

AREA	PUPIL RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY
ATTENDANCE	<ul style="list-style-type: none"> • Be on school premises by 07:40. • Do not leave school grounds unless permission is given. • Be on time for all your classes. • Commit yourself to the extramural of your choice for a full season/year. • Attend school unless really ill. 	<ul style="list-style-type: none"> • Help your child to get up in the morning and arrive at school on time. • Teach your child the importance of being on time and commitment to arrangements. 	<ul style="list-style-type: none"> • Ring the bell at 07:50. • Record and counsel pupils who regularly arrive late. • Allow pupils sufficient time to move between classes. • Keep attendance registers for classes and sports.
APPEARANCE	<ul style="list-style-type: none"> • Keep your hairstyle reasonable. • Do not wear jewellery, make up or nail varnish. • Always wear your full school uniform and make sure it looks clean and neat. • Wear full sports uniform to practices and matches. • Carry books to school in your school rucksack. 	<ul style="list-style-type: none"> • Make sure your child always looks well groomed. • Check uniform items periodically for damage and cleanliness. 	<ul style="list-style-type: none"> • Encourage pupils to take pride in the way they look. • Expect strict adherence to uniform code.
COMMUNICATION	<ul style="list-style-type: none"> • Bring a letter of absence after illness. • Write down your homework and have it signed daily. • Return reply slips to school within two days. 	<ul style="list-style-type: none"> • Schedule definite homework times. • Supervise and sign completed homework in diary/homework book • Discuss necessity of regular parent/school contact with your child. • Provide letters of absence for school and extramurals. 	<ul style="list-style-type: none"> • Check diaries/homework books at least once a week. • Ensure all pupils receive circulars.
CONDUCT	<ul style="list-style-type: none"> • Be well-mannered and honest. • Use good language. • Behave respectfully and with good manners at school and in public. • Walk in single file in the corridors. • Line up orderly when the second bell rings before school and after breaks. 	<ul style="list-style-type: none"> • Impress upon your child that school is a place to learn and that they should pay attention in class. • Impress on your child that they carry the school's name with them whenever they are in the public eye. • Discuss the importance of avoiding prejudice and not engaging in discriminatory behaviour with your child. 	<ul style="list-style-type: none"> • Encourage pupils to show respect for themselves and all in the school community • Create an orderly learning environment to help pupils behave and use their time sensibly. • Encourage a culture of inclusion so that support can be given where necessary.
RESPECT	<ul style="list-style-type: none"> • Show respect to all in the school community • Obey all reasonable instructions given to you by adults. 	<ul style="list-style-type: none"> • Help children to develop a sense of respect for themselves and others 	<ul style="list-style-type: none"> • Show respect for all in the school community and reinforce good behaviour.

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SCHOOL GROUNDS	<ul style="list-style-type: none"> • Keep all spaces you use in the school clean and tidy. • Treat school property with respect. • Don't ride bicycles on the school grounds. • Don't use roller skates or skate boards at school. • Don't play ball games in the quad before school/during breaks. • Do not play or walk in the car park. • Go outside during break - in wet weather you may stay in the corridors. 	<ul style="list-style-type: none"> • Support school staff in promoting a clean and tidy school. • Impress upon your child the importance of being safe in the school grounds. 	<ul style="list-style-type: none"> • Promote a clean and tidy school. • Provide enough rubbish and recycling bins. • Provide a place for bicycles to be stored during the school day. • Promote recycling as a way of life.
BULLYING	<ul style="list-style-type: none"> • Don't bully • Don't engage in physical fighting, verbal harassment or intimidation. • Don't use threats. • Don't call pupils names or engage in teasing • Don't spread malicious gossip • Don't bring articles to school that could be a danger to others. 	<ul style="list-style-type: none"> • Explain to your child the harm they might cause to themselves and others by bullying. • Discuss with your child different forms of bullying including teasing and name calling. • Help your child understand the consequences of spreading rumours. • Impress upon your child the importance of asking adults at the school for help in bullying situations. • Don't take matters into your own hands; ask school staff to intervene in a bullying situation. 	<ul style="list-style-type: none"> • Enforce the anti-bullying policy. • Establish an atmosphere of open communication for pupils to seek help from staff members. • Encourage pupils to care for each other. • Praise pupils for supportive and caring behaviour and discourage hurtful behaviour. • Report anyone with a dangerous article.
CONFLICT	<ul style="list-style-type: none"> • Don't respond to a conflict situation by physically fighting • Don't use bad language or words that are hurtful to other pupils or other members of the school community 	<ul style="list-style-type: none"> • Discourage your child from reacting to a conflict situation with physical violence. • Encourage your child to be respectful to all in the school community. 	<ul style="list-style-type: none"> • Listen to all parties involved in a conflict situation. • Allow pupils to reflect on their behaviour and help them to develop alternative methods of conflict resolution. • Encourage cooperative behaviour and the use of language that is free from prejudice and bias.

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THEFT	<ul style="list-style-type: none"> Clearly mark all items that are brought to school. Only use other people's possessions with their permission. Bring money in a clearly marked envelope. Ensure that valuables are kept in a locked locker. Do not bring valuable items including cell phones to school. 	<ul style="list-style-type: none"> Ensure that your child's clothing and possessions are all labelled. Support the idea that touching or taking what doesn't belong to your child is wrong. Don't give your child large sums of money to spend at the tuck shop. Ensure that your child does not bring valuable items to school. 	<ul style="list-style-type: none"> Investigate cases of theft. Encourage pupils to keep valuable items at home or in safekeeping at school.
REPEATED VIOLATIONS	<ul style="list-style-type: none"> Learn from your mistakes and don't become involved in the same misbehaviour again. 	<ul style="list-style-type: none"> Co-operate with the school staff to improve your child's behaviour and help your child understand that continued misbehaviour disrupts their education and the education of others. 	<ul style="list-style-type: none"> Deal with repeated violations using one of the disciplinary actions.

DISCIPLINARY ACTIONS IN ALL AREAS

Possible courses of action depending on circumstances, severity of misdemeanour and the repeated number of misdemeanours:

- Informal interview
- Reprimand
- Counselling
- Suspension of privileges
- Written work
- Detention/debit time
- Work parties
- Parent contact/involvement
- Demerits
- Daily or weekly report/behaviour contract
- Restitution/reparation for damage caused
- Time out room/chair
- Community/school service
- Parent conference
- Appearance before disciplinary committee
- Suspension
- Expulsion

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