



LORETO COLLEGE ST STEPHEN'S GREEN **CODE OF BEHAVIOUR**

Introduction

This policy was drawn up in consultation with all the school partners, including Board of Management, staff, parents and students and relates to all school activities both during and outside of normal school hours. In it we visualize the school as part of a living society.

Its principles stem from the mission statement of the Loreto Order, which highlights the importance of school life in developing the ability to be a caring, trusted member of society: "Each student is challenged to realise her full potential and to recognise the dignity of each human being".

Mary Ward believed in an integrated community of mutual respect. She urged its members to "be seekers of peace and doers of justice" aiming for the goals of "freedom, justice, sincerity and joy" through courtesy and co-operation.

The aims of our code of behaviour are:

- To create a safe, secure learning environment for students by promoting a sense of mutual respect among all members of the school community.
- To recognise and respect the potential of each individual: spiritual, emotional, intellectual and physical.
- To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.
- To acknowledge that everyone has a shared responsibility in the continued growth and development of the school.
- To promote good behaviour and self-discipline and to outline the ways in which they are acknowledged.
- To outline the strategies to be used to prevent behaviour that falls short of expectations and to outline the structure of fair, consistent and agreed sanctions that will be used in response.

Students of Loreto College St. Stephen's Green are expected to observe the Code of Behaviour at all times while on school property, while traveling to or from school and while participating in any school related activity.

1. Regular attendance

Students are expected to attend school as outlined in the school calendar and to attend all classes. Attendance at school promotes a positive environment for learning and personal development and enhances each student's ability to achieve her full academic potential and to benefit from all school activities and support initiatives.

Students should attend school on Monday, Wednesday and Friday between 8.55a.m. and 3.20 p.m. and on Tuesday and Thursday between 8.55a.m. and 4p.m. If a student is absent, a note of explanation from the parent/guardian is required on the student's return to school in accordance with the Education Act 1998.

A teacher's permission is required for any absence from class.

Students must register daily attendance using the 'Anseo' swipe system. Failure to do so impedes record-keeping and health and safety procedures.

Students from first to fifth year are not permitted to leave the school grounds during school hours. Any student who needs to leave school early must present a note at Reception from a parent/guardian giving permission to do so. The note must be countersigned by the Year Head. Before leaving the student will be asked to sign out.

Sixth Year students may sign out at lunchtime and sign in on their return.

2. Punctuality

Students are expected to be punctual for school and for classes. In addition to being essential for the efficient running of school, learning to be punctual is an essential life-skill and is expected in the workplace. Late-coming is inconvenient for all members of the school community and will incur sanctions.

3. Work Habits

It is imperative that students be adequately prepared for each class. This entails having the correct course material or textbook, and having any assigned homework completed prior to the class.

Learning to complete homework tasks satisfactorily is an extremely important part of school life. Most importantly, it allows the class as a whole to make successful progress. It also ensures maximization of personal academic potential and is a vital element of personal development. In future educational and work settings, learning to complete projects and adhere to deadlines is essential.

Each student is assigned a school journal at the beginning of the school year. It is important to note that this is not for the personal use of the student, but is rather a means of communication between student, teacher and parent. The school journal should be treated with respect and each student must have it in class with her every day and available for inspection at all times.

Academic honesty is central to the work ethic of the school. Students are expected to submit work which is their own composition.

Students are also expected to behave with integrity when working with computers in the school. Use of school computers is intended for training and research purposes only and students are prohibited from using computers for personal recreational use or from tampering with computer software in any way¹.

Use of information technology in bullying or defaming any member of the school community will incur sanctions, as will any misuse of technology that brings the school into disrepute.²

¹ Reference should be made to the "acceptable use" policy which is available on the school website.

² Reference should be made to the anti-bullying policy which is available on the school website.

4. Personal Safety

It is essential that students take very seriously their responsibility for their own safety and for the safety of others. Students must not behave in any way which results in discomfort, or upset to those around them. These principles are central to basic concern for others and form the basis of a caring, civilised society.

Students are strictly forbidden to enter St. Stephen's Green or Iveagh Gardens at any time during the school day or while wearing the school uniform.

Students must take instructions from an adult or prefect in charge with regard to their personal safety. This would include instructions given during a fire drill and instructions regarding the appropriate use of seatbelts on buses.

Students must use pedestrian crossings on approaches to the school.

5. Respect

It is both kind and thoughtful to treat others with respect. It is expected that students treat their fellow students, staff and guests with respect. Students are expected to take direction and instruction from all staff members and from those in a position of leadership, while at school, outside school while in uniform and during school-related activities.

Appropriate and respectful behaviour should be displayed during Morning Reflection, announcements and assemblies.

Respect for the school premises and property is expected at all times. Chewing gum on the school premises is strictly forbidden, as is any form of graffiti.

At this school we strive to create the best environment for learning and for the growth and development of each student. As a caring school community, we hold that all cruel and abusive behaviour, which is persistent and pervasive, is unacceptable and repugnant to the ethos of the school.

Bullying is the ultimate breach of respect.³

Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others and has no place in this school.

Bullying behaviour, by its very nature, may cause personal psychological harm and damage to the educational process.

6. Smoking

Smoking is prohibited on the school premises, when students are involved in school-related activities or while wearing school uniform.

Smoking is extremely detrimental to health.

7. Alcohol and Illicit Drugs

Students are prohibited from the possession or consumption of alcohol and from being under the influence of alcohol while on school premises, when students are involved in school-related activities or while wearing school uniform.

³ Reference should be made to the Anti-Bullying Policy which is available on the school website

Use, possession of, or dealing in illicit drugs by students on the school premises, while involved in school-related activities or while wearing the school uniform, are strictly forbidden.

Any of the above activities will result in immediate suspension and may warrant expulsion.

Excess alcohol intake and abuse of drugs is detrimental to health and to academic success. Use of, possession of and trafficking in illicit drugs is prohibited by law.

In order to promote and nurture a safe environment, students aware of any breach of the above rules should bring it to the attention of the school management. Any such information would be regarded as confidential.

8. Uniform and Appearance

It is essential that students maintain a high standard of personal appearance when wearing the school uniform.

Hairstyles and choice of jewellery should reflect this principle. Hair colour must be a natural shade and the wearing of earrings should be confined to a single small pair, worn on the lobes.

The wearing of make-up or nail varnish is forbidden, with the exception of sixth years who may wear discreet make-up.

Appropriate flat black, brown, maroon or navy leather shoes must be worn. Runners must only be worn during P.E and sports unless a certified medical reason is given.

All items of uniform must be marked clearly with the owner's name.

The uniform should be clean and in good repair. Appropriate protective clothing must be worn during Art, Home Economics and Science practical classes.

The decision of the Principal or Deputy Principal will be final in the interpretation of the rules in relation to Uniform and Appearance.

9. Mobile Phones and Personal Audio Equipment ⁴

Students are discouraged from bringing expensive personal items to school.

If a mobile phone is brought to school, it must be switched off and stored in a locker during class-time. Any loss or damage to these items is the responsibility of each student.

The use of camera-phones is strictly prohibited on school grounds, or during any school-related activity.

The Promotion of Good Behaviour

The quality of relationships between teachers and students is one of the most powerful influences on student behaviour. At Loreto College St. Stephen's Green we aim to foster mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment and fairness. The quality of daily interactions both inside and outside the classroom is central to our efforts to promote good behaviour. In addition the school has in place, a variety of rewards to recognize and ostensibly mark achievements and efforts across the full range of school activities.

⁴ Reference should be made to the mobile phone policy which is available on the school website.

Rewards include:

- a quiet word of acknowledgement for a student by a teacher
- praise for effort, participation or achievement in class
- a positive note in the student's Journal to be signed by a parent or guardian
- certificates posted home to recognize excellent punctuality
- a special mention by the Year Head at weekly assembly
- special mention of an individual or a group on the daily intercom announcements or the interactive noticeboard.
- the awarding of badges to mark special responsibility in areas such as sport, music and social justice.
- commendation and the presentation of certificates at the May Year Group Assembly to mark participation, effort and achievement
- the award of prizes for outstanding achievement or contribution to school life at the annual Prizegiving day

Sanctions

At Loreto College St Stephen's Green we understand that in the real world of a school, on occasion, students will fall short of what is expected of them in terms of behaviour. A system of sanctions is in place. The aim of any sanction is, firstly, to bring about a change in behaviour. The sanction may also reinforce the boundaries set out in the Code of Behaviour and may signal to other students and staff that their well-being is being protected.

Sanctions include:

- verbal reprimand
- removal from a group within a classroom
- being sent to Reception to rectify breaches of the school uniform code with an appropriate donation to charity
- withdrawal of privileges
- being asked to carry out a useful task in the school in the student's free time
- use of the ladder of referral i.e. to the Year Head, to the Deputy Principal, to the Principal who decide on appropriate action
- short detention for a period during the lunch break
- Saturday morning detention
- being withdrawn from a particular class or peer group for a short period
- meeting with parents to outline the difficulties and to discuss strategies for improvement
- Being suspended from school for a limited number of days at the expiry of which the student returns to school and is facilitated by the pastoral team in reintegrating. Students may be asked to furnish a written commitment to improved behaviour and will always be assured of the opportunity for a fresh start. Suspension may be imposed when the Principal is satisfied that it is warranted by a single very serious offence or where other sanctions have failed to deal satisfactorily with repeated misbehaviour⁵.
- Being expelled from school.⁶ In the case of very extreme behaviour the Board of Management may decide to expel a student.

The Code of Behaviour was drawn up in consultation with teachers, students and parents/guardians. It was ratified by the Board of Management at its meeting of April 2011. It will be reviewed yearly with a major review in 2016.

⁵ See Suspension and Expulsion Policy which is available on the school website.

⁶ *ibid*