



St. Louis High School CODE OF BEHAVIOUR



Mission Statement

St Louis High School is a dynamic centre of learning where we foster a happy and secure environment. We nurture creativity and embrace diversity while building on our rich traditions in an atmosphere of generosity. We share in the journey towards deeper understanding in this complex world.

The standards of behaviour that shall be observed by each student attending the school.

Students will at all times show respect for themselves, all members of the school community and its environment.

As a school community we aim to create a positive learning environment. The purpose of the Code of Behaviour is:

- To make school safe for all
- To ensure effective teaching and learning
- To facilitate academic success for students
- To allow for the holistic development of students

Code of Behaviour – Rewards

By observing the standard outlined in the code of behaviour students will:

- Receive positive written and oral comments and special awards (eg. reports, comment book – pink pages etc.)
- Achieve academic success
- Feel safe and secure
- Enjoy good relationships
- Be good ambassadors for their families and the school

The following rules are to be observed:

1. Students are courteous in their dealings with others. Rough play, offensive language and any other form of bullying are strictly forbidden.(refer to SLHS Anti-bullying policy)
2. Only school uniform as listed in the school journal to be worn, including P.E. uniform. Only flat or low-heeled black shoes may be worn (navy Dubarry-style shoes are acceptable). Canvas shoes are unsuitable. Excessive jewellery is not allowed. One small pair of earrings and one ring only permitted. No additional piercings are allowed. Hair colour must be

natural. Unconventional styles are not allowed. The school authorities are the arbiters of acceptable hair styles. In relation to make up, the discreet use of light foundation is allowed in senior cycle only. ***No other make-up, fake tan, false nails or nail varnish may be worn while in school uniform or on school activities.***

3. Students represent the school to the wider community. Any behaviour at any time that impacts negatively on the operation of the school is subject to sanction.
4. Students are required to be punctual for class and registration. Any pupil arriving late for registration must have her journal stamped.
5. School property and the property of others are to be respected at all times.
6. Smoking and other substance abuse are strictly forbidden (refer to substance use policy)
7. Students are required to keep their classroom and the school clean. Littering, eating on corridors or outside allocated areas is not allowed.
8. Chewing gum and the use of corrective fluids e.g. Tippex and aerosol sprays are prohibited.
9. Students should move quickly and quietly, keeping to the right on stairs and corridors. Do not run.
10. Mobile phones or other electronic devices must be switched off and out of sight while on the school premises and on school activities (eg. trips, swimming pool etc. this list is not exhaustive). The use of such devices is allowed at break time 10.40-11.00 and lunchtime 13.00-13.40 and only with the express permission of the subject teacher within class to support teaching and learning. If these devices are used at unauthorised times, they will be confiscated for 3 school days by arrangement with the school Principal and will incur a detention organised by the Year Head. The phone will be returned to the student at the end of each school day. No photographs can be taken or recordings – video or audio – made without the individual's permission. Instances where students use mobile phones or other electronic devices to bully other students or send offensive messages or calls will not be tolerated. They will be investigated under the Anti-Bullying policy and appropriate sanctions will be imposed.

Good classroom behaviour is essential for a healthy learning environment in which each student may develop her full potential.

1. Students should arrive on time, prepared for class, with books, copies and other equipment as required. They are not allowed to leave the class except in exceptional circumstances as permitted by the teacher.
2. Homework is to be done and journals used to record homework assignments.
3. Students co-operate with teachers and participate in class in order to develop their potential.
4. Any behaviour, which disrupts the work of others, is not acceptable.
5. Students must exercise self-control and be considerate to others at all times.
Co-operation between home and school is an essential element in the full development of the student.

Parents are requested to note the following guidelines:

1. Students must have and use their official school journal at all times which Parents / Guardians sign at the beginning of the School Year.
2. Parents / Guardians must explain all absences in writing in the school journal on the day the pupil returns to school.
3. Parents are requested to check the journals frequently and use them to communicate with staff.
4. ****Personal belongings must be clearly marked with owner's name**.**
5. Parents / Guardians are to inform class teachers in writing when students may have to leave school for any reason.

6. A current daytime contact number is to be provided. It is the responsibility of parents/guardians to notify the school promptly of a change of personal details.
7. No pupil may leave the school premises without permission and without signing out in the office. In the event of accident or illness, parents / guardians will be contacted and informed. It is the responsibility of the parent/ guardian to collect the student or make the necessary arrangements. Please see our Attendance and Participation policy.
8. Parents /Guardians are expected to attend all meetings relevant to their daughter as per the school calendar.
9. Parents wishing to contact a teacher should make an appointment through the school office.
10. Family holidays should take place outside the school term. Full and punctual attendance at all classes is essential if students are to achieve their full potential. Absences will be notified to the Education Welfare Board in accordance with the Education Welfare Act 2000.
11. We recommend that medical/dental appointments be made for after school hours. When this is unavoidable, a written note in the journal should inform the class teacher.

SANCTIONS

The purpose of a sanction is to bring about a change in behaviour by:

- helping students to learn that their behaviour is unacceptable.
- helping them to recognise the effect of their actions and behaviour on others.
- helping students, in ways appropriate to their age and development, to understand that they have choices about their own behaviour and that all choices have consequences.
- helping them to learn to take responsibility for their behaviour.

A sanction may also:

- Reinforce the boundaries set out in the code of behaviour.
 - Signal to other students and to staff that their wellbeing is being protected.
- In instances of more serious breaches of school standards, sanctions may be needed to:
- Prevent serious disruption of teaching and learning
 - Keep the student, or other students or adults safe.

List of Sanctions:

- 1. Verbal reprimand by staff member**
- 2. Comments book:**
 - The comments book is used for both positive and negative comments. The pink pages are for the positive remarks and the white pages for negative.
 - The comments book is analysed at least once a week.
- 3. Removal from class activity**
- 4. Withdrawal from lesson (under supervision)**
- 5. Detention**

- If three negative comments appear in one week or five in a month the student is put on detention.
- Serious incidents such as mitching from class may result in straight detention or suspension.

The Year Head is responsible for assigning students to detention.

- Detention for behaviour takes place on a Wednesday afternoon 3pm to 4.30pm. Students have to be present in full school uniform and are given work to do.
- Only valid reasons for non-attendance at detention will be accepted, for example family bereavement or a medical reason
- Non-attendance or unacceptable behaviour during the detention may warrant external suspension with work.
- Following three detentions in a term, the parents must meet with the Year Head and the Principal/Deputy Principal. The Board of Management will be informed of the name of the student and of their behaviour record.
- Following the fourth detention in a term, the Parent/Guardian of the student will be asked to meet with a representative of the Board of Management, the Principal or Deputy Principal and the Year Head. Following this meeting a contract of behaviour may be drawn up which has to be signed by the student and their Parents/Guardian.
- Students may also be put "*on report*" to promote good behaviour. This means that each subject teacher is required to sign a form commenting on the behaviour of the student in each class. This procedure is organised and monitored by the Year Head.
- Continued misbehaviour while on report may result in further disciplinary action, for example suspension.

6. Suspension

- Behaviour that is persistently disruptive to learning or potentially dangerous is regarded as a serious matter and will result in suspension.

There are two types of suspension: internal and external. Students are suspended for serious breaches of the Code of Behaviour.

INTERNAL SUSPENSION

The Principal, in conjunction with the Year Head sanctions internal suspension.

This operates by removing a student from normal classes. She then attends supervision or accompanies a teacher to his/her classes for the day. She will be assigned appropriate school work.

EXTERNAL SUSPENSION

The Principal, in conjunction with the Year Head sanctions external suspension. Students are given work to do and have to present this, signed by the parent or guardian, to the Principal/Deputy Principal on return to school.

8. Expulsion

Expulsion is only resorted to in the most extreme cases of indiscipline and only after every effort at rehabilitation has failed and every other sanction has been exhausted.

This may arise when the Board of Management makes a decision to permanently exclude a student from the school, having complied with the provision of Section 24 of the Education Welfare Act 2000.

The decision to expel a student rests with the Board of Management.

Students and parents have the right to appeal this decision under Part V1 of the Education Act (1998) Section29

I understand and accept this Code of Behaviour and other policies listed on our website and which are available in the school office

Signed 1. _____
Parent.Guardian

2. _____
Parent/Guardian

Signed _____ Date _____
Student

Signed _____ Date _____
Year Head

Signed _____ Date _____
Class Teacher

Reviewed and ratified by the Board of Management, June 2015

Signed: _____ Date: _____
Chairperson of SLHS Board of Management

Signed: _____ Date: _____
Principal - SLHS