



# ALEXANDRA COLLEGE DUBLIN

## Code of Behaviour and Disciplinary Procedure

### 1. Introductory Statement and Rationale:

In accordance with the requirements of the Education (Welfare) Act 2000 and the code of behaviour guidelines issued by the National Educational Welfare Board (NEWB) the Board of Management of Alexandra College has adopted this written Code of Behaviour.

### 2. Relationship to the Characteristic Spirit of Alexandra College

This policy aligns with and reflects our mission, ethos, educational philosophy, and our values.

#### Our Mission

We are committed to creating and maintaining an inclusive learning environment in which every girl is enabled to know her worth, see the worth of others, and to live each school day well, for her good and for the common good.

It is our hope that every student leaves this College equipped to continue her lifelong learning process joyfully, to carve her own path, to make and sustain relationships, and to make her particular positive contribution to society.

Achievement of our mission requires the full support, engagement and day to day commitment of the whole school community.

#### Our Educational Philosophy

We believe that:

- learning is questioning, exploring, understanding and sharing
- learning is a challenging and enjoyable lifelong process
- teaching should stimulate, encourage and excite the students
- students benefit from a safe environment in which they can stretch, experiment and discover their potential

We reflect consistently on how we educate and learn so that we facilitate and inspire engaged learners and citizens.

#### Our Values

Our core values are a daily commitment to a way of being in the world. Together, they provide a framework to help us to think clearly, behave positively, reach sound decisions, be well, and contribute to the development and wellness of others.

We are committed to:

**Independent Thinking:** We teach our students to know themselves; how to think freely, critically and purposefully; to reason respectfully.

**Respect:** We respect ourselves, each other and our environment. We acknowledge the perspective, development and contribution of every individual and work together to benefit personal growth and the common good. We create an atmosphere and community of respect, understanding, non-judgmental challenge and encouragement.

**Responsibility:** We are responsible for ourselves and to society. We encourage our students to create and to take leadership opportunities, to act purposefully with conscience.

**Diversity:** We value the identity, heritage and culture of every student. We acknowledge and celebrate interconnectivity and the value and challenge of difference.

### **3. Purpose of the Policy**

The purpose of this policy is to:

- a. guide and involve the whole school community and promote partnership in providing and maintaining a safe place to learn; to provide for the freedom, wellbeing and inclusion of all students in accordance with our mission and our values; to clarify expectations of behaviour in the school community both in and out of school; to build a community, culture and relationships of mutual wellbeing, respect and responsibility among students, staff and parents;
- b. to develop a whole-school approach to sustaining a community of wellbeing, to raise awareness of daily behaviour that supports and promotes a positive, enjoyable, fun and safe school culture;
- c. to raise awareness of behaviour that is unacceptable in our school community; to provide procedures for investigating allegations of unacceptable behaviour and for disciplining students who have engaged in unacceptable behaviour;
- d. to make staff, parents and students aware of procedures for dealing with misconduct and infringement of school rules, and to seek their cooperation and partnership in the application of these procedures; and
- e. to ensure that the system of rules, rewards and sanctions, up to and including for suspensions and expulsions, is readily accessible, understandable and available to the whole school community and that procedures are implemented in a fair, straightforward and consistent manner.

### **4. A Living Policy**

This Code of Behaviour is a dynamic living policy and will be reviewed regularly by the school community.

## **5. Expectations**

It is expected that:

- a. the whole school community values the dignity and wellbeing of each member of that community and will act accordingly day to day;
- b. each student will be helpful in ensuring that teaching and learning can take place without disruption;
- c. each student is kind, courteous, trustworthy and respectful to herself, to other students, to all members of the College community and to all those with whom she comes into contact at all times;
- d. each student will contribute to the College as a learning organisation by maintaining these standards of good behaviour;
- e. each student will respect their own property, the property of others and the property of the College;
- f. the whole school community can learn and work in a pleasant environment, free from litter, graffiti, clutter and damaged property;
- g. 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, enjoyment, fun and encouragement between all who teach, work and learn in the College;
- h. the principles of natural justice will always apply; and
- i. the College will have regard for any medical or other reason that may affect a student's behaviour.

## **6. Scope of Policy**

This policy has been drawn up in consultation with the whole school community, 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 campus, in the Residence house and anywhere students are clearly identified or identifiable as students of the College. This Code of Behaviour should be read in conjunction with the Anti-Bullying Policy; Social Media and Internet Acceptable Use Policy; Substance Abuse Policy; Attendance Policy and the Residence House Code of Conduct and day to day instruction on appropriate and unacceptable behaviour.

## **7. Standards of Behaviour**

The school promotes and values good manners. Behaviour that is ill mannered, annoying, dangerous or disruptive cannot be allowed. Inappropriate behaviour will not be tolerated. The College reserves the right to impose the appropriate sanctions up to and including suspension or expulsion.

## **8. Academic Regulations**

The following regulations will apply in general. The Principal reserves the right to determine appropriate action and response in the light of divergent situations and

circumstances and may exercise her professional judgement to modify how these regulations apply in the best interest of students and of the College.

**a. Entrance Procedures**

Formal applications for admission to the College should be made on the official online application form as soon as possible but in any case, no later than October 1st of the year preceding entry or such other date as is published in the school's Annual Admissions Notice.

**b. Assignment to Classes**

- i. Other than for Irish and Maths, students are assigned to mixed ability classes.
  - ii. If a student wants to move from one level to another in a particular subject or to change subjects, her parents must complete and sign the appropriate form.
  - iii. Students will not be permitted to change classes or ask to be in particular classes based on preference for one teacher or another.
  - iv. Students may only transfer from one level to another within a subject or from one subject to another with formal permission from the school and having followed the procedures in place.
- c. 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.
- d. 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.

**e. Breaks and Free Periods**

- i. During the normal breaks at mid-morning and at lunch-time, students must vacate their classrooms and go to the Dining Room or outside, unless instructed to do otherwise.
- ii. Outside these normal breaks, students should not be absent from their assigned classrooms without permission. Students should move between assigned classrooms quickly and without delay.
- iii. Students 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.
- iv. If a teacher is absent, students will be supervised and expected to use the time to study or complete work assigned for them.

**f. Homework**

- i. Students are expected to be fully prepared for their classes each day. This will require careful study at home or in evening study to ensure that written assignments, projects, research, reflection 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.

- ii. After School Study for all students is available from Monday to Thursday from 4:15 pm – 5:45 pm and from 6:15 pm - 10 pm. Weekend Study is also available. There is a charge for all after school and weekend study.
- iii. As a general rule, the following study timetable should be adhered to on at least five evenings a week.
  - 1. 5th and 6th Year - 3 – 3.5 hours
  - 2. 2nd and 3rd Year - 2.5 – 3 hours
  - 3. 1st Year - 2 hours
- iv. Each student should have the College Journal, which includes the Homework notebook, and have it in her possession throughout the school day.
- v. When homework has not been done, an excuse note signed by a parent and addressed to the Form Tutor should be brought to school on the next day before first class.
- vi. Attendance at PE and other timetabled activities is subject to the normal academic regulations.

## **9. House and Public Examinations**

- a. The Junior and Leaving Cert written exams take place in June. Classroom Based Assessments “CBAs”, oral and practical state exams take place during the academic year. Leaving Cert results are normally issued in the middle of August; Junior Cert results are normally issued in the middle of October. Results will not be available in the College on the day of issue before 9 am. Uncollected results will be posted home.
- b. Candidates ordinarily will only be given their own results.
- c. Students and parents will be advised of the appeal process and the procedure involved in viewing the Leaving Certificate scripts.
- d. House examinations are ordinarily held at the end of the Christmas term and, except for classes sitting public examinations, at the end of the summer term.
- e. The results of these examinations, with an overall comment by the Form-Tutor, are available digitally after Christmas and in the summer.
- f. Progress reports for 3rd and 6th years are available digitally at the midterm in October and after the mock Leaving and Junior Cert exams in Spring.
- g. All students must remain in the examination centre for the duration of House examinations.
- h. Examinations and CBAs at Junior Certificate level are part of the school year and the normal College regulations apply while they are in progress.
- i. In line with State Exams policy, use of mobile phones, smartwatches and other technological devices during House exams will result in exam cancellation and may result in suspension.
- j. 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.
- k. Absence from House or State Examinations without due cause and adequate explanation is not permitted. Except in exceptional unavoidable circumstances

such as a close family bereavement or certified illness, house examinations missed due to absence may not be completed at any other time.

- I. Students from 1st to 3rd Year must wear full school uniform during examinations.

## **10. Punctuality**

- a. All students must be in school and present at Form Registration by 8:45 am each morning, and on time for all classes and school activities.
- b. All students who arrive after 8:45 am will report to and sign in at reception and then make their way to the appropriate classroom.
- c. A repeated pattern of 'lates' to school or any class will lead to appropriate punishment, including Early Morning detention.
- d. All students who are late should have with them at the time or bring to school the following day or have brought in advance a note signed by a parent or guardian and addressed to the appropriate Form Tutor to explain the reason for lateness. If the student fails to bring a note signed by a parent or guardian to the College as required, she may receive an appropriate sanction.
- e. Failure to produce an acceptable excuse on three occasions in any half-year, will result in being detained for one hour after school.

## **11. Absence**

- a. Each student is expected to attend school. Students returning from any absence must give in, before the beginning of classes, a written excuse outlining clearly the reason for the absence, signed by a parent or guardian, and addressed to the appropriate Form Tutor. Excuse notes must be on a separate page of notepaper and not in the College Journal. If a student fails to bring a note to the College as required she may receive an appropriate sanction.
- b. Family holidays should not be planned for times during which the College is in session. Where a student is to miss school for a trip or holiday, a formal request to the Principal, in writing from the student's parent or guardian is required at least 2 weeks in advance.
- c. As far as possible, medical and other appointments should only be made for times outside of class or examination time.
- d. 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.
- e. Students must participate in all school activities e.g. Assembly, Prize Giving, Founder's Day, the Carol Service. These are important events in the College Calendar and are key to building the school community that supports each student and her family.
- f. Students are expected to stay on the campus until the end of the school day: 3:55 pm Monday to Thursday and 3:15 pm on Friday, unless formal permission has been given to leave early.
- g. If a student needs to leave the premises during the school day she must:
  - i. have a written request for permission to leave the school premises from a parent or guardian addressed to the Form Tutor; or

- ii. Have formal permission from the Principal or Deputy Principal Under no circumstances may a student leave the campus without having first obtained permission.
- h. If a student is returning to school on the same day she must sign back in.
- i. Students who absent themselves from the School premises without permission may be suspended from school.

## **12. Access to College premises**

- a. During term time the College is open on weekdays from 8 am until 6 pm.
- b. After 6 pm access to the College is not permitted for day students unless a College function is taking place.
- c. Students are expected to have left the school premises no later than 15 minutes after the end of school activities.

## **13. Atmosphere of Learning**

- a. The College aims to promote and develop a positive educational community. We encourage self-discipline and co-operation in learning so that a positive, enjoyable and fun school atmosphere prevails.
- b. All members of the College community are requested to move quietly around the school in an orderly manner.
- c. 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.

## **14. Mobile Phones and other Personal Electronic Equipment**

- a. Mobile phones and smartwatches must be left at home, in the Residence or kept in students' lockers during the school day, school activities and prep.
- b. If a student has her phone with her during school hours, school activities or prep other than with the express permission of the relevant teacher, the phone will be confiscated for a full school day and the student will get a bad report. Any confiscated phone will be given to the relevant Year Head.
- c. Video or audio recording devices must NEVER be used in the College, during any school activities or during prep without the express permission of the relevant teacher. Breaches of this rule will have serious consequences.
- d. No photographs or recording, either video or audio may be made on a phone or other device while on the school premises without express permission from a teacher. Using a phone in such a way can seriously infringe on people's privacy and rights.
- e. If a student uses a mobile phone to bully others by sending offensive messages or calls, or interfering with another student's phone (also an invasion of a student's privacy) will be investigated under the School's Anti-Bullying policy and appropriate sanctions will apply. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person.

## **15. Uniform**

- a. All students in 1st – 4th Year must wear full school uniform when travelling to or from school, on outings and during the school day.
- b. The uniform worn must be as described in the current uniform list.
- c. The uniform, including all games and sports uniform, is a visual symbol of the College. It should be worn with respect, responsibility and care.
- d. Make-up or body decoration is not acceptable.
- e. Hair should be clean and tidy at all times. Hair colour/style should be discreet and natural looking.
- f. Non-uniform items worn in school or on outings may be confiscated and returned at the end of the school day. A bad report will be given for repeated breaches.
- g. Senior students, 5th and 6th Years, are not obliged to wear the uniform other than for sports and games but are expected to dress in a manner appropriate to the occasion and task. Personal decorations must be kept to a minimum.
- h. Body piercing, except for the ear lobe, is not acceptable.
- i. All items of uniform and other personal property must be named.

## **16. 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 a clean environment conducive to learning.

## **17. Food and Drink**

- a. Food and drink may only be consumed in the Dining Room or outdoors at the picnic tables.
- b. Food is not to be consumed in the corridors or in the classrooms. Students found eating in undesignated areas may have their food confiscated.
- c. Chewing Gum is not allowed on school premises at any time.

## **18. Litter**

Each person is responsible for clearing up her own litter on the campus. Students who litter will be given cleaning duties around the campus.

## **19. Personal and Public Property**

- a. Students must respect College property and the property of others.
- b. No one may interfere in any way with the belongings of anybody else.
- c. Vandalism and/or theft will not be tolerated. The school will take disciplinary action up to and including suspension and expulsion in cases of theft.

## **20. Lockers**

- a. Every student is supplied with a locker and one padlock.
- b. Each student is responsible for keeping all of her possessions other than hockey bags in the locker and for keeping her locker locked at all times other than when she is accessing it herself. Any belongings left outside the locker will be



confiscated and returned at the end of the school day. A bad report will be given for repeated breaches.

- c. Damp and wet gear should not be left in lockers overnight.
- d. A padlock may be cut open on the payment of a fee and the issue of a replacement padlock at Reception.
- e. Lockers may not be accessed between classes; students may only collect necessary books from the lockers before Register Class and during morning and lunch breaks.
- f. Lockers are the property of the College and are to be treated with respect. Students who damage lockers must pay for the cost of the repair or replacement.
- g. At the end of the school year each student should empty her locker and leave it open for inspection.

## **21. Library, Music, Computer Rooms and All Classrooms**

- a. These are places where reading, study or research takes place.
- b. 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.
- c. Food and drink are absolutely forbidden in these rooms and in any of the buildings that are used for teaching.

## **22. Health and Safety**

- a. Notices regarding safety are posted around the College buildings and grounds.
- b. Students should read these regularly and to ensure that they conduct themselves in a manner that does not endanger their own safety or that of others.
- c. Particular attention must be paid to any notices concerning LUAS and road traffic regulations.
- d. Any accident that occurs in College or on a College outing or trip must be reported to the relevant member of staff by the student in full, in writing and endorsed by a parent or guardian.

## **23. Bullying and Harassment**

- a. Any form of harassment or bullying of any member of the school community by a student is unacceptable, will be investigated and dealt with by the College in accordance with the Anti-Bullying Policy and may lead to suspension or permanent expulsion from the school.

## **24. Bicycles, Motorcycles and Cars**

- a. For wellbeing, health, and climate crisis mitigation, students are encouraged to walk, cycle or take public transport to school.
- b. Bike parking bays are provided for students who cycle to the College. Bicycles must be locked.
- c. As parking space is limited, a student who drives to school may not bring her car onto the Campus.

## **25. Outings and Tours**

- a. This Code of Behaviour also applies to all school outings and tours, whether or not they involve an overnight stay.
- b. Before a student is accepted for a tour, her previous behaviour may be taken into consideration.
- c. Parents or guardians will be notified, in advance, of all tours and both the student and her parents or guardians should sign the appropriate consent form. In this way parents, students and teachers enter into a partnership promoting good and appropriate student behaviour at all times.
- d. Parental consent is not required for outings, sanctioned by the Principal, which take place during the school day.
- e. Representing Alexandra College is an honour and brings responsibilities. Students representing the College must adhere to the College's Code of Behaviour at all times.

## **26. Substance Abuse**

- a. No student is permitted to smoke or vape while:
  - i. on the campus;
  - ii. in the school environs;
  - iii. wearing the school uniform; or
  - iv. she is together with a group of students who are recognisable as a group of students of the College.

If any student breaches this provision, she will get detention for a first offence and suspension for any subsequent offences.

- b. The possession, use, consumption, sharing or sale of alcohol or non-prescribed drugs or vaping equipment is forbidden at all times. Students are not permitted to be on school premises or attend any school activity while under the influence of alcohol and/or illegal drugs. The school will take disciplinary action up to and including expulsion for breaches of this provision. The school will inform the Gardaí as appropriate.

## **27. Commendations**

Alexandra College promotes co-operation amongst students, parents and teachers; and positively acknowledges responsible behaviour by students.

- a. Each Form and each year group in Residence House has a Report Book, which is carefully monitored by the tutor or Prep Co-ordinator. In it, Good Reports are recorded in writing. Good Reports are given to those students who, in the opinion of the teachers, merit commendation.
- b. Students who get three Good Reports in one half-year receive a Letter of Commendation.

## 28. Sanctions

The focus of our procedures of investigation and sanction is to promote and sustain a positive, inclusive, enjoyable and safe community of learning.

The relevant teacher(s) for investigating and dealing with unacceptable behaviour are in ascending order:

Subject Teachers  
Form Tutors  
Year Heads  
Deputy Principal  
Senior Teacher Committee  
Principal

If a student is in breach of one of the norms of behaviour set out in this Code of Behaviour appropriate sanctions may be imposed by the school. Teachers and the Principal may exercise discretion and professional judgement to decide on the appropriate sanction, if any, in the circumstances. Any disciplinary action is a private matter, as between the school, the student and the student's parents.

If it is determined that a student has breached this Code of Behaviour she will be asked to explain to the relevant teacher, orally or in writing, the rule she has breached, to describe what effect this breach has had on herself and on other 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 sense of agency, responsibility, sensitivity and consideration for others and to assist her in upholding acceptable norms of behaviour in the future.

### Stage 1

1. Any 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.
2. These Bad Reports are communicated to the student and recorded in writing in the Report Book, which is monitored closely by the Form Tutor.
3. Teachers have discretion to impose other sanctions which may include community service or another task appropriate to the behaviour so as to resolve the matter in a positive way and in line with the ethos and values of the school.

### Stage 2

1. 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.
2. A detention may be issued by any teacher for a more serious breach of the Code of Behaviour e.g., extreme rudeness, aggression, unexplained absence from a whole class, persistent disruption of class or where the Form Tutor or Year Head thinks it appropriate.

3. Detention takes place on a Wednesday afternoon from 4pm to 6pm. Students will be assigned work, which may include community service.
4. The Year Head, Head of Residence, Deputy Principal or Principal may impose other sanctions for specific offences which may include being asked to perform community service or another task appropriate to the behaviour so as to resolve the matter in a positive way and in line with the ethos and values of the school.
5. Parents are advised when Stage 2 sanctions are being imposed.

### **Stage 3: Report Cards**

1. If after the detention the negative behaviour continues, the student concerned may be requested to meet with her Year Head and/or the Deputy Principal. The Year Head will issue a Weekly Behaviour Report Card to the student concerned with the aim of building habits of appropriate behaviour.
2. The student's parents will be kept informed. Parents may be required to meet with the Year Head and Deputy Principal.
3. Students may still accumulate Bad Reports while on a Report Card and further Detentions will be issued in the normal manner.
4. Where students receive three detentions in one half year, they will automatically proceed to Stage Four.

### **Behavioural Contract**

1. A Behavioural Contract may be drawn up between the Year Head/Student/Parents with the aim of correcting the unacceptable behaviour. (See Appendix A – Sample Behavioural Contract)
2. Where there is no apparent improvement in behaviour, further Report Cards may be issued or the student may be suspended in accordance with Stage 4.

### **Stage 4: Suspension or Other Serious Sanction**

1. Three Detentions in one half year or continued persistent breaches of this Code may lead to a suspension.
2. A single incident of serious misconduct may be grounds for suspension. If a serious breach of the school's Code of Behaviour is alleged, the matter may be referred to the Principal or the Deputy-Principal, Year-Head or Senior Teacher Committee, as the Principal deems appropriate who will investigate the incident with respect for the privacy of all.
3. If the Principal deems it appropriate and depending on the seriousness of the alleged breach, the student's parents will be informed that an investigation is taking place and that it could result in suspension or other serious sanction; be given details of the allegation; and be given an opportunity to respond before any decision is taken. Parents and students are required to co-operate with any investigation.
4. If the investigating teacher or teachers determine that a serious breach of this Code of Behaviour has occurred, the student's parents will be informed and the actions being taken explained by reference to the school policy.

5. The Principal may impose such sanction as she deems appropriate and proportionate including a suspension and will inform the Board of Management of the matter.
6. On the student's return from suspension, the school may set behavioural goals with the student and her parents.
7. Internal suspension will be imposed where a student prevents her class or prep group from being taught or from studying due to disruptive behaviour. Internal suspension for a specified period may be imposed by the Deputy Principal or Principal.

### **Stage 5: Expulsion**

1. If unacceptable behaviour continues despite efforts to support improvement or if a student is alleged to have been involved in a particularly serious breach of the Code of Behaviour, or a criminal act which involves the Gardaí, the Principal will investigate the incident with respect for the privacy of all.
2. The student's parents will be informed that an investigation is taking place, and that it could result in expulsion; be given details of the allegation; and be given an opportunity to respond before any decision is taken. The investigation process and decision-making process will be explained to the parents and to the students by reference to school policy. Parents and students are required to co-operate with any investigation.
3. The Principal may at her discretion suspend the student pending the outcome of the investigation.
4. If the Principal determines that a very serious breach of this Code of Behaviour has occurred, the matter will be referred to the Board of Management with the Principal's recommendations. The Deputy Principal, where it is not appropriate for the Principal to do so, also has the right to recommend sanctions including expulsion to the Board of Management.
5. The student and the student's parents will be informed that the Board of Management is being asked to consider expulsion and the process will be explained to them and to the student by reference to the school policy.
6. The Principal will: ensure that the parents have records of the allegations against the student and written notice of the grounds on which the Board of Management is being asked to consider expulsion; provide the Board of Management with the same comprehensive records as are given to parents; notify the parents in good time of the date of the hearing by the Board of Management and invite them to that hearing; advise the parents that they can make a written and oral submission to the Board of Management.
7. The Board will hear the case as presented by the Principal and the sanctions recommended and the parents or student's response. Each party will be allowed time to question the evidence of the other party directly. The parents may make their case for lessening the sanction. Fair and reasonable time will be given to parents and the student before being asked to appear before the Board.
8. Having heard from all the parties, the Board will decide whether the allegation is substantiated.

9. The Board should inform the parents in writing about its conclusions and the next steps in the process. The Board may impose such sanction as it deems appropriate and proportionate including suspending the student for a longer period of time (more than three days) or in extreme cases of unacceptable behaviour, expelling the student.
10. Where expulsion is proposed, the parents will be told that the Board of Management will inform the Educational Welfare Officer.
11. The Board reserves the right to suspend a student in the interest of the health and safety of students and staff pending implementation of a decision to expel.
12. The Board reserves the right to expel a pupil in the interest of the health and safety of students and staff. Parents have the legal right under the 1998 Education Act to pursue a "Section 29" Appeal.

Depending on the seriousness of the breach, any one or more of the above stages may be bypassed, bringing a student directly to Stage Four or Five of the school's discipline procedure.

### **29. Implementation and Compliance:**

- a. Each student is expected to do her best to observe these standards of behaviour outlined in the Code of Behaviour.
- b. Parents or guardians should encourage students to uphold these standards of behaviour.
- c. The full co-operation of parents or guardians is expected if they are contacted by the College on a disciplinary matter.
- d. All members of the College staff will monitor the implementation of the Code of Behaviour.

### **30. 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 or guardians and students. This policy will be made available to school personnel, published on the school website and provided to ACA, the Parent/Teacher Association.

### **31. Success Criteria**

- a. Teaching and learning proceed unhindered by unacceptable behaviour.
- b. Letters of Commendation outnumber the letters notifying Detention.
- c. A decline in the number of students attending Detention.

### **32. 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.

### 33. 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.

This Code of Behaviour and Disciplinary Procedure was adopted by the Board of Management on 11 February 2020.

Signed: \_\_\_\_\_  
(Chairperson of Board of Management)

Signed: \_\_\_\_\_  
(Principal)

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Date of next review: \_\_\_\_\_



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## Template for 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, in school and when representing the school?
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:



## Appendix B



# ALEXANDRA COLLEGE DUBLIN

## Code of Behaviour Acceptance

**Name of Student:** \_\_\_\_\_ **Class/Year:** \_\_\_\_\_

### Student

I have read, understood and I agree to comply with and follow Alexandra College's Code of Behaviour. As a member of the school community, I accept and will support the school ethos and educational philosophy. By signing this agreement, I agree always to act in a way that is kind, constructive, respectful to myself and others, and that will represent the school in a positive way. I agree to obey all the rules explained to me in the Code of Behaviour and by teachers or school staff from time to time. I understand that failing to follow the Code of Behaviour will lead to appropriate sanctions.

**Student's Name** (please print): \_\_\_\_\_

**Student's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

### Parent/Guardian

I have read, understood and explained to my daughter/the child in my care her responsibilities under Alexandra College's Code of Behaviour. She has undertaken to comply with the Code of Behaviour. As a member of the school community, I accept and will support the school ethos and educational philosophy. I accept and will cooperate and partner with the school in the application of the Code of Behaviour.

**Parent/Guardian's Name** (please print): \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_

Date: \_\_\_\_\_