



Assumption Secondary School

Code of Behaviour



Assumption Secondary School Code of Behaviour

This code of behaviour forms the basis for our school rules. A breach of this code will be seen as a breach of school discipline and will be treated accordingly.

This is a school policy as agreed by the Board of Management.

Mission Statement

**We endeavour to educate young women in an inclusive, caring,
Christian atmosphere of respect for self, others and the environment.
We value freedom, equality and security and strive to promote the growth of
positive thinking, self-worth and justice.**

Rewards & Motivation

The principle underpinning a Code of Behaviour is the promotion of good behaviour. There are many ways in which good behaviour is recognised and promoted in Assumption Secondary School. Good behaviour is recognised and acknowledged on a daily basis as well as on an annual basis. Teachers use a variety of methods to reward students for good behaviour.

These may include:

- Verbal praise to students.
- Class prizes.
- Display of student's work.
- Positive notes in student journal.
- Written acknowledgement of positive behaviour will be presented at year group assemblies.
- Certificate of commendation/merit
- Announcement of achievements on school intercom or at assemblies
- Selection of student for leadership role e.g. Student Council Representative, Prefect, Senior Prefect, Deputy Head Girl and Head Girl.
- Selection of students to represent the school in public events.
- Privilege of travelling on Tours national and/ or international.
- Selection for commendation at Annual Awards Ceremony – receipt of certificate, medal or trophy.
- Selection for Mary Aikenhead awards.

At our Annual Awards Ceremony, our school recognises achievement, participation, commitment and contribution to the school and the community across a wide range of areas – attendance, behaviour, academic, sport, art, music and citizenship.

Unacceptable behaviour

Please note the examples given below are not exhaustive.

Behaviour: the following are considered very serious offences:

- Lack of respect for staff and other students.
- Cheek, insolent behaviour / attitude.
- Physical violence, bullying and intimidation of any kind.
- Leaving the school premises without permission during the school day.
- The use of offensive language.

The following actions will be considered a breach of school discipline if done without permission:

- Entering a class room or office.
- Using school equipment.
- Being on the corridor during class time.
- Being at lockers at any time other than times specified.
- Being in the toilets outside of break times without a toilet pass.
- Wearing of non-uniform items.

The following are not permitted on the school premises:

- Illegal drugs and alcohol.
- Offensive literature / materials.
- Cigarettes, vapes, chewing gum, aerosols including deodorant, perfume, and body spray etc.
- Recording devices and radios.
- Hot drinks
- Fizzy or energy drinks.
- Tipp-Ex.

The following items may not be used on the school premises:

- Mobile phones and all digital / electronic devices.

This list is not exhaustive.

General:

- Damage to school premises, furniture or equipment must be made good by the student(s) responsible.
- Only students who give evidence of good behaviour and in correct uniform will be allowed to take part in school tours and events.
- Only students who give evidence of good behaviour will be considered suitable for the position of Prefect. All students are expected to co-operate with Prefects in the carrying out of their duties.

The school reserves the right to suspend a student and to expel in extreme circumstances.

Attendance and Punctuality:

- Parents must send a note to explain all absences and late arrival to school. If the absence is to be prolonged, parents should inform the school as soon as possible.
- Unexplained absences will be seen as a breach of school discipline and will be treated accordingly.
- Students **must be in school on time** for class at 8.50am and 1.40pm.
- Late arrival (explained & unexplained) will be seen as a breach of school discipline and will be treated accordingly (with the exception of cases where appointment cards for medical or dental visits are presented).

- Students arriving late for school will have lunchtime detention 1.00-1.20pm on that day.

Homework:

Parents are requested to see that homework, both written and oral, is carefully completed on time. If not done / completed, a written explanation must be provided. Parents are required to sign the school journal on a weekly basis.

- Every student is expected to have a school homework journal, kept in good condition and used only for school business.

Health and Safety:

- Medicines are not provided by the school. The school must be informed, in writing, if any student is ill and is taking medicine of any type (tablets, liquids, inhalers, injections etc.) Students should bring to school only a daily supply of such medicine.
- Each student must participate fully in P.E. class unless a written note from her doctor is provided.
- Corridor, stairs, toilet facilities and communal area regulations must be obeyed in the interests of safety.

Personal property:

- The Management is not responsible for any property which is lost, mislaid or stolen.
- Students may have the use of a locker (subject to paying the appropriate rental fee).
- Students who avail of this offer must occupy only the allocated locker.
- Students are responsible for taking care of the locker and its contents.
- Lockers must be emptied before the summer holiday period.
- Management reserve the right to open/remove/change lockers as deemed necessary for the maintenance and safety of the school.
- Management reserves the right to lock unlocked lockers.

SCHOOL UNIFORM

The discipline involved in keeping uniform regulations is an important part of your daughter's education. When your daughter is wearing the school uniform she is representing the school. Therefore her appearance both coming to and leaving the school can either enhance or detract from the school's reputation. **Students will be sanctioned for breaches of School Uniform.** These rules exist in the interest of fairness, equality, to help prevent bullying and reduce peer pressure.

Any student not wearing the correct uniform must have a note of explanation written in the appropriate area of her school journal. No other notes will be accepted. The student must present this note (signed and dated by a parent or guardian) to her Year Head before 8.50am on the morning in question. Students who come to school out of uniform and who do not follow the above procedure will be sanctioned. The only acceptable alternative in this instance is the school tracksuit which must be worn with the approved sports runners. Students will be given a school uniform in this instance.

During adverse weather conditions e.g. heavy snowfall, students may be informed by the Principal to wear outdoor boots when travelling to/from school. This will be done on the condition that students change into the approved school footwear on arrival at school. Your cooperation is greatly appreciated in this regard.

In school/out of school uniform

- Plain Navy Jacket (Jackets must be navy in colour, both inside and out and must have no logos or additional markings). Jackets may not be worn indoors. From September 2025 first, second, third, transition and fifth year students must wear navy crested school jacket for the duration of their studies in the school. This jacket is recommended for all year groups.
- School scarf, plain black, navy or blue neck scarf (optional). Scarves may not be worn indoors.
- Royal blue skirt (knee length or longer).
- Royal blue jumper with crest for 1st to 3rd Year students
- Navy blue jumper with crest for T.Y., 5th and 6th Year students.
- Check blouse for 1st to 5th Year students.
- Plain light blue blouse for 6th Year students.
- School tie
- Navy knee socks or black/navy tights (High denier / non transparent).
- Flat heeled black or navy school shoes. (*Boots/Ankle shoes/Casual fashion footwear are strictly forbidden – regardless of colour*).
- Approved navy school trousers (available only from “The Schoolwear House”) are an optional extra item of uniform. They may only be worn between the October and February mid-term breaks.

The name of the supplier of the school uniform can be obtained by contacting the school office. To avoid loss we advise that all uniform be clearly marked on the inside with the student’s name. **We accept no responsibility for lost garments/property.**

The school skirt must be worn on formal occasions e.g. School Mass, Choir, Theatre visits, Awards Ceremonies, Graduation Ceremonies etc.

It is the school’s decision when the skirt should be worn.

P.E. Uniform

All items listed below are available from “The Schoolwear House”

- School tracksuit.
- Plain t-shirt.
- Sports Runners (Appropriate sports runners are required to avoid injury during P.E.).

School tracksuits may not be worn to class or during the school day. They may only be worn during P.E class. Even if P.E. class is first/last class in the day students must arrive and leave school in the full uniform and not in P.E. uniform.

For insurance purposes students may not participate in P.E. class without the approved school P.E uniform.

There will be sanctions for students without the approved P.E. uniform for P.E. class.

Jewellery

The following items of jewellery are permitted to be worn in school:

- One simple ring.
- One short chain with cross, disc or name.
- For health and safety reasons, loop or hanging earrings are not permitted. Students may wear one pair of small stud earrings in ear lobes.
- For health and safety reasons, all piercings including clear coloured piercings, stretchers, tongue piercing, the wearing of nose studs and eyebrow rings etc. are strictly forbidden. Piercings may not be covered with a plaster or similar.

No excuse will be accepted.

Make-up/ Cosmetics

Students are **not permitted** to wear make-up or false nails or eyelashes to school.

The wearing of clear colourless nail varnish is the only nail varnish allowed in the school.

Hairstyle

Hairstyle must be neat and tidy. Simple, small and tidy accessories may only be worn by students. Hair must be tied up for practical subjects.

As fashions and hairstyles vary from year to year it is not possible to list styles, colours etc., which we consider acceptable.

As students get a long summer break from school we feel that this an appropriate time for the girls to try out different hairstyles/colours, prior to returning to school.

Unnatural hairstyles/colours, no matter how fashionable are not suited to the wearing of a school uniform, nor are they conducive to encouraging concentration and study in class. **Therefore, unnatural hairstyles and unnatural hair colours are strictly forbidden.** Acceptability of such will be decided by the school management.

Non uniform items may be confiscated.

Students in breach of uniform regulations will have lunchtime detention on the day of the offense.

Mobile Phones / Digital Devices

The following rules apply:

- Where a student brings a mobile phone/digital device to school, they must be switched off and stored in her locked locker and may not be used at any time or for any purpose on the school premises or grounds (inside the school gates). A student may not keep her phone / digital device on her person or in her school bag. Phones / Digital devices / Smart Watches must never be brought to class or examinations.
- Students participating in school related activities (e.g. Study, Extra- Curricular Activities, School Trips, and Tours etc.) must abide by the rules governing these activities.

Sanctions for Misuse of Mobile Phones/Digital Devices

- A student who uses a mobile phone/digital device / Smart Watch or with a mobile phone / digital device / Smart Watch on her person will be obliged to leave the phone/digital device / Smart Watch and its SIM card in the school office until collected by a parent following communication from the school office only. Parents should be aware that their daughter will go home without their mobile phone / digital device until collection is possible.
- The school has the right to ensure in so far as is practicable, that the phone/ digital device / Smart Watch contains no images or information which would compromise any member of the school community. The student will be required to remove any school related images after which the phone/digital device / Smart Watch will be returned to the parent.
- Because mobile phones/digital devices / Smart Watches have the potential to invade privacy, the teacher dealing with the matter can also put a comment on VSWARE which may result in the imposition of any of the normal sanctions.

- Incidents where students use mobile phones/digital devices / Smart Watches to bully other students or send offensive messages or calls will be investigated under the Anti-Bullying Bí Cineálta Policy for Students. It should be noted that it is a criminal offence to use a mobile phone/digital device / Smart Watch to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/digital devices / Smart Watches. The safety and security of mobile phones/digital devices / Smart Watches is wholly a matter for students and their parents/guardians.
- It is strongly advised that students mark their mobile phones/digital devices / Smart Watches with their names and use passwords to ensure no unauthorised use of their device. Each student is responsible for all communication, image or recording on their digital device.

The taking of photographs or the use of any recording equipment is strictly forbidden and a range of sanctions, up to and including expulsion, will apply.

Note: see also the school Mobile phone and Digital Device policy.

When students apply for College places or positions of employment, the school is often asked to provide a reference for the applicant. This reference will include a comment on her discipline in relation to the school Code of Behaviour. We hope, therefore that we can rely on your full co-operation in ensuring that your daughter abides by these rules.

Sanctions will be imposed for all breaches of school rules and in accordance with the Code of Behaviour Policy.

Discipline System / Sanctions

However hard we work at promoting good behaviour, there will always be occasions when students engage in inappropriate behaviour. The following sanctions are the school's accepted responses to incidents of inappropriate behaviour.

The discipline system in the school is based on our Code of Behaviour and policies that we consider necessary for the creation of a respectful environment in which education, in the broadest sense, can take place. We try to develop a positive attitude towards discipline in the school. However, as you will recognise, there has to be a set of sanctions which are imposed in cases of breach of this code.

We earnestly ask your support in all matters of discipline, as students need to know that parents and teachers are working together to ensure good behaviour. If there is a point of disagreement, please come and discuss it with us before you discuss it with your daughter.

We operate a 'Comments System' as part of the sanctions for breaches of school rules.

Comments will be noted on VShare in the case of misbehaviour, which is considered to be disruptive to the teaching and learning process in the school.

Students will be informed if a comment in relation to a breach of the Code of Behaviour is to be noted.

A further sanction of detention will be imposed when a number of comments are recorded for a student.

Some examples of unacceptable behaviour may include:

- Coming late to class/school.
- Not signing in before 8.50am or prior to going to class.
- Failure to complete homework assignments.
- Having incorrect books/copies etc. for class.
- Having incorrect uniform including jewellery, make-up and hair.
- Disruption of class teaching and learning by talking, making noise, misbehaving during class.

Please note that this list is not exhaustive

Detention:

When the student receives **four negative comments**, a detention of one and a half hours is imposed. This takes place on a **Wednesday afternoon from 1 – 2.30p.m.** Parents will be informed of this by letter. Lunchtime detention 1.00-1.20pm will take place for students arriving late for school or in breach of uniform regulations on the day of the offense.

Failure to attend detention is considered to be a **serious breach of school rules**. If the student fails to do this detention for any reason this may result in suspension.

Please note that students will be assigned a variety of tasks during detention.

Further Sanctions:

If the student continues to receive negative comments or detention for the same offense **suspension** may be seen as a suitable sanction. This will be decided by the Principal (and in her absence the Deputy Principal) in consultation with the Year Head.

Very Serious misbehaviour:

Behaviour considered by school personnel to be of a very serious nature may be dealt with on the spot as isolated incidents (In other words, action may be taken as a result of that incident independently of other comments noted).

In these cases, the Principal / Deputy Principal, in consultation with the Year Head decide on the sanction to be imposed.

In some cases this will mean a **suspension** of up to 3 days (**see Suspension Policy**).

In house suspension may be used on occasion and as a means of ensuring the continued teaching learning in the school.

In the case of extremely serious misbehaviour, when a student is behaving in such a manner that the teaching and learning in the school is being interfered with or there is a serious risk to the health and safety of the student herself or of the school community, the Principal/ Deputy Principal (in the absence of the Principal) may decide (following communication with the student's parent/guardian) to send the student home for the remainder of the school day. Parents have at all times the right of appeal either to the Principal, or in extreme cases, the Board of Management.

In the case of serious, continued misbehaviour of a kind which is disruptive for both the student herself and for other students and teachers, the Principal may consider it necessary to consult the Board of Management for permission to initiate the process of **expulsion (see Expulsion Policy)**.

Some examples of unacceptable behaviour may include:

- Failure to attend detention.
- Repeatedly coming late to school.
- Sustained disruption of the teaching and learning in class.
- Open defiance/ refusal to obey instructions.
- Lying.
- Speaking in an aggressive tone.
- Speaking/ behaving in a disrespectful manner towards members of staff.
- Giving cheek.
- Bullying of other students.
- Fighting.
- Stealing.
- Skipping classes.
- Using Mobile Phone / Digital device while in school.
- Leaving school without permission from the appropriate adult in the school. (Please note that when students are ill they may not phone home). Parents / guardians will be contacted by the student's Year Head / Deputy Principal or the Principal.

This list is not exhaustive.

Teacher Responsibilities:

- The Code of Behaviour is a set of policies, practices and procedures that together form the school's plan to create a pleasant, safe and ordered school environment where there is equality and quality teaching and learning for everyone.
- Each teacher is responsible for maintaining a positive teaching and learning environment in their classroom, based on mutual respect and is expected to have a system to promote positive behaviour and also procedures to deal with misbehaviour and breaches of class and school rules.
- Teachers set high expectations for student behaviour, have good class routines, give positive feedback about behaviour and model the behaviour that is expected of students.
- Teachers will ensure that students in their class are clear on the contents of the Code of Behaviour, the standards expected of them and will enforce the Code of Behaviour in the classroom.

Student Responsibilities:

- Each student is expected to be attentive to their class work and homework, to have all the specific requirements for each class and to be well behaved.
- Students must acquire the skills of self-discipline, consideration, co-operation and mutual respect that foster a good working school environment.
- Each student is expected to contribute positively to the teaching and learning environment in every class.
- Each student is expected to adhere to the Code of Behaviour and school policies formulated to create a pleasant, safe and ordered school environment where there is equality and quality teaching and learning for everyone.

Parental Responsibilities:

- The Code of Behaviour is a set of policies, practices and procedures that together form the school's plan to create a pleasant, safe and ordered school environment where there is equality and quality teaching and learning for everyone.

- Parents sign the Code of Behaviour on enrolment and in their daughter's journal annually. Parent(s)/Guardian(s) must make every effort to ensure that their daughter complies with every aspect of the code of Behaviour and other school policies.

Policy on Suspension and Expulsion

This policy must be read in conjunction with the Code of Behaviour. This policy may be seen as Part 2 of the Code of Behaviour.

Suspension: The Principal has the authority, expressly delegated by the Board of Management, to suspend a student. Suspension will be considered, and imposed if the Principal is satisfied that this sanction is warranted, taking into account the Code of Behaviour and the particular circumstances involved. The principles of Natural Justice apply to all procedures.

The Purpose of Suspension: Suspension may be given if the other levels of sanction within the Code of Behaviour **have not been successful** in effecting a change of attitude and/or conduct on the part of a student. The aims of suspension in these circumstances are:

1. To bring into **sharp relief** for the student and parents/ guardian, that the indiscipline has become very serious, and that because the student has not responded to lesser sanctions and efforts at effecting change, the student, through her actions, is putting herself outside the normal operation of the school.

If a suspension of more than 5 days is being proposed, the approval of the Chairperson of the Board of Management is required.

Normally a ceiling of 10 days is applied to any one period of suspension. However, in very serious circumstances, the Board of Management may consider that a longer suspension is required.

2. As a **learning experience** for the student – that she would realise that actions have consequences, and at times the consequences can be serious.
3. To give the student **time and space** to reflect and discuss with her parents/guardian, how she sees her education and personal development progressing, and to decide actions she needs to take and effect change. This “time out” can be very beneficial in bringing home to the student that she must change.
4. At times, due to **safety issues**, the student cannot remain in school until the safety issues are addressed.

It is also important to note that a serious sanction like suspension can be worthwhile deterrent for the student body, as long as that is not its sole or main purpose.

Serious Infringements (including a single incident): Some actions of a serious nature will be referred directly to the Principal, and may incur **immediate suspension**, following contact with the parents of the student or students involved. Unacceptable behaviour which **causes a threat to safety, and/or serious disrespect to persons or property** comes into this category.

The following named behaviours normally incur suspension as a sanction:

- Possession of unacceptable substances in school – alcohol, drugs, cigarettes, implements which would cause injury.
- Damage to or abuse of property (including stealing).
- Absent from class, school or premises without the appropriate permission.
- Physical assault of any nature.
- Serious misuse of digital media technology including text messaging, distribution of photos, and the use of recording equipment, infringement of safety regulations.
- Serious misconduct.

This list is not exhaustive.

Procedures for Suspension:

Parents will be contacted by telephone and/or by letter, outlining the reason for the suspension and the duration of the suspension.

Prior to the students returning to the school following suspension, parents will be invited to a meeting in the school to discuss the situation with a view to:

1. Bringing about change in the student's behaviour.
2. Clarifying with parents and student what changes in behaviour are required.
3. Plan for the student to return to school.

The suspension may be appealed to the Board of Management.

Cumulative suspension of 20 days or more in a current year can be appealed by parents to the Secretary General of the Department of Education and Skills.

Expulsion: Expulsion is the ultimate sanction imposed by the school and is exercised by the B.O.M. in extreme cases of indiscipline. In advance of any hearing which could result in expulsion, the school will investigate the matter in accordance with the Principles of Natural Justice.

Expulsion will be considered in the following circumstances:

- The procedures and sanctions in the Code of Discipline have been used over time with a student and the student's conduct has not improved to an acceptable level.
- In exceptional circumstances for a once-off or first offence. Such circumstances would include serious threats to safety and/or health; gross disrespect to persons and/or property.

Procedures: Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion the following steps are taken:

1. Detailed investigation is carried out under the direction of the Principal:

Parents and the student will be informed in writing of the facts of the misbehaviour, and that the results of the investigation could result in expulsion. Parents and the student are given an opportunity to respond to the complaints. They may be invited to a meeting in the school.

2. Recommendation to the Board of Management by the Principal:

Following the investigation, if the Principal forms the view that expulsion may be warranted, he/she can make a recommendation to The Board to consider expulsion.

Parents and student are informed that expulsion will be considered by the B.O.M.

Parents and student will receive, in writing, details of allegations, investigation and the grounds on which the matter is being considered. A copy of the above information will be given to the Board of Management. A date for a Board of Management hearing will be arranged. This date will give all parties sufficient time to prepare.

Parents and student will be informed of the meeting and of their right to be accompanied at the B.O.M meeting/hearing.

Parents will be also informed of their right to make a written/oral submission to the Board.

3. Consideration by the Board of Management of the Principal's recommendation:

The Board reviews the initial investigation and satisfies itself that it was conducted in line with fair procedures. A hearing is held at which the Principal and parents put their case to the Board in each other's presence.

After both sides have been heard, and have had an opportunity to ask questions of each other the Board deliberates on the matter.

Neither the Principal nor the parents are present for the Board's deliberations.

4. Board of Management deliberations and actions:

The Board decides whether or not the allegation is substantiated.

If substantiated the Board decides whether or not expulsion is appropriate.

If expulsion is considered to be appropriate the Board informs the National Educational Welfare Board (N.E.W.B.) in writing.

The expulsion cannot take place before the passage of 20 days from the date the N.E.W.B. receives notification. The Board informs the parents in writing about its conclusions and that the N.E.W.B. is being informed.

5. Consultations arranged by the Education Welfare Officer (E.W.O.)

Within the 20 days referred to above the E.W.O. is responsible for holding individual consultations with Principal, parents and the student and anyone else who may be of assistance. The E.W.O. convenes a meeting of the parties involved – the purpose of which is to discuss the next steps regarding the education of the student.

Pending these consultations the Board of Management ensures that good order is maintained and that safety of students is secured. Therefore the Board may consider it appropriate to suspend the student during this time. This suspension will only be considered where the Board forms the view that the continued presence of the student may seriously disrupt the learning of others or represent a threat to the safety of others.

6. Confirmation of the decision to expel:

When the 20 days have elapsed, and if the Board remains of the view that expulsion is warranted, the Board formally confirms the decision to expel. Parents are notified immediately that the expulsion will proceed. Parents and the student will be informed of the right to appeal and be given the standard appeal form.

Appeals: A parent or student over eighteen years may appeal a decision to expel to the Secretary General of the D.E.S.

Modifications to this policy were ratified by the Board of Management on the 21st May 2025