



# ALEXANDRA COLLEGE DUBLIN

## Residence House Code of Conduct

### 1. 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 Values

Our core values are a daily commitment to a way of being in the world.

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.

**Responsibility:** We are responsible for ourselves and to society. We 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.

### 2. Purpose of the Policy

The purpose of this policy is to promote partnership in providing and maintaining a safe place to learn and live together; to provide for the conscientious freedom, wellbeing and inclusion of all students; to clarify expectations of behaviour; to build a community, culture and relationships of mutual wellbeing, respect and responsibility in Res.

By following the simple rules set out in this policy, each girl will contribute actively and positively to the day to day running of the Res in a way that is beneficial for everyone.

### 3. Expected Behaviour

- a. All members of the Alexandra College community have the right to enjoy a safe and ordered environment, free of bullying and harassment, where cooperation

and interaction are encouraged, individuals are valued and property is respected. Our aim is to prepare and guide students so that they can lead their lives in a responsible and positive manner as well-rounded and responsible adults.

- b. Our girls are encouraged to live together in Res, work together and to develop a sense of community. They are encouraged to demonstrate qualities of care, respect, tolerance, patience and flexibility that are needed to live in harmony. This entails certain rights, responsibilities and consequences.
- c. Parents and Res staff share responsibility for girls while they are living in the Res. It is important that parents and Res staff work together to ensure consistency in expectations in student behaviour.
- d. Parental support and cooperation is greatly appreciated. Parents are encouraged to discuss any concerns with the Head of Residence.

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

This Code of Conduct is a dynamic living policy and will be reviewed regularly.

#### 5. **Scope of Policy - Alexandra College Code of Behaviour**

- a. All boarders are bound by the Alexandra College Code of Behaviour at all times.
- b. This Residence Code of Conduct should be read in conjunction with the Anti-Bullying Policy; Social Media and Internet Acceptable Use Policy; and the College Code of Behaviour.

#### 6. **Overnight and Weekend Leave; Exits and Entries to the Residence House**

- a. Students are encouraged to develop their social skills through interaction with each other, girls in the day school and students from other schools.
- b. The amenities in the local area and the city are extensive and while girls are encouraged to make use of the attractions, outings are carefully monitored.
- c. Students must never leave the Residence House or grounds unaccompanied or without the required permission. For safety, students must go out in pairs at all times.
- d. Students must carry phones with them at all times when they leave Res and ensure that they are turned on.
- e. All students who leave the Residence House or College premises for any reason whatsoever and for any amount of time whatsoever must sign out with a member of staff and sign back in on their return. The College will not be responsible for any student who leaves the premises without signing out or signing back in in the proper way.
- f. Students are only permitted to be off school premises:
  - i. to visit the local shops across the road in pairs for short periods of up to 40 minutes between 4:00 pm and 5:30 pm.
  - ii. between 4:15 pm to 5:30 pm Monday to Friday and between 12:00 pm to 5:30 pm on Saturday and Sunday to go to **an approved destination** if:
    1. their parents or guardians have signed and returned to the College an Exeat Permission Form and

2. they report back to the Residence staff on duty no later than by 5:30 pm.
- iii. to go home for the weekend if:
  1. they have **written email permission** from their parents or guardians and
  2. they report back to the Residence staff by either 8:00 pm on Sunday evening or by 7:30 am on Monday morning.
- iv. to spend the weekend or an overnight with another family if
  1. they have **prior written email permission** from parents or guardians
  2. have provided the names and contact details of the host family to the Principal and Head of Residence by email and
  3. they report back to the Residence staff by either 8:00 pm on Sunday evening or by 7:30 am on Monday morning.
- g. Students who wish to leave the Residence house or grounds at any other time or for any purpose must have clear written permission from their parents/guardians. **Please email the Head of Residence and the Principal.**
- h. Res Staff reserve the right to refuse weekend leave e.g. if the outing is considered unsuitable or the frequency of outings is disruptive to the student's study. This will be discussed with the student's parents.
- i. All girls are required to honour their weekend sporting commitments to avoid disruption to their teams.

## 7. Homework and Prep

- a. Students are expected to be fully prepared for their classes each day. This will require careful study in evening study.
- b. As a general rule, the following study timetable should be adhered to on at least five evenings a week.
 

i.	5th and 6th Year	3 – 3.5 hours
ii.	2nd and 3rd Year	2.5 – 3 hours
iii.	1st Year	2 hours
- c. Appropriate sanctions will apply to students who disturb others during prep.
- d. Dinner is served at 5:30 pm. All students are expected to be present.

## 8. Atmosphere of Learning and Co-operative Living

- a. The College aims to promote and develop a positive learning community. We encourage self-discipline and co-operation so that a positive, enjoyable and fun school atmosphere prevails.
- b. All boarders are requested to behave in a way that is respectful of the needs of other boarders and of Residence staff and in the best interests of all.

## 9. Mobile Phones and other Personal Electronic Equipment

- a. Students are permitted to have a personal mobile phone. Students are only permitted to have one mobile phone.

- b. Mobile phones must be charged in the offices in Res. For health and safety reasons, they must not be charged in the dormitories or recreation rooms.
- c. Juniors, 1st and 2nd Years must hand their mobiles into the office before they go to bed. If a student has her device in the dormitory other than with the express permission of the Head of Residence, the device will be confiscated for a full school day and the student will get a bad report.
- d. Students are not permitted to make or receive calls during prep: 6:30 pm to 8:30 pm. Girls in 5th and 6th Year may not use their phones between 6:30 pm and 9:30 pm.
- e. Students are permitted to have an iPad.
- f. Juniors, 1st, and 2nd Years must hand their iPads into the office before they go to bed. 3rd to 6th Years are exempt from these rules, but are expected to use their phones and iPads wisely.
- g. Laptops, iPads and all mobile communication devices are the responsibility of students. All devices must be clearly named for easy identification and are kept at the girls' own risk. The school assumes no responsibility for loss or damage to mobile phones or other devices.
- h. Parents and students are expected to observe and adhere to the terms and conditions, including age restrictions when downloading apps to their devices.
- i. Parents are advised that if students have their own laptop with internet connection: iPhone, iPad, iPod Touch or similar device, the school is unable to monitor or place any restriction on their use if they do not know of their existence.
- j. If a student uses a mobile phone or other device to bully others her behaviour will be investigated under the School's Anti-Bullying policy and appropriate sanctions will apply. It is a criminal offence to use a mobile device to menace, harass or offend another person.
- k. Skype and MSN are available for student use from their laptop.
- l. Wi-Fi will be switched off at 10:30 pm.**

## 10. Food and Drink

- a. Food and drink may not be kept or consumed in the dormitories. Students found eating in undesignated areas may have their food confiscated.
- b. Chewing Gum is not allowed on school premises at any time.

## 11. 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. The school will take disciplinary action up to and including suspension and expulsion in cases of theft.

## 12. Medicines

All medicines must be handed in to the Head of Residence who will then supervise their administration.

### **13. Bullying and Harassment**

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 removal from the Residence House, suspension or permanent expulsion from the school.

### **14. Outings and Tours**

- a. The College Code of Behaviour also applies to all outings and tours organised by the Residence staff for boarders.
- b. Before a student is accepted for a tour, her previous behaviour may be taken into consideration.
- c. Parental consent is not required for weekend outings which take place during the school term.
- d. 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.

### **15. Substance Abuse**

- a. The possession and/or use of prohibited substances is strictly forbidden.
- b. It is a breach of school policy to use legal drugs inappropriately.
- c. No student is permitted to smoke or vape while in the Residence House, on the grounds or in its environs. If any student breaches this provision, she will get detention for a first offence and suspension for any subsequent offences.
- d. The possession, use, consumption, sharing or sale of alcohol or non-prescribed drugs or vaping equipment is forbidden at all times.
- e. Students are not permitted to be on school premises or attend any school activity while under the influence of alcohol and/or illegal drugs.
- f. The school will take disciplinary action in accordance with the Code of Behaviour up to and including expulsion for breaches of this provision. The school will inform the Gardaí as appropriate.

### **16. Commendations and Sanctions**

- a. Generally Good Reports and any sanctions will be managed in accordance with the Alexandra College Code of Behaviour.
- b. Minor issues are dealt with by staff on duty in Res. These are recorded and reported to the Head of Residence.
- c. Continual minor offences are recorded in a daily diary and directed to the Head of Residence. They may also be reported to the Principal.
- d. The Head of Boarding will discuss serious offences with the Principal and other staff as appropriate and also report to parents.





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## Residence House Code of Conduct Acceptance

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

### Student

I have read, understood and I agree to comply with and follow the Residence House Code of Conduct and the College's Code of Behaviour. I understand that failing to follow these Codes 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 this Code of Conduct. She has undertaken to comply with this Code and with the College's Code of Behaviour. As a member of the school community, I accept and will cooperate and partner with the school in the application of these Codes.

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

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

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