



## ROSEMONT SCHOOL

### **Rosemont School – Code of Behaviour**

**Dated: June 2017**

#### ***Introductory Statement and Rationale***

This code of Behaviour has been developed in consultation and collaboration with students, staff and parents in Rosemont School in line with the guidelines issued by the National Educational Welfare Board (NEWB).

This code of behaviour is designed to outline for students, parents and staff the many rights and responsibilities that are part of our school. It is the balancing of rights and responsibilities for all students that guarantees that the interests of any person will not unreasonably interfere with the interests of the other members of the school. Effective discipline is a very positive feature of any school. Appropriate behaviour is positively rewarded, while inappropriate behaviour is identified and met with professionalism, reasonable consistency and fairness.

This code sets out to a) present to parents, teachers and students the standards of behaviour that are expected in the school, b) how the school will promote this behaviour in collaboration with all parties and c) how the school will deal with inappropriate behaviour. It is our belief that good behaviour facilitates high standards in teaching and learning.

#### ***Mission and Commitment***

Rosemont School strives for excellence by creating an environment which fosters the development of each student in all aspects of the human person – spiritual, intellectual, moral, physical and social. Students are encouraged to set personal goals, take ownership of their learning and to initiate positive change. A sense of values and a commitment to the service of others together with a deep understanding of the Catholic faith is central to the mission of Rosemont.

### *Vision and Aims of this Code*

As a school with a Catholic ethos, Rosemont aims to provide an atmosphere in which personal growth (intellectual, spiritual, emotional, cultural and social) is fashioned and quality relationships with others are nurtured in accordance with Christian virtues.

Parents and students accept and support the school ethos. Rosemont promotes mental health and wellbeing for all members of the school community. Positive behaviour supports the wellbeing of the individual student as well as the wellbeing of the whole school community, protecting the rights and dignity of all students and adults in our school.

Our goal in Rosemont is to educate girls with individuality and character, who think for themselves; who are hopeful and resilient, enjoy learning and life; understand the Catholic faith; are good humoured, courageous, courteous and articulate; leaders, able to connect with people from all walks of life and committed to the common good.

We want our students to be active, positive participants in the learning process. The code of behaviour is necessary for students, parents and staff in assisting the development of the students. This code allows the school function in an orderly and harmonious way, creating an atmosphere of respect amongst students and teachers with the backup of parents, thus affording maximum potential for effective teaching and learning. It motivates the students to rise to this expected behaviour in an appropriately mature approach to their studies, timetable, punctuality, respect for others and their property, and for school property.

Rosemont's unique coaching programme is an excellent way to support students in all areas of school life including high standards of behaviour.

The Code of Behaviour's goal is to help students to be:

- Responsible for their work and assignments
- Responsible for their conduct and values
- Courteous to others
- Clear and honest in their communications
- Accepting of and respectful of the differences of others
- Genuinely concerned for their fellow students.

## ***Expectations***

### **1. *Studies***

#### Learn effectively in class:

- Follow teacher's instructions carefully.
- Listen and follow explanations as this facilitates homework.
- Take responsibility for reaching an understanding of the purpose of homework
- Take ownership of and responsibility for your work
- Be sure your mind is centred on the subject being taught.

#### Study Effectively:

- Have a homework plan and study timetable for each day. Follow it.
- Be eager to learn and be convinced that you can do it.
- Use the journal to record all homework. Do all work, both written and learning, thoroughly and neatly on a daily basis.
- If unable to complete homework through illness, or for any other reason, the students present a parent signed note for the Class Teacher in the school journal.
- Any homework, both written and learning not handed up will be recorded in the journal and must be signed by a parent/guardian.
- Students from first to sixth year must get their parent/guardian to sign their school journal each week.

#### Have the correct books and equipment:

- Each student must have all the books prescribed in the booklist as well as her own set of equipment for the different subjects.
- Books and equipment required for each class should be on the desk at the beginning of the class.
- During class assembly students actively listen to the Class Teacher or Prefect, and engage in the activities

### **2. *Observing timetable and use of free time***

- Each student is expected to attend school daily and students must arrive in time for all classes. Classes begin at 08:50a.m. (School building opens at 08:15) All late arrivals will be recorded by the class teacher on the online system. If a student arrives in school after 08.50a.m they should go to class, and show the appropriate note written by and signed by their parent/guardian to their subject teacher. The student should then submit the note to the Office for archiving.

- Students do not leave the classroom except for breaks and lunch time. Students are not to leave the school grounds without permission. This includes students who get the school bus to Rosemont in the mornings. Exiting the school grounds in the morning after arriving in school is prohibited to all years. Sixth years have permission to go out during the school lunch time when written authorisation has been provided by their parents/guardian at the start of 6<sup>th</sup> year. If students are being collected by parents/guardians during the school day or if they will be absent for any reason, parents/guardian must inform the school in writing (*separate* from the Journal) or by calling the school or sending a text or an email.

*Important Note for parents: The Education (Welfare) Act 2000 specified in section 18 that parents must notify the school where a student is absent from the school during part of a school day or for more than a school day.*

*The same act also specifies in section 21 that the Principal must inform the designated welfare officer when, among other things a) a student has been suspended for more than 6 days and b) when a student is absent for a total of 20 school days.*

*As a result of this we remind you to please ring in, text or email when a student will be absent for part or all the day and that no student will be allowed to leave the school unless a parent has been in contact. This applies to illness, appointments, etc.*

### **3. Dress code, personal appearance and behaviour**

- Students must wear the full school uniform at all times. It is important to wear the school uniform **well**. This means wearing all the correct items of uniform as specified in the uniform list (See School Uniform list Appendix A).
- Students may only wear the correct school jacket and shoes and plain navy scarf coming to and from school, hockey/basketball matches and school outings and school events. *The correct school jacket is a plain navy coat/jacket with no metallic or other decorative features, including fur. Navy jackets from other establishments or clubs cannot be worn. The school jacket may not be worn inside the building; it is to be kept for travelling to and from school.*
- Hair must be clean, neat and back from the face at all times. Navy or black hairbands may be worn. Hair accessories must be discreet. Only natural hair colour dyes and natural hair styles are allowed. Unacceptable hair styles (such as shaved) are not allowed.

- A maximum of 2 rings (one on each hand) and one pair of stud earrings (one in each ear) can be worn. No necklaces, chains and locket etc., bracelets or any other jewellery may be worn. The only exceptions to this rule are the Fáinne, Gaisce and badges provided by the school e.g. for the student council, and one discreet recognised Christian medal or crucifix/cross on a discreet chain worn around the neck
- Senior students (Transition, Fifth and Sixth Years) may wear discreet make up. Nail polish (unless it is clear), fake tan, facial piercings and tongue piercings are strictly prohibited.
- Smoking in any form, in any part of the school building or its environs is **illegal** under current legislation and as such is forbidden. Smoking while in school uniform and or involved in any school related activity is also prohibited.
- Rosemont School Staff view the abuse of alcohol or drugs with deep concern. Students are not permitted to attend any school activity while under the influence of alcohol or drugs. Students who do will face severe sanctions such as suspension or expulsion. The Gardaí may also be informed of such offences. Please refer to Rosemont's Substance Abuse Policy.

#### ***4. Respect for others and for school property***

- Courtesy, refinement and respect are to be practised at all times towards staff and other students. This includes behaviour in class, in the school grounds, at sports, on school trips and outings, on the bus, and with the general public. It also includes online activity, via the use of mobile phone and associated apps, and on social media. For more detail, see the Rosemont School Internet Acceptable Usage Policy.
- Respect for peers and members of other classes should be promoted at all times. This includes the older classes getting to know and taking responsibility for the integration and wellbeing of younger students.
- Negative behaviour towards others, including personal remarks and bad language is unacceptable and will not be tolerated. Bullying is an offence against the dignity of the person. Please refer to the school's Anti-Bullying Policy.
- Students should not interfere with the property of another in any way.
- Students must show respect for school property. Chewing gum is forbidden in the school. All litter (in classroom and grounds) must be placed in the bins provided.

- Keep the classrooms, streets, atrium, toilets and general areas neat and tidy at all times.
- Lockers must be kept clean and tidy
- The fire escapes must be kept clear and should be used as fire escape routes only.
- Any use of cameras during class time is strictly prohibited.

The school journal is an important part of home and school communication and the care and use of the journal as a point of contact is essential. Parents/Guardians are asked to view and sign the journal weekly. Students must have their school journal with them at all times. Students should not remove any pages from the school journal. The school journal should be available for inspection by teachers and parents at all times. The journal should be maintained in a tidy, orderly way.

***Procedures for affirming and promoting good behaviour:***

In Rosemont, opportunities are taken to affirm students who show good behaviour, progress or effort in a number of ways. Achievements, both in school and personal, academic and non-academic are acknowledged.

- One of the most fulfilling rewards from following the code is the optimum school and class environment which facilitates engagement in learning.
- The school's notice boards are used to recognise and commend achievements.
- Individual teachers praise both student and class efforts, hard work and good behaviour.
- Good behaviour is noted by teachers in the School Journal and will be seen by parents when the journal is being signed.
- Class and whole school assemblies provide the opportunities for teachers and Principal to acknowledge achievements.
- Monthly reports allow teachers and Principal acknowledge the effort and work that contributes to both academic and non-academic success.
- The school website also provides many opportunities to highlight the many and varied activities of students. Social media is used to highlight achievements and activities.

- School Annual Awards Ceremony is an opportunity for effort and achievements to be recognised by the school.

***Responding to inappropriate behaviour:***

- The subject teacher, in the class, will deal with any such behaviour.
- Late arrivals, absenteeism and behaviour outside of class will be dealt with by the Class Teacher. Late arrivals and absenteeism are also recorded on the monthly reports. Class teachers will contact the parents, where necessary.
- Repeated and serious misbehaviour will be referred to the Deputy Principal.
- If there is no improvement, parents will be asked to see the Class Teacher and/or Deputy Principal and/or the Principal.

**Action**

**a) Uniform:**

- Any scarves, jackets or other items worn with the uniform that are not part of the uniform, or excess jewellery will be confiscated and returned at the beginning of the next school holiday.
- If a situation arises that a student is not wearing the correct uniform (e.g. the student's clothes have a stain, or are frayed; the student is wearing nail polish or fake tan) the student will get a note in their journal and they will be asked to remedy the situation by the following day.

**b) Mobile phones/devices:**

- Mobile phones may only be used during break and lunchtime. Mobiles phones may not be used at any other time without permission from a teacher. (This includes sending or receiving messages or using a camera phone). If a student's phone is seen or heard outside of break times the student will not have the use of it during the school day. The student will leave it in the office every morning for five days (including the day of the infraction) and collect it at the end of the school day.

### ***C) Adherence to code of behaviour***

- Once off misbehaviour will be dealt with by a simple reprimand and/or reasoning with the student.
- Repeated and more serious offences will result in more serious action being taken. This action will include a graded set of sanction/s and may include:
  - Extra school work or reflective writing
  - Withdrawal from privileges/outings/school trips/sports events/fun activities
  - Lunch time detention/cleaning
  - Temporarily removing a student from the classroom in the interests of classroom management in order to ensure the learning of other students and to help the individual student to recognise and learn about the impact and consequences of their behaviour
  - Temporary out of school suspension
  - Expulsion. See school's policy on suspension and expulsion.

Lunch time detention/cleaning takes place (if necessary) from 1.30-1.55. Students help to clean the school during lunchtime detention.

The school authorities reserve the right to apply appropriate sanctions on students for failure to comply with the guidelines contained in this Code of Behaviour.

### ***C) Smoking, drug and alcohol related offences:***

Due to the serious nature of these offences suspension/expulsion from school may be imposed.

### ***Role of staff members/parents:***

We believe that it is essential for everyone in the school community to contribute to good behaviour.

Parents and teachers and staff have a deep awareness that their behaviour is a powerful example for the students.

Part of the role of the class teacher is to discuss the rationale behind the code and draw up with the class, at the beginning of the year, the class rules which outline the expected behaviour in class. Throughout the year they will reinforce the carrying out of the agreed rules in conjunction with management and subject departments e.g. Religion and SPHE and they are available for any concerns raised by parents, staff or students.



As mentioned already each teacher will deal with inappropriate behaviour in their own class but if the misbehaviour continues they may refer the student to the Class Teacher, and if necessary, to the Deputy Principal.

The coach also reinforces positive behaviour and is also a great point of reference for parents, staff and students should any concerns arise.

***Application of Code of Behaviour:***

This code of behaviour applies while the student is a member of the school community, and when engaged in any school related activity whether in or outside of school hours. This includes the journey to and from school on the school bus, school outings, exchanges, school tours and sporting activities, as well as interactions online and on social media.

While on the school bus students defer to the driver and follow his indications with regard to safety procedures.

While in supervised study, students defer to the supervisor and follow their instructions.

***Who to Contact:***

Should a parent/student or teacher have concern regarding the behaviour of a student or a member of the school community they can contact the Class Teacher, Deputy Principal or Principal.

***Code of Behaviour, June 2017***

***Due for review 2018***

## ROSEMONT SCHOOL CODE OF BEHAVIOUR

### AGREEMENT

I have read the Code of Behaviour and I agree to abide by their terms and to support the School in upholding the standards set out in these documents.

Signed \_\_\_\_\_ Parent/Guardian

Signed \_\_\_\_\_ Parent/Guardian

Date \_\_\_\_\_

I agree to accept the Code of Behaviour

Signed \_\_\_\_\_ Student

Date \_\_\_\_\_

## Appendix A

### School Uniform List

Items marked with \* are available from O'Farrell School & Sports, Stillorgan Shopping Centre, Stillorgan, Co. Dublin or online at [www.ofarrellschoolwear.com](http://www.ofarrellschoolwear.com).  
Phone: 01-2108586. E-mail: [Valerie.pofarrell@gmail.com](mailto:Valerie.pofarrell@gmail.com)  
Other items may be purchased in any department store/sports shop.

#### **School uniform**

- Rosemont tartan kilt\*; length below the knee
- Navy jumper with school crest\*
- 5 White blouses, with collar and reverses. Blouses should always be tucked in. A plain **white** collarless t-shirt may be worn under blouses if required.
- Navy knee-high socks or tights

Plain, flat black shoes. No high heels, platforms, sling-backs, boots or trainers may be worn with uniform. No trims or embellishments in any other colour.

Plain navy coat (for outdoor wear only). School jackets must be plain navy, with no metallic or fur trims or other decorations, no other colour, and no emblems of sports clubs or of any other establishment (including other schools, clubs or companies). The uniform shop in Stillorgan Shopping Centre provides a suitable coat. Only plain navy scarves and hats (hats for outdoor wear only) may be worn.

Smock, overall, or 'Grandfather shirt' for Art class to cover uniform completely (design and colour of your own choice).

2 white coats – one for Lab work and one for Home Economics.

#### **PE**

- Plain navy tracksuit bottoms. No brand logos to be visible. No legging-style tracksuits.
- Rosemont Hoodie\* (may only be worn for PE)
- Plain white or plain navy polo shirt

#### Hockey (optional)

- Rosemont Hockey Top\*
- Rosemont Hockey Skort\*
- Red Sports Socks
- Hockey stick, shin pads
- Gum shield essential for training and matches

Rosemont PE shorts may be purchased from the school in September. Only Rosemont PE shorts may be worn during school sports activities.

Sports shoes must be worn for PE; casual footwear is inadequate for sports safety.

#### **Standard of uniform:**

- All items are to be in a good state of repair; otherwise they must be replaced.
- Stains; no stains are acceptable on any item of uniform. All items must be cleaned, or if the stain cannot be removed, the item must be replaced.
- Shoes must be plain black, and flat. Shoes must be in good condition, scuff-free. Shoes which are broken must be replaced for safety reasons.