

Loreto Secondary School

Code of Behaviour



Review Dates

Stakeholder	Date	Draft/review/ratified
Staff	21 st May 2020	
Parents	23 rd May 2020	
Student Council	27 th May 2020	
BOM	10 th June 2020	

Signed _____ Date _____

(Chairperson of BOM)

Due for next review on _____

Loreto Secondary School, Fermoy



Code of Behaviour

Rationale

To honour our pursuit of excellence in all areas of education, a Code of Behaviour has been adopted by the Board of Management to outline the standard of behaviour expected at Loreto Secondary School, so that all members of the school community can work in an orderly, respectful and safe environment. This Code applies to all school activities both during and outside school hours. This document also outlines the consequences of good and bad behaviour in Loreto Secondary School. Parent(s)/ Guardian(s) and students will be required to sign the Code of Behaviour in the student's school journal at the beginning of the academic year.

Mission Statement

As a Loreto Catholic Secondary School we strive to be a community in which learning and teaching can take place in an atmosphere of mutual respect and trust.

Our aims are:

- To provide a safe and happy environment in which each student can achieve her full potential.
- To ensure that each student knows she is respected and valued.
- To encourage high standards while at the same time affirming and appreciating diversity of gifts and goals.
- To allow staff to work in a safe and happy environment and to support their professional development.
- To facilitate Social justice awareness education and action within the school community.

Introduction

The following is the "Code of Behaviour" for Loreto Secondary School. It covers the basic rights and responsibilities afforded to and expected of all members within the school community.

In Loreto Fermoy we try to make an integral part of our lives, the characteristics which Mary Ward wanted for all her schools: Truth, Sincerity, Justice, Freedom and Joy. The Code of Behaviour of Loreto Secondary School reflects the fact that all members of the school community should demonstrate these values towards each other. Trust, Honesty, Effort, and Teamwork are equally important values in Loreto Secondary School.

In specific terms, this document describes:

- the Rights and Responsibilities that pertain in the school;
- details of rewards for positive behaviours;
- details of sanctions for negative behaviours & the disciplinary procedures.

As a school, we commit to the values of:

Truth

- Positioning the person and best interests of the student at the centre of policies, structures and decisions within the school
- Being true to ourselves and our core values
- Allowing students to be true to themselves
- Challenging every student to reach the highest academic achievement
- Collaborating with parents meaningfully in accompanying each student's progress towards maturity

Sincerity

- Providing an appropriate and robust learning experience and environment
- Answering student's questions and helping students if they don't understand
- Being prepared and on-time for class
- Listening to and valuing every student's opinion and point of view
- Communicating with parents/guardians as required

Justice

- Setting each student on a pathway to personal excellence, recognising different aptitudes and gifts
- Treating all students fairly and with respect
- Supporting every student's learning needs
- Getting involved in school development activities to broaden student's strengths and talents

Freedom

- Fostering in our students a generosity of spirit and a readiness to place their talents at the service of others, especially the most needs
- Recognising diversity and respecting all faiths and none.
- Encouraging every student's effort and encouraging every student to participate
- Encouraging students to get involved in extra-curricular activities
- Allowing student's the scope to be true to themselves
- Developing student voice and their leadership capacity
- Encouraging active citizenship.

Joy

- Nurturing respectful and caring relationships between teachers and students
- Creating a positive, friendly, caring, safe and happy classroom
- Supporting existing and new members of our school community
- Respecting and honoring diversity.
- Celebrating the many talents in the school

As a student, you commit to the values of:

Truth

- Maintaining my own high standards; respecting and being kind to myself
- Treating the college and its facilities with respect
- Treating the local community with respect
- Taking pride in my progress and work ethic in school
- Caring about my reputation; being punctual, courteous and honest
- Be honest in all my dealings with students, teachers and school staff

Sincerity Committing to our school values by

- Coming to school and class on time every day
- Organising my books and all materials for class
- Completing all homework to the best of my ability
- Listening carefully in class and respecting the learning environment of others
- Following classroom guidelines sincerely
- Using technology in a respectful and appropriate way
- Wearing correct uniform at all times

Justice

- Thinking and acting justly
- Not engaging in bullying of any kind, either through words or deeds.
- Taking part and including all in group work/teamwork
- Taking full responsibility for my actions
- Caring about the consequences of my actions and choices
- Realising that unnecessary disruption on my part prevents others from working and concentrating
- Understanding that breaking school rules results in a sanction; an outcome of my behavior
- Standing for truth and being an advocate for the voiceless

Freedom

- Appreciating all types of learners in our school community
- Fully taking part in school life
- Caring for people who have a different personality to me and allowing them to be part of my group
- Embracing difference and diversity
- Respecting all faiths and none

Joy

- Treating everyone in the college with respect
- Being gracious and celebrating the many talents in the school
- Maintaining a clean and safe environment
- Helping other students
- Co-operating with all in the school community
- Being a friend to others when they need it
- Being friendly and kind to others
- Treating others how I would like to be treated

As a parent/ guardian, you commit to the school values of:

Truth

- Collaborating with the school meaningfully to support my child on her learning journey and progress towards maturity
- Treating the college and its facilities with respect
- Treating all members of the school community with respect

Sincerity

- Creating a good learning space for my child at home
- Sending my child to school on time every day in full uniform and fully prepared for class
- Communicating with the teachers regularly and informing the college if my child is absent from school
- Encouraging my child to work hard and do her best in school
- Checking homework and the journal regularly
- Helping my child study and preparing for exams

Justice

- Encouraging, rewarding and reinforcing positive feedback from the college
- Respecting and supporting the procedures and policies of the school
- Working with the school developing strategies to support my child.

Freedom

- Respecting and supporting all members of the school community
- Encouraging my child's effort and participation in school life
- Encouraging and supporting my child's involvement in extra-curricular activities

Joy

- Taking pride in the school my child is attending
- Participating in school celebrations
- Making time to talk to my child about their day in school

Learning and Teaching Code

Our core values are at the heart of Loreto Secondary School; Truth, Sincerity, Justice, Freedom and Joy. These values support our belief that learning is the most important activity in this school. In this endeavour we have the following sanctions and supports.

We will praise, encourage and acknowledge students by

- Verbal praise
- Positive comment recorded on VShare by subject teacher, Tutor, Year Head, Deputy Principal and Principal. Positive comments can then be viewed at home by parents/guardians by logging on to the VShare system
- Positive and constructive comments at Parent/Teacher meetings
- Display of student work in class and or on the school corridor's
- Through announcements via the school intercom or electronic notice boards
- Appointment to leadership roles, Head and Deputy Head Girl, Senior Prefect Team, Student Council, Youth Leaders and classroom prefects
- Commendation at Assemblies and yearly Award Ceremonies
- Promotion of internal and external competitions such as debating and public speaking, literary competitions, BT Young Scientist, Texaco Art competition, sports competitions, whether individual or team events and honouring successes
- Commendation in reference

Sanctions (Teacher and Tutor)	Supports may include
<ul style="list-style-type: none"> ● Verbal warning ● Change Pupil's seating position ● Verbal complaint to Year Head or Tutor ● Comment in Journal in appropriate section and request to see parental counter-signature ● 5 comments in a category = referral form ● Referral form for one incidence of serious behavior, given to Year Head. ● Request Year Head to arrange detention (this must go through Deputy Principal in order to prevent overcrowding on particular days) ● A pupil may be sent to the Deputy Principal's office in case of serious misbehaviour or repeated disturbance of class 	<ul style="list-style-type: none"> ● Positive reinforcement ● Awarding of merits ● Phone call to Parent/ Guardian ● Meeting with student/ parent and Year Head <p>Student may meet with the school Guidance Counsellor</p>

Sanctions (Year Head)	Supports may include
<ul style="list-style-type: none"> • As above • Communication to home • Removal from class • Referral form = detention • 3 referral forms further support. • Detention; in consultation with Deputy Principal 	<ul style="list-style-type: none"> • Individual Student Support Plan • Meeting with student/ parent, Year Head and Deputy Principal • Student may be placed on a Year Head Progress Report form (10 school days) • Request support from outside agencies <p>Student may be requested to meet with the school Guidance Counsellor</p>
Sanctions (Deputy Principal)	Supports may include
<ul style="list-style-type: none"> • As above • Detention • Letter to parents • Internal suspension 	<ul style="list-style-type: none"> • Individual Student Support Plan • Meeting with student/ parent, Year Head and Deputy Principal • Request support from outside agencies • Student may be placed on a Deputy Principal Progress Report form (10 school days) <p>Student may be requested to meet with the school Guidance Counsellor</p>
Sanctions (Principal)	Supports may include
<ul style="list-style-type: none"> • A further 3 Detentions will lead to additional supports • A Suspension may be issued 	<ul style="list-style-type: none"> • Meeting with student/ parent, Year Head and Principal • Request support from outside agencies • Student may be placed on a Principal Progress Report form (10 school days) • Request support from outside agencies <p>Student may be requested to meet with the school Guidance Counsellor</p>
Sanctions (Board of Management)	Supports may include
<ul style="list-style-type: none"> • Longer Suspension • Expulsion 	<ul style="list-style-type: none"> • Request support from outside agencies

Detention

Students who receive a Detention will be issued a detention slip in their journal 24 hours prior to the nominated detention. This slip may be filled out by the Year Head. The student gets this Detention Slip signed by her parent(s)/Guardian(s) and reports to Thursday Detention with the slip. The teacher supervising will collect the slip and bring it to the attention of the relevant Year Head.

- If a student does not present with the Detention Slip signed, she will be referred to Year Head.
- If a student does not attend Detention, she will be referred to the Deputy Principal and placed on a Wednesday detention.
- If a student disrupts/ misbehaves in Detention, she will be sent home, referred to the Deputy Principal and placed on a Wednesday detention.
- If the student persistently misses or disrupts a **Wednesday detention** she may receive a one-day internal suspension OR a one-day suspension at the discretion of the Principal.

Detention takes place on **Thursdays at 12:55 – 13:35pm**. This detention will be for students who have collected Discipline Sheets (punctuality/ homework/ uniform/ behaviour).

- The supervising teacher must take an attendance in the Detention book and email Year Heads as to who has not attended.
- All Detention slips collected will be placed in the student file.

Detention for serious misbehaviour(s), or as a result of actions listed above, will take place on **Wednesday from 1.30 – 2:30 pm**.

Internal suspension will be monitored by the Year Head/ Deputy Principal/ Principal and will be a sanction for repeat offenders/ consistent failure to attend detention/ serial truancy/ serious misbehaviours etc.

After the second consecutive detention or otherwise on the third non-consecutive detention:

- Deputy Principal/ Principal will be informed
- Student will meet with Year Head/ Deputy Principal
- Parent(s) will be informed in writing
- Parent(s) and Student may be requested to meet school authorities.

Year Head Report/ Deputy Report/ Principal's Report

At each stage as listed above, a student may be placed on progress report for 10 days as deemed appropriate. The report facilitates daily monitoring of the student by Teachers, Tutor and Year Head, which is reviewed with the student and parent(s)/ guardian(s) at the end of the report period. This report monitors closely the student's attendance, punctuality, behaviour, work effort and participation in school life.

During each stage of the report process, the Year Head/ Deputy Principal/ Principal will initially meet with the student and parent(s)/ guardian(s) and set out a Support Plan designed for the individual student. The student

will meet with the Year Head/ Deputy Principal/ Principal daily to review their progress and to sign-off on the report. The student must also take the report home each day to be signed by a parent/ guardian. If a student presents to school without their report, they may be requested to return home and retrieve it. The Year Head/ Deputy Principal/ Principal will meet with the parent(s)/ guardian(s) at the end of the reporting period.

Suspensions

Suspension Students can be recommended for suspension from school for one incident of serious misbehaviour or where there is an on-going refusal by a student to abide by the regulations of the school's Code of Behaviour; for example, no improvement while student is on report.

Any student who is suspended will have the suspension reported to the Board of Management by the Principal at the next regular Board meeting. Parents have a right to appeal a decision to suspend their son/daughter to the Board of Management. In the event of a successful appeal, all references to the suspension will be removed from the student's records.

A student may be suspended for incidences such as:

- On-going refusal to abide the school's Code of Behaviour
- Serious or persistent misbehaviour inside or outside class that disrupts learning
- Persistent refusal to cooperate with teacher, Deputy Principal or Principal
- Bullying – as outlined in the school's Anti-Bullying Policy
- Breaching the schools Internet Safety Acceptable Use Policy
- Damage to property, including stealing
- Striking another person or fighting on the school premises
- Aggressive/homophobic/racist/sexist language towards any member of our school community
- Interference with the running of a fire drill or tampering with the fire alarm system
- Possession or consumption of:
 - I. alcohol,
 - II. illegal substances,
 - III. cigarette products (including vaping products)
- Possession of a banned substance on the school site or environs
- Illegal or dangerous items in the school.

This list should not be regarded as exhaustive as any incident that disrespects our Code of Behaviour may warrant disciplinary action that results in the issuing of a suspension

Expulsion/Exclusion

In order to maintain good order, discipline and the safety of all the students in the school, it may be necessary to permanently exclude a student from Loreto Secondary School.

Students can be recommended by the Principal to the Board of Management for exclusion/expulsion from Loreto Secondary School for one incident of serious misbehaviour or where there is an on-going refusal by a student to abide by the regulations of the school's Code of Behaviour. Where the Principal considers that the safety of other members of the school community is at risk or where the teaching and learning of other students is being seriously disrupted by another student then the Principal may refer the matter to the Board of Management for the consideration of a permanent exclusion of that student. The Board of Management

forms its own decision following the process outlined below. The Rules of Natural Justice shall be adhered to. Students and parents will be given an opportunity to respond in their own defence, prior to any decision being made.

Where the Board is of the opinion that a student should be excluded/expelled it shall notify the local Education Welfare Officer, in writing, of its opinions and the reasons for the exclusion/expulsion.

Parents/Guardians may appeal the decision of the Board by communicating to the Board of Management. If Parents/Guardians are not satisfied by their response, then the parents may appeal this decision (in accordance with Section 29 of the Education Act 1998) to the Secretary General of the Department of Education and Skills.

In the case where expulsion is being considered, the following procedures will apply:

A period of suspension, as per the school's policy on suspension, will be imposed while the issue of expulsion is being referred to and considered by the Board of Management.

Parent(s)/Guardian(s) will be put on notice, that the Principal is recommending expulsion to the Board of Management.

Advance notice will be given of the date, time and place of the Board of Management meeting scheduled to address the matter of expulsion. A minimum period of 7 days' notice of this meeting will be given.

Parent(s)/guardian(s)/students will be invited to address part of the Board of Management meeting at which the issue of expulsion is considered.

Where one parent only wishes to attend the meeting, this parent may be accompanied by another person for morale support only. This will be communicated to the Board of Management in advance. It should be noted that this is not a court so legal representation is unnecessary on either the parents' side or the Board's side.

Such parent(s)/guardian(s)/student(s) will also be invited to make, an optional, written submission to the Board of Management in advance of the Board of Management meeting.

The Board, when issuing notice of the Board of Management meeting, will provide all parties, invited to the meeting, with a written statement of the allegation(s) concerning the recommendation of expulsion and with copies of all documentation, to hand, regarding the possible expulsion.

Notice of the Board of Management meeting will specify all parties to be called by the school in support of the recommendation of expulsion. It will also specify to all parties, invited to the meeting, that such parties have a right and an opportunity to be heard by the Board of Management at the Board meeting.

Conduct of the Board of Management meeting in addressing a recommendation of expulsion. The Chairperson will introduce everyone to the Board members.

- A. The Principal will outline the recommendation of expulsion formally and will outline the case in support of the recommendation. Clarification may be requested from the Principal by any or every member of the Board of Management and/or by any/all of the parties invited to attend the meeting. Clarification as to events leading the recommendation of expulsion may be got from other parties.
- B. Parent(s)/guardian(s) or student will respond to the recommendation. Clarification on the response may be requested by any/all members of the Board of Management and/or by any/all of the parties invited to the meeting. Clarification in support of the response may be got from any person present at the meeting.
- C. When the Chairperson of the Board is satisfied that both the recommendation to expel and the response are fully clarified, he/she will request all parties, including the Principal, except Board of Management members, to leave the meeting.

- D. The Board of Management, prior to making a decision, will give full consideration to all matters addressed in both the recommendation to expel and in response to the recommendation.
- E. The Board of Management may, where it considers, necessary, get legal/expert advice prior to making a decision.
- F. The Board of Management will decide to expel or not to expel.

Notification of Intention to Expel by Board of Management

The Board of Management will, through its secretary, notify, by registered post, the parent(s)/guardian(s)/student of its decision.

Notice of intention to expel will specify:

- Effective date of expulsion: 20 school days following the decision to expel being communicated to and received by the parents and communicated and received by the EWO (Educational Welfare Officer).
- Reason(s) for exclusion/expulsion.
- That the Education Welfare Board has been advised of the intention to exclude/expel.
- Where appropriate, that the student, from the effective date of exclusion/expulsion is under the care and supervision of the parent(s)/guardian(s).
- Parents may appeal the decision of the Board by communicating to the Board of Management. If parents are not satisfied by their response, then the parents may appeal this decision (in accordance with Section 29 of the Education Act 1998) to the Secretary General of the Department of Education and Skills.

Monitoring and Reviewing of the Code of Behaviour

The Code of Behaviour will be monitored by the Principal, Deputy Principal, the Year Heads, Class Tutors, Class Teachers and the Guidance Counsellor in conjunction with the Student Council and the Parents' Association on an annual basis.

Appendix A:

Loreto Uniform & Dress Code

School Uniform:

- School crested jumper – maroon for junior students and green for senior students
- Navy trousers – not leggings or athletic wear
- White shirt
- Flat black/dark shoes or navy 'deck' shoes
- P.E. uniform:
 - Loreto tracksuit with white polo shirt or
 - Loreto crested hoodie, white polo shirt and plain navy tracksuit bottom & runners.
- School skirt – optional – A line and must be knee length

Uniform items are available from local shops. Some retailers facilitate saving schemes for the purchase of uniforms and shoes.

Optional items:

Bottle green skirt and opaque black tights. N.B. The skirt as sold in local shops is A-line and a standard knee length. If inappropriate alterations are made so that a skirt is no longer A-line or no longer knee length, the pupil will be requested to replace it with the correct and unaltered skirt or to wear school trousers instead.

Students who are members of choirs from Second Year upwards will need the knee length green skirt for choir performances.

From the start of November to the end of February students may wear a green fleece top with crest as sold in local shops. **The fleece is not an alternative to a school jumper** and should be worn indoors only during very cold weather.

N.B. Pupils are not allowed to wear any other type of fleece or jacket on the school premises.

Pupils are earnestly requested to take pride in their uniform and to make sure that it is always in good condition. Frayed or torn items of uniform should be repaired or replaced.

Facial jewellery is not allowed.

At no time should valuable jewellery of any kind be worn in school, as it will have to be removed for certain classes and may get lost.