms of behaviour in future.
- 8.3.1 Each teacher should issue a warning and keep a record of minor breaches of the Code of Behaviour (eg chewing gum, chatting in class, forgetting books/homework/materials, late arrival to class etc²). After one warning a bad report should be written.
- 8.3.2 A teacher may issue an instant bad report for a serious breach of the code (eg extreme rudeness, aggression, unexplained absence from a whole class, persistent disruption of class etc)
- 8.4 A student who receives three Bad Reports in one half-year (either from August to end December or from January to end of summer term) will have to attend Detention. Detention takes place on a Wednesday afternoon from 4pm to 6pm. Students will be assigned work, which may include community service.
- 8.4.1 Sanctions for specific offences may include being asked to perform community service or another task appropriate to the misdemeanour.
- 8.4.2 A student who is detained on Friday afternoon as in section 6.4.1 and does not to attend will be placed in the next two-hour Wednesday detention.
- A student who leaves the school campus without permission from the Principal or Deputy/Vice Principal will be placed in the next two-hour Wednesday detention.
- A record will be kept of each student who has been placed in two-hour Wednesday detention
- 8.5 If after the detention the negative behaviour continues, the student concerned may be requested to meet with her Year Head. The Year Head will issue a Weekly Behaviour Report Card to the student concerned with the aim of correcting the bad behaviour. The student's parents will be kept informed and must sign the Report Card at the end of the week.

² "Guidelines for classroom behaviour" will be displayed in each classroom

Following this, a Behavioural Contract³ should be drawn up between the Year Head/Student/Parents with the aim of correcting the unacceptable behaviour. Where there is no apparent improvement in behaviour, further Report Cards may be issued.

8.5.1 Students may still accumulate Bad Reports while on a Report Card and further Detentions will be issued in the normal manner.

- 8.6 Three Detentions in one term may lead to a suspension.
- 8.7 In the case of serious violation of the Code of Behaviour the student may be referred directly to the Principal, who may impose suspension and/or expulsion.
- 8.8 Internal suspension will be imposed where a student prevents her class from being taught due to disruptive behaviour. Internal suspension for a specified period may be imposed by the Deputy/Vice Principal or Principal.
- 8.9 Where a student is involved in a criminal act, which involves the Gardai, she will be either suspended for a longer period of time or expelled, depending on the seriousness of the crime.

See policy on “Commendations and Sanctions” for further details.

Policy Development and Availability:

Policy relating to the Code of Behaviour will be developed in consultation with students through the Staff/Student Forum, with parents through the Alexandra College Association and with teachers through staff meetings and a Code of Behaviour Committee.

A Code of Behaviour Committee shall consist of four members of the teaching staff and one representative from the management of the College. The Code of Behaviour Committee will be responsible for drafting additions, amendments and alterations to the Code of Behaviour in consultation with parents and students.

The Principal is responsible for ensuring the availability of the Code of Behaviour to parents/guardians and students.

Implementation and Compliance:

1. All members of the College staff will monitor the implementation of the Code of Behaviour.
2. The full co-operation of parents/guardians is expected in the event of being contacted by the College on a disciplinary matter.
3. Parents/guardians must encourage their daughter(s) to uphold these standards of behaviour.
4. Each student is expected to do her best to observe these standards of behaviour.

Success Criteria:

³ See Appendix 1 – Sample Behavioural Contract

Teaching and learning proceed unhindered by unacceptable behaviour
Letters of Commendation outnumber the letters notifying Detention.
There is a decline in the number of students attending Detention.

Review and evaluation:

There should be a full review of the Code of Behaviour every three years by the Code of Behaviour Committee. More frequent reviews may take place as required. The Code of Behaviour will be included on the agenda of staff meetings at least once a term.
A report is to be made to council once a year on the implementation of this policy.

Legislation/equality proofing:

A solicitor who has expertise in this area must approve the draft of the Code of Behaviour and any subsequent additions, amendments or alterations. These must be submitted to Council for final approval. Any amendments will become part of the Code of Behaviour, and will be notified to parents.

Dates of the Council Meetings at which the Code of Behaviour, and any additions, amendments or alterations were ratified:

This Code of Behaviour was adopted on 19th May 2004.

A full review took place during 2006/2007 and the Board of Management adopted the amendments on 28th March 2007.

The Board of Management approved amendments to Section 8.3, 8.4 & 8.5 on 28th May 2008.

Signed :

Appendix 1 – Code of Behaviour

Sample Behavioural Contract

- 1 What areas of your behaviour have improved over the last week?
- 2 What areas of behaviour did you need to improve – i.e. what behaviour resulted in you being given bad reports and detentions in the past?
- 3 What have you learnt about your behaviour and the behaviour that teachers expect from you in the classroom
- 4 What are you going to do to make sure that you will not repeat your unacceptable behaviour?

Students signature:

Parent/Guardian signature:

Year head signature:

Date

ⁱ This policy has been drawn up in consultation with all of the school partners, including Council, Staff, Parents and Students. It commenced during the academic year 2002-2003 and continued during 2003-2004.