

# **Loreto College Swords**

## **Mission Statement**

The Principal and Board of Management support teachers in their efforts to create a positive teaching and learning environment in the school. The school seeks to promote partnership and communication between home and school through information sessions and meetings with parents and guardians. The school also wants students to participate in activities so that they may feel a sense of belonging to the school, develop socially and build positive relationships with students and teachers alike.

In Loreto College we aim to create a safe and caring environment for staff and students. Students are encouraged to develop a sense of personal responsibility for their own behaviour and to respect the needs and safety of others. Values such as courtesy and thoughtfulness should influence the behaviour of students at our school. In the spirit of justice and in the interest of co-operation and positive relationship students should exercise self-discipline and respect for others. The Code of Behaviour is drawn up in consultation with students, staff and parents and ratified by the Board of Management.

## **CODE OF BEHAVIOUR**

The Code of Behaviour is a guideline for expected standards of behaviour which we believe will allow the school to function in an efficient manner for the benefit of the whole school population. The Code of Behaviour aims to encourage positive behaviour. The primary purpose of the school is to create conditions and an atmosphere where efficient teaching and learning can take place. The guidelines relating to behaviour best reflect the expectations within which the school can operate to achieve these goals.

There are many different elements to the Code of Behaviour. Punctuality, notes for absences and procedures for permission to leave the school, uniform, general behaviour, manners, respect, how we treat each other, the importance of homework and study and use of mobile phones, are all covered in the Code. There is also a section dealing with the school environment, including respect for school property.

It is the responsibility of students to observe school standards, to engage with the learning process and to treat other students and teachers with respect and courtesy. Staff will endeavour to implement the Code of Behaviour in a fair and consistent manner.

## **Our Values**

Underpinning the ideal of good behaviour is the value of respect. In **Loreto College, Swords** we place particular emphasis on:

- 1. Respect for Loreto ethos and tradition**
- 2. Respect for ourselves and wider school community**
- 3. Respect for our school and its environment**

**1. Showing respect for Loreto ethos and tradition means that:**

- a) I respect the Catholic ethos of our school
- b) I respect all denominations and traditions equally

**2A Showing respect for myself means that:**

- a) I develop my talents to the best of my ability.
- b) I behave myself properly in school and follow instructions issued by staff members.
- c) I develop a sense of personal responsibility. This means that I am organised and have all materials necessary to work in school, have homework completed and I am on time for all my classes each day

**2B Showing respect for the wider school community means that:**

- a) I do my work to the best of my ability and allow others to do the same
- b) I work quietly and listen to the person speaking at any one time.
- c) I sit at my assigned desk and take out my journal, materials, books etc
- d) I raise my hand and wait for teacher's attention if I have a question or comment.
- e) I enter and leave the classroom in an orderly fashion
- f) I walk to the right hand side as I pass other students and also while on the ramps and back stairs. The middle stairs is for students walking downwards only.
- g) I only go to my locker at specified times i.e. before and after school and at little and big breaks during the school day
- h) I respect everyone and their property and treat others as I would like them to treat me.
- i) I recognise and appreciate the role of adults in the school community: I greet them on the corridor and allow them through a doorway before me.
- j) I do not tolerate any form of bullying and I follow the school guidelines in relation to protecting those whom I suspect are being bullied

**3 Showing respect for our school and its environment means that:**

- a) I am in full uniform each day in school and also when travelling to and from school
- b) I remain on school premises at all times. I may only leave the school with the permission of my Year Head, Deputy Principal or Principal or at lunchtime with a lunch pass.
- c) I must hand in a blue slip and notify the office when leaving and swipe in on return.
- d) I explain absences from school with a letter from my parents/guardians to my Tutor
- e) I follow all break-time and lunchtime regulations.
- f) I leave the classroom clean and tidy, I do not eat in any carpeted area and I tidy up after myself at break and lunch times and by placing litter in the bins provided
- g) I avoid causing unnecessary work for those who care for the school by avoiding causing litter and not defacing or damaging school property.

**Signature:** \_\_\_\_\_

**Class:** \_\_\_\_\_

## Notes

### Attendance

An explanatory note from parents is required if a student is absent from school or is prevented from doing homework for any reason. The absence note should be brought in on the day the student returns from school. **If it is felt that the absence will be more than 2 days, parents are asked to telephone the school.** A note in advance to the Year Head is required for permission to leave school to attend medical/dental appointments.

### Leaving School

In the event of a student becoming ill during the school day she is requested to get permission from her teacher to go to her Year Head. If it is felt that the student would benefit by going home the Year Head will telephone the parents/guardians concerned.

### **Students must not telephone home themselves or leave without school permission.**

Students may be allowed to leave class but only with permission from the teacher of that class.

### Punctuality

All students must swipe in twice daily – before 9.00 am and at lunchtime. Any student who presents herself late to school must sign in and swipe in at the front desk. Notes excusing lateness are to be left in the late box. Two lates in any week (with no explanation), including lateness to class, will merit detention.

**If a student is not returning or fails to return to school after lunch a parent/guardian is obliged to inform the school concerning the absence by phone on the same afternoon.** Failure to do so will be regarded as mitching and the appropriate sanction will be applied.

### School Journal

The journal is the official means of communication between parents/guardians and the school. Students must have the journal at all times in school. The journal must be used appropriately. It may be reviewed by a staff member at any time and parents/guardians are requested to monitor it each week.

### Uniform and Appearance

Students are representing their school when in uniform. The school uniform as listed must be worn at all times, including going to and from school and also to all school related events, unless otherwise specified. All items should be clearly labelled.

### Uniform Regulations

School jumper is green (juniors) or navy (seniors). School skirt is to be worn to the required length. Shoes are to be black/navy, (not canvas). Only school scarf and jacket/coat are to be worn to and from school.

### Jewellery:

- \* Maximum of one pair of neat earrings that comply with Health & Safety Regulations
- \* One Watch
- \* Two neat rings
- \* One bracelet

**Note:** Facial and tongue piercings will not be accepted at any time.

Unconventional hair colouring is not acceptable. Non specified jewellery will be confiscated. Jackets, scarves or hats must not be worn in class or on corridors.

Excessive face and eye make-up is not acceptable. Coloured nail varnish is not acceptable.

#### **i. PE Uniform**

Students wear PE uniform for PE only. Students change into PE uniform at start of PE class and back to school uniform at end of PE class, unless otherwise instructed. Students may wear PE uniform to and from school only if PE class is timetabled for 1<sup>st</sup> period or last period of the day.

#### **ii. Match Days**

- If match is in the morning after break time, change at morning break
- If match is in the afternoon, change at lunchtime
- For after school training change at end of day

#### **Prohibited/Restricted Items**

- a) All illegal and recreational substances
- b) Alcohol
- c) Tobacco
- d) Any offensive/dangerous items capable of causing injury
- e) Mobile phones/ipods etc (as per policy on mobile phones)
- (e) Tippex (bottles)
- (f) Aerosols (spray)
- (g) Chewing Gum
- (h)

Mobile phones should be switched off during class times. Failure to do so may result in the phone being confiscated and returned as per policy on mobile phones.

#### **Breaktime/Lunchtime**

- Food is only to be consumed in designated areas
- Eating is forbidden in classrooms, all carpeted areas and during class time
- Bottled water may be consumed in all areas of the school building but drinking is forbidden during class time
- 6<sup>th</sup> year students are allowed to go outside school grounds at lunchtime
- Students with a lunch pass may go home (see notes relating to lunch passes)
- A clean up rota will be posted weekly which will promote a litter free school.

#### **Student Property**

Students are responsible for their own property and must ensure that their lockers are locked. Money or valuables should not be left in coat-pockets, bags or lockers. All items of uniform, (including PE uniform), and books should be marked with the owner's name in a number of places. The school does not accept responsibility for articles lost, stolen or damaged in school.

#### **School Internet Usage**

Refer to Internet User Acceptable Policy

## Our Rewards

We encourage behaviour which is positive and which promotes the values of respect for ourselves and for those around us as defined in our Code of Behaviour. We acknowledge

- good work ethic
- good presentation of work and appropriate behaviour in class
- students being caring or helpful to those around them
- students showing initiative to promote a better school or to help those less well off in our community or in response to national/international events
- students who perform well or who win recognition in their hobbies or chosen sport
- students who perform well in State and school examinations

We will praise, encourage and acknowledge students by giving verbal praise, writing positive comments in copies, informing parents by sending notes home in journal or by phoning parents, by displaying students' work in class and/or on the school corridor, through announcements via the school intercom and/or plasma notice-board. Student input is also expected when working with the teacher in the formulation of classroom rules, election of class representatives and other appropriate classroom initiatives.

We will reward class behaviour and good work by showing DVDs appropriate to their subject area and by playing subject related games or competitions. Where there are related exhibitions or displays, areas of geographical or historical interest or plays, performances and films, students may be brought to these events. Speakers or guest artists may also be invited to the school to reinforce students' learning.

We invite parents to the school for evening displays of students' work, e.g. Transition Year Awards night or for displays of students' artwork and also during the performance of the school concert. We present students with certificates and badges at the beginning and end of year as part of formal school recognition events.

Students are given formal recognition within the school through the 5<sup>th</sup> and 6<sup>th</sup> Year Leadership Committees, the Student Council, by election of class representatives and through membership of the Arts, Sports and Catering Committees and by acting as assistant librarians to help the chief librarian and members of the library committee.

Photographs and articles relating to achievements will be displayed within the school and these will be sent to local newspapers.

### **Peer Support and Education**

Senior students support teachers and the Principal and Deputy-Principal during the school day and during parent-teacher meetings through their membership of the Leadership Committees. Younger students are supported through the 'Big Sister' programme. The Student Council provides a forum through which student issues may be addressed. Elected representatives are expected to report to their individual class on the work of the council and are available to students who wish to bring matters to the attention of the council. A Morning Prayer group, run by students, is set up each year by the School Chaplain.

The School Code of Behaviour is made available to parents at their first meeting in Loreto College.

**The school Code of Behaviour is available to all students in their Homework Journals.**

## **SANCTION PROCEDURES**

All disciplinary procedures are dealt with in the light of the Loreto ethos. Sanctions imposed are designed to modify behaviour and to assist in the personal development of the student. The aim of the following sanction procedure is to ensure that incidents can be dealt with in a manner which is fair and effective.

1. Each teacher is responsible for discipline within his/her own classroom. Routine reprimanding by the teacher in charge of class will be the general procedure for minor incidents of indiscipline. The teacher may, additionally, depending on the offence, assign extra work and /or relocate the student within the classroom
2. If no meaningful improvement occurs the class teacher may bring the matter to the attention of the Year Head who may impose further sanctions e.g. verbal warning, penalty sheet, move student from class, progress report sheet and any other appropriate sanction
3. Should further disciplinary action be necessary, the Year Head may put student 'on report' and notify parents. The Deputy Principal will be informed.
4. Should a student be put "On Report" a second time, parents will be asked to come to the school to discuss their daughter's behaviour with the Deputy Principal and Year Head.
5. Further indiscipline may result in the matter being referred to the Principal. The Principal may:
  - a. Request the parents to give in writing an undertaking on behalf of the student of future good behaviour
  - b. Request a similar undertaking from the student.
  - c. Impose written conditions on the student remaining in the school.

A warning will be given that suspension from school could be the next step, should no improvement occur.

6. Should the Principal, having consulted with relevant staff, decide that suspension for a defined period is called for; the parents shall be informed in writing:
  - a. Of the reason for suspension.
  - b. Of the period of suspension.
  - c. That the pupil will be regarded as being in the care of the parents from the end of the school day in which the suspension period has been agreed.At the end of the period of suspension, the Principal will review the situation, and decide the conditions under which the pupil will be allowed to return to the school. The School Board of Management shall be informed.
7. The Principal reserves the right to suspend a pupil for a single serious breach of discipline.

It is envisaged that most behavioural problems will be satisfactorily dealt with through the procedure outlined in steps 1 to 7. However serious misconduct by a student may require a particular immediate sanction.

8. Finally, in the event of the imposition of exclusion, the rules of Natural Justice shall be adhered to. Pupils and parents will be given an opportunity to respond in their own defence, prior to any decision being made.