

CODE OF BEHAVIOUR

This Code of Behaviour is effective on and from June 2nd, 2010. It replaces and supersedes all previous codes. It has been prepared in accordance with the NEWB publication "Developing a Code of Behaviour: Guidelines for Schools" (May 2008).

The Staff of Our Lady of Lourdes Secondary School aim to help our students develop in a complete way. Our school is a small, friendly community where we strive to create a caring, happy environment in which each of our students can feel a sense of belonging about themselves, thereby enhancing a sense of self-worth. We strive to develop confidence in students so that they will be able to participate to the best of their ability in their future lives. Care and concern is shown for each student as far as possible. To this end our behaviour code aims to be consistent and fair while always acknowledging the right of every student in our care to the best possible education that we can provide. The following regulations apply to all students.

UNIFORM

The uniform is considered to be an essential part of life in Our Lady of Lourdes Secondary School. It is central to our identity therefore we expect the full co-operation of parents in ensuring that students are always correctly dressed. The uniform consists of:

1. Navy knee length skirt.
 2. Blue jumper with school crest.
 3. Blue check blouse.
 4. Navy knee socks/tights.
 5. Black or navy shoes that can be polished
 6. School coat with crest.
 7. Any navy scarf
- Full school uniform must be worn neatly every day in school and while travelling to and from school. The school reserves the right to ask any girl to modify any item of school uniform

Sports Uniform includes:

1. Plain navy tracksuit bottoms.
2. Plain white tee-shirt.
3. Our Lady of Lourdes - O'Neills half zip (optional)
4. Royal blue or navy blue shorts.
5. White sports socks.
6. Runners. .

Sports uniform must be worn for indoor and outdoor physical activities.

The following items of jewellery are only permitted:

1. Stud type earrings

2. One ring per hand

3. One chain

- No other facial jewellery is permitted.
- Merit badges/prefect badges are allowed
- Light foundation and/or concealer are permitted. Eye makeup and coloured nail varnish are not allowed. A natural day-time look is expected.
- Hairstyles should be neat and tidy. Natural hair colours only are allowed.

LOCKERS

Lockers are available to every student in the school once payment of the administration fee is made at the following times only:

- Before 8.55 a.m.
- Between 11.00 a.m. and 11.10 a.m.
- During lunch time
- After school

The loss of a key to a locker will not be accepted as the reason for not finishing homework or other tasks.

Mobile phones must be switched off and left in the locker except when stated in the school's mobile phone policy.

The school accepts no responsibility for items lost or stolen which could normally be left in a student's locker.

The school reserves the right to inspect any or all lockers at their discretion.

ATTENDANCE

Students are expected to be in attendance on all school days in order that the school may fulfil its responsibilities under the Education (Welfare) Act, 2000.

1. Absence from school must be explained in writing in the Student Journal and signed by a parent or guardian. Journals are to be presented to the Class Tutor as soon as possible on return to school. Absences in excess of 20 days must be reported to the National Educational Welfare Board by the school authorities.
2. It is expected that dental and medical appointments will be made outside school time.
3. Permission to leave the school premises during school hours may only be sanctioned by the Principal, Deputy Principal, Class Tutor or Teacher on supervision. Parents or guardians must request this permission in writing in the Student Journal at the start of the day. Students must sign the special book provided at the school office when leaving and returning to school.
4. Punctuality is essential. Lateness must be explained in writing in the Student Journal and given to the Principal or the designated member of staff on arrival in school. Regular spot checks, including sending text alerts home for unexplained lateness, will be used to foster punctuality.
5. The school bell rings at 8.55 a.m., 11.10 a.m. and 1.45 p.m. (1.25 p.m. on a Friday) at which time all students must proceed to class to be ready for the class to commence. A roll will be taken during the first class in the morning and the first class in the afternoon. Persistent lateness to class may result in detention or suspension.
6. Students must obtain permission for the use of the First Aid Room.

HOMEWORK

We believe that homework, which includes both learning and written work, is a crucial part of the learning process and vital to the academic achievements of our students. Failure to complete homework must be explained in writing by a parent or guardian in the Student Journal. In the case of inability to complete a particular exercise a genuine effort to attempt it must be shown.

CONDUCT

1. Students are expected to behave respectfully to their classmates and to adults. Full co-operation is expected at all times.
2. Students should not take other people's property without their permission.
3. Interference with or damage to school property will be dealt with severely. Pupils will be expected to pay for any damage incurred. Chewing gum because of the damage it does to school property is forbidden on the school premises.

4. Smoking, alcohol and the use of banned substances are strictly forbidden in school and while participating in school related activities. A copy of our Substance Misuse Policy is found in our Student Journal.
5. For safety reasons microwavable popcorn is forbidden in school.
6. To avoid accidents, students are requested to walk in single file on the left-hand side of corridors and stairways.
7. It is the duty of every student to ensure that the classrooms, corridors and the school in general are kept tidy, neat and litter free. All students are expected to play their part. Disposal of litter in a proper manner is required. "Green Bins" should be used only for paper and plastic bottles. Students must cooperate with the Green Schools Committee.
8. The policy concerning mobile phones and personal stereos, MP3 Players etc can be found in our Mobile Phone Policy. The Board of Management accepts no responsibility for mobile phones, personal stereos or MP3 Players stolen or lost in school. A copy of this Policy is to be found in the Student Journal.
9. The front of the school and the fire escape are out of bounds. Specialist rooms may only be used when accompanied by a teacher or with a teacher's permission.
10. The phone is only available to students in the case of an emergency. Permission is required to use this facility.
11. The Board of Management will take every reasonable measure to ensure that school buildings, fittings and equipment are maintained in proper order. This commitment is set out in more detail in the school's Health and Safety Statement that is available upon request from the Principal. Students are required to follow all lawful instructions given by school management and teachers so as to more fully ensure their health and safety.

SANCTIONS

The school recognises and appreciates the fact that most students behave appropriately. Subject and Class teachers are best positioned to provide advice and direction to students when minor misbehaviour needs to be addressed. Students who might need additional help or specialised support in adhering to the Code of Behaviour are advised to avail of the services provided by the Pastoral Care Structure in the school. Where necessary support services outside the school may be contacted to provide more specialised assistance to students in managing their behaviour.

1. For the most part, failure to comply with these rules will result in the student's name being recorded in the discipline book. After three such entries the Discipline Board will interview the student in an attempt to solve the problem. A detention may result. Persistent rule breaking will result in an interview with the Principal. At this stage parents or guardians may be invited to the school. If a student is detained twice in an academic term they will be suspended for two days on committing their next detainable offence in that term.

2. On occasion certain incidents may result in a student being put on immediate detention, being placed on report or having privileges removed. Immediate detention applies on confiscation of a mobile phone.

3. Smoking in school is against the law. If a student is smoking in school she will be automatically given an evening detention. Pupils found in the company of anyone smoking will be subject to the same sanctions as the smoker.

4. If a mobile phone is used outside of the times permitted in the Mobile Phone Policy the phone and SIM Card will be immediately confiscated and will not be returned until the end of the last class on that day. The student will be given a detention.

5. In the case of Stealing, Bullying, Mithcing, refusal to do a detention or other serious offences the Principal reserves the right to impose an immediate suspension of three days.

6. More serious offences may result in an expulsion.

The procedures involved in suspending or excluding a student are outlined in detail in the school's Suspension and Exclusion Policy which is available on request from the school office.

SETTING STANDARDS OF BEHAVIOUR

Students will be made familiar with the Code in the following ways:

1. By daily interaction with subject teachers
2. At regular meetings with class tutors
3. In SPHE classes
4. At assemblies with the Principal, Deputy Principal and Year Head
5. By regular intercom announcements
6. By its inclusion in the student journal

It is our belief that the majority of our students will happily spend their secondary education in our school without any need to resort to these sanctions. However, we are committed to fostering authentic self-discipline by developing an awareness in students of the consequences of every action.

A copy of the code will be provided to parents prior to the registration of their daughter in the school in compliance with section 23(4) of the Education (Welfare) Act 2000. Registration and admission of students into the school is conditional on parents' giving a written undertaking that they find this Code of Behaviour acceptable and that they will make all reasonable efforts to ensure compliance by their daughter. The Code of Behaviour applies to all students up to the completion of senior cycle education in accordance with the Age of Majority Act, 1985 the school recognises that a student aged 18 or over is an adult and has capacity to enter contracts and make decisions affecting her legal and other rights. The Code of Behaviour is posted on the school's website with all other policies. A hard copy is available in the Student Journal.