



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 9.10 a.m. and 4 p.m., 9.10 a.m. and 3.20 p.m. on Wednesday. Under the Education Welfare Act, we are obliged to report absences aggregating 20 days to the Education Welfare Board. Following illness, relevant doctor's certificates should be furnished.
- 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.
- 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 9.10 a.m.
- Students must remain on the school premises at lunchtime. This does not apply to:
 - 6th 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.
- **A transition year student who is absent for 20 days or more without medical certification will not graduate at the end of the year.**

PUNCTUALITY

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

- Students must go from class to class without delay.
- Lockers may only be visited before 9.10 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.

- Parents/guardians and students will receive communication from the school through the Compass portal via push notification, newsfeed and/or email. The school cannot accept responsibility for missed communications due to out-of-date or incorrect contact details entered into Compass and it is very important that these are checked by parents to ensure they are right.
- Parents/guardians wishing to communicate with a teacher should do so only through the school office, 01 8411594. If the teacher is unavailable at that time, please leave details (name, daughter's name and class, telephone number and purpose of call) and a return call will be made at a convenient time.
- 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.
- Parents/guardians and students should make frequent reference to the school website, www.loretoalbriggan.ie and monitor your child's profile on the compass portal.

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 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 school telephone if needed and if appropriate.
- Where a student brings a mobile to school, the phone must be switched off (unheard and unseen) during the school day from 9.10 a.m. - 4.00pm and may not be used for any purpose on the school premises unless directed by a teacher.
- Students found in contravention of the above will be recorded as having committed a minor offence and their parents notified.
- On the second and every subsequent occasion the phone and the sim card will be confiscated until the end of the next school day, a major offence will be recorded and a detention will apply.
- When a student's phone is confiscated the parent/guardian will be notified before the end of the school day
- 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.
- The school reserves the right to view the contents of the confiscated mobile phone, in the presence of the pupil, to ensure it contains no images or information which might

compromise any member of the school community. Any photographs or recordings taken in the school building, on the school grounds or during any school activity, in or outside the school may be removed before the phone is returned.

- Students participating in school related activities (e.g. study, extra-curricular activities, school trips, tours and all school events) must abide by the mobile phone rules governing these activities. On these occasions' students are permitted to take suitable photographs and recordings, with permission, however students AND VISITORS should be ethically and morally mindful of posting on social media and of keeping in-line with privacy laws.
- Incidents where students use mobile phones 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 will consider it appropriate to involve the Gardai in such incidents.
- The school accepts no responsibility for loss, theft or damage to mobile phones on the premises. The safety and security of mobile phones is wholly a matter for students/parents.
- It is strongly advised that students use passwords to ensure that unauthorised phone calls or texts cannot be made on their phones.
- Failure to hand over a mobile phone when requested will result in a suspension.

The definition of "misuse" is at the principal's discretion.

Please note that this policy is subject to ongoing review – the most recent policy is available on the school's website.

MOBILE PHONE ACCEPTABLE USE POLICY

I agree to follow the mobile phone/device usage rules and will cooperate to maintain a safe, secure environment for all to work within.

Student signature: _____ Parent/Guardian signature: _____

Date: _____

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 confiscated.
- Flat Black footwear or navy Dubs are required.
- 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.
- From the 6th January 2020 any student presenting with a piercing outside of that stated in the Code of Behaviour will be given an immediate detention and asked to remove the

piercing. Refusal to remove a piercing will result in the parents being informed and the student being sent home.

- Excessive and inappropriate make up is not permitted.
- Inappropriate nail decoration and extreme nail colours are not permitted. Nails should be natural coloured and discreet.
- Body piercing is prohibited.
- Inappropriate hairstyles and extreme hair colours are prohibited. Hairstyles must be neat and tidy. Hair accessories must be discreet. The school authorities are the judges of acceptable hairstyles/colours.

The school authorities reserve the right to exercise their discretion and interpretation of above. Their decision is final.

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.
- TY students are expected to use this journal to record all course work for subjects and modules and all activities they are involved in during the year. They are expected to complete the weekly reflections and other content in the journal when they have some free time during the day.
- It is the student's responsibility to catch up on classwork and homework should they miss a subject or module class during Transition year.
- As a matter of courtesy students should inform their relevant teachers in advance of missing or missing a class.
- 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 of €12.
- 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 (including e-cigarettes) and alcohol are forbidden in school at all times, during all school related activities and on all occasions where the school uniform is worn.
- Covid-19: Failure to cooperate with hygiene and physical distancing strategies to help protect the health of all school personnel will be treated with the utmost seriousness.
- 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, wellbeing 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
- Opportunities to participate in school and public competitions
- The individual teacher may adopt an award system for his/her class
- 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 acknowledged 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 BREACHES 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
- Unruly or aggressive behaviour or language while in school uniform inside or outside school.
- Endangering the schools capacity to remain open through disregard of practices in place to prevent the spread of Covid-19.
- Interference with fellow students' right to learn
- Disruptive behaviour in class.
- Bullying
- Forging parents'/guardians' signatures
- Theft
- Copying at exams
- Defacement of school property
- Smoking/Abuse of substances
- Missing school/class without appropriate authorisation
- Serious breach of the school Acceptable Use Policy

- Second or subsequent use of mobile phone without permission.
- Serious breach of mobile phone policy.
- Second instance of mobile phone powered on.
- Breach of the Code of Behaviour while participating in school related activities
- Failure to attend detention.

This list is not exhaustive

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
- Talking in class
- Failure to provide relevant notes promptly
- Failure to have journal signed
- Littering
- Failure to wear school uniform/comply with school dress code
- Use of bad language
- Chewing gum
- No P.E. Gear
- Failure to have student card
- Use of phone without permission.

This list is not exhaustive

Note: Persistent mis-conduct will be treated as a serious beach 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).
2. Sanctions will be recorded using the Compass student chronicle
3. Repeated misbehaviour will result in referral to the Wellbeing Tutor
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. Detention will take place on a Tuesday afternoon from 4.10 – 5.10 p.m. Parents will be informed of this in writing in advance to enable them to make any necessary travel arrangements.
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, Wellbeing Tutor 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 eleven or twelve. During COVID 19 restrictions this particularly applies to any behaviour that undermines the school’s capacity to stay open or, given the inevitable increased reliance on digital technology, that seriously breaches the school’s Acceptable Usage Policy.
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 the wellbeing tutor.
- 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.

This policy was reviewed by the Board of Management in September 2020.