

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

Scope of policy

This policy has been drawn up in consultation with all of the school partners, including the Board of Management, Council, staff, parents and students. It 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. This policy also applies to students in the Residence Houses during supervised evening study/prep and on school outings and tours. (See also “Residences Houses Code of Conduct”)

Rationale

1. To have a written Code of Behaviour, as required by the Department of Education and Skills.
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 Board of Management and 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 staff, parents and students aware of procedures for dealing with misconduct and infringement of school rules.
8. To make staff, 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 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 that may affect a student’s behaviour.

Content of policy

1. Academic Regulations

The following regulations will apply in general. For the most part the Principal reserves the right to determine appropriate action and response in the light of divergent situations and circumstances. Thus, what follows may be modified as deemed appropriate by the authorities in the best interest of the College and students.

1. Entrance Procedures

1.1. Formal applications for admission to the College should be made on an official application form by September 1st of the year preceding entry

1.4. A personal meeting may be held with applicants from particular categories and their parent(s) or guardian(s) and College representatives.

1.5. Students will be assessed after allocation of places in order to determine an equal mix of abilities in each First Year class.

2. Assignment to Classes

2.1 Girls in Senior Cycle are assigned to classes on the basis of advice from the academic staff, on performance and application in class, the results of House and State examinations and other relevant considerations, and not on the basis of examination results alone.

2.2 Permission to register to sit for an additional subject in the Leaving Certificate which has not been studied within the College will be granted only in exceptional circumstances: ordinarily, this practice is not encouraged. In line with the Department of Education & Skill’s regulations, students will have to provide evidence of having followed an approved course of study taught by a qualified teacher.

2.3 Where subject-options are available, girls choose subjects not teachers. Transfers from one class to another within the same subject are made as an adjustment in the standard at which the subject is being taken (viz. honours or pass) and not because of preference for one teacher or another.

2.4. Once class-lists have been published, girls may request a transfer from one level to another within a subject or from one subject to another [not from one teacher to another] only with formal permission and having followed the procedures in place.

2.5. The College may not be able to offer optional subjects in the Leaving Certificate cycle where there are too few applicants for a particular subject.

3. Breaks and Free Periods

3.1. During the normal breaks at mid-morning and at lunch-time, girls must vacate their classrooms and go to the Dining Room or outside during normal breaks, unless instructed to do

otherwise.

3.2. Outside these normal breaks, girls should not be absent from their assigned classrooms without permission. When moving to an assigned classroom, there should be no delay in doing so.

3.3. Formal written permission from the Principal, Deputy Principal or Year Head is required by students if they wish to leave the premises at any time. Under no circumstances can a student leave the school without obtaining permission. Parental permission is not a substitute for permission from College personnel.

3.4. Girls who are regularly free during a particular class-period (because they do not take the subject or subjects being taught) will be assigned a place to study.

3.5. In the event of a teacher being absent, students will be supervised and expected to use the time to study or complete work assigned for them in that class period.

4. Homework

4.1. Girls are expected to be fully prepared for their classes each day. This will require careful study at home to ensure that written assignments and memory work set in class are completed thoroughly. Homework should also include due time for study and review of what has been covered that day and preparation of what is to be covered the following day.

4.2. As a general rule, the following study timetable should be adhered to on at least five evenings a week. Supervised Study for all students is available from Mon. – Thurs. (4.15p.m. – 5.45p.m and 6.15pm -10.00pm.). There is no charge for Supervised Study from Monday to Thursday. Weekend Study is also available. There is a charge for weekend study.

Fifth and Sixth Year	3 – 3.5 hours
Second and Third Year	2.5 – 3 hours
First Year	2 hours

4.3. Each girl should have the College journal, which includes the Homework notebook, and this should be in the student's possession throughout the school day.

4.4. When homework has not been done, an excuse note signed by a parent and addressed to the Deputy Principal/Year Head should be brought to school on the next day before first class.

4.5. Attendance at PE and other timetabled activities is subject to the normal academic regulations.

5. Punctuality

5.1 All students must be in school by 8:45 am each morning.

5.2. All students must register each day by scanning their hands on the hand scanners provided. A repeated pattern of 'lates' to school or any class may incur Early Morning detention.

5.3.1 All students arriving after 8:45 will report to the reception after which students make their way to their appropriate classroom.

5.4. All girls who are late should either have a note with them at the time or bring a signed note to school the following day addressed to the Form Tutor as appropriate. If the student fails to bring a note to the College the following day she may receive a punishment or some other appropriate sanction.

5.5 Please refer to the College's Attendance Policy for full details on attendance and punctuality.

6. Absence

- 6.1. A written excuse clearly outlining the reason for the absence and signed by a parent / guardian should be given to the appropriate authority (as for 'Lateness') before the beginning of classes by a student returning from absence, even of one day's duration. The normal courtesies of formal correspondence should be observed. Such excuse notes must be on a separate page of notepaper and not in the College Journal. The Form Tutor will collect these notes.
- 6.2. The official school calendar should not be adjusted by parents or girls to suit their own convenience. Family holidays should not be planned for times during which the College is in session. Where an exception is to be made, a formal request to the Principal, in writing and at least 2 weeks in advance, is required.
- 6.3. As far as possible appointments (medical and other) should be made only outside class or examination time.
- 6.4. Unauthorised absence from class ("mitching") is a serious offence. No one may take time off from class for personal study without consultation with the teacher and the Principal prior to permission being granted.
- 6.5. Students must participate in all school activities e.g. Prize Giving, Founder's Day, the Carol Service etc. These are important events in the College Calendar.

7. House and Public Examinations

- 7.1. House examinations in all subjects are ordinarily held at the end of the Christmas term and, except for classes sitting public examinations, at the end of the summer term.
- 7.2. The results of these examinations, with an overall comment by the Form-Tutor, are available digitally at the midterm in October, after Christmas and in the summer.
- 7.3. The public examinations of the Department of Education and Skills (Junior and Leaving Certificates) take place in June. Leaving Certificate results are normally issued in the middle of August; Junior Certificate results in the middle of September. Results will not be available in the College on the day of issue before 9.00 and after 13.00. After 13.00, results will be posted home. Candidates ordinarily will be given only their own results.
- 7.4. Students and parents will be advised of the Appeal Process and the procedure involved in viewing the Leaving Certificate scripts.
- 7.5. Students will not be entered by the College for public examinations in any subject for which they cannot satisfy the Department of Education and Science's regulations. These require that 'an approved course' be followed 'for at least two years' in each subject for which a pupil is entered.
- 7.6. Examinations are part of the school year and the normal College regulations apply while they are in progress. Absence from House or Public Examinations without due cause and adequate explanation [as per 6.4. above] is not permitted. Examinations missed due to absence may not be completed at any other time.
- 7.7. All students must remain in the examination centre for the duration of House examinations
- 7.8. Students from 1st to 4th Year must wear full school uniform during examinations.
- 7.9. In line with State Exams policy, use of mobile phones will result in exam cancellation and may result in suspension.
- 7.10. A student found copying or using notes in examinations will have her paper cancelled. Any attempt at cheating will be dealt with severely and, depending on circumstances, may result in suspension.

8. 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. 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.

8.1 Mobile Phones and other Personal Electronic Equipment.

Mobile phones must be kept in students' lockers during the school day, school activities and prep. Failure to do so will result in confiscation for a full school day and a bad report.

8.1.1. Recording devices must NEVER be used in the College, during any school activities or during prep without express permission of the classroom teacher concerned. Breaches of this rule will have serious consequences.

(Also see "Alexandra College Internet Access Policy".)

9. 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.

9.1. *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.)

1. Uniform

10.1. 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.

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

10.3. 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.

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

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

10.6. Personal decorations must be kept to a minimum

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

10.8. All items of personal property must be named.

1. 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.

11.1. *Food and drink*

These may be consumed only in the Dining Room or outdoors at the picnic tables.

11.2. Chewing Gum is not allowed at any time.

11.3. *Litter*

Everyone is responsible for clearing up his/her own litter; in the dining room and elsewhere on the campus. For further details see policy on "Dining Room Duty".

11.4. *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.

11.5. *Lockers*

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

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

11.5.3. Padlocks are available at Reception.

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

11.5.5. 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".)

11.6. *Library, Music, Computer Rooms and all classrooms*

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

11.6.1. 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.

11.6.2. 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 "Email and Internet Acceptable Use".)

2. Health and Safety

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

12.1. 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)

12.2. 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.

12.3. Bicycles, motorcycles and cars

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

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

12.4. Substance Abuse

12.4.1. Smoking is not permitted on the school grounds, in the school environs, or in school uniform at any time. If any student is caught smoking, the following sanctions will apply: detention for a first offence, suspension for any subsequent offences.

12.4.2. The possession, use or consumption of alcohol or of non-prescribed drugs is forbidden at all times .

12.4.3. (See policy on “Substance Abuse” for further details.)

3. Attendance and Punctuality

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

13.2. 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. Students who absent themselves from the School premises without permission may be suspended from school.

13.3. A student who misses Registration Class or who comes in late must sign in with the secretary at Reception and scan her hand in the hand scanner in reception. A student who leaves school early must sign out with the secretary at Reception and bring in a note to explain lateness/or early exits. A repeated pattern of lates will lead to appropriate punishment, including Early Morning Detention.

13.4. Notification of late/absence from school:

Every student must bring a note to explain the reason for any lateness/absence on the day following the lateness/absence. Failure to produce an acceptable excuse on three occasions in any half-year, will result in being detained for one hour after school.

13.5. Access to College premises

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

13.5.2. 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.

13.5.3. 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.)

4. Outings and Tours

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

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

14.2. 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.

14.3. 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.)

5. Commendations and Sanctions

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

15.1. Each Form has a report book, which is carefully monitored by the tutor. In it Good Reports are recorded in writing. 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-year receive a Letter of Commendation.

15.2. 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.

15.2.1. Each teacher may issue a Bad Report for minor breaches of discipline (e.g. chewing gum, chatting in class, forgetting books/homework/materials, late arrival to class, etc.). These Bad Reports are recorded in writing in Reports Book, which is monitored closely by the Form Tutor.

15.2.2. A detention may be issued for a serious breach of the Code of Behaviour (eg extreme rudeness, aggression, unexplained absence from a whole class, persistent disruption of class, etc.)

15.3. 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.

15.3.1. Sanctions for specific offences may include being asked to perform community service or another task appropriate to the misdemeanour.

15.4. 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.

Following this, a Behavioural Contract may be drawn up between the Year Head/Student/Parents with the aim of correcting the unacceptable behaviour.

(See Appendix 1 – Sample Behavioural Contract) Where there is no apparent improvement in behaviour, further Report Cards may be issued or a suspension may ensue.

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

15.5. Three Detentions in one half year may lead to a suspension.

15.6. 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.

15.7. 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 Principal or Principal.

15.8. Where a student is involved in a criminal act, which involves the Gardaí, she will be either suspended for a longer period of time or expelled, depending on the seriousness of the matter.

15.9. Each year group in Residence Houses has a report book in which Good and Bad reports are recorded as outlined above. The same procedures as described above also apply to students in prep. The Good and Bad report books are carefully monitored by the Prep Co-ordinator, who also may impose internal suspension during prep

Policy Development and Availability:

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

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 should 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 outlined in the Code of Behaviour.

Success Criteria

1. Teaching and learning proceed unhindered by unacceptable behaviour.
2. Letters of Commendation outnumber the letters notifying Detention.
3. A decline in the number of students attending Detention.

Review and evaluation

There will be a full review of the Code of Behaviour every three years. More frequent reviews may take place as required.

Legislation/equality proofing

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

Dates of the Council/Board of Management 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.
- The Board of Management approved this version of the Code of Behaviour on 2014.
- The Board of Management, Principal and Deputy Principal are the final arbiters in any instances of breaches of the Code of Behaviour.

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?

Student signature:

Parent/Guardian signature:

Year head signature:

Date: