



CODE OF BEHAVIOUR POLICY OF OUR LADY'S SCHOOL

Contents

1	Introduction.....	1
2	Mission and Values Statement.....	1
3	Mutual expectations.....	2
4	Main School Rules.....	2
5	Code of Behaviour and Student Discipline	2
5.1	Points of Information regarding breaches of Code of Behaviour:	2
5.2	Sanctions	2
5.3	After School Detention/Suspension	3
6	Homework/After-school Supervised Study.....	4
7	School Library Rules	4
8	Punctuality and Attendance	4
8.1	Punctuality.....	4
8.2	Attendance.....	5
8.3	Punctuality and Attendance.....	5
8.4	Sanctions	5
9	School Uniform and Appearance.....	6
9.1	Sanctions	6
10	Health and Safety Regulations	7
11	School Property:.....	7
12	Food and Drink	7
13	Mobile Phones/iPod/Personal Music Players	7
13.1	Sanctions.....	8
14	Personal Belongings.....	8
15	Care of School Building and Property	8
15.1	Sanctions.....	8
16	Litter.....	8
17.	Complaints Procedure	8
18.	Appeals Procedure	9
19.	Modification Clause.....	9

1 Introduction

To ensure that all members of the school community can work in an orderly and safe environment it is essential that the Code of Behaviour be implemented in full and evaluated on a regular basis.

Admission of students into the school is conditional on parents/guardians giving a written undertaking that they find the Code of Behaviour acceptable and that they will make all reasonable efforts to ensure compliance by their daughter(s). The Code of Behaviour applies to all students up to the completion of senior cycle education.

The School is committed to a policy of recognition, encouragement and reward of positive behaviour. All students enrolled in Our Lady's agree to adhere to the high standards laid out in the Code of Behaviour.

Merits will be awarded for the following:

Behaviour

- Being Inclusive
- Showing Social Responsibility
- Demonstrating Positive Leadership
- Having a Positive Attitude
- Making a Positive Contribution
- Improving Behaviour

Study

- Improved Effort
- Improved Participation
- Excellent Effort
- Excellent Participation
- Consistent Diligence

Acknowledgement of Positive Behaviour

After 3 merits are awarded a card is sent home to parents/guardians recognising the student's positive contribution to the life of Our Lady's School.

An annual prize-giving ceremony is held at the end of the school year where the behaviour, talents, achievements and efforts of students, across all aspects of school life, are acknowledged.

A copy of the Code of Behaviour Policy is available on request from Reception and can also be viewed on our website, www.olschool.ie.

2 Mission and Values Statement

As a Voluntary Secondary Catholic School, the following are the values that are central to life in this school:

- People feel valued
- Self-esteem is fostered
- There is respect, tolerance and fairness
- People in difficulty are supported

- There is open and honest communication
- Effort is recognised
- Difference is valued
- Conflict is handled constructively
- Social, moral and civic values are promoted
- Initiative and creativity are stressed

3 Mutual expectations

The school strives to provide to its students an education that will be broad and challenging in nature. Students will be prepared for Junior and Leaving Certificate Examinations and a comprehensive Transition Year Programme will be provided. The school also strives to provide a wide range of extra-curricular activities in an attempt to enhance the social, personal, spiritual, sporting and aesthetic development of students.

4 Main School Rules

1. We are courteous, respectful and well-mannered to staff and other students.
2. We work to the best of our ability.
3. We behave well in class and support the learning of other students.
4. We comply with the school's uniform and dress code.
5. We follow instructions given to ensure our health and safety.

5 Code of Behaviour and Student Discipline

The Code of Behaviour runs parallel with the system of care, which is outlined in our mission statement. It is intended to help students during their time in Our Lady's School. It is important for students/parents/guardians to note that a formal detention or suspension is a strong indication that the unacceptable behaviour must cease or further sanctions may result.

5.1 Points of Information regarding breaches of Code of Behaviour:

1. Students are entitled to a verbal warning, especially if it is a first offence.
2. Flexibility and understanding are exercised, especially when dealing with 1st Year students until mid-term, in October.
3. An amber or red mark will be given for incidences such as misbehaviour, breaking of school rules or failure to produce homework.
4. A student who receives one or more red marks or an accumulation of marks is registered for detention at the Year Head's discretion.
5. Automatic detention will be given for a serious breach of discipline and other sanctions may apply, suspension up to and including expulsion.

5.2 Sanctions

6. An Amber Mark signifies a minor breach of school rules and codes.
7. A Red Mark signifies a more serious breach of the school rules and code, necessitating the Year Head's attention.
8. A range of interventions may be used by the Year Head to assist positive student behaviour, including detention and community work.

5.3 After School Detention/Suspension

Detention is a vital component in the code of behaviour of the school and forms a serious stage of the disciplinary procedure.

1. Detention is held on Wednesdays, from 3:10 to 4:10 p.m. In special cases, a detention may be given on a day other than Wednesday.
2. Parents/Guardians will be given prior notice of their daughter's detention.
3. Written work or community work will be given by a supervisor and must be completed by each student on detention.
4. Homework may not be done during detention.
5. In the case of persistent misbehaviour, parents/guardians will be asked to meet the Year Head. Sanctions up to and including suspension may be considered.
6. Firm action will be taken with pupils who are disruptive in class, are ill-mannered to teachers or whose behaviour is unacceptable in school.

Code of Behaviour – Areas of Particular Attention

The following sections provide details of the code of behaviour in relation to

- Homework/After-school Supervised Study
- School Library Rules
- Punctuality and Attendance
- School Uniform and Appearance
- Health and Safety Regulations
- School Property:
- Food and Drink
- Mobile Phones/iPod/Personal Music Players
- Personal Belongings
- Care of School Building and Property
- Litter

6 Homework/After-school Supervised Study

A record of the homework given by the teacher, each day must be entered on the assigned page in the student diary. Homework should be completed on time, to a standard consistent with the student's ability, and in accordance with the directions of the teachers.

Every student should do some study each evening. It is not sufficient to just do written work. Revision of what has been done in class is essential to learning. This revision time will vary from 1st to 6th Years e.g. 10 minutes per subject in 1st Year to 30 minutes per subject in 3rd and 6th Years. (See journal)
After-school supervised study facilities are available for 6th, 5th & 3rd Year students.

7 School Library Rules

1. No food or drink allowed in the Library.
2. Books must be checked out by the Librarian before any student has permission to take a book out of the Library.
3. Students may check out up to three books at a time, for three weeks.
4. Ensure that all books are returned in a timely manner.
5. The Library is for everyone, so please respect the space and the books.
6. Fines will be incurred for lost and severely damaged books.
7. For more information please visit the School Library website ourladyslibrary.WordPress.com.

8 Punctuality and Attendance

High standards of punctuality and attendance are of utmost importance.

8.1 Punctuality

Students are expected to adhere to the following procedures:

1. Students must be on time for school. It is the students' responsibility to swipe in, upon arrival. Failure to do so will incur a mark/detention. Those who arrive early must stay in the GPA, where there is supervision from 8.00 a.m. Students are free to go to the locker rooms from 8.10 a.m.

2. All students are expected to arrive before 8.20 a.m., in order to have time to get organised for the day.
3. Classes begin at 8.30am. In the event of a student's unexplained absence, a text message notification will be sent to parents/guardians.
4. A student who arrives late will must sign in at reception and produce a signed note in the communications section of the school journal explaining her late arrival. Failure to do so will incur a sanction.
It is expected that a student who is late will go to class as quickly as possible and make up any work missed.
5. Students will get a late stamp in their journal. This will be marked with their time of arrival and must be presented to their class teacher, upon entry to class.
6. In the event of a student not having her swipe card, she is expected to register at Reception and a mark will be given. No marks will be given once payment for a replacement card has been made.

8.2 Attendance

1. The School has a statutory duty, under the terms of the Education Act, to monitor and report student attendance. Students are expected to attend all of their classes, every day.
2. The school is obliged to report absences aggregating 20 days to the Educational Welfare Services of the Child and Family Agency (TUSLA).
3. Where possible, any medical and dental appointments should be made outside of school hours.
4. Parents/Guardians are particularly asked to ensure that their daughters attend Whole School Celebrations and House events, as these are central to the ethos of Our Lady's School, their school of choice.
5. Unauthorised absence from school (truancy) is a serious breach of discipline.

8.3 Punctuality and Attendance

1. The school APP should be used to register a student's absence and explanation of absence.
2. A student requesting permission to leave school before the end of the day, must present a written note, in advance, in the Communications section of the school journal to her form teacher, for authorisation. Before a student leaves, she must present the pre-authorised note to Reception, where she will be registered as having left early. Parents/guardians may receive a text message to confirm this. If she returns to school that day, she will be required to sign in again at Reception.
3. No student may leave the school at break time.
4. 1st to 5th Year students must remain on the school premises at lunch time. 6th Year students have the privilege of leaving the school premises at lunchtime.
5. The VShare attendance system is used by all class teachers to record attendance at each class period.
6. A student may not absent herself from class without permission.
7. In the case of illness parents/guardians will be contacted by the school so that they can collect their daughter.
Students may not contact home directly.

8.4 Sanctions

1. A student receiving a late stamp must sign in, the following morning, in the GPA before 8.10.a.m. Failure to do so will incur a lunchtime detention

2. If there is a recurrence of a late stamp, in any four week period, there will be a lunchtime on the following Tuesday or Thursday detention,
3. Further sanctions include, after school detention and community work at the discretion of the Year Head and Deputy Principals.
4. In the case of 6th Year students, the privilege of leaving school at lunchtime may be rescinded.
5. Parents/guardians will receive prior notice of any after-school detention, from the Year Head.

9 School Uniform and Appearance

Uniform

Full school uniform is obligatory and must be worn to and from school, during school hours and at school functions as directed by the school authorities. On non-uniform occasions, dress should be appropriate to the event. While wearing the school uniform, students are expected to behave in a manner consistent with the standards set out in Our Lady's School Journal.

A student may not combine elements of the sports uniform with her school uniform. The school tracksuit may only be worn in P.E classes and for sports and may not be combined with non-uniform items.

The school jacket is compulsory and is the only jacket that may be worn to and from school.

Headscarves must be plain navy blue. Hair should not be cut or dyed in unacceptable styles. Hair accessories must be discreet.

Personal appearance

It is essential that students maintain a high standard of personal appearance when wearing the school uniform. A clean, neat and tidy appearance is expected at all times. All items of uniform must be marked clearly with the owner's name.

Footwear

School shoes plain black/ navy leather shoes (non marking) with low heels (no brand names or logos permitted) must be worn in school and on the way to and from school (not runners/sports shoes/pumps) Students must have separate school and P.E. shoes.

Runners may only be worn for sport or P.E.

Jewellery

Jewellery is limited to one ring, one pair of small earrings (one in each lobe) and one chain. No facial (brow/nose/lip/tongue) studs or rings are permitted. Students wearing additional jewellery will be required to remove it. In the interest of safety, no jewellery may be worn at P.E., Horticulture or for any practical classes. For reasons of hygiene and health and safety, short cut nails are mandatory.

9.1 Sanctions

1. Non uniform items may be confiscated and returned on student request after one school day.
2. Amber and Red marks will be given for breaches of the above rules.
3. Persistent disregard for the rules regarding dress and appearance may result in a range of sanctions up to and including suspension.

10 Health and Safety Regulations

Students must not behave in any way that might endanger the Health and Safety of any person in the school.

In particular:

- Students should take reasonable care to ensure their own safety and the safety of others.
- Students should familiarise themselves with emergency exit routes for each room that they use.
- Students should obey all safety instructions given by staff.
- Students must not interfere with any safety equipment such as fire extinguishers, alarm bells or fire hose reels.
- Students must not litter the school. Litter can be a serious health hazard.
- If a student needs to take medicine at school she must bring in a letter from her parent/guardian giving instructions for its use. Medicines, with the exception of an inhaler for asthma or medicine for any other allergy that requires immediate attention, must be left in Reception for safekeeping. Parents/Guardians of students with conditions such as serious nut or other allergy or diabetes should make arrangements to meet the Year Head to advise of the procedures to be followed in the case of an emergency. The school does not provide medication for students.
- Being under the influence of alcohol or illegal drugs on the premises, or while in school uniform, is strictly forbidden.
- Smoking is not permitted while on the school premises or while in school uniform, at any time.
- Being in possession of or supplying drugs is a serious breach of discipline.
- Sanctions up to and including expulsion will be applied for breaches of Health and Safety regulations

Parents/Guardians are asked to follow the school's road signs and not to drive into the main school yard. Students walk through the narrow passage between the yard inside the gates and the main yard. As the safety of students is of paramount importance we would appreciate your full co-operation in this matter.

11 School Property:

Any student who wilfully damages school property will be liable for the cost of repair.

12 Food and Drink

Our Lady's School has a healthy eating policy.

In order to keep our school environment at an acceptable standard, food or drink may only be consumed in designated rooms. Hot drinks and food served in the canteen must be consumed in the canteen.

Chewing of gum inside the school buildings or on school grounds is absolutely forbidden and will be deemed a breach of the code of behaviour.

13 Mobile Phones/iPod/Personal Music Players

1. During school hours students are only permitted to use their device for learning related activities at the specific instruction of the teacher.
2. Students may not use their devices at any time to record, transmit or post photos or videos of other staff or students unless given explicit permission to do so by a teacher.
3. Outside of the above conditions, students are not permitted to use their mobile phones at all during the day, including at break or lunchtimes. Please note that this includes receiving/sending messages and checking the time.

4. These devices may be kept in the student's locker or turned off in her bag.
They should not be carried by the student on her person.

13.1 Sanctions

1. Students who fail to comply with these rules will have their device confiscated for 1 day.
2. More severe sanctions may apply, if this is repeated.
3. Misuse will be dealt with in accordance with the school's Anti-bullying and Acceptable Use policies. These are available on the school's website or on request from Reception.

14 Personal Belongings

All books, garments, sportswear etc. must be clearly and indelibly labelled with pupil's name. Each student is allocated a locker and must keep all personal property locked in the locker. A spare key should be given in to Reception for safe-keeping, in an envelope, marked with student's name, class, locker number and location. The School accepts no responsibility for loss or theft of personal belongings. Students are responsible for the upkeep of their lockers. If a lock is faulty it is the student's responsibility to report the fault immediately to Reception so that it may be repaired. Large sums of money or valuables should not be brought to school.

15 Care of School Building and Property

- All are asked to keep the school premises clean and in good condition.
- Our school and grounds are Smoke Free Zones.
- Chewing gum, Tipp-Ex and laser pens are forbidden.

15.1 Sanctions

Any student who damages or defaces school or personal property, including lockers or who causes damage as a result of inappropriate behaviour, will receive a sanction and may be liable for the cost of repair.

16 Litter

Bins should be used for all rubbish. Litter can be a serious health hazard and is discourteous to others, especially to our cleaning staff.

17 Complaints procedure

The purpose of this complaints procedure is to provide a fair, consistent and equitable mechanism for processing complaints by Parents/Guardians or Students (who have reached the age of 18 years) in relation to the Code of Behaviour and its application.

1. Complaints and queries must be conducted through the appropriate channels in the school.
- 1.2. It is not appropriate to use social media for complaints.
- 2.3. Students may speak with their Form teacher or Year Head to raise a concern.
- 3.4. Parents must also follow the appropriate complaints procedures by making contact with the school Principal.
- 4.5. Failure to comply with the appropriate procedures is deemed as a serious breach of the Code of Behaviour

18. Appeals Procedure

Under section 28 of the Education Act, 1998:

- (a) The parent/guardian of a student or, in the case of a student who has reached the age of 18 years, the student, may appeal to the Board of Management against a decision of a teacher or other member of staff of a school.
- (b) Grievances of students, or their parent(s)/guardians relating to the students' school (other than those which may be dealt with under paragraph (a) or section 29), shall be heard.
- (c) Appropriate remedial action shall, where necessary, be taken as a consequence of an appeal or in response to a grievance.

Under section 29 of the Education Act, 1998, there are three contingencies in which the student (over 18) or the parent/guardian may appeal to the Secretary General of the DES, as follows:

- (a) where the Board permanently excludes a student from the school
- (b) where a student is suspended for a period of 20 days or more in one school year
- (c) where the school refuses to enrol a student

Such an appeal may only be made following the conclusion of any appeal procedures provided by the school in accordance with Section 28.

19. Modification Clause

The Board of Management in consultation with the school management team reserves the right to modify the details of the Code of Behaviour at short notice in response to events or circumstances that were not foreseeable when the code was being first drafted or subsequently reviewed.