

# Code of Behaviour

*Sapientia et Virtute With Wisdom and Courage*

## Code of Behaviour

<b>This Policy/Statement of Strategy was ratified by the Board of Directors</b>	<b>Date 27<sup>th</sup> February 2024</b>
<b>This Policy will be reviewed in:</b>	<b>February 2025</b>
<b>This policy was reviewed by:</b>	<b>The Board of Directors</b>

## **Overview of Policy**

This policy sets out the standards of behaviour we wish to achieve and the processes through which we aim to achieve them. It describes how the school intends to ensure that rewards and sanctions are used appropriately and consistently throughout the school.

Regina Mundi was founded by Margaret Corrigan in 1961. The ethos of the school is Christian, based on the philosophy, official teaching, and practice of the Roman Catholic Church, while respecting other traditions, values, and beliefs. 'Daisy' Corrigan encouraged her school community of students, staff, parents/guardians, and management to develop 'a spirit of loyalty and responsibility'. These are still essential characteristics of the College. Regina Mundi encourages each student to be 'excellent', to work hard, to develop her talents both academic and non-academic.

The *Code of Behaviour* is designed to help our students to develop 'self-discipline' as the means of achieving some order in their lives and as preparation for future citizenship. It enables the school to provide 'guidance, understanding, leadership and moral support' to all our girls. We are committed to providing a socio-educational ethos in which our students' can mature into responsible young women capable of coping with the challenges of a rapidly changing world.

## **Uniform and appearance.**

1. (a) Students must wear full school uniform on all school days unless otherwise instructed. Uniform consists of school shirt, jumper, knee length skirt or school pants, school jacket, plain black shoes/plain black boots and school socks (purple) or tights (black). Sport shoes are not allowed.
  - (b) During P.E. (Physical Education) Students must wear the school tracksuit, lilac polo shirt or new navy T-shirt, and runners. Each student must have a hockey stick and a gumshield.
  - (c) School fleeces can be worn indoors during cold spells of weather
  - (d) School outer jackets are not to be worn in the classroom.
  - (e) Any additional clothing worn during the cold weather must be under the school shirt and not visible.
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2. (a) Students are expected to be neat and their appearance (especially hairstyle and the wearing of makeup and jewellery), must be acceptable to the school authorities at all times when uniform is being worn.
  - (b) Students must be able to remove all items of jewellery for PE and other school related activities.
  - (c) Jewellery- Jewellery must be kept to a minimum: no other facial piercings are permitted except a discreet nose stud and one pair of ear studs.  
Nose rings and hooped earrings are banned.  
Any excess jewellery will be confiscated immediately and maybe reclaimed from Year Head at end of term.
  - (d) Make up including fake tan must be discreet, and hair must be of a natural colour.
  - (e) Nails should be neat and nail polish must be discreet.
  - (f) Tattoos must not be visible during school hours or when taking part in school activities. Tattoos must always be covered when wearing school uniform and during any school related activities. If tattoos are on a part of the body that cannot be covered by school uniform they must be covered by a bandage.

## **Behaviour**

3. (a) Students must accept the authority of management and all school staff during the school day and when on all out-of-school activities.
  - (b) School rules and expectations fully apply when on school tours, trips and partaking in all school extra-curricular activities.
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4. Students must show respect and courtesy to fellow students, members of staff and the general public. Both in person and online.
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5. Students must have respect for college property (school equipment/materials) and that of their fellow students. (their own books/property and that of their fellow students must be treated appropriately at all times)
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6. Regina Mundi College does not tolerate bullying in any form. (see accompanying anti-bullying policy).

## **Homework and class assignments**

7. (a) Students must complete all work assigned to them by teachers.
- (b) ALL homework must be recorded in this journal.

- (c) Students must have their school journal in school every day
- (d) They must have all necessary class materials (including their homework journal) as appropriate.
- (e) When absent from classes due to activities and illness, students must complete the work missed and the homework assigned for the classes missed, for the agreed due date.

### **8. Mobile Phones and devices:**

- (a) Mobile phones must be switched off on the school premises and during all school activities, this includes the alarm function.
- (b) Mobile phones must only be used in class under the instruction/permission of the supervising teacher. Mobile phones must be switched off during break times.
- (c) Students must not make or receive calls or text messages during the school day; any contact with parents must be through the school office.
- (c) The use of a phone as a camera is banned at all times unless under the instruction/permission of the supervising teacher.
- (d) Students may be given permission to use their mobile phones on occasion in the classroom, under the instruction and supervision of a subject teacher where its use would aid teaching and learning in the classroom.
- (e) Any infringement of Mobile Phone Policy will result in the phone being confiscated and retained in the school office.
- (f) Parent(s)/Guardian(s) will be informed of the breach by automated text. The phone will be returned to the Parent(s)/Guardian(s) only.

### **Devices:**

Devices must only be used in class when instructed to do so by teachers. It is against the rules for students to send Teams messages to each other or call each other on Teams during class time. Notes should be taken in a notes copy unless special accommodations are in place.

### **9. Prohibited substances**

(a) In accordance with Section 47 of the Public Health (Tobacco) Act, 2002 smoking/vaping is strictly forbidden in the school (this prohibition also applies to the yard, the park/approach roads to the school, the hockey grounds, school transport and all outside facilities used by the school).

(B) All Items and Substances (outlined in the school substance abuse policy) are banned.

### **10. Attendance**

- (a) Students must attend on all school days (in accordance with the Education Welfare Act 2000). All absences must be explained through the school app in advance (where possible) or on return to the college.
- (b) Students must be on time for school and **all** classes.
- (c) Students must not leave Regina Mundi College during school hours. Students including those over 18 years of age are not permitted to leave the school during school hours without permission from the appropriate school authority.

- (d) **All** students leaving school during school hours must be signed out at the school office by a parent or a person of responsibility over the age of 18.
- (e) Students are not permitted to leave the school campus during morning break and lunch time.

## **11. Classrooms**

- (a) All classrooms and open areas are to be kept clean and tidy. Lunch must be taken by students in their classroom. Eating while in open areas/stairs etc is forbidden.
- (b) Chewing gum is not allowed.
- (c) Eating in the PE room is not permitted.

## **Sanctions**

In the event of breaches of school rules Regina Mundi College may impose the following sanctions.

- Verbal reprimand
- Assignment of additional work
- Note in journal (by the person who determined the breach of behaviour)
- Note in journal must be signed by parent/guardian. (and followed up by the person who determined the infringement)
- Behaviour report on the VSware system.
- Meeting with parents
- A requirement for a written apology
- Incident report sheet
- Report/Monitoring Card monitoring progress for a period of time as decided by The School Authorities.
- Detention (At lunchtime 1.15 – 1.30pm or after school 3.30 – 4.30pm) for one or more periods at the discretion of the school authorities
- Internal suspension
- Suspension
- Expulsion

The principal may, after investigation, suspend pupils for serious breach/breaches of the school code of behaviour.

In exceptional circumstances the principal may recommend the exclusion or expulsion of students for serious breach/breaches of said code.

The parents of all students (and students who are over 18) are afforded the right to appeal in all instances of suspension, exclusion or expulsion.

Such appeals to be made in writing to The Manager, Regina Mundi College, in accordance with the Education Act (1998) and the Education Welfare Act (2000).