

East Glendalough School

Code of Conduct

1. Introduction

East Glendalough School was established in 1987 to serve the Protestant community of an area approximating to the eastern half of the diocese of Glendalough. It is a comprehensive co-educational day school, offering a broad Christian education through a wide curriculum of subjects approved by the Department of Education, together with sports and extra-curricular activities. The school is committed to the welfare of all in its care and pupils are encouraged to participate as fully as possible in the life of the school. Positive endeavour and achievement will be acknowledged and rewarded.

The purpose of this code is to reflect the unique ethos of the School outlined aboveⁱ, as well as to set down some guidelines as to what is expected of its students. This code provides a framework to ensure that each student's behaviour is in keeping with the school's stated aims. At all times, emphasis is placed on politeness, courtesy, co-operation and respect for others and for their property. Any action/behaviour which, in the opinion of the school authorities, offends courtesy, good taste, common sense or honesty will be deemed a breach of school regulations. Strict order and good behaviour must be observed by all students, and any students who break the rules must be held responsible for the consequences.

There are a number of areas outlined below where students and their parentsⁱⁱ are required to contribute to the harmonious and efficient operation of the school. These guidelines create and foster an atmosphere which is conducive to teaching and learning and the promotion of a safe, happy environment in which students can achieve to their full potential.

It should be noted, however, that these guidelines do not constitute a comprehensive or definitive set of "School Rules". It is simply not possible to detail everything regarding a student's behaviour and the East Glendalough School authorities reserve the right to make the final decision in interpreting this Code and related matters.

ⁱ See also the *East Glendalough School Statement of Ethos*

ⁱⁱ Wherever the word "parent" is used, it is understood to also refer to "guardian" if appropriate.

2. Attendance and Punctuality

- 2.1 Students are required to attend school regularly. It is the duty of parents to ensure regular attendance. If a student is absent, parents should submit a letter of explanation on returning to school. Requests for absence from school must be made in writing to the Principal or Year Head.
- 2.2 Students are not allowed to leave school during school hours without the permission of the Principal. Permission for a student to leave school early must be requested in writing by the parent.
- 2.3 Punctuality is essential at all times.
- 2.4 Students who arrive late to school should report to the school office immediately and sign the late-book. Students who are late for school without good reason will be asked to make up the time at lunchtime. Parents are expected to explain any lateness to school, other than bus transport delay, in writing to the Form Teacher by the following day at the latest.
- 2.5 Students should proceed directly from one classroom to another at class changeover time and should not normally go to their lockers between or during classes. Students should organise the necessary books and equipment for the forthcoming classes during break times.
- 2.6 Students are expected to leave the school grounds within twenty minutes of the end of the last class each day unless they are involved in an official school activity.

3. Uniform

- 3.1 Students must wear correctly full school uniform at school, while travelling to and from school, at school functions and at games. A full uniform list is available from the School Office or on the website.ⁱⁱⁱ
- 3.2 All clothing and personal equipment is to be kept clean and in good repair and to be worn appropriately.
- 3.3 If for any reason a student is not wearing full school uniform, a letter from the parent stating the reason should be shown to the Form Teacher.

4. Schoolwork and Homework

- 4.1 Every student is expected to work diligently in order to make the best possible progress. Basic practical steps in this direction require: attentive participation in class; having all necessary books, copies and equipment; presenting neatly completed exercises and reviewing each day's class-work through systematic study.

ⁱⁱⁱ See also the *East Glendalough School Uniform Policy*, which is updated in June every year.

4.2 Students must make every effort to complete their homework properly and on time. Homework is an essential part of the education of each student at East Glendalough School.^{iv}

5. Extra-Curricular Activities

5.1 Extra-curricular activity plays a large part in the life of East Glendalough School.^v Students are expected to participate and give of their best at all times. The highest standards of behaviour are expected during extra-curricular activities and school trips.^{vi}

5.2 If a student is absent from class in order to participate in an extra-curricular activity s/he should make all reasonable effort to complete homework and to catch up on all work missed. If it is felt that such absence from class is having a detrimental effect on academic progress, the situation will be reviewed by the Principal.

5.3 If a student is unable to attend a rehearsal or practice, where possible as a courtesy s/he should speak to the teacher, in person, beforehand to explain their absence.

5.4 If a student fails to turn up for a match or performance without good reason they let the rest of the group down and will be sanctioned severely for this.

5.5 All students are expected to attend and to participate fully in Physical Education classes unless they have a written explanation from a parent authenticating the reason for not doing so.

6. Parents

6.1 Parents are expected to support their children in school and to take an active interest in their progress.

6.2 Parents with children in the School automatically become members of the Parents Association of the School and are expected to attend the annual Parent Teacher meetings and the Parents Association Annual General Meeting.

6.3 If there is any matter which parents wish to discuss, they should contact the teacher concerned or the Principal to make an appointment. Likewise, parents should make themselves available to discuss their child's progress, if requested to do so by the School.

7. Property

7.1 Students must endeavour to keep the school environment safe and tidy. Care must be taken not to leave any litter in school buildings, school grounds or elsewhere. Eating is only allowed in the designated areas and at the designated times.

7.2 Chewing gum is strictly forbidden within the school environment.

^{iv} See also the *East Glendalough School Homework Policy* and the *East Glendalough School Teaching and Learning Policy*.

^v See also the *East Glendalough School Extra-Curricular Activity Policy*.

^{vi} See also the *East Glendalough School School Trips Policy*.

- 7.3 Students must respect school property and any damage to furniture or fittings may have to be paid for by those responsible. Deliberately damaging or defacing property is not acceptable behaviour and will result in a severe sanction.
- 7.4 The School can not be held responsible for lost property. Personal belongings should be clearly named.
- 7.5 Expensive items should not be brought to school. Money or valuables should not be left in resource areas, changing rooms or school bags. For safe keeping they may be left with the appropriate teacher, in the student's locker or in the school office.
- 7.6 Lockers are the property of the School. Improper care or use of a locker will result in a student losing the privilege of being allowed use one. The School management have the right to open and inspect a locker at any time.

8. Health and Safety

- 8.1 Students should behave at all times with due regard for their safety and for the safety of others.^{vii}
- 8.2 All forms of bullying are unacceptable and should be reported to the school authorities.^{viii}
- 8.3 Students should exercise great care and responsibility while travelling to and from school. Special care must be taken at and near roads and at the school gates.
- 8.4 Students are required to queue in an orderly manner for buses and to exercise special care when leaving buses.
- 8.5 Any unauthorised involvement with, or possession of, dangerous objects, tobacco, alcohol, harmful substances or illegal drugs is strictly forbidden and may lead to suspension and/or dismissal from school.^{ix}

9. Social Media and Online Privacy

- 9.1 Circulating, publishing or distributing (including on the internet) material associated with School activities, including, but not limited to, material in relation to staff and students, where such circulation undermines, humiliates or causes damage to the School or another person, is considered a serious breach of School discipline.^x
- 9.2 The rules concerning behaviour when using social media shall apply outside school hours as well as when students are in school.

^{vii} See also the *East Glendalough School Health & Safety Policy* and the *East Glendalough School Safety Statement*.

^{viii} See also the *East Glendalough School Anti-Bullying Policy*.

^{ix} See also the *East Glendalough School Substance Use and Misuse Policy*.

^x See also the *East Glendalough School Social Media Policy* and the *East Glendalough School Internet Acceptable Use Policy*.

- 9.3 Misuse of personal items of electrical or telephonic equipment will lead to these items being confiscated and held by the School for a period of time.
- 9.4 As part of any disciplinary action, the Board of Management reserves the right to suspend or expel a student where it considers the actions to warrant such sanctions.

10. Disciplinary Procedures

- 10.1 Once enrolled a student is subject to the discipline of the school and is entitled to remain as a student for as long as the discipline and rules of the school are obeyed.^{xi} These rules therefore apply in school, on all school activities and where life in school is affected.
- 10.2 The school policy is to reward academic endeavour, good behaviour and positive contribution to school life. However, sanctions may be necessary when these are not evident or forthcoming.
- 10.3 Minor breaches of discipline and failure to produce work in class will be dealt with by the teacher concerned.
- 10.4 Persistent offences will be punished by the class teacher or form teacher. Where a problem then persists the class/form teacher will refer the matter to the Deputy Principal who is in charge of discipline. Serious misdemeanours and repeated offences can be referred to the Principal and to the Board of Management.
- 10.5 Where a student's conduct warrants it, the Principal has authority to suspend a student. The Board of Management reserves the right to confirm suspension and to cancel enrolment.^{xii}

11. Reward

The school acknowledges academic endeavour, good behaviour and positive contribution to school life through reward systems such as:

- Presentation of prizes
- Recognition at assemblies and in school publications
- A system of awards called Distinctions and Commendations
- Display of good work;
- Increased delegation of responsibility to students.

12. Concluding Note

- 12.1 Parents and students should ensure that they are familiar with all other school policies (details of which may be had from the School Office or on the website).

^{xi} See also the *East Glendalough School Disciplinary Procedures Policy*.

^{xii} See also the *East Glendalough School Pupil Exclusion Procedures*.

12.2 Parents and students are reminded that it is not possible to detail everything regarding a student's behaviour in a Code of Conduct such as this. The school authorities reserve the right to make the final decision in interpreting this Code and related matters.

Reviewed and approved by the	Parents' Association Committee:	Nov 2013
	Student Council:	Nov 2013
	Teaching Staff:	Dec 2013
	Board of Management:	Jan 2014