**CODE OF BEHAVIOUR 2023-2024**

**Preamble**

Loreto College, Crumlin Road, founded in 1930, is part of a worldwide network of schools.

The early directives, which date back to the seventeenth century emphasise the importance of:

* respectful and caring relationships between the teachers and students
* avoiding harshness, severity or a punitive approach to discipline
* respecting the dignity of each person
* focusing on each student as an individual, recognising different aptitudes and gifts
* providing an appropriate learning environment
* collaborating with parents/guardians in their child’s education.

**Aims of the Code of Behaviour**

* To promote a caring environment within which high standards of co-operation and behaviour are fostered and maintained.
* To create a positive learning environment where all students can learn and reach their full potential.
* To promote, emphasise and affirm good behaviour and self-discipline, preparing students for life and work after school.
* To comply with legislation ensuring that Loreto College is a safe environment, free from discrimination, inequality and harassment.
* To enable Loreto College to operate smoothly and efficiently for the benefit of all staff and students.
* To outline the strategies to be used to prevent and discourage unacceptable behaviour.

**This Code should be read in conjunction with:**

* The School’s Mission Statement
* Policy on Anti-Bullying
* Dignity in the Workplace Policy
* Acceptable Use Policy

These policies are available to read on the school website.

School rules:

Reflecting the core values of Loreto College, our 3 behaviour expectations for positive behaviour in school are the 3 R’s:

Be **R**eady Be **R**espectful Be **R**esponsible

Our positive behaviour matrix represents our school rules in three identified areas of our school – classroom, corridor, school yard and school activities in the context of the **3 R’s**.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expectations** | **Classroom** | **Corridor** | **School Grounds** |
| **Be**  **Ready** | * Be on time * Have all materials for class * Journal on desk * Books out * Follow seating plan * Have homework done * Be in full uniform | * Voice volume * Walk directly to your next class * Line up quietly outside classroom * Use lockers at agreed times | * Go directly to the yard at break-time * Stay with your year group * Use the toilet at break-times * Go directly to class when the bell rings |
| **Be Respectful** | * The four Golden Rules: Listen, hands up, wait and use one voice * Follow instructions * Voice volume * Allow others to learn * Be polite | * Follow all staff requests * Voice volume * Walk on the right * Leave room for others to pass * Respect others personal space | * Follow all staff requests * Be friendly and kind to others * Respect everyone’s safety * Respect the environment |
| **Be**  **Responsible** | * Be on time and in school every day. * Follow class rules * Complete all assigned work * Try first and then ask for help if you need it * Work/Study hard * Write homework in journal * Do you best always * Look after your property | * Voice volume * Keep hands, feet and bags/equipment to yourself * Consider the safety of others * Look out- speak up- tell someone! * Follow corridor rules | * Look out- speak up- tell someone! * Be green * Bin your litter * Keep everyone safe and follow the rules. * Re-enter the building calmly and respectfully. |

*The matrix applies to other school activities as appropriate*

**GENERAL STANDARDS**

**School Environment**

* All students, staff and visitors to the school have a right to be safe and secure in the school. Each student is responsible for ensuring that they do not behave in such a way as to make another student, staff member or visitor feel uncomfortable or threatened.
* Students must eat in their assigned classrooms or in the Dining Hall at break and lunchtime. Each person is responsible for putting her own litter in the bins provided. Material for recycling should be put in the appropriate bins provided in each classroom. Clean-up duty is organised on a roster basis. Students are not permitted to eat on corridors or in locker rooms.
* Damage to school property, including graffiti, is a serious offence (see Appendix 1)
* Students are required to enter and leave classrooms and move along the corridors in an orderly manner. Students may only leave classes during lessons with the permission of a teacher.
* Chewing gum is banned from all areas of the school and school grounds.
* Students may not use fire doors after the 8.50am bell to come in and out of the school. The main entrance is the only door which students may use for coming into the school during the day. Inappropriate use of fire doors at any time is a serious offence and will incur sanctions.
* Students are not allowed to open the door for school visitors. Only authorised visitors are allowed to enter the school building. All visitors, including parents/guardians, must report to the school office on entry.

**Student Behaviour outside School**

Our school’s reputation depends on the behaviour of everyone in our community. At Loreto College, Crumlin Road, we expect all students to meet our expectations in terms of behaviour. Whilst representing the school, or on school business, the Code of Behaviour applies. Particularly important is the way in which our students conduct themselves on buses, LUAS and trains, being courteous towards and mindful of the needs of others.

As a school, we continually strive to re‐inforce the expectations of our students outside of school.

Examples of positive behaviour that we encourage include:

* giving up seats on public transport
* queuing in an orderly and respectful manner
* being aware of the noise levels produced
* clearing up any litter that may have been produced
* being polite when speaking to others.

**School Journal**

* Every student is required to have a school journal with them in class and to keep it clean and tidy.
* Journals which are defaced or torn must be replaced at a cost of €10.
* Students must record homework when it is assigned by the teacher.

Teachers may request to see the journal at any time. Students must present journals on request. Refusal to do so is deemed to be an act of defiance – (see Appendix 1.)

* The journal facilitates communication between school and home and must be signed by parents/guardians each week.
* Forgery of signatures is a serious offence.

**Punctuality**

* It is recommended that students arrive at school at 8.40 a.m. in order to prepare their books and locker for the first class. Students are required to be in the classroom ready for work at 8.50 a.m. each morning and to be prepared and on time for each class of the day.
* A student who is late for school must go to the office and sign in on the tablet. Their lateness will be recorded by class teacher on VS Ware
* Any student who arrives late, for a legitimate reason, must have a late note on the school app from their parent or guardian.
* When changing classrooms students must proceed directly and quietly without delay from one classroom to another.
* Persistent latecomers who interrupt teaching and learning for other students by coming into class late, may be withdrawn from classes or refused admission until such time as the Parent/Guardian meets with the Year Head/Deputy Principal/Principal.
* Students who accumulate three lates to school/class (unexplained) will be required to do an after school detention the following week. If a student fails to do this detention it will be re-issued for the following week. Failure to complete re-issued detention will be deemed a breach of the Code of Behaviour and will incur a one day suspension.

**Absence and Illness**

The school must be notified of any absence from school via the school app. If a student misses twenty days, the Educational Welfare Officer will be informed, in accordance with the Education Welfare Act 2002

School year is 166 days. Please arrange family holidays during school holiday time.

If a student has to leave school for an appointment during the school day, they must have a permission to leave note submitted via the app.

If a student becomes sick, they must report to the school office. A student should not use their mobile phone to contact home to make their own arrangements. Parents or guardians will be contacted from the office so that arrangements can be made for the student to go home. A student must sign out before going home.

The school will not provide students with any form of medication unless we have been provided with required prescription medication and authorisation and clear instructions for its administration.

**Leaving School during the School Day**

When at all possible, please try to arrange appointments outside of school hours. However, if there is no alternative and a student must leave school early, in the interest of student safety, the following procedure applies:

* The student must have a note on the school app
* The student excuses themselves from class at the designated time and comes to reception to sign out.

Students are forbidden to leave the school grounds without permission during break times or during the school day. A student who leaves the school premises at any time without permission will be issued with a detention and, in certain circumstances, could face suspension.

**Uniform and Appearance**

* The school uniform must be worn at all times when in school and when representing the school.
* All students must wear an open necked white shirt, green crested jumper, official green skirt or black trousers ( not black jeans ) Green socks or tights must also be worn with the uniform.
* Black or brown shoes or plain all-black runners (no white soles) , with black laces must be worn in school and on the way to and from school.
* The school jacket or a plain black jacket or gilet (no fur trim) may be worn. Non-uniform jackets will be confiscated after a warning has been issued and returned only on condition that they will not be worn again.
* Students who present for school and are missing an item of uniform may be provided with a replacement by their Year Head or Deputy Principal. The item of clothing must be returned by the end of the school day.
* After consultation with parents/guardians, persistent offenders will be sent home to change into their uniform.
* The wearing of a scarf is optional but only plain scarves in the colours of the uniform, beige, green or black, may be worn.
* Hijabs must be beige, green, black or cream.
* School Tracksuits may only be worn for PE classes and school sports events. Students must arrive into school in their school uniform and change into PE gear before PE class. Immediately after PE class students must change back into their school uniform.
* Students wearing the tracksuit on a non-PE day may be asked to go home and change.
* Senior students may wear their own appropriate leisure wear for PE classes. Students must arrive into school in their school uniform and change into PE gear before PE class. Immediately after PE class students must change back into their school uniform.
* Students are forbidden to come to school in rollers or pinned-up curls in their hair.
* For both health and safety, hygiene and work reasons, acrylic nails prevent students from participating fully in class. Students will be given the opportunity to remove the nails overnight. Refusal to do so is deemed to be an act of defiance ( See Appendix 1 ).

**Note: The final arbitrator of what is acceptable or not is the school Principal.**

**Fire Alarm**

Students are reminded that the fire alarm buttons in the school are installed to save lives. It is a serious offence to set off the fire alarm when its use is not warranted. This is an unkind act that causes stress to members of the school community who may have mobility issues ( See Appendix 1).

**Mobile Phones**

* The use of mobile phones during classtime is prohibited, unless permission is explicitly given by the classroom teacher.
* Phones should not be visible on a students’s person during classtime.
* The use of phones to check the time is prohibited. Clocks are provided in every classroom
* If mobile phones are brought to school, they must be switched off in the building at all times except during break and lunch-time.
* Only a teacher may authorise the use of a phone as learning tool in class.
* A teacher may also require students to hand up their phones at the beginning of class to be kept by the teacher until the end of class as part of their classroom management strategy.
* Students who leave the classroom during a lesson must hand up their mobile phone before leaving the class.
* Students using phones in any manner other than that authorised by the teacher may have their phones confiscated for a period of time at the discretion of the teacher/Year Head/Deputy Principal/Principal.
* Should a student wish to contact home they must do so through the secretary’s office. Likewise parents/guardians are required to contact their daughters through the office only.
* Under no circumstances may a student take photographs or make a recording of any person (s ) without the permission of the person(s ). This is in line with our acceptable use policy.
* Mobile phone use is prohibited on corridors at all times.
* The school will incorporate this policy into the school’s Code of Behaviour and will treat breaches as they would treat any other breach of the Code of Behaviour.
* The school accepts no responsibility for students who lose or have their phones stolen in school or on their way to and from school.
* Mobile phones which are found in the school and whose owner cannot be located should be handed to a member of staff or into the school office.
* Mobile phone passwords and pins must be kept confidential.
* Pupils using mobile phones to bully or send offensive messages/calls will face disciplinary actions as per the School Code of Behaviour. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such if action as sanctioned by the school is deemed ineffective, as with all such incidents, the school may consider it appropriate to involve the Gardai.
* Students in breach of our mobile phone policy may be required to surrender their phones to their Year Head on a daily basis.

**The Harassment Harmful Communications and Related Offences Act 2020**

This law also known as Coco’s Law was commenced in Ireland in February 2021.

This law creates two new offences which criminalise the non-consensual distribution of intimate images.

It is an offence to distribute or publish intimate images of a person without consent and with intent to cause harm. Penalties include an unlimited fine and/or 7 years imprisonment.

It is an offence to take, distribute or publish intimate images of a person without consent even if there is no specific intent to cause harm. Penalties include a maximum fine of €5,000 and or 12 months imprisonment.

This applies even if the person initially gave consent for the pictures to be taken, but they were later shared with other people without their consent.

**Any student in the school found to be breaking this law will immediately be referred to An Garda Siochana and to the to the school’s Board of Management at which point sanctions will be applied.**

**Care of Belongings**

* Lockers belong to the school but are leased by each student for the duration of their time in the school. The school authorities have the right to inspect lockers if it is considered necessary.
* Students are limited to one locker per person.
* Each student is responsible for buying a padlock and key for their locker and for taking care of it. It is the responsibility of each student to keep their locker locked. All belongings must be labelled. The school authorities will not accept responsibility for the safe-keeping of valuable items.
* School authorities will not accept responsibility for lost or stolen items on school premises/grounds.
* Students must leave valuable items at home.
* Books rented from the school are the responsibility of the student and must be replaced if lost or damaged.

**Smoking/Vaping**

* Smoking and vaping on school grounds, in the school building, in uniform or on school-related activities is strictly forbidden and will incur sanctions (see Appendix 1). In accordance with the Public Health Tobacco Act (2002) and the Public Health Tobacco Amendment Act (2004), smoking within the school boundaries is illegal.

**Alcohol and Substance Use**

* The possession and/or supply of alchohol or illegal substances are very serious offences. Students face serious sanctions if they are found using, under the influence of or supplying alcohol or illegal substances.
* Any student who is found in possession of substances, legal or illegal, with the intent to supply, on school property or on a school related activity faces serious sanctions which may include expulsion.
* Any student who becomes aware that another student is under the influence of, in possession of or supplying illegal substances, must report it immediately to the Deputy Principal or Principal

**Parental support for the Code of Behaviour:**

The school encourages parents to support their children by taking an active interest in their progress. The school invites parents who want to discuss their children’s education to contact the relevant Year Head. Conversely, Year heads may need to meet with parents. Meetings must be arranged in advance through the main office.

The school will use one or more of the following ways to communicate with the parents:

1. The student’s school journal
2. The school app
3. Letters
4. Telephone Calls
5. Text Messages
6. Parent-Teacher Meetings
7. Meetings by appointment
8. HSCL Support to Parents

Parents/Guardians are required to sign the Code of Behaviour when they register their daughter in Loreto College to indicate that they support the Code and that they expect their daughter to abide by it.

**POSITIVE BEHAVIOUR AND REWARDS**

Positive behaviour, engagement with the learning process and the development of good relationships with other members of the school community are actively encouraged and rewarded in a variety of ways. It is our aim to develop the self-esteem and self-confidence of students, to encourage them to see the benefits of education and to reach their potential in terms of their academic, physical, social and spiritual development. Students are praised and rewarded in a number of ways which may include:

* + verbal praise
  + a note on student’s written work
  + whole class rewards
  + exhibitions of student work
  + daily and weekly announcements through the PA system
  + Social Media
  + notice boards
  + attendance awards
  + positive comments on School reports
  + internal academic awards
  + Year group and school assemblies
  + opportunities to participate in school and public competitions
  + opportunities to avail of scholarships and awards for further education
  + inclusion in trips/excursions
  + participating in treats and privileges.
  + selection of students for leadership roles in the school: Student Council, Ember Team, Library Prefects and Senior Prefects.

**Support Systems for Students**

Loreto College promotes a support system for students to help them to achieve their potential in school. The following form part of the school’s support system for students:

* Subject Teachers
* Year Head System
* Guidance Counsellor
* Home School Community Liaison
* School Chaplain
* School Psychotherapist
* School Completion Programme
* Special Needs Assistants
* Student Support Team
* Resource teachers – curriculum support
* English as an Additional Language teacher
* Buddy/Prefect system
* Junior Certificate School Programme
* Leaving Certificate Applied.
* Behaviour For Learning Teacher
* Positive Behaviour Strategy Team

**Forms of affirmation may include:**

* Recognition of achievements at Year Group Assembly
* Rewards
* Nomination for School Awards

**Forms of Sanction/support may include:**

* Consultation/meeting with Year Head /Deputy Principal
* Counsel/warn/impose sanction/note in Journal
* Confiscation of mobile phone for the duration of the school day
* Liaison with parents/guardians
* Placing a student “On-Report”
* Requesting a Parent/Guardian Teacher meeting
* Referral for counselling
* Student Support Team
* Placing pupil on detention
* Referral of student to SCP
* Referral of student to BFL teacher
* Referral of student to PBST
* Referral of student to AEN team for additional supports
* Restorative procedures to be put in place where appropriate.
* Discipline Committee

**Responding to Inappropriate Behaviour**

**Loreto College adopts a problem-solving approach when dealing with inappropriate behaviour and has many supports and interventions in place to support the needs of the student.** These include support from Subject teachers, Year Heads, Home School Community Liaison, School Completion , School Management as well as the school Guidance Counsellor. In addition to this, the school also accesses supports from outside agenices to furthur support students when required. Sanctions are imposed as consequences to inappropriate behaviour and the use of a Ladder of Referral with specific learning difficulties to learn about appropriate behaviour and skills, as in the case of any student. The school and classroom practices that support good learning behaviour are valid for all students, including those with identified additional educational needs.

**LADDER OF REFERRAL**

**Referral Process to deal with inappropriate behaviour.**

**BFL Teacher**

**Positive Behaviour Strategy Team**

**Guidance**

**S.E.N support**

**HSCL**

**Guidance Counselling**

**SCP**

**Restorative Practice Team**

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**Student Support Team**





**Board of Management**

**Level 5**

**Discipline committee**

**Level 4**

**Principal/ Deputy Principal**

**Level 3**

**Year Head**

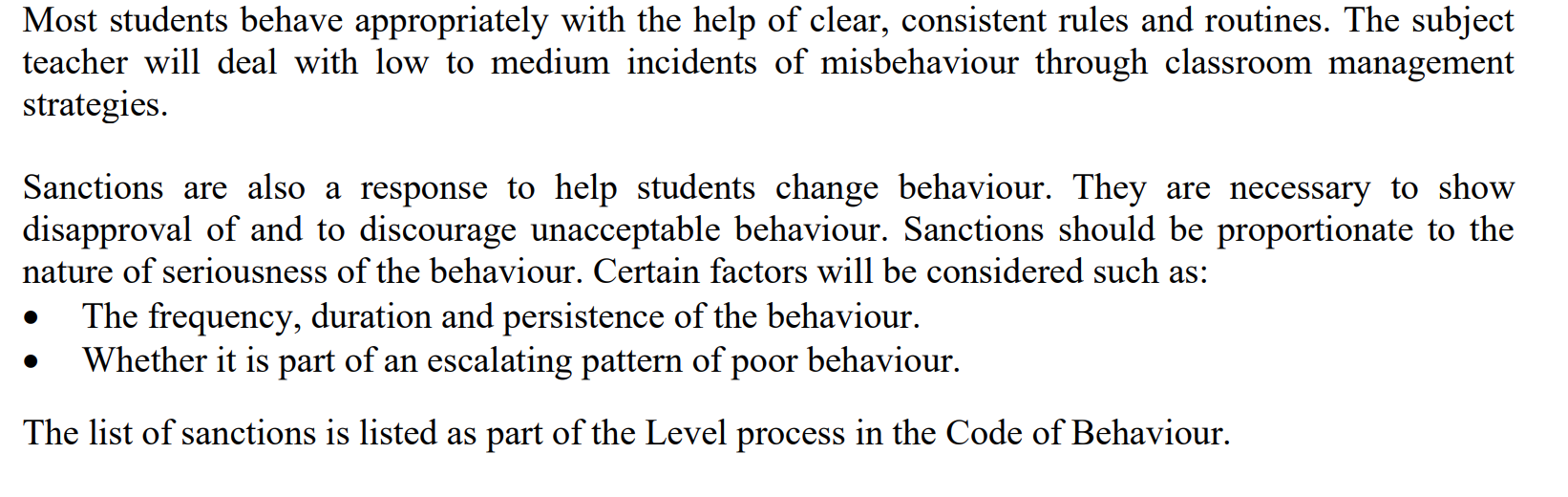
**Level 2**

**Subject teacher**

**Level 1**

**External agencies**

Eg. NEPS, Tusla, SENO, CAMHS, An Garda Siochana



**Disciplinary Interventions and Procedures**

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 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.

Students will be encouraged by their teachers to correct inappropriate behaviour, without recourse to formal sanctions. Teachers may use a variety of sanctions/interventions to address misbehaviour and lack of co-operation in their own classes. Loreto College, Crumlin Road engages in Restorative Practices which encourage students to engage in a positive, collaborative and solution focused manner in school. Mediation is offered when deemed appropriate.

**Student on Report**

The Year Head /Deputy Principal/ Principal may place a student on report for a period of time. The student **on report** is reponsible for the following:

* Must ask the teacher in each of the classes that they are attending during the day to write a note on the report sheet.
* At the end of the school day, the student must present the report sheet to the Year Head.
* Must ensure that their parent signs the report sheet.
* Must present the signed report to the Year head each school day.

Additional sanctions and support may be applied to a student who continues to misbehave while **on report.**

**Role of Key Personnel in our Code of Behaviour** **/Ladder of Referral**

**Level 1 - The Subject Teacher**

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| Behaviour Concerns | Interventions and support |
| * **Not following the 3Rs** * No Journal * Disrupting Teaching and Learning- making noise and talking out of turn. * Eating, drinking or chewing gum * Slagging each other * Wearing jackets in class * Refusing to remove jackets * Refusing to hand up journal * Throwing objects * Entering the classroom noisily * Homework not done * Not following instruction * No equipment for class * Not asking for help appropriately * Graffiti * Not staying on task * Arriving late to class regularly * Offensive language * Not organised for class * Not listening to teachers instructions * Disrespect and rudeness * Persistent talking in class * Bullying Concerns | * Non-verbal warning * Verbal warning * Record name in teacher’s journal * Quiet word after class * Phone call/text home * Penalty sheet * Note in journal * Teacher student discussion regarding appropriate behaviour in class * Detained before or after school or at lunch-time * Note on Vs Ware * Arrange meeting with Parent * Referral to Guidance Counseller * Referral to SEN Department for support * Report to Year Head (Level 2 behaviour)   **All Intervention/Sanctions need to be noted on VS Ware by the subject teacher** |

Subject Teachers aim to build a positive working atmosphere in the classroom. Their approach to classroom management will be firm, fair, inclusive and consistent.

 Achievements and positive contributions of students will be recognised in a variety of ways, including

* words of praise and encouragement
* note to parents – placed in the student’s journal
* Certificate of Achievement
* extra responsibility given
* a display of their work
* inform Year Head who will reinforce achievement in a number of ways
* nomination for awards.

In the event of the non-cooperation of a student, the following procedures apply.

Reason with the student while making sure that they understand the consequences of their actions for everyone involved.

In the event of negative behaviour occurring in class, Subject Teachers have a range of sanctions and supports available to them. These include

* Implement the Code of Behaviour
* verbal reprimand and warning
* note in the journal
* moving the pupil to a different location within the class
* removal of student to another class if the misbehaviour continues and disrupts the teaching and learning.
* assigning extra work
* loss of privileges for example prefect badge, participating in trips, participation in school sport teams
* recording incident on VS Ware
* detaining the pupil at break time / lunchtime
* phone call home to parent/guardian
* referral to Year Head on report sheet.

**Level 2 - The Year Head**

It is the role of the Year Head to

* monitor academic progress
* monitor attendance and punctuality
* monitor behaviour and implement the Code of Behaviour, Anti-Bullying Policy and other relevant policies
* handle disciplinary, pastoral or progression issues referred by teachers
* follow up on disciplinary issues recorded on VS Ware
* handle reports from teachers
* hold regular assemblies
* liaise with parents and keep records of contact and meetings
* report at regular meetings with Deputy Principal/Principal
* report concerns about students to the Learning Support Team, Care Team Deputy Principal and/or Principal.
* Design and implement individual Behaviour Plans in consultation with the AEWN department and BFL teacher

**Level 2- Year Head**

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| **Behaviour Concerns- ongoing/repeated and persistent** | **Interventions and supports** |
| * **Not following the 3Rs** * Bullying concerns * Investigate bullying * Persistent or severe verbal abuse * Lack of respect- lack of respect to other student or family members * Lack of care or guidance to other students * Peer pressure * Fighting verbal or physical * Throwing objects * Incitement of violence * Malicious damage of school staff or students property * Offensive language toward staff * Refusal to hand up journal * Mitching class * Forging signature in journal or notes * Possessing a mobile phone/electronic device | * Year Head supports student and teachers * Consult with subject teacher/Guidance Counsellor/SEN Department * Refer student and staff concerns regarding a student to the Pastoral Care Team * Contact parent by phone and text * Update student file * Student on report * Monitor report cards * Attend subject teacher meetings * Note in Journal * Detained before or after school * Year Head discussion with student regarding expected behaviour * Consult with Principal/Deputy Principal where suspension is warranted (L3), there is consistent indiscipline (L3) or serious incident (L4+5) * Part of Discipline committee * Student sent home   **All intervention/Sanctions need to be noted on the student file and/or Vs Ware by the Year Head** |

On receipt of a referral (positive or negative) on a pupil from a member of staff the Year Head may adopt a form of affirmation or a form of sanction as appropriate.

**Role of The Deputy Principal**

It is the role of the Deputy principal to

* monitor behaviour and implement the Code of Behaviour, Anti-Bullying Policy and other relevant policies
* handle disciplinary, pastoral or progression issues referred by Year Heads
* handle reports from Year Heads
* liaise with parents and keep records of contact and meetings
* report at regular meetings with Principal
* report concerns about students to the Learning Support Team, Student Support Team, or Principal.

**Level 3- Deputy Principal/Principal**

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| **Behaviour Concerns** | **Interventions and supports** |
| * **Not following the 3Rs** * Bullying concerns * Confirmed Bullying (Year Head report) * Serious verbal abuse of staff * Serious and aggressively threatening behaviour * Fighting verbal or physical (Year Head recommendation) * Physical assault of staff (L4+5) * Smoking/Vaping on school premises * Throwing objects at staff members or students * Theft * Mis-use of a mobile phone/electronic device * Use/Possession/being under the influence of alcohol or other substances in school or during school activities (L5) * Recording teachers or other students without permission (possible L5) * Failure to attend detention | * Liaising and consulting with all Pastoral Care * Meet with parents * Be involved in investigating serious breaches of the Code of Behaviour * Detained before or after school * Behaviour contracts (L3 only) * Suspension   - Principal (max 5 days)  - Principal (administrative suspension  pending board meeting)   * Referral to outside agencies * Discipline committee (L4) * Liaise with Year Head re: BOM report for students (L4+5)   **All intervention/Sanctions need to be noted on the student file and or Vs Ware by the Principal/Deputy Principal** |

**Level 4- Discipline Committee Meeting with Student and Parent**

The Discipline committee consists of the Principal or Deputy Principal, the students Year Head, an additional Year Head, parents/guardians and SCP corrdinator when deemed necessary. The Discipline Committee meeting is the last formal stage of the in-school discipline process. Outcomes may be noted at Board of Management level.

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| **Behaviour Concerns** | **Interventions and supports** |
| * Persistence of any behaviour concerns * Failure of the student and/or parent to take up supports on offer | The discipline committee may propose any of the interventions or support previously mentioned or may impose new ones in consultation with parents.  **All interventions/sanctions need to be noted on the student file in the Principal’s office.** |

**Level 5- Board of Management**

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| **Behaviour Concerns** | **Interventions and supports** |
| * Serious incident * Continuous extreme behaviour difficulties * Failure of student to take up supports or interventions recommend by the school at (L4). | * Invite parent to BOM meeting * Board decision:   - Instruction to take up supports  - Suspension greater than 5 days  - Expulsion  **All interventions/sanctions need to be noted on the student file in the Principal’s office.** |

**The Discipline Committee:**

* The Discipline Committee is an intervention by the school in the case of a student who is consistently breaching the Code of Behaviour and is in danger of being invited to meet with the Board of Management to discuss her future.
* The Discipline Committee will invite the student and their parents to meet with them in the school to discuss the students behaviour.
* The Year Head will present a report to the Discipline Committee,
* The Discipline Committee has a number of options available to it:
* The student may be placed on report
* The student may be required to sign a behaviour contract.
* The student may be required to engage with in-school or external services to work on the behaviour problems.
* The student may be suspended for a maximum of 5 school days.
* The student and their parents may be required to attend a full Board of Management meeting.

*\*\* If the school believes that the student has breached Level 5 on the Code of Behaviour, it may refer a student directly to the Board of Management( The referral Process, Level 5).*

**Suspension**

The Principal has the authority to impose suspensions, subject to the parents’ right of appeal to the Board of Management against the decision.

Suspensions will be issued in line with the COB

Suspensions may be issued for up to five days.

In-house suspension may be issued in lieu of suspension where appropriate

**Expulsion**

A pupil may be recommended for explusion by the Principal to the Board of Management.  In the event of a pupil being recommended for expulsion, the parents/guardians, or the pupil themselves if they are 18 years of age or over, will be provided with the right of appeal as specified in Section 29 of The Education Act 1998.

**Involving An Garda Síochána**

In the event of a physical altercation, An Garda Siochana will be notified. Students involved in physical altercations may be escorted from the premises by An Garda Siochana

Where allegations of criminal behaviour are made about a student, these will be referred to the Gardaí who have responsibility for investigating criminal matters. The Juvenile Liaison Officer will be contacted as a significant source of support and advice for the school and the student.

**Detention**

* Detention will run at lunchtime and for one hour after school. It may be used at the discretion of the Year Head, Deputy Principal or Principal.
* Students must sit detention. In exceptional circumstances, a detention may be rescheduled. Parents/guardians are reminded that students who fail to attend for re-scheduled detention will be suspended unless their absence is supported by a medical certificate.

**Suspension Policy and Procedures:**

**Suspension**

Suspension is described as necessitating the student to absent themselves from Loreto College, Crumlin Road for a specified limited period of school days.  During the period of suspension, the student retains their place in school. Suspension is designed to address the student’s behaviour and impress on parents/guardians the seriousness of the behaviour.

**Grounds for suspension:**

Normally, other interventions will have been tried before suspension and school staff will have reviewed the reasons why these have not worked. The decision to suspend a student requires serious grounds such as those outlined in Appendix 1.

A single incident of serious misconduct or gross misbehaviour may be grounds for suspension.

The following factors are considered prior to suspension.

1. The nature, seriousness and persistency of the behaviour.
2. The context of the behaviour.
3. The impact of the behaviour on other students and staff.
4. The effect on the quality of teaching and learning in the class group of the student concerned.
5. The interventions tried to date, including internal and external supports and agencies.
6. The possible impact of suspension.

**Forms of suspension**

**In- House Suspension**

Where a situation warrants it, a student may be removed from class. The Principal, Deputy Principal or the Year Head may use it at their discretion. The purpose of such a removal from class is to impress upon the student that a serious situation has occurred under the Code of Behaviour and that the student must accept the sanction and learn from it. The student usually follows the timetable of another class and is given work to complete. Parents/guardians will be informed in all such instances.

**Immediate Suspension**

In certain exceptional circumstances, the Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school or the orderly running of the school. Fair procedures must still be applied.

**Suspension during Examinations**

This sanction will be approved by the Board of Management and will only be used where there is a threat to

* good order in the conduct of the examination
* the safety of other students and personnel
* the right of other students to do their examination in a calm atmosphere.

**Procedures in respect of suspension**

Loreto College, Crumlin Road is committed to following fair procedures when proposing to suspend a student in line with all relevant legislation.  Where a preliminary assessment of the facts confirms serious breaches or gross misbehaviour that could warrant a suspension, the following actions will occur:

The student and their parents/guardians will be informed about the serious breach or gross misbehaviour.  Parents/guardians may be informed by phone and/or in writing, depending on the seriousness of the matter.

* Parents/guardians and students will be given the opportunity to respond by phone, in writing or by attending a meeting – whichever is deemed appropriate.

**Procedures in respect of immediate suspension**

In the case of an immediate suspension, parents/guardians will be notified immediately by phone and arrangements made with them for the student to be collected. The school must have regard to its duty of care for the student. In no circumstances will a student be sent home from school without first notifying parents/guardians.

**Implementing a suspension**

The Principal will notify the parents/guardians and the student in writing of the decision to suspend. The letter will confirm

* the period of the suspension and the dates on which the suspension will begin and end
* the reasons for the suspension
* any study programme to be followed
* the arrangements for returning to school, including any commitments to be entered into by the student and the parents/guardians.

Parents/guardians will be informed of their right to appeal.

**Education Welfare Officer**

If a student is suspended for a period for 6 days or more by the BOM the Principal will inform the EWO.

If a student is suspended for a cumulative total of 20 days or more in one school year, the Principal will inform the EWO.

**VS Ware**

The student will be recorded as SUS on the VS Ware system.

**Recording a suspension**

Formal written records will be kept of

* the investigation (including notes of all interviews held)
* the decision and the rationale for the decision
* the duration of the suspension and any conditions attached to the suspension.

**Reporting a suspension**

* The Principal will report all suspensions to the Board of Management, with the reasons for and the duration of each suspension.
* The Principal will report suspensions in accordance with the NEWB reporting guidelines (Education (Welfare) Act, 2000, section 21(4) (a)).

**During suspension**

During the period of suspension, the student will be expected to complete any work set by the Year Head. The student will not wear the school uniform or appear at or near the school grounds or attend school events or trips during the period of suspension. The student will be expected to reflect on the reason as to why the suspension was warranted. The student will also complete a reflection task and any other tasks assigned to them to be completed during the suspension.

**Supports after a suspension ends**

* A period of suspension will end on the date given in the letter of notification to parents/guardians informing them of the suspension.
* Students must report to the Principal/Deputy Principal’s office with Parents/Guardians for readmission to the school.
* Undertakings of good behaviour may be requested in writing. A contract of positive behaviour will need to be signed by student and parents prior to their return to class.
* Once the period of suspension is complete a student will be given the opportunity and support for a fresh start.
* A record of the behaviour and sanction imposed will be maintained on the student’s file.

**Expulsion Policy and Procedures:**

Expulsion should be resorted to only in the most extreme cases of misbehaviour and indiscipline and in most cases after every effort at rehabilitation has failed and every other sanction has been exhausted (Department of Education and Science Circular M33/91).

If, in the judgement of the Principal, a student should be expelled, the Principal shall refer the matter to the Board of Management for decision.

Only the Board of Management may decide to expel a student. It is difficult to be exhaustive when listing the circumstances that would justify the expulsion of a student. The following are some examples:

* 1. The student is so disruptive that she is seriously preventing other students from learning and/or the teacher from teaching.
  2. The student is not amenable to any form of school authority.
  3. The student’s conduct is a source of serious bad example and is having an adverse influence on other students in the school.
  4. The student’s behaviour towards a member of the school community is of a very serious nature.
  5. The student’s behaviour is in contravention of the Health & Safety Act.
  6. The student’s continued presence in the school constitutes the rights of others being denied.

There may be exceptional circumstances where the BOM forms the opinion that a student should be expelled for a first-time offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code could include:

* A serious threat of violence against another student or member of staff
* Actual violence or physical assault
* Supplying illegal substances to other students in the school
* Sexual Assault

In accordance with the principles of natural justice, the Parents/Guardians of the student whose expulsion is being considered should be given the opportunity of attending the Board Meeting and presenting their case. They may also present their case in writing.

**Appeal against Expulsion**

Under Section 29 of the Education Act, 1998, the decision to permanently exclude a student from school may be appealed by a parent/guardian or by the student themselves if they are over 18 years of age.

**Further Information**

*Developing a Code of Behaviour: Guidelines for Schools* (NEWB, 2008) outlines in Sections 11 and 12 the correct procedures for suspension and expulsion of students. These Guidelines will form part of the school Code of Behaviour and will be adhered to in cases where suspension or expulsion of a student is proposed. The document may be accessed on [www.tusla.ie](http://www.tusla.ie)

**Appendix 1 – Serious Offences in the School**

The following are **examples** only and may not reflect the circumstances of individual cases.

|  |  |
| --- | --- |
| **Offence** | **Sanction** |
| Fighting or engaging in any behaviour that endangers oneself or others in the school | Parents/guardians will be invited to the school to meet with the principal. It may result in suspension and/or expulsion. Gardaí will be informed where appropriate. |
| Smoking or vaping in school or in school uniform during school hours or school-related activities | This may result in suspension. |
| Vandalism or damage to school property | The student must make good the damage; this may result in the student cleaning, repairing or paying for damaged items. It may result in suspension and/or expulsion. Gardaí may be informed. |
| Having offensive reading materials / images in school | These may be confiscated by staff, and parents/guardians will be requested to attend a meeting in the school. |
| Forging signatures, presenting false notes | This may result in detention. |
| Setting off the fire alarm | This may result in suspension. |
| Cheating at exams | This may result in detention/rescheduled exam. |
| Using vulgar, inappropriate, offensive (racist/sexist/homophobic/transphobic) language in school | This may result in suspension. |
| Abusive and/or threatening language directed at a member of the school community | This may result in suspension. |
| Leaving the school grounds without permission | This may result in detention, but suspension for repeated offences. |
| Bullying and intimidation of other members of the school community | This may result in suspension and/or loss of phone privileges. |
| Taking drugs or being in a drugged state in school; supplying drugs in school; taking alcohol to school/drinking alcohol in school/being under the influence of alcohol in school | This is regarded as a very serious offence. It may result in suspension and/or expulsion. Gardaí and child protection services will be informed. |
| Theft | This may result in suspension. |
| Possession and use of weapons | Suspension/expulsion. |
| Sexual harassment of other members of the school community | This may result in suspension / expulsion. |
| Continuous disruption of teaching and learning | This may result in suspension/expulsion. |
| Continuous breach of school rules | This may result in suspensionand/or loss of phone privileges. |
| Defiance and refusal to follow instructions of Year Head, Deputy Principal and Principal | This may result in detention, but suspension for repeated offences. |

**Note: Repeated persistent misbehaviour may result in increased sanctions**

**Any of these offences may result in suspension.**

**Modification Clause**

The Board of Management, in consultation with the school management team, 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. The Code of Behaviour is reviewed annually.



**Acceptance Form**

This Code of Behaviour will be issued to all prospective parents/guardians in advance of their daughters being accepted into Loreto College, Crumlin Road.

It is a requirement of entry that parents/guardians sign their acceptance of the Code of Behaviour. Consequently, as you have chosen to send your daughter to Loreto College, Crumlin Road, it is expected that you too, as Parents/Guardians, have agreed to the Code of Behaviour. This Code is reviewed by parents, pupils and staff on an annual basis.

**I/WE accept the rules and procedures within the Code of Behaviour which enable the school to operate efficiently and to ensure a positive learning atmosphere and we will endeavour to abide by it.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent / Guardian**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student**

**Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**