



# **Code of Behaviour & Discipline**

**Academic Session 2019 - 2020**

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**It is essential that this document is read carefully and that the associated Signature Sheet is signed by students and their parents/guardians. The students referred to in this document are those students attending 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Year Full Time day school at The Institute of Education, including our International students.**

**Registration can only be completed when the Signature Sheet is returned to the Institute of Education. Failure to do so will mean that the student will not be permitted to attend classes.**

## **Ethos**

The Code of Behaviour and Discipline of The Institute of Education reflects its aims and ethos. It is designed to provide the necessary structures within which students will maximise their full academic potential. Emphasis is placed on ensuring a learning environment which is conducive to young men and women who wish to prepare themselves in a serious fashion for the opportunities which exist at university level and for the challenges that the future holds. Responsibility for attaining each student's full potential is shared between The Institute of Education, its students and their parents.

The Institute of Education plays its part by providing excellent teaching in a disciplined, caring, learning environment by carefully monitoring student progress and by emphasising the highest possible academic standards. Students play their part by committing themselves in a mature, disciplined and organised fashion to their studies and taking full advantage of the choices and opportunities available to them. Parents/guardians play their part by taking an active role in the progress of their son or daughter through encouragement and monitoring of attendance, punctuality and productive study routines.

### **Classroom Activities**

Students are expected to co-operate fully in all classroom activities, including reading exercises, written exercises, tests and assignments, and in any other form of work, as decided by the teacher. Where a student fails to co-operate he/she may be subject to disciplinary procedures.

**The teacher is in sole control of the class and all aspects of classroom discipline. This includes the seating location of students, which may be subject to change if the teacher deems it necessary.**

Failure by students to perform these activities may lead to disciplinary procedures. In the case of persistent lack of co-operation in classroom activities, the Institute of Education may resign charge of the student and ask him/her to leave the Institute of Education permanently. There will be no refund of fees.

### **Monitoring**

There is continuous assessment in all subjects. Results of class tests are given to the students and are also available on our online system - Moodle. Parents/guardians are advised to monitor progress accordingly.

- Every student **MUST** attend classes at the times stated on their timetables. Students are forbidden to attend any classes other than those on their official timetables. Timetables must not be changed without permission of the Principal.
- Students are not to loiter inside or outside the building. Students must be either in class, in the study hall or at lunch as scheduled on their timetable. **4th/5th Year students must remain in school at all times, including lunch and breaks.**
- Identity cards are issued at the beginning of the school year. **Students must carry this card with them at all times.** Students may be asked to produce their card by any member of staff and, if necessary, this card may be requested and retained by staff for disciplinary reasons. A replacement ID card costs €10.
- Results of Christmas and other tests will be sent to parents. In the event of students' academic under-achievement, parents/guardians may be requested to discuss the matter with the Guidance Counsellor or with the Principal/Deputy Principal and/or other relevant staff members with a view to determining the best course of action in such circumstances.

## **Attendance and Punctuality**

Good attendance and punctuality are essential to attaining a good Leaving Certificate. 'A class missed is a possible examination question missed'.

The Institute of Education monitors attendance and punctuality. We ask all parents/guardians to ensure that the attendance of their son/daughter is punctual at all times.

- Students must register each morning on arrival in order to avoid being marked absent. All students must carry ID cards. Cards may be subject to inspection. If the systems are not functioning, students must report to the office. Students who are late **must** report, on arrival, to the office before going to class.
- If a student expects to be **absent or late, the parents/guardians must phone/e-mail** the following contacts on or before **9.30 am** each day of absenteeism.

Failure to do so will result in the student being marked absent. It is always possible for parents/guardians to leave a message on our answering machine out of office hours. Where absence exceeds 3 or more school days a written explanation must be furnished to the office.

- Students who have pre-arranged doctor/dental appointments must have a parent/guardian inform the school in advance and/or present the appointment card on arrival to school.
- Students must attend all classes and supervised study periods as listed on their official timetable. After signing into school 4th/5th Year students **must not** leave the school building until the end of their last class. This includes remaining on the premises for lunch and breaks.
- Disciplinary action will be taken against those students who are present in school but absent themselves from class or study without permission of the Principal. They will be suspended and only allowed to return to school when accompanied by their parents/guardians.
- Students **must** not leave The Institute of Education between classes or study periods.
- Should a student feel unwell he/she should inform the teacher and then go to the relevant Year Office, who may then decide to make contact with parents/guardians. They will be contacted if a student needs to leave because of illness. Parents/guardians who give permission to their student to leave the school for any reason e.g., illness, appointments etc. must do this by informing the school authorities. Verbal requests from the student will not be accepted without communication from parents/guardians. If a student must leave The Institute of Education for other reasons, the parents/guardians must furnish a written note explaining the reason. The Institute of Education

reserves the right to ask a student to supply a written explanation from a parents/guardians regarding non-attendance.

- **In the event that parents/guardians are away from home and leaving the supervision of their student with a person 'in loco parentis', it is crucial that The Institute of Education be given the name and contact number of the person or persons acting 'in loco parentis'.**
- Students who fail to supply a satisfactory written explanation in regard to unapproved absence may be asked to leave The Institute of Education until parents/guardians attend a meeting to discuss the matter. In the case of persistent unexplained absences, The Institute of Education may resign charge of the student and ask the student to leave The Institute of Education permanently. There will be no refund of fees.

### **Timetables**

Students are given the opportunity to choose their own subjects and levels.

Once timetables are entered into the computer system, changes may only be made in exceptional circumstances. Prior permission of the Principal must be sought. Advice must also be sought from the teachers concerned and the Guidance Counsellor. Written permission must also be obtained from parents/guardians.

### **Conduct and Behaviour**

Students and staff at The Institute of Education are expected to behave with dignity and to show respect and courtesy towards each other at all times. Students are required to obey the instructions of teachers and other members of the Institute of Education staff.

- Bullying is not tolerated in any form. This includes comments, postings or any other submissions and/or images displayed on any online resource, explicitly social networking sites or via exclusion from any electronic communities.
- Ultimately, it is parents' responsibility to be aware of the content of their student's social network sites and to monitor these sites closely. We strongly recommend that these sites should be accessible to parents at any time. This would require knowledge of the relevant password used by the student. This is the most effective way to safeguard against cyber-bullying.
- Students who bring the school into disrepute in a public domain such as the internet will be subject to the sanctions of the school.
- Students must be of good conduct and behaviour and show respect for The Institute of Education's property and its environs at all times. Any student found violating the regulations will be subject to the Disciplinary Procedures as stated.

### **Dress Code**

**Students must be neat and tidy in dress and hairstyle. Dress must be appropriate for a school setting. Interpretation of these norms will rest with the management.**

### **Progression within the Institute from 4th to 5th and 5th to 6th Year**

Progression is dependent upon:

- Good behaviour inside and outside the Institute of Education.
- Good attendance.
- Punctuality.
- Sustained academic effort.

While The Institute of Education will make every effort to ensure satisfactory progress of students to 5th/6th Year, this progression is not automatic. The Institute of Education reserves the right to accept or, not to accept, any of its 4th/5th Year students into the 5th/6th Year.

### **Review**

Students who consistently breach school rules and/or are having persistent academic difficulties, will be subject to review. Parents/guardians will be invited to a meeting as part of the review process. The aim of the review is to ensure that the student is continuing to benefit from his/her place in The Institute of Education.

Some students may be conditionally accepted subject to a review of their progress at the end of the first term, or earlier, if deemed necessary by The Institute of Education. This will be discussed at interview.

### **Detention**

The school reserves the right to implement detention for breaches of academic procedures or school rules. Parents/guardians and students will be informed.

### **Computer Facilities and Usage**

The only computer equipment in The Institute of Education, which may be used by students, is located in the Computer Rooms.

- Students using the Computer Rooms should make themselves aware of The Institute of Education Computer User Policy (available in the Computer Rooms). By using the computer facilities provided, students agree to be bound by the conditions laid out in The Institute of Education Computer User Policy.
- Student must have a permission slip, issued by the relevant office, in order to use the Computer Rooms.
- Students are not allowed to access any computers other than those in the Computer Rooms or computers which have been given advance approval by the I.T. department.
- The Institute of Education does not authorise use of its name on any social networking site. Students found misusing such sites in relation to The

Institute of Education or any of its students or staff will be subject to disciplinary procedures.

The school considers that any student who maintains a presence on such online sites is responsible for the content associated with their presence on such sites.

### **Telephone and Electronic Equipment**

Use of mobile phones or other such electronic devices, is forbidden in class or study, except by permission of the Study Supervisor or teacher, and with the previous permission of the Principal.

### **Study Halls**

Supervised study is a privilege. Students who abuse this facility will have their study privileges withdrawn.

- Rules of study must be observed at all times. The directions of the study supervisor must be strictly obeyed.
- Total silence is expected in, and around, the Study Halls.
- Students who disrupt the study of others by their behaviour, inside or outside the Study Halls, will be removed from study permanently.
- Except with permission, no electronic equipment (mobile phones etc) is to be turned on, used or in view, in the Study Halls.

**6th Year** study is available Monday to Friday from 8.00 am to 8.00 pm and on Saturday and Sunday at times to be notified.

**4th/5th Year** supervised study is from 8.30 am to 6.00 pm (5.00pm on Fridays). 4th/5th Year students who wish to use the after-school study facility must have written permission from parents/guardians. These times may be subject to change at the discretion of management.

### **Smoking / Vaping**

Students are not permitted to smoke or vape anywhere on Institute of Education property or in the locality. This includes the steps of all the buildings in Leeson St. and other streets adjacent to Leeson St. In particular, smoking outside of our neighbours, C.U.S. will be severely dealt with.

### **Alcohol**

Possession, consumption or handling of alcoholic beverages is strictly forbidden in The Institute of Education and its environs.

### **Illegal Substances**

The penalty for use, possession or handling of illegal substances is immediate expulsion. The Institute of Education has **zero tolerance** in this regard. We reserve the right to conduct random searches.

### **Chewing Gum**

Students are forbidden to chew gum anywhere in the building.

### **Out of Bounds**

The following places are out of bounds during the school day, including lunch hour:

- National Concert Hall (including Iveagh Gardens)
- Leeson Walk
- Public Houses

Students found in any of the above locations will face immediate disciplinary action.

### **Student Safety**

Students wishing to cross Leeson Street for any reason must do so only at the traffic lights. Students should be vigilant, as a contra-flow bus, cycle and taxi lane is in operation. Please look left and right before crossing Leeson Street.

### **Phone Calls**

The Institute of Education will not accept personal phone calls or messages for students except in the case of emergencies. Students must furnish The Institute of Education with all relevant contact numbers and email addresses so that parents/guardians may be contacted in an emergency.

### **Visitors**

Unauthorised visitors are not allowed.

### **Notice Boards and Notices**

Students should check the digital boards for information on classes. Postings on career talks and student activities will be posted prior to events so that students may seek permission in advance from parents/guardians in cases where permission is required by The Institute of Education.

### **School Property**

Any student who deliberately defaces or causes damage to Institute of Education property, will face immediate expulsion. Students are liable for the cost of repair or replacement of any Institute of Education property damaged by them.

- **Student Property:** The Institute of Education accepts no liability for loss of or damage to student property on the premises or Institute of Education grounds. Students are advised to have their possessions on view at all times.
- **Parking:** There are no parking facilities for cars or motorcycles at The Institute of Education car park. Students may lock their bicycles at the rear of The Institute of Education. Student cars parked in The Institute of Education

will be subject to a clamping release fee of €80 plus severe disciplinary action. There is a public bicycle parking area at the corner of Leeson Street and Hatch Street, where students may park their bicycles at their own risk.

### **Social Functions**

Promotion or soliciting of students for social functions, including graduation balls is **banned** at The Institute of Education. Breach of this rule will result in severe disciplinary action.

### **Food & Drink**

Lunch rooms are provided. Eating and drinking are confined to the lunch rooms. Under no circumstances may food or drink, except for water, be brought to the study hall or classrooms. Students are not allowed to replenish water bottles during class time.

### **Change of Address/Telephone Number**

Students or parents/guardians must inform the office of any change of address/telephone numbers or any other relevant personal information.

### **Toilet Breaks**

Toilet breaks are to be taken between classes. Toilet breaks during class time are only allowed at the discretion of the teacher.

### **Study and Examinations**

When normal class time is ended, students must leave the premises except if they are attending study or examinations. The Security Officer has authority to remove students who are transgressing study rules or congregating around the building after normal school hours have ended.

### **Disciplinary Procedures**

Students are expected to abide by the school rules. Any deviation from the rules will warrant the following sanctions:

- Stage One:* The student will be given a verbal warning.
- Stage Two:* A letter will be sent to the parents/guardians to try to resolve the situation.
- Stage Three:* The student may be suspended for a period. Parent/guardians will be invited by the management to discuss the situation.
- Stage Four:* In case of persistent deviation from the school rules, the Institute of Education will withdraw its services and ask the student to leave permanently. There will be no refund of fees.

The Institute of Education reserves the right, in appropriate cases, to commence the disciplinary process at a point other than Stage One, or to move directly to Stage Four.

**The Institute of Education reserves the right to ask any student to withdraw from The Institute of Education at any stage during the academic year if there has been a serious breach of the Institute of Education rules. These include but are not confined to:**

- **Defying authority**
- **Defacing Institute of Education property**
- **Possession, use or supply of illegal substances**
- **All forms of bullying including online bullying**
- **Absconding from school**
- **Setting off fire alarm**

In such an instance, The Institute of Education will contact parents/guardians and invite them into the Institute of Education to advise them of the situation.

### **Modifications**

The Institute of Education reserves the right to modify its Code of Discipline and Behaviour. Students and parents/guardians will be notified of any such modifications.

### **Other Considerations**

If parents/guardians wish to express a concern about any aspect of the services provided by The Institute of Education, they should contact in writing:

Director of Human Resources, The Institute of Education, 79/85 Lower Leeson Street, Dublin 2.

## **Desiderata**

Go placidly amid the noise and haste, and remember what peace there may be in  
silence.

As far as possible without surrender be on good terms with all persons.  
Speak your truth quietly and clearly; and listen to others, even the dull and the  
ignorant; they too have their story.

Avoid loud and aggressive persons, they are vexations to the spirit.

If you compare yourself with others, you may become vain and bitter;  
for always there will be greater and lesser persons than yourself.

Enjoy your achievements as well as your plans.  
Keep interested in your own career, however humble; it is a real possession in the  
changing fortunes of time.

Exercise caution in your business affairs; for the world is full of trickery.  
But let this not blind you to what virtue there is; many persons strive for high ideals;  
and everywhere life is full of heroism.

Be yourself. Especially, do not feign affection.  
Neither be cynical about love; for in the face of all aridity and disenchantment it is as  
perennial as the grass.

Take kindly the counsel of the years, gracefully surrendering the things of youth.  
Nurture strength of spirit to shield you in sudden misfortune.  
But do not distress yourself with dark imaginings.

Many fears are born of fatigue and loneliness.  
Beyond a wholesome discipline, be gentle with yourself.  
You are a child of the universe, no less than the trees and the stars; you have a right  
to be here.  
And whether or not it is clear to you, no doubt the universe is unfolding as it should.

Therefore be at peace with God, whatever you conceive Him to be, and whatever  
your labors and aspirations, in the noisy confusion of life keep peace with your soul.  
With all its sham, drudgery, and broken dreams, it is still a beautiful world.

Be cheerful.

Strive to be happy.

*Found in "Old Saint Paul's Church, Baltimore A.D. 1692*