



St. Louis High School CODE OF BEHAVIOUR

Mission Statement

*St Louis High School is a dynamic community of learning
where we aspire to foster a happy and inclusive environment.
We nurture creativity, embrace diversity and cherish our values
while building on our rich traditions
in an atmosphere of respect, gratitude and generosity.
As active global citizens we share in the journey
towards a deeper understanding of and engagement in our complex, ever-changing and
inter-dependent 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
- To foster an atmosphere of mutual respect
- To nurture the wellbeing of all members of the school community

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, VS Ware positive behaviour comments)
- 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, polite and respectful in their dealings with others. Rough play, offensive language, disrespectful and hurtful behaviour including name-calling eg such as using 'gay' as a pejorative term and any other forms of bullying are strictly forbidden. (refer to SLHS Anti-bullying policy).
2. Unacceptable behaviour includes disrespect towards those groups protected under the equality legislation. It is unacceptable to be disrespectful about someone's gender, sexual orientation, religion, age, disability, race, membership of the Traveller community, family status or civil status.
3. Only school uniform as listed in the school journal **and on the school's website** to be worn, including P.E. uniform.
 - (i) **Only flat or low-heeled black shoes** may be worn (navy Dubarry-style shoes are acceptable).
 - (ii) DocMartin boots are not permitted, and canvas shoes are unsuitable. Excessive jewellery is not allowed.
 - (iii) One small pair of earrings, a discreet, transparent nose piercing (side of nose) are permitted.
 - (iv) Hair colour must be natural. Unconventional styles are not allowed. The school authorities are the arbiters of acceptable hair styles.
 - (v) In relation to make-up, the discreet use of light foundation is allowed in senior cycle only. No other make-up or fake tan are permitted.
 - (vi) False nails may not be worn while in school uniform or on school activities on the grounds of health and safety.
4. Students represent the school to the wider community. Any behaviour at any time that impacts negatively on the reputation or operation of the school is subject to sanction.
5. Students are required to be punctual for class.
6. All students must swipe in with their ANSEO card for registration. Any pupil arriving late for registration must have their journal stamped.
7. School property and the property of others are to be respected at all times.
8. Smoking, vaping and substance abuse are strictly forbidden (refer to substance use policy)
9. Students are required to keep their classroom and the school clean. Littering, eating on corridors or outside allocated areas are not allowed.
10. Chewing gum and the use of corrective fluids e.g. Tippex and aerosol sprays are prohibited.
11. Students should move quickly and quietly, keeping to the right on stairs and corridors and should not run.
12. Mobile phones or similar electronic devices must be switched off and out of sight and must be kept in lockers or school bags whilst in school and not kept on a student's person – eg. in jacket, shirt, skirt or tracksuit or trouser pockets 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 only allowed to be used 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 on the day of the offence but returned at the end of the school day. The sanction for this initial infringement will be a straight detention. The Year Head will consult with parents/guardians to agree a date. A letter informing parents/guardians of the sanction will be issued and will require a signed acknowledgement of receipt of same. Repeated infringements of this mobile phone policy will result in suspension (internal/external). 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. Please note that the school is not responsible for the loss or damage to mobile phones. We strongly recommend that all phones should have a strong protective cover and **a tracking app installed**. Please see the school’s Mobile Phone/Similar device use Policy for further details.

- 13. In light of the recent COVID-19 Pandemic, if there is a cause for concern again in this regard, students will be required to adhere to all regulations in school which will be put in place to ensure the health, wellbeing and safety of all operating in the building. This will include abiding by and respecting any social distancing guidelines, guidance on handwashing, use of sanitiser, use of PPE where appropriate, cough and sneeze etiquette etc. Breaches of these regulations, which could place other people’s health at risk, will be dealt with on an individual basis in consultation with school management. They will be viewed as a breach of the Code of Behaviour policy and sanctions, where appropriate, may need to be applied.*

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. In the spirit of the wellbeing indicators, students should take responsibility for their behaviour, learning and active engagement in class activities. They are not allowed to leave the class except in exceptional circumstances as permitted by the teacher. **Classroom passes will be issued to students by their subject teachers.**
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 to support the full development of the student.
6. Students must take responsibility for their own textbooks, books and copies. Lockers are provided to store textbooks, books and copies. Students must supply their own lock. Supplies (textbooks/workbooks/books/stationery) provided under the Junior Certificate Schoolbooks scheme, if lost or misplaced, must be replaced by the student themselves. **The school will not replace lost or misplaced items under this scheme.** Schoolbooks under this scheme will have to be returned at the end of the school year and students must ensure that school textbooks and books are returned in good condition.

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 or on the school app.

3. Parents are requested to check the journals frequently. We ask parents/guardians to use the school app or school journal to communicate with staff.
4. ****Personal belongings must be clearly marked with the owner's name****.
5. Parents / Guardians are to inform class teachers in writing when students may have to leave school for any reason either on the school app or in the school journal.
6. ***Parents/Guardians are requested to ensure that their daughter has a lock for their locker.***
7. 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 and contact details.
8. 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.
9. Parents /Guardians are expected to attend all meetings relevant to their child as per the school calendar.
10. Parents wishing to contact a teacher should make an appointment through the school office.
11. 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.
14. We recommend that medical/dental appointments be made for after-school hours. When this is unavoidable, a written note in the journal or message in the school app should inform the class teacher or year head.

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. **VS WARE Behavioural Comments section**
 - The behaviour comments section is used for both positive and negative comments.

- The behaviour comments section is analysed at least once a week by the year head.

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 missing from class may result in straight detention or suspension.
- **Breach of Mobile Phone policy (first offence) will result in straight detention.**

The year head is responsible for assigning students to detention.

- Detention for behaviour takes place on a Tuesday afternoon 3.20pm to 4.20pm. Students must be present in full school uniform and are assigned work.
- 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.

7. 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. The student then attends supervision or accompanies a teacher to his/her classes for the day. The student will be assigned appropriate schoolwork.

EXTERNAL SUSPENSION

The principal, in conjunction with the year head sanctions external suspension. Students are assigned work and must present this, signed by the parent or guardian, to the Year Head/Principal/Deputy Principal on return to school.

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 decides 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/guardians 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 _____
Student

Date

Signed _____
Year Head

Date

Signed _____
Class Teacher

Date

Reviewed and ratified by the Board of Management on June 17th 2024

Signed: Patricia Bourden Date: 17-06-2024
Chairperson of SLHS Board of Management

Signed: Cliona McDonough Date: 17-06-2024
Principal - SLHS