

**The Institute of Education
Student Handbook**

**Code of Behaviour
&
Discipline**



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 th , 5 th & 6 th 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 the aims and ethos of the Institute. 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 for ambitious students. Responsibility for attaining each student's individual potential is shared between the Institute of Education, the students and their parent/guardians.

The Institute of Education plays its part by providing excellent teaching in a structured, 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 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.

Conduct and Behaviour – An Overview

Students and staff at The Institute of Education are expected to behave with dignity and to show respect towards each other at all times. Students are required to follow 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. For further details please go to the Anti Bullying Policy in the School Plan.
- 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 is the most effective way to safeguard against cyber-bullying.
- 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.

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. 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 procedure.

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 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.
- Results of Christmas and other tests will be forwarded to parents. In the event of students' academic under-achievement, parents/guardians may be requested to discuss the matter with the Year Head 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 scanning machines are not functioning, students must report to the 5th or 6th Year 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.

6th Year Office: 01-664 5201/661 3511 / 6thyear@instituteofeducation.ie

5th Year Office: 01-664 5209/661 3511 / 5thyear@instituteofeducation.ie

4th Year Office: 01-664 5209/661 3511 / 4thyear@instituteofeducation.ie

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

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 4 th year students must not leave the school building until the end of their last class. This includes remaining on the premises for lunch.

- 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 or Year Head.

- 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 school office who will then 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' in advance of the parents/guardians being away from home.**

- 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.

Disciplinary Procedure

Students are expected to abide by the school rules. All minor incidences should firstly be dealt with informally by the Teacher, Mentor, Year Head. If the situation is not resolved information, the following will apply:

Stage One: The student will be given a verbal warning by the teacher, Mentor, Year Head. If the situation is not resolved at this stage, the process will move to Stage Two.

Stage Two: A communication will be sent to the parents/guardians to try to resolve the situation. The Year Head may contact the parents/guardians by phone to discuss further. If the situation is not resolved at this stage, the process will move to Stage Three.

Stage Three: The student may be suspended for a period. Parent/guardians will be invited to discuss the situation with the School Principal and Management team.

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 also 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
- Regular non attendance
- Smoking or vaping on school campus and the vicinity
- Bringing the reputation of Institute into disrepute

Note, this list is not exhaustive and The Institute reserve the right to include any other conduct they deem a serious breach of the Institute rules.

The Institute of Education reserve the right to review, amend and update the Code of Behaviour and Discipline at any time.