



## Code of Behaviour

**Courtesy and respect are expected at all times, and this can be shown in the manner in which students treat staff, visitors and each other, and in the care they take of their surroundings.**

1. Defiance to a member of staff is considered a serious offence.
2. Students are required to conduct themselves in a quiet and orderly manner at all times, in school and in the vicinity of the school, on school buses and school trips. Any form of misbehaviour or disruption on any occasion, in any place, that would bring disrepute to the school is considered unacceptable and is liable to sanctions.
3. Bullying or harassment in any form, including sexual harassment, will not be tolerated and will be severely dealt with by the school authorities.
4. In an effort to promote a safe and healthy environment, the school forbids the use of the following on the school premises:
  - (i) Chewing gum
  - (ii) Tobacco and e-cigarettes
  - (iii) Alcohol
  - (iv) Tippex
  - (v) Aerosols
  - (vi) All illegal substances
5. The school uniform must be worn at all times, including going to and from school.
6. Attendance at all classes must be punctual. Unauthorised absences from class are forbidden.
7. When a student is absent for part of a school day, a full school day or more than a school day, parents/guardians must fill in and sign an 'Explanation for Absence' note in the Student Journal. This note is handed to the student's teacher during period 1 on day of return to school or alternatively parents may provide an explanation on the Compass school management parent portal.
8. No student may leave the school grounds without getting permission from her Class Tutor, Year Head, Deputy Principal, or Principal in advance of doing so. After receiving such permission, students must report to the office before leaving. On her return, the student must check back in at the school office.
9. Students who remain in school for lunch and/or for supervised study must obey the lunch-time and study regulations.
10. Copying during tests or examinations, or any form of cheating is considered a serious offence.
11. Writing 'graffiti' or damaging school property are considered serious offences.
12. The use of mobile phones, ipods and any other multimedia equipment is banned in the school and the grounds of the school between 08:45am and 3:55pm.



Incident	Sanction
Phone not locked in school locker during school day: 8.45 to 3.50	Confiscation of the phone for up to 7 days and/or 5 points on School Management System Compass.
Phone seen or heard during the school day	Confiscation of the phone for up to 7 days and/or 5 points on School Management System Compass.
Taking a photo or making a video/audio recording without permission from the school authorities	Detention in the first instance plus confiscation
Taking a photo or making a video/audio recording in such a way as could be deemed to be hurtful, humiliating, abusive or an invasion of another's privacy.	Suspension in the first instance plus confiscation.

#### Mobile Phone Policy for School Trips.

We recognise that many parents will wish for their daughters to bring their mobile phones with them on school trips. Our policy is to promote appropriate use of mobile phones while on a school trip. In that regarded the following guidelines must be followed:

For **short excursions**, for example within Kilkenny, that will begin and end comfortably within the normal school day, the organising teacher is likely to decide not to permit students to bring their mobile phones with them (unless there is a specific benefit in having the phones with them). This is to minimise the distraction caused by mobile phones and to maximise the learning and social benefits for the students.

For trips that involve a **significant journey**, students will be allowed to bring their phones with them. In which case, the following rules apply (normal sanctions such as confiscation, detention or suspension as per the code of behaviour):

- Phones should only be used when necessary, perhaps to contact home if a bus is running late, or in the case of an emergency.
- Social networking is not permitted. On a school trip, students are expected to interact fully with their fellow students, their teachers and to gain full educational benefit from the trip. Any use of mobile phones that limits this benefit will lead to confiscation.
- On longer trips, a teacher may decide to retain students' mobile phones for a period of time (for example when activities are taking place) or may assign a particular time in which students can use their phones. Students are expected to comply if this is the case.
- In the case of overnight trips, mobile phones may be retained by the organising teachers overnight.
- Students may be permitted to use their phones to take pictures if there is an educational or social benefit. This is at the teacher's discretion and if permitted, students should make sure not to cause offence or upset to others.



13. Students are responsible for their own property. The school does not accept responsibility for articles lost, damaged or stolen.
14. Home-work must always be fully completed and neatly presented at the required time.
15. P.E. equipment is only used under supervision.

### **School Uniform**

The required uniform is:

1. Navy school jacket available from Paul's and Duggan's.
2. Specific white uniform blouse, available from Paul's and Duggan's.
3. Royal blue skirt - compulsory (required for all formal occasions), available in Paul's and Duggan's.
4. Optional – official uniform trousers (royal blue). The official trousers are only available from Paul's. No other trousers acceptable at any time.
5. P.E. Polo Shirt (compulsory for 1st, 2nd, 3rd & 4th year students), available from Paul's and Duggan's
6. Plain black or plain navy shoes, flat or with low heel - not thin-soled or slip-on pumps. 1st to 4th year students are not permitted to wear deck style shoes.
7. Tights/socks grey or black. Jackets and scarves are not to be worn in the school building.
8. The only jewellery allowed, should one wish to wear any, is: maximum of two pairs of neat earrings, two rings, one watch and one bracelet
9. **NO FACIAL STUDS OR STRETCHERS UNDER ANY CIRCUMSTANCES.**
10. Excess make-up is not acceptable and eye make-up is prohibited. Unconventional hair colouring is not acceptable.
11. Students wear P.E. uniform for P.E. only i.e. change into P.E. uniform at start of P.E. class and back to school uniform at end of P.E. class.

Match days:

- Match in the morning change at 10.45am break
  - Match in the afternoon change at lunchtime.
  - After school practice at 3:55pm, unless traveling to Scanlon Park change at lunchtime.
12. The uniform must be worn in a neat and tidy fashion at all times inside and outside of school. It is essential that all items of the uniform must be labelled clearly. Students will be expected to wear a new uniform provided in school where unforeseen circumstances arise which prevents them wearing their own. Students not in uniform will be provided with same.
  13. Hoodies or half-zips, even with the Loreto crest, are not part of the school uniform and are not permitted to be worn except in P.E. classes, training or travelling to matches.

*No excuses will be accepted for not wearing the full uniform as specified.*

(In the event that a medical condition requires a change of footwear a medical certificate from your family doctor is required). We presume on your full co-operation in this matter as we work together to foster self-respect and to instil a sense of pride in our school image.



### **Lunch Time - Out of Bounds Areas**

Students are forbidden to be at the back of the sports hall, in the area between the camogie pitch and the convent or on the Astroturf pitch without teacher supervision. Students are forbidden to loiter around the hockey pitch – students must keep walking.

### **Classroom Behaviour**

In order that students benefit from class work, full co-operation is required.

1. Students should at all times co-operate with instructions from their teachers during class time and to respect everyone's right to learn.
2. Students should see that the classroom is kept clean, and that furniture is treated with care.

### **Discipline Procedures**

1. The subject teacher deals with day to day problems as they arise: punctuality, inattention, no books, homework etc. Sanctions that can be applied include: verbal, written, standing, separation from friends, detention, note in the diary for signature by parents or guardians.
2. Lower order breaches of the school's code of behaviour may be recorded by staff members on the school management information system (Compass). This allows the identification of students who repeat these breaches. An accumulation of a defined number of points may result in a detention.
3. If the misbehaviour continues in spite of the above sanctions, then the misbehaviour is reported to the Class Tutor who applies sanctions as necessary and may contact parents or guardians.
4. If the student continues to misbehave then the matter will be referred to the Year Head who may also contact parents or guardians. The Year Head and the Class Tutor may deal with the student together. Sanctions may include being put on report, detention or an in-house suspension.
5. If the matter has not been resolved at this stage, the student is referred to the Deputy Principal. Subsequently, a referral to the Principal may be necessary. Suspension may be considered at this stage.
6. If the matter is sufficiently serious the Principal has the right to suspend a student at any time without going through the above procedures.
7. The Board of Management may be obliged to resort to Exclusion in the most extreme cases of indiscipline after all pastoral resources available within and to the school have been utilised, every other sanction has been exhausted and due procedures have been followed.

***Note: Students who break school rules may be denied privileges at the discretion of the Principal.***

### Procedures for School Trips

1. All students going on school trips will be required to get their parent's/guardian's signatures on a permission slip.
2. The permission slip will also include details of the trip, destination, time of departure, approximate time of arrival home and cost.
3. Students going on school trips are required to comply with all school policies, including the Code of Behaviour.
4. Students are required to show respect towards one another and towards staff, including the bus driver and other people that they meet in the course of the trip.
5. Students in breach of the Code of Behaviour during the year may be denied permission to go on a school trip at the discretion of the Principal.
6. Students that are absent from class due to extra-curricular activities are expected to seek consent from their teachers in advance of activity and have all required homework completed for the next day.

### Sanctions for Breaching Code of Behaviour May Include:

- Chores in/around the school
- A meeting with parent's/guardian's in the school
- Penalty sheets
- Inform parents directly
- Detention
- Being put on report
- Fines
- Suspension
- Breaches of Code of Behaviour recorded in student's file
- Expulsion by Board of Management on recommendation of the principal
- Points allocated on Compass System as listed below:

<i>Negative Behaviours</i>	<i>Points</i>
Late for Class	2
No Homework	2
Classwork not completed	2
Breach of school uniform	2
Journal lost/not in school	2
Journal not signed by parent when requested	2
No materials for class	2
Eating/Drinking in classroom	2
Use of Mobile Phone/mobile not in locker/mobile causing disruption	5
Misuse of Tablet or other device/Use of camera/Use of unapproved apps	10
No lock on locker	5



Disruptive behaviour in class	2
Continuous disruption of class	4
Defacing School property	4
Not keeping property/lunch area tidy	2
Absent from class without permission	5
Disobedience/ disrespect to any staff member	5
Out of bounds within the school grounds	5
Interfering with the property of others	5
Negative behaviour towards other students	5
Stealing or damaging the property of others	10
Smoking or Vaping	10
Chewing gum	5
Interference with health & safety equipment	10
Mitching	10
Leaving the school grounds without permission/failing to sign out	10
Bad language or intimidating behaviour towards a member of school community	10
Using recording devices without permission	10
Failure to attend detention without parent communication/valid reason in advance	15
Failure to attend organised school events/games/extra-curricular without a valid reason	5

### **Monitoring Attendance Throughout the Day**

- Teachers record attendance in every class. Any student leaving class will have a note of consent from the class teacher.
- Any student meeting with another teacher, guidance counsellors, Deputy Principal or Principal will have a note of consent.
- Spot checks of attendance will be carried out from time to time.
- If a student is absent from school, a text message will be sent to a parent or guardian's designated mobile phone.
- Any student who arrives to school late must check-in at the school office.

## Suspension & Expulsion Policy

In certain circumstances of unacceptable behaviour, including continuous misbehaviour despite interventions, it is necessary in the best interests of the whole school community for the student to be suspended or expelled.

In applying sanctions of suspension and expulsion, Loreto Secondary School will give due consideration to a range of Constitutional and legal provisions, as well as various Human Rights Conventions. In particular, our procedures will derive from provisions in the Education Act (1998), The Education Welfare Act (2000), the Equal Status Act (2000) and the principles of fairness and natural justice.

### **Principles of Natural Justice**

#### *Procedural Fairness*

1. Procedural fairness is a basic right of all individuals dealing with authorities. All communities have a legitimate expectation that schools (boards of management, principals, deputy principals and teaching staff members) will follow these principles in all circumstances, particularly when dealing with suspensions and expulsions.
2. Procedural Fairness is generally recognised as having two elements
  - a. The right to be heard which includes:
    - i. The right to know why the action is taking place.
    - ii. The right to know the way in which the issues will be determined.
    - iii. The right to know the allegations being made and any other information which will be taken into account.
    - iv. The right of the person against whom the allegations have been made to respond to the allegations.
    - v. The right to an appeal.
  - b. The right of a person to an impartial decision which includes:
    - i. The right to impartiality in the investigation and decision-making phases
    - ii. The right to an absence of bias in the decision-maker

### **Suspension**

Continuous breaches of school rules, or serious breaches of the code of behaviour, or a serious once-off incident of misbehaviour may warrant suspension outside of school. Suspension outside of school is only sanctioned by the Principal or a Deputy Principal. Suspension from school for up to (and including) three days can be sanctioned by a Deputy Principal or the Principal. Suspensions for up to (and including) five days can only be sanctioned by the Principal, in the case of more serious incidents of misbehaviour. A suspension for more than five days must be sanctioned by the Board of Management. In all cases, proper procedures will be followed.

Where a student is suspended for six days or more the Principal will inform the local Education Welfare Officer.

Where a student is suspended for a cumulative total (in one academic year) of twenty days or more the Principal will inform the local Education Welfare Officer.

### **Possible grounds for suspension**

1. Disrespect, or continuous defiance towards, or harassment or intimidation of any staff member, or the harassment/ bullying of any member of the school community. This includes use of obscene, abusive or inappropriate language
2. Possession, use or supply of prohibited substances e.g. alcohol, drugs in the school or on school related activities. cf. policy on alcohol, tobacco and drug use.
3. Vandalism or destruction of school property or the property of another member of the school community
4. Continuous disruption of learning in a manner that has a negative effect on other students.
5. Truancy
6. Damaging the good name and reputation of the school
7. Stealing
8. Fighting, or possession of offensive weapons (which may also be reported to the appropriate authorities)
9. Continuous misbehaviour, despite the implementation of other strategies and sanctions

**Suspension will be used after the Principal/Deputy Principal is satisfied:**

1. That the normal strategies (including pastoral) and sanctions as per the Code of Behaviour have been followed, except in case of a serious breach of the code of behaviour which may warrant immediate suspension
2. That appropriate support has been given to the student
3. That all actions taken have been documented
4. That copies of all correspondence are available

**Procedure**

Based on the reports presented, including written records of the actions taken to date, the Principal/Deputy Principal forms the view that a suspension might be warranted in accordance with the school's Code of Behaviour.

The student is informed of this view, as well as the grounds for the suspension, and given an opportunity to respond. If the Principal/Deputy Principal decides to proceed with the sanction, the girl's Parents/Guardians are notified and requested to attend a meeting in the school. During the meeting with Parents/Guardians (generally the student will attend this meeting also), the case will be outlined in full and the Parents/Guardians are invited to respond. If the Principal/Deputy Principal confirms the decision to suspend, the reasons for and the dates and duration of the suspension outside school will be clearly outlined.

Every reasonable effort to facilitate the above meeting will be made, however if Parents/Guardians are unwilling or unable to attend, a suspension may have to be sanctioned without such a meeting taking place. If the suspension is to be immediate, Parents/Guardians may be informed by phone, in which case a letter will be issued as outlined below.

Students will not be sent home during a school day unless collected by a Parent/Guardian or some other suitable arrangement is made. In all cases, proper procedures as per this policy shall be followed.

**The formal letter of notification of suspension will include**

1. Notice of the suspension
2. Effective date and duration of the suspension
3. Reasons for suspension
4. Expectations of student while on suspension
5. Importance of the Parents'/Guardians' assistance in the matter
6. Notice that the student is under the care of Parents/Guardians during the suspension
7. Notice that the Principal informs the Board of Management of any such suspension
8. Notice of right to appeal the decision of the Principal/Deputy Principal to the Board of Management
9. Notice that the suspension will be notified to the local Education Welfare Officer (if it exceeds 6 days or more or for a cumulative total of 20 days in one academic year)
10. Notice of right to appeal under Section 29 of the Education Act 1998 and the Education Welfare Act (only applicable as in the case of no. 9 above)

**Longer-term suspension (i.e. more than five days)**

1. A longer-term suspension must be sanctioned by the Board of Management at a properly convened meeting.
2. Parents/Guardians will be invited to attend this meeting and will receive a report on the incident and/or the record of continued misbehaviour prior to attending.
3. Prior to referring the matter to the Board of Management, the Principal will ensure that all appropriate steps have been taken in line with the Code of Behaviour, this policy and normal procedures.
4. If the duration of the suspension, or the total number of days suspended in the academic year exceeds nineteen days, Parents/Guardians will be informed of their right to appeal the suspension to the Department of Education and Skills (in accordance with Section 29 of the Education Act 1998) and will be informed of this right by the school.
5. During the period of a longer-term suspension, the school may insist that the student remains at home while an appeal on a suspension is in process.
6. Where an appeal is successful, any period of suspension served in relation to the appeal will be removed from the student's file.

**Procedure for re-introduction following suspension**

1. Where possible, Parents/Guardians are requested to accompany the student on her return to school following the suspension.
2. On her return, Parents/Guardians and the student may be requested to sign an agreed contract renewing her commitment to the Code of Behaviour.
3. Parents/Guardians may at any time be advised or requested to agree to certain procedures to assist in the student's rehabilitation e.g. refer the student for psychological assessment, counselling or other pastoral support services.

### **Grounds for removal of a suspension**

1. The Principal and/or Board of Management may agree that a sanction other than suspension be applied following discussion with Parents/Guardians/guardians
2. Following a successful appeal to the Board of Management
3. Following a successful appeal under Section 29 of the Education Act
4. Where new circumstances come to light

### **Expulsion**

Expulsion is the ultimate sanction imposed by the school and is exercised by the Board of Management in extreme cases of indiscipline or persistent misbehaviour.

The decision to expel will be made at a properly convened meeting of the Board of Management to which the Parents/Guardians and, if appropriate, the student will be invited to attend. In advance of any hearing, which could result in expulsion, the school, under the direction of the Principal (or Deputy Principal in her/his absence), will investigate the matter in accordance with the principles of natural justice.

### **Possible Grounds for Expulsion (*these examples are not exclusive*)**

1. Where breaches of the Code of Behaviour continue following repeated suspensions, the Principal may recommend expulsion to the Board of Management and inform the Parents/Guardians of her/his recommendation.
2. Expulsion may be recommended where the behaviour of the student is seriously disrupting learning and teaching and is having a negative effect on other students.
3. Expulsion may be recommended where there is serious disrespect, harassment or abuse of others.
4. Gross insubordination.
5. Expulsion may be recommended where the student has no respect for, or is not amenable to, any form of school authority.
6. Expulsion may also be recommended for certain breaches of policy in relation to substance abuse, one example would be the trafficking of drugs.
7. Expulsion may be recommended where there is serious concern for the safety of others.
8. Where contracts of behaviour, following repeated suspensions, are not being kept.
9. Serious assault.
10. Sexual assault.
11. Serious theft.
12. Causing major damage to school property.
13. Possession of, or brandishing, an offensive weapon.

### **Principal's Role re Expulsion**

*The Principal will always refer to the Board of Management in relation to matters of expulsion. However the Principal may suspend a student immediately in some circumstances, and where it is deemed necessary, pending a referral to the Board of Management. In such a case, every effort will be made to organise promptly such a meeting of the Board so that the effective suspension is not prolonged.*

Expulsion by the *Board of Management* will be considered after the Principal is satisfied...

1. That all other disciplinary/remedial options under the Code of Behaviour have been applied and documented.
2. That appropriate supports have been offered to the student (e.g. diagnostic assessments where appropriate and/or counselling.)
3. That discussion has taken place with Parents/Guardians in relation to the student's behaviour which may have led to suspension and now leads to expulsion.
4. That formal written warnings had been notified to the student and her Parents/Guardians in relation to serious breaches of the Code of Behaviour (except in the case of expulsion for a once-off incident).
5. That formal written expectations of behaviour have been notified to both student and Parents/Guardians e.g. contracts showing commitment to the school Code of Behaviour.
6. That the Parents/Guardians have been made aware of any reports of suspension to the Board of Management.
7. That the Parents/Guardians have been made aware of formal reports to the Board of Management in relation to the behaviour of the student and were invited to respond to or attend any Board of Management meeting.
8. That Parents/Guardians are informed of the Board of Management meeting where there is an intention to recommend suspension or expulsion and they have been invited to attend such meeting. Every reasonable effort will be made to facilitate the parents'/guardians' attendance at the meeting, however the meeting will have to proceed in their absence if they are unwilling/unable to attend.
9. That all actions taken have been documented.
10. That copies of all correspondence are available.

### **Role of the Board of Management**

Expulsion can only occur after the Board of Management has followed the following procedures

1. Heard the Principal's case against the student (in the presence of the Parents/Guardians where possible)
2. Heard the Parents'/Guardians' response
3. Examined all the documentation which has been given to the Parents/Guardians
4. Considered the student's record in the school
5. Taken legal/expert advice where necessary
6. Ensured that the Principal is not present for the Board's discussion and decision on the matter
7. Discussed the case in detail
8. Considered all matters having regard to the Board's responsibilities to the whole school community, the ethos of the school and the principles of natural justice
9. Considered the impact of the expulsion on the student

10. Made a decision to communicate its intention to expel to the parents/guardians and the Education Welfare Officer in writing as follows:
  - a. Notice of intent to expel
  - b. Reasons for the expulsion
  - c. Effective date of expulsion including a statement that the student will stand suspended for 20 school days after receipt of notification by the Education Welfare Officer when the final decision to expel will be made by the Board and become effective.
  - d. A statement that the Education Welfare Board has been notified
  - e. Information and documentation on appeal rights under Section 29 of the Education Act
11. Reconvened after twenty school days have elapsed since the Education Welfare Officer has received the notice issued in point 10 and heard a report from the Principal/Chairperson on the mediation process. At this meeting, the Board will either confirm or reverse its decision to expel the student in question and communicate the decision as follows:
  - a. To the Parents/Guardians formally and in writing through the Secretary to the Board of Management (informing of the appeal rights, as below, if the decision to expel is confirmed)
  - b. In writing to the Education Welfare Officer
  - c. Both letters should also repeat the reasons for the expulsion and note the effective date of the expulsion.

### ***Appeals***

There is a right to appeal an expulsion under the Education (Welfare) Act 2000. An appeal may be made to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act (1998).