



# CODE OF BEHAVIOUR

**Loreto Secondary School,  
Balbriggan.**

## **CODE OF BEHAVIOUR**

The behaviour and discipline policy of Loreto Secondary School, Balbriggan is determined by the Board of Management in collaboration with staff, students and parents in the context of the school's aims and values. It is an integral part of a positive school ethos where learning and development can take place.

Parental co-operation is considered fundamental to the implementation of the school's policy. By enrolling their children in the school parents indicate agreement with the aims and ethos of the school. This code applies to all school activities.

### **RESPECT AND COURTESY**

*The quality of relationships depends to a large degree on respect for each other, on courtesy and good manners.*

- Students should treat each other and all members of school staff with respect and courtesy.
- All members of staff should be addressed and responded to in the appropriate way.
- Students are expected to take direction and instruction from all members of staff.

### **ATTENDANCE**

*Pupils are expected to maximise attendance in order to make the best use of the opportunities available.*

- Attendance at school is a legal requirement in accordance with the Education (Welfare) Act 2000. Students must attend school each day between 9.15 a.m. and 4 p.m. Under the Education Welfare Act, we are obliged to report absences aggregating 20 days to the Education Welfare Board.
- Students must register by using the swipe card system before 9.15 a.m. and at lunchtime.
- If a student forgets to register she is marked absent for the day. It is her responsibility to rectify her record by using the Attendance Verification Form.
- Students who forget to swipe at lunchtime are called to the office after 2 p.m. and are given discipline sheets.
- If for any reason a student has to leave school early, written permission from parent or guardian must be given beforehand in her journal. The journal must be presented to the office by 9.15 a.m.
- Students must remain on the school premises at lunchtime. This does not apply to:
  - 6<sup>th</sup> Year students
  - Students who have a lunchtime pass. A lunchtime pass is only given to those who live a short distance from the school and who have written permission from a parent/guardian.

- No student may absent herself from class. Anyone feeling unwell should report to the office. The school secretary may telephone home to seek parent's permission for the student to go home or the student will return to class as directed by the parent.
- Attendance at all school activities, including those outside school premises, is expected for those involved.
- Attendance at detention is compulsory for all those concerned.

## **PUNCTUALITY**

*Punctuality is essential to school life as it leads to a better learning environment for all.*

- Students should follow the procedure for the student card attendance system. See Appendix 1: Attendance Strategies.
- Students must go from class to class without delay.
- Lockers may only be visited before 9.15 a.m. and at official breaks, unless otherwise indicated by a teacher.

## **CORRESPONDENCE**

*Communication with parents is essential to the effective running of the school.*

- From time to time students will receive newsletters/letters from school. Letters addressed to parents/guardians should not be opened by students and should be delivered promptly.
- Communication by telephone between students and parents/guardians must be made through the school office and not on personal mobile phones.

## **STUDENT MOBILE PHONE POLICY**

While Loreto Balbriggan accepts that it is a student's right to have a mobile phone, the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved. In order to assist the school in implementing this policy, **parents/guardians are asked not to arrange to contact students by mobile at any time during the school day.** Contact with the school may be made through the office at **01-8411594** and students are directed to use the office telephone if needed.

- a) Where a student brings a mobile to school, the phone must be switched off during the school day and may not be used for any purpose on the school premises.
- b) Students found in contravention of (a) will have their phone and sim card confiscated for one week and the parent/guardian will collect the phone at the end of this period. On the 2<sup>nd</sup> and every subsequent occasion the phone and

sim card will be confiscated for two weeks and parent/guardian will collect phone.

Where it can be established that a pre-set alarm has caused the disturbance, the phone may not be confiscated.

- c) When a student's phone is confiscated the parent/guardian will be contacted before the end of the school day to notify them that their daughter has had her phone confiscated. Should a student use her mobile to call, text or communicate, she will also be sanctioned with a detention.
- d) Students participating in school related activities (e.g. Study, Extra Curricular Activities, School Trips, Tours etc) must abide by the mobile phone rules governing these activities.
- e) No photographs may be taken or recordings, (video or audio) made with mobile phones. Using phones in such a way can seriously infringe on people's rights. Appropriate sanctions will be imposed.
- f) Incidents where students use mobile phone to bully other students will be treated as serious breaches of discipline. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents.
- g) The school accepts no responsibility for replacing lost, stolen or damaged phones. The safety and security of mobile phones is wholly a matter for students/parents.
- h) It is strongly advised that students mark their mobile phones with their names and use passwords to ensure that unauthorised phone calls or texts cannot be made on their phones.

## **UNIFORM AND GROOMING**

*An important aspect of education is learning to present oneself properly. Students are therefore encouraged to take pride in their personal appearance, which must be appropriate at all times.*

- Full uniform as stipulated by the school authorities is compulsory in school. This also applies while travelling to and from school and when representing the school.
- All items of uniform must be marked clearly with the owner's name in indelible ink.
- Non-uniform items will be retained for a period of two weeks.
- Flat Black/navy shoes must be worn. Canvas/runner-type shoes are not allowed.

- Runners may only be worn for sport unless a doctor's certificate is provided.
- Students may wear a single pair of ear studs and one ring on each hand. No other visible jewellery is permitted.
- Make up and nail varnish may not be worn. Students will be directed to remove same if worn.
- Body piercing is prohibited.
- Inappropriate hairstyles and extreme hair colours are prohibited. Hairstyles must be neat and tidy. Hair accessories must be discreet.

### **HOMEWORK AND JOURNAL**

*Homework reinforces school work. It should be completed to ensure that pupils make the most of their opportunities to get a good education. The school journal is an important home/school link.*

- All students are obliged to have a student journal with them every day. They must record homework, class work, teachers' comments, notes regarding absences, late coming and appointments.
- Homework must be completed. If not, the homework journal must be presented to the subject teacher with an explanatory note.
- It is the student's responsibility to catch up on any homework given during her absence.
- The journal must be produced when requested.
- The student journal must be signed each week by a parent or a guardian.
- Defacing the journal in any way is not permitted. The Year Head may request the student to replace the journal if it is defaced, incurring a cost.
- Students are not allowed to write in another student's journal.
- The student journal must be used only for above purposes.

### **HEALTH, SAFETY AND ENVIRONMENT**

*All members of the school community have the right to work in a safe and healthy environment.*

- The use or handling of any illegal substance is strictly forbidden.
- Smoking and alcohol are forbidden in school at all times, during all school related activities and on all occasions where the school uniform is worn.
- Chewing gum is not allowed on the school premises.

- Interfering with safety equipment or notices is a serious offence.
- Students must observe the one-way system and move between classes without running.
- Unruly behaviour will not be tolerated.
- Students are expected to behave in a safe and orderly manner whilst travelling to and from school.
- Graffiti is forbidden.
- Littering is forbidden.

### **AWARDS AND AFFIRMATIONS**

*We believe that praise and helpful advice demonstrate support and care for the student and go far towards establishing good attitudes and behaviour.*

*Below are some examples of how this support is demonstrated:*

- Praise by teacher, tutor, Year Head, Deputy Principal, Principal
- Positive note in journal
- Reduced homework, night off homework
- Subject-related games
- Trips, outings, films
- Class prizes
- Work exhibited
- Recognition of achievement at assemblies, on PA system, in school Newsletter
- Opportunities to participate in school and public competitions

In addition:

- Each student receives an individual report on her progress twice a year
- A Merit Card system is in use for Junior students
- A Commendation system is in use for Senior students
- The individual teacher may adopt an award system for his/her class.
- Fourth and sixth years receive references at the end of that academic year.
- An annual prize giving ceremony is held at the end of the school year. The talents, achievements and efforts of students, across all aspects of school life, including attendance, are acknowledge and rewarded.

## **INAPPROPRIATE BEHAVIOUR**

*Breaches of the Code of Behaviour cause disruption. It is the responsibility of the school authorities to provide an environment which is supportive of the learning of every student. Strategies for dealing with misconduct focus on the behaviour, not the person, as the problem. The strategies are used to help all students appreciate and benefit from a positive learning environment.*

## **SERIOUS BEACHES OF DISCIPLINE**

*Students are expected to behave in an appropriate manner both inside and outside the school. Any behaviour which brings the school's reputation into disrepute is deemed a serious breach of discipline*

- Showing disrespect to teaching staff, ancillary staff or any school visitors
- Interference with fellow students right to learn
- Bullying
- Theft
- Forging parents'/guardians' signatures
- Defacement of school property
- Smoking/Abuse of substances
- Abuse of the internet and camera phones
- Breach of the Code of Behaviour while participating in school related activities
- Missing school/class without appropriate authorisation
- Copying at exams
- Unruly or aggressive behaviour or language while in school uniform inside or outside school
- Failure to attend detention
- Misuse of Student Attendance Card System

## **OTHER BREACHES OF DISCIPLINE**

*Minor breaches of school discipline include the following:*

- Failure to present homework
- Copying of homework
- Failure to have correct books for class
- Late coming
- Failure to wear school uniform
- Failure to provide relevant notes promptly
- Failure to produce journal when asked or failure to have it signed

- Failure to have mobile phone turned off during school hours/while on premises
- Littering
- Use of bad language

**Note:** Persistent mis-conduct will be treated as a serious breach of school discipline.

## **SANCTIONS AND PROCEDURES FOR DEALING WITH MISCONDUCT**

### **SANCTIONS**

The purpose of a sanction is to bring about a change in behaviour by helping students to learn that their behaviour is unacceptable. It helps to recognise the effects of their actions and behaviour on others; to learn to take responsibility for their behaviour and to realise that they have choices and that all actions have consequences.

A sanction may also help to reinforce the boundaries set out in the Code of Behaviour, and to signal to other students and staff that their well-being is being protected.

### **PROCEDURES FOR DEALING WITH MISCONDUCT**

*Outlined below are the procedures for dealing with misconduct. At any stage the Principal/Deputy Principal may be consulted and participate in the process.*

1. Misconduct will be dealt with by the class teacher in the first instance – reasoning with student, reprimand (including advice on how to improve), extra homework.
2. A note to parents may be written in homework journal. A discipline sheet may be given to the form teacher.
3. Repeated misbehaviour will result in referral to the Form Teacher
4. Persistent or serious misbehaviour will be reported to the Year Head
5. A student may be put on report. This report is used to monitor closely her attendance, behaviour and/or work effort.
6. If a student is consistently disruptive in a particular class, she may be suspended from that class for up to a week, to allow other students to progress with their work. The student involved will be supervised
7. When one major offence or five minor offences have been recorded the pupil will be assigned a detention.
8. (a) Detention will take place on a Wednesday afternoon from 3.20 – 4.30 p.m. Parents will be informed of this in writing in advance to enable them to make any necessary travel arrangement  
 (b) If a senior student is detained, she will be supervised on the school premises prior to attending detention from 3.20 – 4.30 p.m.

9. After the second consecutive detention or otherwise on the third non consecutive detention:
  - (a) Principal or Deputy-Principal will be informed
  - (b) Pupil will meet Deputy-Principal, Form Teacher and/or Year Head
  - (c) Parents will be informed in writing
  - (d) Parents and daughter may be requested to meet school authorities

Suspension may also occur at this stage at the discretion of the Principal.

10. In the event of a serious breach of discipline the process of sanctions may start at stage ten.
11. Suspension from class may occur when a pupil has been un co-operative, disrespectful or consistently disruptive.
12. Suspension from school can be imposed at the discretion of the Principal/Board of Management.

## **INTERVENTIONS**

The following interventions may be used to assist students and to give specific help to those who find it particularly difficult to uphold the Code of Behaviour. We do so in consultation with their parents/guardians.

- Interview between students and member of staff, usually Form Teacher
- Referral to a Guidance Counsellor or Chaplain
- Referral by the school to an outside agency for assistance in behaviour modification
- Referral to a psychologist for testing and/or help in behaviour modification