



SAINT ALOYSIUS' COLLEGE POLICY ON STUDENT BEHAVIOUR

“The Code of Conduct”

1. INTRODUCTION.

1.1 This Policy Statement on Student Behaviour, the “Code of Conduct”, has been devised and published by the Board of Management of Saint Aloysius' College, “the College” having regard for the relevant guidelines published by the National Education Welfare Board and following collaboration and consultation with the following partners and interested parties:

- 1.1.1. - the teaching staff of the College,
- 1.1.2. - the Parents' Association of the College,
- 1.1.3. - the Trustees of the College,
- 1.1.4. - The Students' Council of the College.

1.2 This policy statement was ratified by the Board of Management on 20-10-2010 and will operate from 01-11-2010, and replaces all previous policy statements on student behaviour.

1.3 The College's Ethos and Operating Context are detailed and explained in the Admissions Policy statement, which is available from the office or on the college website. (www.saintals.ie)

1.4 The Code of Conduct in Saint Aloysius' College is based on a Code of Excellence whereby,

“every student who accepts a place in the College undertakes a commitment to work for excellence in all spheres of her growth and development.

All conduct is guided by the principles of: courtesy, kindness, honesty, justice, loyalty, trustworthiness, commitment, ambition and generosity.”

1.5 The Board of Management of Saint Aloysius' College is committed to the implementation of the relevant legislation, particularly: the Education Act 1998, the Education (Welfare) Act 2000, and the Equal Status Act 2000; the Safety Health and Welfare at Work Act 1989.

- 1.6 The Board of Management is committed to the welfare and development of all its students, and to this end, a comprehensive system of Pastoral Care exists at the College.
- 1.7 The College authorities are committed to the safety and welfare of all who attend and work at the College. Students and staff have the right to be treated fairly and with dignity, in an environment free from intimidation, harassment and discrimination. The College Anti-Bullying policy statement may be obtained from the office or on the college website.

2. MISSION STATEMENT.

“Our mission is that this school community both in its teaching and environment affirms the uniqueness and fosters the potential of each individual.”

- 2.1 Within the classroom, students should be allowed to learn and teachers should be allowed to teach;
- 2.2 Within the School, all members of the School Community should be allowed to work in a safe environment which is free from threat of physical violence, harassment (sexual or otherwise), bullying, racism, exposure to harmful (or illegal) substances.

CODE OF CONDUCT.

3.1 GENERAL BEHAVIOUR

- 3.1.1 The rules and guidelines for student Conduct contained in this Code of Conduct are general in nature. Specific rules, “the Rules”, will apply in certain classrooms and in certain circumstances. In such instances, students are required to obey the Rules that are specified for such situations.
- 3.1.2 Examples of such situations and classes in which specific rules would apply are: an emergency evacuation drill; an actual emergency evacuation; the use of specialised laboratory equipment; physical education activities, school events, outings or school tours.
- 3.1.3 In the case of emergencies, students are required to follow instructions issued at the time of the emergency.
- 3.1.4 In the event of an emergency such as a sudden illness, injury or any other personal emergency, a student is to report to a teacher or the main office. The College authorities, where appropriate, will contact the parent.
- 3.1.5 Students are obliged to behave in such a manner as to contribute positively to the welfare, safety and comfort of others. Students must treat members of staff, fellow students and visitors to the school with respect and consideration.
- 3.1.6 Students must behave in an orderly and courteous manner in the corridors and common areas and must obey whatever Rules including movement apply to those areas.

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- 3.1.7 Students must show respect for College property and equipment and that of other College users. Students will be required to make good any damage caused by neglect or misbehaviour.
- 3.1.8 Students are responsible for their own property, school bags should be stored safely in lockers or on shelving provided.
- 3.1.9 Students of the College are expected to behave in such a manner as to always uphold the good name of the College, during and outside school hours.
- 3.1.10 An acknowledgement from a parent to a teachers entry in the journal is required in the event of a student's failure to comply with the Code of Conduct
- 3.1.11 While it is acknowledged that parents are responsible for their children outside of school hours, it is stressed that the Conduct of students en route to and from the College, while using the school bus or while queuing for the school bus, must be exemplary, and must in no way bring the College into any disrepute.
- 3.1.12 Student conduct on College outings, field-work and during study sessions must conform to this Code of Conduct and the Rules governing those situations.
- 3.1.13 Students are expected to take responsibility for their own conduct and learning.
- 3.1.14 Students are expected to behave in a manner that respects the rights of other members of the college community especially other students' right to learn.
- 3.1.15 Students are expected to show to respect their teachers at all times both inside and outside the college

3.2 ATTENDANCE.

- 3.2.1 Regular and full attendance is required of all students. The College staff routinely monitors student attendance.
- 3.2.2 Parents are required to supply an absence note from the student journal to cover any student absence. In the event of a student illness, a medical certificate or a copy of the certificate should be supplied to the College, where possible.
- 3.2.3 Parents are requested to make medical, dental or other such appointments outside of class time. In the event of an unavoidable appointment during school time, parents/guardians are asked to request in writing using the student journal that the College release the student for the duration of the appointment. A copy of the appointment card should accompany the permission slip. (See Appendix 3). Students are, under normal circumstances, expected to return to the College after such an appointment.
- 3.2.4 Students are required to return to the College after any external events organised during school time, unless otherwise designated by the College authorities.
- 3.2.5 Students may not be absent from the College during the school term for the purpose of holidays.
- 3.2.6 Students are strongly encouraged not to take on occupational work during the school term.

- 3.2.7 Students are to enter and exit by the Quad door. Students who arrive after the official school start time should enter through the main office door.
- 3.2.8 Parents are requested to notify the college if a student is absent. (See Appendix 4).

3.3 PUNCTUALITY.

- 3.3.1 Students are required to be on time for all classes. The current daily teaching hours are: from **8.45**am to 3.45pm on Mondays, Tuesdays and Thursdays; from **8.45** am to **1.00**pm on Wednesdays; and from **8.45**am to 3.30pm on Fridays.
- 3.3.2 The College premises are normally open daily at 8.00am and are closed at 5.00pm. Supervision of students extends for 15 minutes before classes commence and for 15 minutes after classes end, except in the case of college-sponsored activities or courses.
- 3.3.3 Each student is required to be at assembly at **08.35** on the designated assembly morning.
- 3.3.4 A late for school slip from the student journal signed by parent is required if a student is late for school.
- 3.3.5 Students are obliged to be aware of and follow the correct sign in / sign out procedures.

3.4 UNIFORM.

- 3.4.1 Full regular uniform must be worn at all times unless otherwise designated by the College authorities. The uniform must be clean and presentable.
- 3.4.2 The regular uniform, which is worn at all classes except Physical Education and Games, consists of: maroon knee-length skirt and / or black pin-striped school trousers; maroon jumper; white shirt-style blouse; maroon tights or knee socks; and dark low-heeled shoes; black college jacket; maroon college fleece is optional. Black college jacket may not be worn in class.
- 3.4.3 The P.E. uniform, which students must wear in P.E. classes and when participating in games, consists of black tracksuit bottoms and white polo-style shirt or the College tracksuit, and training shoes.
- 3.4.4 Students must wear gum shields when playing hockey.
- 3.4.5 Hair must be kept well groomed **and presentable; students are reminded they are representing their school as well as themselves.**
- 3.4.6 Jewellery, when worn, must be simple and in keeping with the uniform. On health and safety grounds, certain items of jewellery may not be worn at Physical Education classes, Home Economics classes, games and some other classes.
- 3.4.7 ***Each student is permitted to wear one neat stud in each ear and a discrete stud on her nose (at managements discretion). Other ear and facial piercings must be removed. This includes hoops, bars, droppers, spacers. This list is not exhaustive. Failure to comply with this rule will result in a sanction for the student.***

- 3.4.8 *Students are required to display their name badge at all times within the school building.*

3.5 LOCKERS.

- 3.5.1 Lockers, which are the property of the College, may be assigned to students for their personal use on a yearly basis.
- 3.5.2 Students must keep their locker and the surrounding area tidy and in good order
- 3.5.3 Students must keep their lockers locked.
- 3.5.4 Lockers should be accessed only during authorised times and not during class times except with the written permission of a teacher.
- 3.5.5 The College authorities may inspect lockers from time to time, and may at any time ask a student to open her locker for inspection.
- 3.5.6 A student is in breach of the rules if she has any unauthorised or banned substances, materials, utensils, tools or weapons in her locker.
- 3.5.7 The privilege of having a locker may be revoked at any time for breach of these rules.
- 3.5.8 The Board of Management does not accept responsibility for loss or damage to a student's property.
- 3.5.9 Damaged lockers must be reported to a year head.

3.6 FORBIDDEN SUBSTANCES.

- 3.6.1 The possession, use or consumption of tobacco, alcohol, or any banned substance is prohibited on the College premises or grounds, or at any College sponsored outings or events, or while wearing school uniform.
- 3.6.2 The presentation of a student on the College premises or grounds or at any College sponsored outings or events in an intoxicated state or having consumed an intoxicating or banned substance (See definition) is strictly forbidden.
- 3.6.3 The possession or taking of prescribed drugs is strictly forbidden unless the student bears a note from her parent(s) who have been authenticated by the Principal, Deputy Principal or other authorised teacher.
- 3.6.4 Students should never share medication prescribed or un-prescribed with other students.
- 3.6.5 The possession or use of correction fluid (such as "Tippex"), and the inappropriate use of felt tip pens are forbidden.
- 3.6.6 The possession or use of Chewing Gum is forbidden.

3.7 STUDENT JOURNAL

- 3.7.1 The Journal used must be the official Saint Aloysius' College Journal.
- 3.7.2 Students are required to have their Student Journal in their possession at all times while in class and when leaving class and the journal must be available to a staff member immediately on request.
- 3.7.3 College staff has the right to inspect a Journal, to write on it, or to request a comment or signature from a parent/guardian on it.

- 3.7.4 The Journal is not a private diary, and must be used for College purposes only, specifically the noting of exercises and assignments, and the facilitation of correspondence between the College staff and parents and vice versa.
- 3.7.5 Parents are requested to sign the Journal when required.
- 3.7.6 Students are required to keep the Journal in good condition. Students may not tear pages from the Journal or otherwise deface it in any way.

3.8 CLASSROOM CONDUCT.

- 3.8.1 Students are expected to contribute positively to the learning environment of a classroom and to obey all classroom rules.
- 3.8.2 Students must request permission to speak, by raising their hand and must listen to others with respect.
- 3.8.3 Students are expected to apply themselves diligently to their studies and work hard at all times. Homework is to be completed fully and thoroughly and handed up on time. In the event of absence, the onus is on the student to ascertain what homework assignments have been given and to complete them where appropriate.
- 3.8.4 An explanatory note on the Journal from a parent/guardian is required in the event of a student's failure to complete homework.
- 3.8.5 Students are expected to be on time and to bring all required texts and equipment to class.
- 3.8.6 Students are expected to respect the classroom environment: e.g. litter in bins, no graffiti on walls or furniture and clean up after themselves
- 3.8.7 Students are not allowed enter laboratories, the Sports Hall or other specified class rooms unless supervised or directed by a teacher.
- 3.8.8 If a student's Conduct has a seriously detrimental effect on the education of other students it may result in serious disciplinary sanctions including suspension being imposed.

3.9 LUNCH-TIME/ BREAKS.

- 3.9.1 Students are not permitted to leave the College grounds during any class breaks or at lunch-time unless they have received permission from the Principal or Deputy Principal or other authorised teacher.
- 3.9.2 Students are encouraged to bring a healthy lunch. Students may eat only in designated areas within the premises or grounds. The main dining areas are the Quad, the Hall and designated areas in the grounds. The consumption of food or drinks is not allowed in classrooms unless otherwise approved by a teacher.
- 3.9.3 Lunch areas must to be left tidy and litter put in bins and students should be mindful of recycling

3.10 USE OF TELEPHONE/MOBILE PHONE.

- 3.9.4 The use of any mobile telephone, portable gaming console (including, but not limited to, Sony PSP, Nintendo DS and Nintendo Game boy Advance), Personal Digital Assistant (PDA) or portable digital audio /

video player (including, but not limited to, Apple iPod, Creative Zen, Sony MP3 Walkman) is expressly prohibited during class time. Any such devices can only be used during mid-morning break, lunch break, before first morning bell and after classes end for the day. **Any contravention of this rule will result in the offending item being immediately confiscated and returned when collected by a parent on payment of the prescribed fine of €20** (Emergency calls may be made or received at other times through the main office). Normal school rules also apply for after school study.

3.9.5 *The picture/video/voice recording feature of a phone can only be used when instructed by a teacher for educational purposes.*

3.9.6 *1st Year students are not permitted to use their mobile phones within the school until after Christmas.*

4 SANCTIONS FOR BREACHES OF THE CODE OF CONDUCT or THE RULES.

4.1 MIDEMEANOURS and DISRUPTIONS

- 4.1.1 Students are required to respect the rights of others, to adhere to the College's Code of Conduct and to obey all Rules. Parents with their children are expected to be familiar with the contents of the Code of Conduct.
- 4.1.2 Parents/guardians are expected to take an active interest in their children's progress and Conduct, and are expected to co-operate with the teachers in addressing any disciplinary matters involving their children.
- 4.1.3 In the interest of good order and to protect the rights of all who use the College, breaches of the Code of Conduct and Rules may incur sanctions and penalties.
- 4.1.4 In all disciplinary matters, teachers will inform students of the specific breaches of the Code of Conduct or Rules that have been noted, and will give students an opportunity to respond to the charges against them.
 - 4.1.4.1 Teachers will warn students appropriately of the consequences of their misbehaviour. Class teachers will deal appropriately with all matters relating to minor breaches of the College's Code of Conduct and Rules and may inform the Class Tutor where applicable.
 - 4.1.4.2 Some possible sanctions that class teachers may apply include: the issuing of a reprimand or warning, the requesting of a written or verbal apology, the assigning of a punishment exercise, the noting of the misdemeanour in the Journal for parent/guardian signature, the assigning of extra homework, the assigning of an in school detention; etc. (See Appendix 1)
 - 4.1.4.3 In some cases of student misbehaviour, the Class Tutor and/or Year Head may request the Counsellor to intervene in an effort to help the student deal with personal problems. It may be necessary for parents to seek further professional help for their daughter at this stage.

- 4.1.5 In the event of such misdemeanour as unauthorised absence from class, misbehaviour in any form, or a breach of trust between a student and the College authorities, the Year Head may place a student "On Report". When On Report, a student will be required to present her On Report Card to each class teacher and to her Year Head as required. The On Report Card will also require the signature of a parent each day.
- 4.1.6 In all instances of Detention, parents will be informed by means of a note in the journal and / or prepaid ordinary post or by means of a registered letter.
 - 4.1.6.1. Parents and the student may be asked to meet a member or members of the staff with a view to resolving the matter, and to helping the student improve her Conduct.
- 4.1.6 If a student breaches the Rules regarding the use of mobile phones, a teacher may confiscate the phone. A fine will be imposed and the phone will be returned **when collected by a parent.**(Presently €20)

4.2 MORE SERIOUS BREACHES OF THE CODE OF CONDUCT or RULES

- 4.2.1 If, following the interventions described in section 4.1 above, the student's Conduct has not changed or if further breaches occur, the matter will be further considered by the Year Head and the Deputy Principal who will then investigate the situation, and may make further disciplinary and pastoral interventions. Further sanctions or punishments may be imposed on the student and parents will be informed and involved. An official disciplinary warning will be placed on the student's record. (See Appendix 2)
- 4.2.2 In instances of student absence from school of an annual total of twenty days or more, the Educational Welfare Officer will be notified.

4.3 SUSPENSION

- 4.3.1 If, following the application of interventions and sanctions, a student's conduct is still in serious breach of the Code of Conduct or Rules, the Principal or his/her Deputy may suspend the student for a period of up to five (5) days. The Board of Management may increase this.
- 4.3.2 In some circumstances, the Principal or his/her Deputy on the authorisation of the Principal may suspend a student immediately. Such circumstances would be of a very serious nature and would include situations where a student's conduct has had a serious detrimental effect on the education of other students or the student's behaviour could constitute a serious threat or affront to others, e.g. serious affront to a teacher, the striking of another student, the use or threat of violence, the possession of illegal substances or weapons, other very serious misdemeanours.
- 4.3.3 In the event of any suspension, parents will be notified and informed as soon as possible. In the event of a student being suspended from class or the College, and/or while she is waiting to be collected by parents, the student must wait in the College in the area designated by the teacher or Principal. The student may not leave the College until given permission by College authorities to do so.

- 4.3.4 The student being suspended and her parents will be informed of the reason(s) for the suspension, and will be afforded an opportunity to respond to the charges against the student.
- 4.3.5 Certain conditions may be imposed on a student before she will be accepted back to the College after a suspension. Such conditions may include: a written apology; a written undertaking of good and appropriate Conduct; the completion of assignments; a formal meeting by the student and her parent(s) with staff member(s), etc.
- 4.3.6 Parents, or a student when the student is over the age of eighteen years of age, may appeal a suspension to the Board of Management.
- 4.3.7 The Board will hear such an appeal and will decide to either uphold the appeal or to approve the suspension.
- 4.3.8 In the event of a successful appeal against a suspension, the Board will delete any reference to the suspension from the student's file and may impose another sanction on the student instead of suspension, or may decide to impose no further sanction on the student.
- 4.3.9 In the case of a six-day suspension of a student, or an accumulation of twenty days or more of suspensions in a school year, the Educational Welfare Officer will be informed.

4.4 EXTERNAL APPEAL

- 4.4.1 In accordance with Section 29 of the 1998 Act, an appeal lies to the Secretary General of the Department where a Student is, among other things, suspended from attendance at the school for a period which would bring the cumulative period of suspension to 20 days in any one school year. Further information and the Appeals Application Form is available from the Section 29 Appeals Administration Unit, Department of Education and Science, Cornamaddy, County Westmeath – telephone (0906) 483600 – *www.education.ie*.

4.5 EXPULSION

- 4.5.1 In cases of the most serious misbehaviour and breaches of the College's Code of Conduct and Rules, and/or following the unsuccessful application of interventions and sanctions, the Board of Management may expel a student from the College.
- 4.5.2 Expulsion will be sanctioned only following the most rigorous examination by the Board of Management of the circumstances surrounding the case, and will be exercised in accordance with the principles of natural justice, and in conformity with the relevant legislation and the College's Code of Conduct.
- 4.5.3 Before the Board of Management will consider and make a final decision on a case that may incur the penalty of expulsion, parents, will be informed of the details of the case and the seriousness of the situation, and will be invited to make a submission to the Board and/or to meet the Board to hear the charges against their child and to present their response.

- 4.5.4 In the case of the expulsion of a student, the student's parents, or the student when that student is over the age of 18 years, will have the right to appeal the decision of the Board of Management to the Secretary General of the Department of Education and Science. Such appeal should be made within forty-two days of the expulsion order having been made.
- 4.5.5 In the case of the expulsion of a student, the Educational Welfare Officer will be informed.

4.6 EXTERNAL APPEAL

- 4.6.1 In accordance with Section 29 of the 1998 Act, an appeal lies to the Secretary General of the Department where a Student is, among other things, permanently excluded from the school. Further information and the Appeals Application Form is available from the Section 29 Appeals Administration Unit, Department of Education and Science, Cornamaddy, County Westmeath – telephone (0906) 483600 – www.education.ie.

5 REVIEW OF THE CODE OF CONDUCT POLICY

- 5.1 The Board of Management of the College, in consultation with the relevant partners, will review this policy from time to time as appropriate, but in any event at the start of each new Board's term of office.
- 5.2 The Board may, subject to relevant legislation, and subject to Department of Education and Science regulations, alter or amend any section of this policy as appropriate.

Signed: Sr. Margaret Herlihy
Chairperson, Board of Management,
Saint Aloysius' College, Carrigtwohill.

Date: 13-6-2017

RELEVANT TERMS AND DEFINITIONS

The College: This includes school buildings, grounds, play areas and public areas where students congregate coming to or going from school.

Banned or Prohibited Substances: This includes, all substances covered by the Misuse of Drugs Act, non-validated prescription medication, all alcohol, tobaccos, e-cigarettes, vapers or any mood other altering substances used contrary to the Law of the Land. The College reserves the right to determine that a substance found at the school qualifies as a banned or prohibited substance.

Parent: This includes a student's natural father, her natural mother, a male adopter under an adoption order, a female adopter under an adoption order, a guardian or other person acting in loco parentis (except a teacher). Parents shall be construed accordingly.

Appendix 1.

Minor misdemeanours

(May include but is not limited to the following)

1. No homework recorded by teacher 3 times.
2. Late for class recorded by teacher 3 times
3. No books/materials in class recorded by teacher 3 times.
4. Continuous minor disruptions.
5. Misbehaviour on premises at any time.
6. Unexplained absence from class.
7. Not presenting journal or giving name when asked.

Appendix 2.

Major discipline issues

(May include but is not limited to the following)

1. A refusal to obey reasonable instruction.
2. Ongoing disruption of Education Process.
3. Gross insolence/disrespect.
4. 3 detentions
5. Damage to property
6. Theft
7. Absence from school without permission.
8. Disrespect to staff/students/visitors.
9. Misbehaving on school event

10. Any Conduct that damages the reputation of the school and its community
Appendix 3.

Permission to Leave School

The following is the procedure for signing a student out of school:

- Students must present a permission to leave school note signed by a parent to **the Principal/Deputy Principal by 10am on the day.**
Blank slips at the back of school journal for permission to leave school.
- Parents or a designated adult must meet the student at the nominated time in the main office.
- A Year Head may request to sign Permission to Leave note in some cases
- A contact number should also be included on the note.

Please use School Journal for all notes relating to permission to leave school.

These procedures have been put in place for the safety of the students.

Appendix 4.

Reporting Students Absence from School

- The college must be notified at all times if a student is absent.
- Please telephone – 021 4883341 – Press 2 and if your call is unanswered please leave a message.
- Students should bring a signed note to their Year Head explaining the reason for her absence.

Blank slip at back of school journal for – absence from school note: