



# Artane School of Music

Artane Junior Choir - Code of Behaviour



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## Mission Statement

The Artane School of Music provides education in music and musicianship, leadership skills and character formation. Members develop their skills and talents in a caring and disciplined environment which enables and facilitates their development to mature adulthood.

## Note

This policy is intended to complement the Artane School of Music Child Protection Policy and be read in conjunction with it.



## 1. General

### 1.1

Student discipline is the responsibility of the conductor/tutor in the first instance and shall be overseen by the Manager/Acting Director.

### 1.2

The conductor/tutor shall have the responsibility for the choir in his/her care and therefore have the authority to arrange and position choir members in all choirs/ ensembles.

## 2. Guidelines for Rehearsals

### 2.1

Each choir member should be in his/her assigned seat with his/her music folder no later than 5 minutes before the start of rehearsal.

### 2.2

Each choir member is responsible for ensuring that he/she is well prepared for the rehearsal session by practising at home any exercises prescribed by the conductor on Edmodo. This will ensure that the choir can progress on a weekly basis.



## 3. Punctuality

### 3.1

Choir members will be marked present or absent at the official starting time of rehearsal. If an explanation is given, an 'absent' mark may be changed to a 'late' mark at the request of the student at the end of the rehearsal.

### 3.2

For permission to leave a rehearsal early, a student must provide notification to the conductor prior to the rehearsal.

### 3.3

Students must get permission to leave the rehearsal room during the rehearsal time e.g. to use bathroom facilities. If students are outside of the rehearsal room they must be mindful of other classes at work and keep noise to a minimum.

## 4. Attendance

### 4.1

Attendance records will be kept. If a choir member is unable to attend a rehearsal, parents/guardians should email the Director of Music or present a written note signed by the parent/guardian at the next rehearsal. Unexplained non-attendance will be regarded as absenteeism.

### 4.2

To the greatest possible extent, the Artane School of Music will endeavour to assist families in making membership and attendance feasible. Staff members will take note of mitigating circumstances. Regular non-attendance (whether by arrangement or otherwise) will be taken into account when selecting choir members for performances.

### 4.3

All attendance will be reviewed by the Manager/Acting Director on a monthly basis. Regular non-attendance and/or poor punctuality will be notified to parents.



## 5. Care of Uniform

### 5.1

Uniforms should be worn when requested for performances and kept clean and ironed. Shoes must be in good condition.

## 6. Facilities

### 6.1

Choir members should carry out their activities in a manner which shows respect for the facilities and equipment provided by ASM.

## 7. General Guidelines/Regulations

### 7.1

For certain trips/outings, the manager will develop specific guidelines/regulations which will cover particular circumstances. Parents will be made aware of these in advance and be required to sign a form agreeing to them.

### 7.2

Any breach of these guidelines/regulations will be deemed an offence and will incur reprimand/penalty/suspension/expulsion.



## 8. Serious Misbehaviour

### 8.1

In the case of a serious incident of inappropriate behaviour, the choir member will be returned to his/her family as soon as possible. The decision to do this will be made by the Manager/Acting Director, or designate.

### 8.2

The Manager/Acting Director (or designate) shall, within three working days, invite the member and parents/guardians to a hearing of the Disciplinary Committee. Having heard the case, the Disciplinary Committee shall make a finding/recommendation to the Board of Management.

### 8.3

The Manager/Acting Director shall inform the parents of the outcome in writing.

### 8.4

The Manager/Acting Director shall have the power to suspend a choir member until the Disciplinary Committee has made a judgement.



## 9. Composition of Disciplinary Committee

### 9.1

The Board of Management shall compile a list of people from which the Chairman will select a three person disciplinary committee. This list will be comprised of staff members and the Chairpersons of the four permanent committees.

### 9.2

If parents/guardians do not accept the decision of the Disciplinary Committee, they shall have the right to appeal the findings to the Board of Management and to request a hearing. Such appeal must be lodged within fourteen days of receipt of the findings. The Chairman shall appoint the Appeals Panel. The findings of the Appeal Committee shall be final.

### 9.3

Parents whose children attend the school shall not be appointed to this panel. This panel shall act on behalf of the Board of Management. It shall report and make a recommendation to the Board.

### 9.4

Where necessary, certain conduct including criminal acts, will be reported to An Garda Síochána.

This policy shall be reviewed at the end of the academic year 2017-2018 and every three years thereafter.