



ROSEMONT
SCHOOL

Rosemont School – Code of Behaviour

Reviewed: 2023

Due for Review: 2025

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.

Ethos

Our Catholic ethos values *each person as a child of God* and encourages our parents, staff, and students to *live their faith in everyday life*. The parents who founded Rosemont built this ethos from the message of St. Josemaria, founder of Opus Dei. www.opusdei.ie

Ethos in Rosemont means:

- Personal excellence and virtue are goals worth striving for
- Academic achievement enables our students to serve society
- An atmosphere of trust and freedom empowers learning

Parents, as the primary educators of their children, work with the school to foster our ethos. Rosemont is open to students from all beliefs and backgrounds.

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 and respectful towards others
- Understand the impact of their behaviour on staff and other students
- 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:

- Complete homework and relevant study each day.
- 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.
- The school journal should be with students at all times. The journal should be maintained in a tidy, orderly way.
- If unable to complete homework through illness, or for any other reason, the parent must send a note using the Rosemont App.
- Any homework, both written and learning not completed will be recorded on Vsware.

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.

2. Observing timetable and use of free time

- Each student is expected to attend school daily, and students must arrive in time to attend assembly. Assembly begins at 8.30am each morning. Classes begin at 8:35am. The school building opens at 07:40am, students must remain in the Atrium until 8.15am.
- All late arrivals will be recorded by the office using the online system. If a student arrives in school after 08.30am they should sign in at the front desk.
- Students do not leave the classroom during class without permission from their teacher.
- 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.
- 5th Year and 6th Year students have permission to go out during the school lunch time when written authorisation has been provided by their parents/guardian at the start of 5th/6th 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 Via the Rosemont App.

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 notify the school via the Rosemont App when a student will be absent for part of the day or all day. No student will be allowed to leave the school unless a parent has been in contact. If a student needs to contact their parents during the school day, they must not use their own phone. They must go to the office and the office will contact their parents.

3. Dress code, personal appearance, and behaviour

This section of the Code is intended, among other things, to prepare students for the requirements in dress and personal appearance that characterise many jobs & careers.

- Students must always wear the full school uniform. It is important to wear the school uniform *well*, wearing all the correct items of uniform as specified in the uniform list.
- Students are permitted to wear the correct PE uniform to school as per uniform list if they have PE before 10.35 break.
- The correct school jacket is a plain navy coat/jacket with no metallic or other decorative features. Navy jackets from other establishments or clubs are prohibited.
- Hair must always be clean, neat and kept back from the face. Hair accessories must be discreet. Only natural hair colour dyes and natural hair styles are allowed. Unacceptable hair styles are not allowed.
- Discreet earrings and a maximum of 2 discreet rings may be worn. They must be removed for practical subjects as instructed.
- One other discreet item of 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.
- The wearing of facial jewellery/body piercing is not permitted.
- Senior students (Transition, Fifth and Sixth Years) may wear discreet make up. Make up of any description may not be used by students in other years. This includes fake tan.
- Nails must be short and clean to allow written and practical work. Nail polish must be a discreet colour and well kept.
- False eyelashes and false nails are not permitted. Tattoos: visible tattoos must be discreet; tattoos which may cause offence to staff and/or students or parents must always be covered. No body art is allowed on the face.
- Smoking and vaping in any form in any part of the school building or its environs is illegal under current legislation and as such is forbidden. Smoking or vaping while in school uniform and/or involved in any school related activity is also prohibited.
- The use and/or possession of alcohol, illegal drugs and/or any other illegal substance is forbidden while in school or attending any school activity. Students who do so, 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.
- If any member of staff has good reason based on reasonable grounds, such as concern for physical safety, suspected possession or use of drugs or alcohol or other concerns, two members of staff, one of whom must be female, may carry out inspections of personal property (lockers, bags) with the student present. If deemed necessary, the student may be asked to empty out her own pockets.

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.
- Unauthorised use of cameras in school is strictly prohibited.

Procedures for affirming and promoting good behaviour:

In Rosemont, opportunities are taken to affirm students who show good behaviour, progress or effort in several 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.
- 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 e.g. arriving late to class, no homework, challenging behaviour in the classroom Such behaviour will be recorded on Vsware.
- Step 1: Upon the first incidence, the subject teacher will have a one-to-one conversation with the individual concerned at an appropriate time. This

conversation will clarify what behaviour was unacceptable, why and re-establish the expectations. This first incidence is not recorded on VSware

- Step 2: The second incidence is recorded on VSware. The subject teacher will have another conversation with the individual concerned seeking to clarify again and letting them know that it is now being recorded on Vsware. After three reports on VSware the student will receive a detention.
- Late arrivals, absenteeism and behaviour outside of class will be dealt with by the Year Head. Year Heads 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 Year Head 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 etc.) the student will be asked to remedy the situation by the following day and the steps above will be followed.

b) Mobile phones/devices:

- Students must switch off their mobile phones before entering the school campus. Students are not permitted to use their mobile phones for any purpose during school hours, including break and lunch time unless directed to do so by a teacher.
- All communication with parent must go through the office.
- Any phone that is seen (whether in use or not) by any member of staff will be confiscated and handed in to the school office in a sealed envelope with the following info:
 - name of student
 - name of staff member
 - Date phone taken
- The phone can be collected by the student at the end of the school day.
- Phones will be confiscated if seen either in the building or in the grounds.

c) Adherence to code of behaviour

Usually matters are resolved by The Steps above.

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 schoolwork or reflective writing
- Withdrawal from privileges/outings/school trips/sports events/fun activities
- Detention

- 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 Suspension and Expulsion Policy.

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.

Role of staff members/parents:

We believe that it is essential for everyone in the school community to contribute to good behaviour. Parents and staff have a deep awareness that their behaviour is a powerful example for the students. Part of the role of the year head/class tutor is to discuss the rationale behind the code of behaviour. As mentioned already each subject teacher will deal with inappropriate behaviour in their own class using The Steps above. If the misbehaviour continues, they may refer the student to the Year Head and, if necessary, to the Deputy Principal.

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 their directions regarding 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 they can contact the Year Head.

Reviewed 2023

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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 _____