



CODE OF BEHAVIOUR POLICY OF OUR LADY'S SCHOOL



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. 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 behavior. 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
Social Responsibility
Positive Leadership
Positive Attitude
Positive Contribution
Improvement in 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.

Sanctions

An Amber Mark signifies a minor breach of school rules and codes.

A Red Mark signifies a more serious breach of the school rules and code, necessitating the Year Head's attention.

A range of interventions may be used by the Year Head to assist positive student behaviour, including detention and community work.

The Year Head will give detention based on the number of amber and red marks accumulated.

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.

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.

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 for. 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.

Main School Rules:

1. Students are expected to be courteous, respectful and well-mannered to staff and other students.
2. Students are expected to work to the best of their ability.
3. It is a serious offence to misbehave in class and to interfere with the learning of other students.
4. Students are expected to comply in full with the school's uniform and dress code.
5. Students are required to follow all instructions given, in order to ensure their health and safety.

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. After-school supervised study facilities are available for 6th, 5th & 3rd Year students.

School Library Rules

1. No food or drinks 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 @ ourladylibrary.WordPress.com

Punctuality and Attendance

High standards of punctuality and attendance are of utmost importance. 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 should arrive before 8.20 a.m., in order to have time to get organized for the day. All late comers must swipe in at Reception and 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. This also applies to students arriving at the break between classes. It is expected that a student who is late will go to class as quickly as possible and make up any work missed.
3. 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 when payment for a replacement card has been made.

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. Where possible, any medical and dental appointments should be made outside of school hours.
3. 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.

NOTES

1. If a student is absent, an explanation of the reason for this must be given to the school. A phone message may be left or a written message may be handed in at Reception or given to the form teacher.
2. A student requesting permission to leave school before the end of the day, must present a written note, **in advance**, to her form teacher, for authorization. Before a student leaves, she must present the pre-authorized 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.

Sanctions:

1. A student receiving a late stamp must sign in, the following morning, at Reception, before 8.10. a.m.
2. If there is a reoccurrence, in any four week period, there will be a lunchtime detention, on the following Tuesday or Thursday.
3. Further sanctions include, after school detention and community work.
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 Attendance Officer.

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 anaphylaxis (nut 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.
- **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.**
- 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 or supplying drugs is a serious breach of discipline.
- Sanctions up to and including expulsion will be applied in these situations.

School Property:

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

Food and Drink

In order to keep our school environment at an acceptable standard, food or drink may only be consumed in designated rooms. Chewing of gum inside the school buildings or on school grounds is absolutely forbidden.

Mobile Phones/iPod/Personal Music Players

1. Students are not allowed to use these devices during the school day. Please note that this includes receiving/sending messages and checking the time.
2. 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.**
3. Students are not allowed to use mobile phones during the school day or on the school premises, for the following reasons:

Privacy

Mobile phones may be used to photograph, video and record people without their consent and to post that material on the internet. We hope to prevent this happening by banning the use of mobile phones during the school day.

Distraction

Mobile phones ringing during class time and students texting during class time distracts from the work of the class not only for the student using phone but for the class as a whole.

Unsociability

Using mobile phones/iPods during break or lunchtime is an unsociable activity. They prevent students in the school from talking to each other and taking part in other activities, at lunchtime and breaktime.

NB: In certain circumstances students may be given permission by their subject teachers to use their phones in class for specific educational purposes.

Sanctions:

Students who fail to comply with these rules will have their device confiscated for 3 days. More severe sanctions may apply, if this is repeated. 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.

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.** If a student causes damage to a locker she will be responsible for the cost of repair. Large sums of money or valuables should not be brought to school.

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

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.

Code of Discipline

The Code of Discipline 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.

Points of Information regarding the Code of Discipline:

1. Students are entitled to a 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. A 'mark' will be given for incidences such as misbehaviour, breaking of school rules or failure to produce homework.
4. A student who received 2 – 3 marks is automatically registered for detention.
5. Automatic detention will be given for a serious breach of discipline.

After School Detention/Suspension

Detention is a vital component in the discipline code 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.

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:

- (i) where the Board permanently excludes a student from the school
- (ii) where a student is suspended for a period of 20 days or more in one school year
- (iii) 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.

Modification Clause

The Board of Management of this school **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.**