

## Code of Behaviour

Our Code of Behaviour has been drawn up in consultation with parents, students and teachers and encompasses our Suspension, Expulsion, Detention and Uniform policies. It has been ratified by our Board of Management.

It will be reviewed periodically and as necessary.

**This Code applies to students when they are in school uniform and on school based activities.**

### Policy Statement

In Our Lady's Grove we adopt a positive approach to behaviour in keeping with our Mission Statement. We believe that our aspirations, as outlined in our ethos, are achieved to maximum effect in an environment of harmony, cooperation and diligence.

The wellbeing and care of each student is the concern of all staff members and as such we have adopted a set of procedures to support the provision of an effective learning environment. While the subject teacher is the sole authority in the classroom, the Class Tutor, Year Head, Dean, Guidance Counsellor, Deputy and Principal support each teacher in the provision of a learning environment which allows all to reach their maximum potential.

Teachers ensure a firm but fair approach to discipline and a commitment to the provision of an organised, mutually respectful and formative learning environment. Parents support this Code ensuring compliance and providing supportive intervention as and when necessary.

### Standards of Behaviour expected at Our Lady's Grove

Students are expected to have respect for themselves, each other, the staff and the wider school community by:

- Demonstrating courtesy and good manners in their dealings with everyone
- Cooperating with staff and each other in order to create a positive, productive and safe learning environment
- Refraining from engaging in behaviour which is hurtful (including bullying, harassment, discrimination and victimisation)
- Taking pride in their appearance by ensuring their school uniform is neat and presentable
- Treating school property, equipment and the property of others with respect
- Being punctual and having regular attendance
- Doing homework consistently and working to the best of their ability
- Ensuring that teaching and learning continues uninterrupted in each class
- Upholding all the school rules

### Home/School Communication

**Both VS-Ware (the online management information system) and the Journal are the regular methods of communication between home and school. In addition, periodic reports are issued on the progress of each student. The Journal must be signed weekly by all parents/guardians.**

Strategies used for ensuring effective learning and good behaviour.

In order to promote good behaviour, strategies have been introduced at class (merits) and school (awards) level.

At class level, teachers may award merits for e.g. a student giving her time to a school event or representing the school in a formal capacity.

A Self Directed learning initiative known as the Study Buddy system has been introduced for First and Second year students to encourage self-learning. Other initiatives may be introduced from time to time to ensure students are reaching their maximum potential.

At school level we present awards at our Prize Giving Ceremony.

## **Awards System**

The following are among the awards presented at our Prize-Giving ceremony:

### ***St Claudine Thevenet Cup***

This cup was presented to the school by the Sisters of Jesus and Mary. This award acknowledges a student or group of students who reflect the charism of St Claudine by involving themselves in community work and or charitable work outside of school. Merits may also be taken into consideration when deciding on this award.

### ***Academic Excellence (1<sup>th</sup> -5<sup>th</sup> Year)***

This is awarded to the top academic student in each year group.

### ***Academic Excellence –individual subjects (6<sup>th</sup> Year)***

This is awarded to the students who excel academically in each subject on the basis of their Mid-term and Mock Examination results in 6<sup>th</sup> year.

### ***Outstanding Academic award***

This is awarded to the sixth year who achieves academic excellence in a minimum of four subjects.

### ***Student of the Year***

This is awarded to the student in each class, deemed by the staff to have made the greatest contribution to the school.

The criteria for this award include:

- School spirit
- Work ethic
- Positive attitude
- Relationship with staff and peers
- Excellent attendance

### ***Student of the Year – Transition Year***

This is awarded to the student who is the highest performer in the following areas:

Portfolio Interview – attendance - behaviour – participation in Transition Year activities

**Prefects and Class Captains are announced at our Prize - Giving ceremony**

## **Uniform (please refer to Uniform Policy)**

**Uniforms should be clean, in good order, neat and tidy at all times.**

The uniform - School Jacket, Skirt, Blouse, V-Neck Sweater, School Scarf, Plain Black Tights/ Socks, Flat Black Waterproof Shoes.

Any student who does not arrive in full uniform will be provided with the missing item/items for that day. Non uniform items will be confiscated. A fine of two euro must be paid on collection of the confiscated item.

- Uniform skirts must be worn below the knee. Skirts may not be shortened or altered
- School Blouse must be clean and tucked neatly in the skirt
- School jumper must be clean and well maintained
- School Jackets should not be worn in class and must be kept in students' lockers
- School scarves may be worn in class. (No other scarves may be worn with the uniform)
- Flat black shoes must be worn.(No mules or ballet pumps)
- No jewellery may be worn other than a wrist-watch. Sixth years only, may wear one stud in each ear
- No facial jewellery e.g. tongue, nose etc. or plasters covering jewellery are allowed
- Make- up, fake tan or nail varnish must not be worn
- Inappropriate hair styles or colours (e.g. partly shaved or two tone hair) are forbidden. Students will not attend class if they are in breach of this rule. Hair accessories, if worn, must be plain navy or black
- Hijabs, if worn, must be plain navy, neat and must not extend beyond the shoulder otherwise they must be tucked in at the neck of the jumper
- Base layers, if worn must not be visible

PE Uniform: Pale Blue Sports Top (Aertex), School Track Suit, PE Socks (White Sports Socks) Sports Footwear (i.e. shoes which support the flexibility of the foot and absorb impact encountered during athletic activities.) Mouth guard and shin guards. School running leggings (optional) and sports hijab for sports outside the hall.

**After school Hockey** –Hockey skirt, Hockey top, Hockey Socks (pale blue). **Students are advised to label all personal property.**

### Regulations

#### Attendance: ( See Attendance Policy)

- Students must register their attendance, be on time for each class and be present for the full class period
- In general toilet visits must only take place during breaks
- Work missed due to any absence must be made up by the student in her own time
- Students must remain on the school premises during the school day (except for Sixth year students who may go to the local shop during lunch, provided a letter of permission from the Parent/Guardian has been received.)

#### Classroom:

- Students must have their school journal placed on their desk for every class
- Students must always have their completed homework and correct materials for each class
- Eating is prohibited during class and chewing gum is strictly forbidden at any time
- Students must eat lunch in the classrooms allocated to the Year group and must dispose of their own rubbish. Students must take part in the class clean up roster
- Rooms must be clean and tidy for every class

#### Uniform: (See Uniform Policy)

- Students must be in full uniform every day
- Items not part of school uniform will be confiscated and left with the Principal/Deputy Principal. A fine of 2Euro will be imposed on collection of the confiscated item
- Base layers, if worn must not be visible

#### Operational:

- Students must walk in single file to the right of the corridors and stairs and wait in line for a classroom to be vacated
- Students, while in school, must wear their swipe cards so they are visible
- Student belongings must be locked in lockers and a spare key left with the office. (If a lock has to be broken a charge of 10 euro will be incurred.) Lockers remain at all times the property of the school and must be kept in good condition. **The school is not responsible for loss or damage to property.**
- Chewing gum is an automatic sanction of 3 points
- Students may not park cars in the staff car-park or use their cars during lunch
- Smoking, consumption of alcohol, or any other form of substance abuse is not allowed and a zero- tolerance policy is operated in this regard

#### Technology: (Also see AUP Policy)

- The use of school approved technological devices must be in strict accordance with the Acceptable Use Policy
- Unauthorised use of a mobile phone will result in a fine of 10 euro and confiscation until the fine is paid
- iPads must be secured in lockers when not in use

## Sanctions

Our positive attitude to behaviour in Our Lady's Grove is a motivating factor in maintaining good discipline. However, students must accept the consequences of misbehaviour.

Our sanctions aim to:

- Reinforce the boundaries set out in our Code of Behaviour
- Protect the wellbeing of students and staff and our learning environment

The infringements **detailed in the Appendix** will initially be dealt with by the subject teacher. Classroom rules are clearly established and founded on mutual respect. The **Subject teacher** deals with such incidents through classroom management strategies, which include:

- Non-verbal correction (e.g. a look or a stare)
- Verbal correction
- Written record in student's journal/VSWare
- Assignment of extra work when necessary
- Assigning a student a particular place in class in order to separate potentially disruptive students
- Speaking privately to a student outside of the class

Each teacher will explain what he/she expects from the class and will implement their own classroom strategies for dealing with disruption. Parents will be informed through the journal and VS Ware of the teacher's intervention and are expected to cooperate fully with sanctions imposed by the teacher to avoid a student progressing through our formal disciplinary procedures

Classroom strategies minimise the need for other interventions. However, any student who is regularly sanctioned for any of the above will be subject to progression through our disciplinary structure.

### Formal Procedure for dealing with Misbehaviour

In incidences where a student continually disregards the classroom rules that student will progress through our disciplinary procedure. This procedure is based on an allocation of points for transgressions which will result in detention and if it these continue may eventually lead to suspension /expulsion. Please see allocation of points on the Appendix at the end of this policy. A minimum of twelve points results in Detention. **Parents are informed of Detention through the journal and VS WARE.**

- If a student fails to attend detention without a valid written reason provided to the Detention Coordinator prior to the detention, this will necessitate the parent meeting with the Dean and will result in an additional Detention and Assignment.
- If a student attends detention for a third time a formal interview, the **ADM (Advisory Discipline Meeting)** is scheduled. The ADM is attended by the Dean and the Year Head. **Parents/Guardians are informed of this meeting by letter.** A report from the ADM is kept by the Dean. The purpose of the ADM is to bring about a change of behaviour by helping students to learn that their behaviour is unacceptable and help them to recognise the effect of their actions and behaviours on others. It also assists students in learning to take responsibility for their behaviour. The student may be referred to the Guidance Counsellor to provide support in order to bring about a change in behaviour
- If a student attends detention for a fourth time her parents/guardians are contacted and meet with the **Dean**. The student is put **On Report** for a minimum of two weeks and other interventions are discussed.
- If a student attends detention for the fifth time, parents/guardians and student must attend a formal interview with the **Deputy Principal**. The parents/guardians and are requested to give, in writing, an undertaking of future good behaviour on behalf of the student.
- Another detention will result in the student and her parents meeting with the Principal. They are advised at this meeting, that suspension will be considered should the student continue to behave in a way which the school considers unacceptable. A Contract of good behaviour is signed by both Parents and Student.
- Any further incident of misbehaviour will be dealt with in accordance with our Suspension Policy.

**Note: Fifth year students who are in receipt of more than two detentions in the previous twelve month period may not be eligible for consideration as Prefect. Any Prefect who breaches school rules may be removed from that position.**

**Formal Procedure for serious misbehaviour:**

**Serious misbehaviour is any behaviour which adversely affects teaching and learning. As this behaviour hinders effective learning, it is not tolerated and as such is regarded as a Serious Incident.**

*In these circumstances the student may immediately be removed from class. This will be recorded on VSWare and in the journal. A Serious Incident Report will be completed (documented by a note on VSWare) and detention may be assigned. The student will be sent directly to the school office.*

Parents will be contacted by the Year Head in order to ensure a change of their daughter's behaviour. An apology must be provided to the teacher of the class from which the student has been removed before re admittance to that class and a change of behaviour must be guaranteed. In addition work missed must be completed. If a student is asked to leave that class again she will, in addition to the above be put "On Report" for that class.

Examples of unacceptable behaviour include, but are not limited to,

- Rude or aggressive behaviour to a teacher or classmates
- Continual disruption to teaching and learning
- Refusal to take part in class and cooperate with the teacher

Removal from class of a student engaged in such activities will allow teaching and learning to continue for the other students.

**On Report:** While a student is "On Report" she must present her report sheet to the teacher at the beginning of each class. At the end of each class, the report sheet will be signed by the teacher with a comment. The student must have her "On Report" sheet with her at all times and to have it signed by her parents/guardians each evening. The Dean checks this periodically. At the end of the "On Report" period the student meets with the Dean and guarantees in writing to adhere to all school rules. There is also a written guarantee given by her parents/guardians. A copy of the "On Report" sheet is placed in the student's file together with the written guarantees. Intervention is also provided for the student through counselling, if required.

Any further transgression may result in immediate detention. A further transgression will necessitate parents meeting with the Dean to discuss the importance of bringing about a change in behaviour, otherwise progression will continue through our disciplinary system.

**Note:**

**(1) Non registration of attendance will result in Detention Assignments. Persistent (more than three) non registration of attendance will result in Detention and an Assignment.**

**(2) The journal is an important method of communication between parents and school. It should be kept in good condition and used only for information pertaining to education. Where a journal is defaced, lost or used as a personal diary it will require replacing at a cost of ten Euro. Journals must always be placed on the desk for each class. Non production of a journal will result in the allocation of 3 points.**

**Formal Procedure for Organisational Misdemeanours**

When a student enters our disciplinary procedure, one point will be allocated for each organisational misdemeanor. Following a fourth point for an organisational misdemeanor, a meeting will take place between the class tutor and the student. Parents will be notified and asked to support their daughter to ensure she has correct homework, books etc. for each class. If the student receives a further organisational misdemeanour point, parents will be contacted by the Year Head to discuss additional interventions to address the issue. Any subsequent organisational transgression will result in a Detention Assignment (issued by the Dean) and will be dealt with in accordance with our Detention Policy.

The class tutor will inspect the journal each week during Pastoral Care class and record the occurrence of each incident of misbehaviour.

Please note the Principal/Deputy/Dean/Year Head may remove marks for organisational misdemeanours at their discretion.

### Unacceptable Behaviours

The following are totally unacceptable and as such will be dealt with according to our Suspension/Expulsion Policies.

- Theft
- Physical fighting
- Verbal abuse
- Vandalism
- Smoking, drug taking, consumption of, or being under the influence of, alcohol or any banned substance in the school building, school grounds, while in school uniform, or on any organised school trips.
- Any breach of the Acceptable User Policy

**Any of the above may warrant immediate Suspension.**

**Bullying may be dealt with in accordance with our Anti-Bullying Policy**

### Formal Student Agreement

#### Rationale

The aim of this agreement is to make the student formally aware that she has breached her personal behavioural responsibilities. An amendment; and an immediate refocus on learning are required. The school has moved through its disciplinary stages (See policy) and has afforded appropriate behavioural and educational supports.

These behavioural changes must be achieved by the student:

- adhering to all school rules
- improving study techniques
- making positive behavioural changes
- increasing motivation and effort

Parental responsibilities include

- Ensuring their daughter adheres to the school Code of Behaviour and all school policies
- Ensuring that their daughter undertakes all homework assignments
- Assists their daughter by encouraging study time at home
- Encouraging and promoting respectful interpersonal interactions

This agreement is the **final intervention** in supporting the student to adhere to the behaviour expected by the school. If this Student agreement does not bring about the desired change in behaviour the school may invoke the Suspension/Expulsion Policy.

#### Agreement

I..... agree to adhere to the school's Code of Behaviour and all school policies. I am aware that my failure to do so may result in suspension/expulsion.

Student signature\_\_\_\_\_ Date \_\_\_\_\_

Parent signature\_\_\_\_\_ Date\_\_\_\_\_

Dean / Deputy/Principal \_\_\_\_\_ Date\_\_\_\_\_

**By signing this contract all parties agree to the stipulations in the document and will follow accordingly.**

## Appendix: Behavioural Points Index

Behavioural management will initially be dealt with by the subject teacher. Classroom rules will be clearly established at the beginning of the academic year and must be founded on mutual respect. The Subject teacher deals with non-compliance through classroom management strategies, which include:

**Non-verbal correction**

**Written correction in student's journal**

**Assignment of extra work when necessary**

**Verbal correction**

**VSWare warning**

Classroom strategies minimise the need for other interventions. However any student who regularly has to be sanctioned for any of the above will be subject to progression through our points system outlined below:

<u>Behaviour</u>	<u>Behaviour</u>	<u>Points</u>
<b>Eating on Corridor or during class</b>	<b>Forgetting necessary books or class materials</b>	<b>1</b>
<b>Incorrect uniform Nail Varnish Jewellery Fake tan</b>	<b>Failure to clean up after oneself or to complete class clean up according to roster</b>	<b>1</b>
<b>Late attendance to school</b>	<b>Failure to swipe</b>	<b>2</b>
<b>Unauthorised entry to wrong base room during breaks</b>	<b>Failure to produce correct complete homework</b>	<b>2</b>
<b>Inappropriate use of iPad</b>	<b>Inappropriate use of phone</b>	<b>5</b>
<b>Deliberate disruption</b>	<b>Journal not presented in class</b>	<b>3</b>
<b>Chewing Gum</b>	<b>Persistent late arrival to class</b>	<b>3</b>
<b>Absent from timetabled class without permission</b>	<b>Defacement of Journal</b>	<b>3</b>
<b>Use of inappropriate language or verbal abuse</b>	<b>Defiance to legitimate instruction</b>	<b>5</b>

**A total of twelve points will result in a detention. Multiples of twelve points will incur further detentions and will necessitate the student to progress through our behavioural procedure. Certain actions not explicitly noted here may result in immediate suspension/expulsion at the discretion of the Principal**