

# Our Lady of Lourdes Secondary School



## Code of Behaviour

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## Introduction

This Code of Behaviour has been developed following an audit and review of the existing Code of Behaviour in Our Lady of Lourdes. It has been developed in line with “Developing a Code of Behaviour: Guidelines for Schools,” NEWB, May 2008 and the Guidelines issued by the Educational Welfare Services Tusla.

This Code of Behaviour has been formulated in consultation with all partners of the school community. The Code provides the framework which governs the behaviour of students and the operation of school rules and sanctions. It encourages all members of the school community to be aware of their responsibilities as well as their rights. It is expected that all members of the school community will strive to create an atmosphere that encourages positive behaviour.

## Mission Statement

“Our school is a learning community based on faith, hope and love, where respect, responsibility and Christian commitment grow, allowing all our students to prepare for a meaningful life.”

## Whole School Approach

The school partners in Our Lady of Lourdes seek to promote personal dignity and safety so that all members of the school community may work and learn together, free from harassment, bullying or disruption in an environment of inclusivity, respect and diligence. Management, staff, parents and students must work together to achieve these aims.

In Our Lady of Lourdes 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 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.

### **Role of Staff**

All members of staff, teaching and non-teaching are expected to adopt high professional standards in their dealings with each other and with all members of the school community i.e. students and parents. Teachers have a professional duty of care to maintain a well- disciplined school environment and to implement the Code of Behaviour with impartiality and using fair procedures.

### **Role of Students**

All students are expected to be ready to receive an education; to behave in a satisfactory manner; to be aware of school rules; to behave in a responsible way; to be respectful of each other, to be respectful of their teachers and respectful of other school staff and respectful of any visitors to the school; to attend regularly and punctually; and adhere to the uniform and dress code requirements.

### **Role of Parents/ Guardians**

All Parents/Guardians are expected to treat all members of the school community with respect and courtesy. Parents are encouraged to support their daughter in her education by encouraging her to attend school so that she derives the maximum benefit from her time in Our Lady of Lourdes and to encourage her with her school work. Parents are encouraged to attend Parent Teacher Meetings and to support staff in implementing the Code of Behaviour.

## **Links with other Policies**

Account has been taken of the relevant legislation, legal instruments and related policies, which include the following:

- Anti-Bullying Policy
- Child Protection Policies
- Acceptable Internet Use Policy
- Substance Abuse Policy
- Attendance Policy
- Homework Policy
- Mobile Phone Policy
- Dignity in the Work Place Charter

## **Creating an environment to promote Positive Behaviour/ Setting Standards**

The Board of Management and the Staff of Our Lady of Lourdes actively strive to create and promote positive behaviour in the following ways:

- Having a clear set of expectations, rules and routines that are regularly explained and reinforced to students.
- Having high expectations for each student.
- Staff modelling respectful behaviour.
- Being aware of relevant and appropriate factors in the student's lives.
- Showing fairness.
- Having a positive ethos/atmosphere in the school.
- Showing an interest in the students' lives and achievements outside the school.
- Providing effective support services, including Care Team/Wellbeing Team, Guidance and Class Tutor and Year Head systems.
- Offering relevant programmes e.g. TY and LCVP and a varied choice in the curriculum.
- Offering a range of extra-curricular activities, thus encouraging the engagement of all students.

- Having a comprehensive Transition and Transfer programme between primary and secondary levels.
- Training Meitheal Leaders.
- Communicating with parents about positive and negative behaviour patterns.
- Maintaining a clean/tidy school environment.

## **Promoting Positive Behaviour**

**Teachers promote positive behaviour by using the following strategies:**

- Noting positive behaviour
- Positive comments targeted at individuals
- Positive note in journal
- Teacher feedback
- Tutor/Year Head feedback
- Acknowledging extra-curricular achievements
- Term reports

### **Whole-school strategies to encourage and promote positive behaviour**

- Encouraging students to take Leadership Roles in the school e.g. Prefects, Students Council, Meitheal
- End of Year Prize-Giving Ceremony
- School Web Site-Social Media
- School Newsletter
- Reports on Extra- Curricular Activities eg. Sports, Public Speaking
- Outdoor Pursuits and Adventure Trips
- Various class visits/trips/tours

## School Rules

In Our Lady of Lourdes our School rules are inherently based on Respect, where Respect is understood to be showing due regard for people, their feelings, wishes and rights and their property. With this in mind the following applies:

- Be respectful to each other and to all members of staff and visitors to the school.
- Speak nicely to each other.
- Regular school attendance is expected.
- Missing classes or missing full or partial school days/activities is not acceptable.
- Do not damage school property or other student's property.
- Do not write on or use graffiti on school property eg. school chairs or other student's property, including school rental books.
- Do not steal from others.
- Smoking, vaping, consuming alcohol and substance misuse is strictly forbidden while attending school or on school activities.
- Chewing gum is forbidden.
- Follow staff instructions.
- Be in class on time.
- Have all your books and equipment for every class.
- Have all books and equipment clearly labelled.
- Allow other students to work.
- Do your classwork and homework to the best of your ability, and make effective use of classtime.
- No eating, including chewing gum during class time.
- Keep your work space neat and tidy at all times.
- Wear full school uniform.
- Have all items of school uniform clearly labelled.

## **Attendance**

**Students are expected to be in attendance on all school days and at school outings and events. All students are registered on the E-Portal system. Missing /mitching classes is not advised as it prevents the student developing to her full potential, academically, socially and holistically.**

- Absence from school must be explained in writing in the School Journal and signed by a parent/guardian.
- Absences in excess of 20 days must be reported to the Tusla by the school authorities.
- It is expected that Dental and Medical appointments will be made where possible outside of school times.
- Permission to leave the school during the school day must be requested by parents/guardians in writing in the Student Journal. Permission must be sought in the morning classes from the tutor, year head, deputy-principal or principal. Students must make their own way down to the office to sign out, prior to leaving the school and sign in again if returning later.
- Punctuality is essential. Lateness must be explained in writing in the Student Journal and presented to the office upon arrival in the school. Students must explain lateness to their teacher on joining the class. Regular spot checks, will be used to foster punctuality.
- The school bell rings at 8.55am, 10.30am, 1.40pm/2.00pm each day, which is 5 minutes before class starts. Students must proceed to class to be ready to commence.

## **Uniform**

**The uniform is an essential part of life in Our Lady of Lourdes School. It is central to our identity and therefore we expect the full co-operation**

**of parents/guardians in ensuring that students are always in full uniform.**

Full school uniform must be worn neatly every day in school while travelling to and from school. The school reserves the right to ask any girl to modify any item of school uniform. All items of school uniform must be clearly labelled. Students must mind all items of uniform and make every effort to care for their belongings.

**The uniform consists of:**

- Navy knee length skirt
- Navy pin-striped trousers (optional)
- Blue jumper with school crest
- Blue check blouse
- Navy knee socks/tights
- Black or navy or tan shoes only, no converse/ trainers or canvas shoes
- School coat with crest
- Any navy scarf

**Sports Uniform includes:**

- Plain navy tracksuit bottoms
- Plain white tee-shirt
- Royal blue or navy blue shorts
- School half-zip
- White sports socks
- Runners

Sports uniform must be worn for indoor and outdoor physical activities. All jewellery must be removed prior to class for health and safety reasons.

**Permitted items of Jewellery:**

- Stud type earrings
- No other facial jewellery is permitted
- Merit badges/prefect badges are allowed



- Light foundation/concealer is permitted. A natural day-time look is permitted
- Hairstyles should be neat and tidy and of a natural colour
- Visible tattoos are not permitted

## **Homework**

**Homework which includes both learning and written work is a crucial part of the learning process and vital to the academic achievements of each student.**

Failure to complete homework must be explained in writing in the Student Journal by the parent/guardian. In the case of inability to complete a particular exercise a genuine effort to attempt it must be shown. Parents/Guardians and Teachers should use the Student Journal to communicate information regarding homework.

## **Lockers**

**Lockers are available to every student in the school.**

**Times for accessing lockers are as follows:**

Before 8.55am

Between 10.20-10.35am

During lunch time

After school

- The loss of a locker key will not be accepted as a reason for not finishing homework or other tasks.
- Mobile phones must be switched off and placed in the locker.
- All lockers must be closed and locked at all times.
- The school reserves the right to inspect any or all lockers at their discretion.
- The school accepts no responsibility for items lost or stolen.
- Other valuables and money should be kept on the student's person.

- In exceptional circumstances (eg. Paying for school tour) where a student has to bring a large sum of money to school it should be handed into the office for safe keeping.

## **Responding to Inappropriate Behaviour**

The majority of our students in Our Lady of Lourdes will behave appropriately with the help of clear, consistent rules and routines and happily spend their secondary education in our school without any need to resort to the following sanctions.

Restorative practices and supports will be to the forefront when dealing with inappropriate behaviour but in some cases sanctions will be necessary.

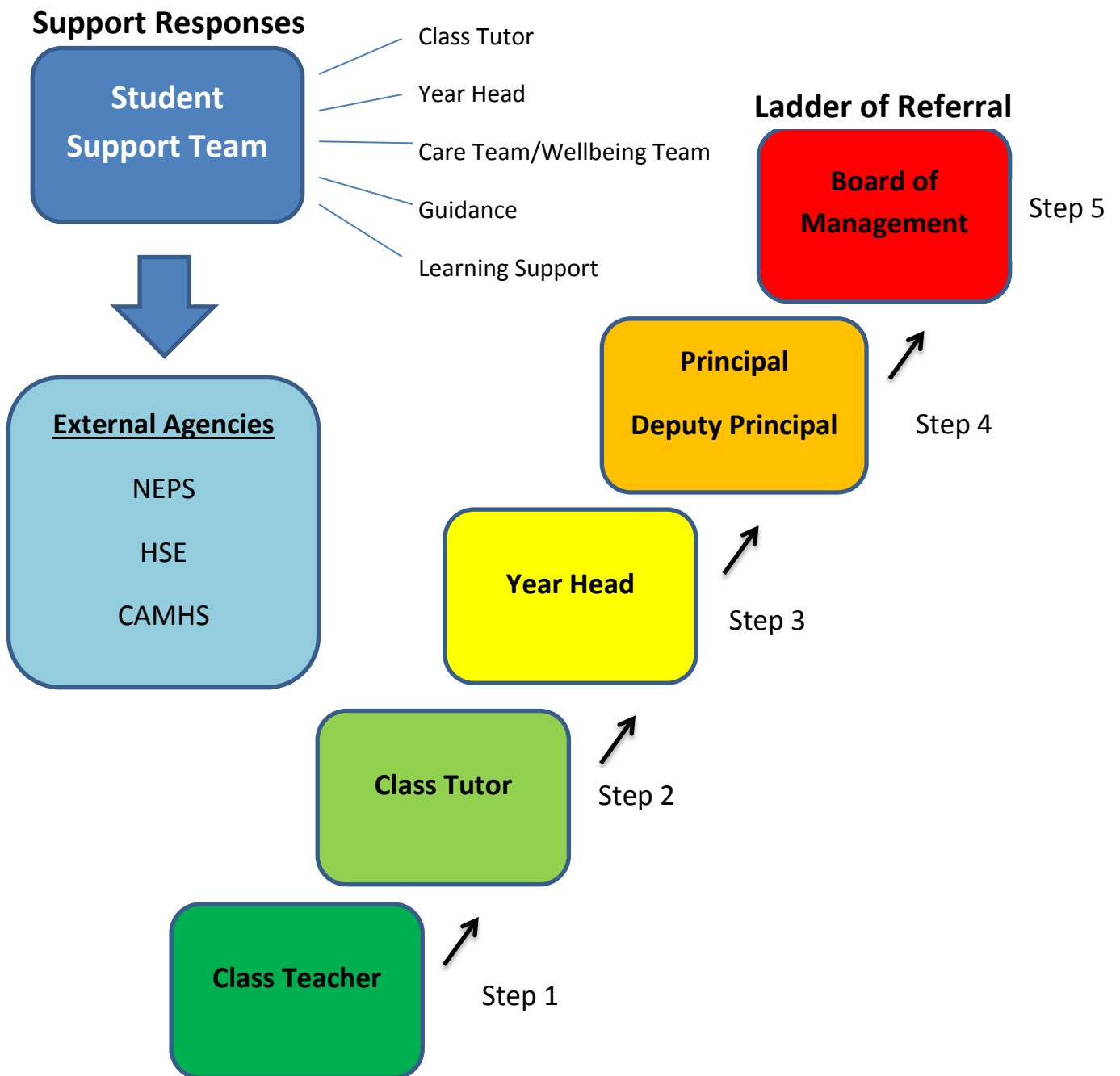
The subject teacher will deal with most incidents of misbehaviour through classroom management strategies.

Some students need more active intervention or support to help them manage their behaviour.

### **This may involve:**

- Referral from class teacher to the class tutor.
- Referral from the class tutor to the year head.
- Referral from the year head to the deputy principal.
- Referral from the deputy principal to the principal.
- Referral from the principal to the board of management.
- Referral from the year head, through the care team, to counsellor or psychologist etc.
- Referral to external services eg. Psychologist.
- Where necessary contact with parents/ guardians will be made.

## Ladder of Referral and Support Systems



## **Sanctions**

**Sanctions are also a response to help students change behaviour. They are necessary to show disapproval of, and to discourage unacceptable behaviour.**

In accordance with “Developing a Code of Behaviour” NEWB 2008, **sanctions should be proportionate to the nature and seriousness of the behaviour. Certain factors will be considered such as:**

- **Frequency, duration and persistence of the behaviour**
- **Whether it is part of an escalating pattern of poor behaviour**
- **The context of the behaviour, including a student’s personal circumstance**

The school recognises and appreciates the fact that most students behave appropriately. Subject and Class Tutors 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 on a Discipline Form. After three such

discipline entries the student will meet with the relevant Year Head and the Deputy Principal. A detention may result. Persistent rule breaking will result in an interview with the Principal. At this stage parents/guardians may be invited to the school. If a student is detained twice in an academic term they may be suspended for up to 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, suspension, being placed on report or having privileges removed.
3. Smoking and vaping, consuming alcohol and substance misuse in school is strictly forbidden in school or while attending school activities or school events and will result in appropriate detention.
4. Mithing, skipping classes or non-attendance in particular classes will result in the student being interviewed by the Principal and Deputy Principal and appropriate sanctions being implemented.
5. The use of Mobile Phones outside of the times permitted in the Mobile Phone Policy will result in immediate confiscation of the phone and detention will follow. The Mobile Phone will not be returned until the end of last class on the day of confiscation.
6. In the case of refusal to do a detention the Principal reserves the right to impose an immediate suspension of up to three days.
7. More serious offences may result in an expulsion.

## **Expulsion**

Expulsion will only be resorted to by the BOM in the most extreme cases of indiscipline and only after every effort at rehabilitation has failed and every other sanction has been exhausted. Any decision of the BOM to expel a student may be appealed under Section 29 of the Education Act, 1998, as explained below.

The following behaviours, however, may be grounds for automatic expulsion, even if for a first offence, and after following the due process and fair procedures:

- A serious threat of violence against another student or a member of staff.
- Actual violence or physical assault.
- Supplying illegal drugs to other students in the school.
- Sexual assault.

This list of Behaviours is not exhaustive as there may be other misbehaviours that warrant the sanction of expulsion.

In considering the expulsion of a student, the following factors will be relevant:

- The nature and seriousness of the behaviour.
- The context of the behaviour.
- The impact of the behaviour.
- The interventions tried to date.
- Whether expulsion is a proportionate response.
- The possible impact of expulsion.

Summary of procedures in respect of expulsion:

- A detailed investigation carried out under the direction of the Principal that will allow for the student and her parents to be given every opportunity to respond to the alleged misbehaviour.
- A recommendation to the BOM by the Principal and the allowing of the parents to attend the relevant part of that BOM meeting and/or to make a written and/or oral submission to the BOM.
- Consideration by the BOM of the Principal's recommendation and the holding of a special hearing to consider expelling the student.
- BOM deliberations and actions following the hearing including the informing of parents and the Educational Welfare Officer( if expulsion is being recommended).
- Consultations arranged by the Educational Welfare Officer-20 days must be allowed for this stage.
- Confirmation of the decision to expel.

The full procedures to be followed by the BOM in the case of expulsion are set out in “Developing a Code of Behaviour: Guidelines for Schools”, NEWB, May 2008.

## **Communicating the Code of Behaviour**

A copy of the Code of Behaviour is provided for parents/guardians to read and sign when they and their daughter attend for their meeting with the Principal prior to starting First Year.

Parents/guardians will have an opportunity to understand the Code of Behaviour and the school’s expectations for their daughter prior to entry to First Year. This meeting will also familiarise them with the on-going support systems in the school, Class Tutor, Year Head etc.

The Code of Behaviour will also be printed in the Student’s Journal and can be consulted for clarification on a regular basis. Students in all year groups will be made familiar with the Code of Behaviour on a regular basis by Tutors and Year Heads and Class Teachers.

The Code of Behaviour is also available to all members of the School Community on the School Website.

## **Approval**

This policy has been approved by Our Lady of Lourdes Board of Management.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson,

Board of Management