

**OUR LADY'S
SECONDARY SCHOOL**



CODE OF BEHAVIOUR



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School Ethos

As a CEIST school Our Lady's Secondary School is Catholic in character, inclusive in its intake, and comprehensive in its curriculum. Our Lady's reflects the legacy of Catherine Mc Auley, founder of the Mercy Order and the values of the Gospel. Our Lady's is especially mindful of the disadvantaged and those with special needs.

Mission Statement

Our Lady's Secondary School is a Voluntary Catholic Secondary School operating according to the traditions of the Sisters of Mercy. As such we are a holistic centre of development and learning where each person is special and treated as such. We, the staff and students, enjoy working together to realize our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge. Christian community is our heritage and goal, the Good News of the Gospel is our story.

Our Lady's Secondary School is a Catholic secondary school under the Trusteeship of Ceist. Our primary aim is to work together as staff and students to realize our full potential in a healthy, safe, stimulating and friendly environment where the atmosphere is one of mutual respect, cooperation and challenge.

As a school community we are proud of our school, its traditions, heritage and the standards it sets for us all. In order to achieve our aims, continue our traditions and maintain our standards a commitment by all to accepted and established behaviour is essential. The Code of Behaviour provides guidelines and boundaries to facilitate this commitment. Specifically the Code will strive to:

- Guarantee justice and fairness to all.
- Set high standards of behaviour.
- Allow each student to benefit fully from school.
- Develop self-discipline.
- Affirm and reward good behaviour.
- Protect student, staff and school property.
- Organise a large group of people so that the life of the school can operate smoothly to the benefit of all.

Foundations of an Effective Code of Behaviour

- A fundamental principle is that respect for, and tolerance of all is an essential element of the Code of Behaviour. The code is also based on the belief that the provision of a wide curriculum will enable students to find subjects of relevance and interest to study.
- Under existing legislation, there will be no differentiation in the application of this Code of Behaviour on the basis of gender, family status, marital status, religion, age, race, sexual orientation, disability, or membership of the travelling community.
- In the application of this Code of Behaviour, whilst the first concern will be the student, it is necessary to recognise the need to balance the interests of the individual student with the overall safety and general welfare of all students and the rest of the school community; and recognises also the right to learn of all students in Our Lady's.

It is intended that the Code will create a positive and safe environment for teaching and learning which allow all staff and students to work to their full potential secure in the knowledge that each member of the school community is valued and treated with respect. If procedures, rewards and sanctions are clear then standards are more attainable.

Our Lady's is an inclusive school and as such many of our students have special educational needs. The SEN Coordinator for each group will go through the Code of Behaviour, dress code and school rules with their year group at the beginning of each academic year in a way that is accessible to them, reinforcing rationale and expectations. In the event of a serious breach of discipline involving an SEN student, the SEN Coordinator will be consulted before any decisions are made or sanctions imposed. The SEN coordinator may, in certain cases, act as an advocate in support of the student with SEN.

The school is aware that our students have their own varying needs and challenges. While we expect the same high standard of behaviour of all our students, the measures set out in this policy may be applied differently in different cases depending on the special needs profile of a particular student or other relevant factors.

Role of Parents

The support and co-operation of parents and guardians are essential to the effective operation of the Code of Behaviour. Parents and students are required at the beginning of each new school year to confirm in writing that they have read and agree to abide by the school rules, Code of Behaviour, code of classroom behaviour and dress code. On the part of the school, it is policy to keep parents informed before problems escalate. Parents are invited to keep closely in touch with the Year Head regarding all aspects of the children's progress in school. Parents wishing to consult with members of staff should do so by means of a pre-arranged appointment at a mutually convenient time.

It should be noted that offers of places in the school are conditional on acceptance of the Code of Behaviour by the parents/guardians of an applicant child. In accordance with Section 23(4) of the Education (Welfare) Act 2000, if the parents/guardians do not accept the Code of Behaviour and do not agree to support the school's efforts to ensure compliance with the Code, the school will not enrol the child as a student in the school

The key to a successful understanding of the Code is respect:

Respect Yourself Respect Other People Respect Property

Respect the Environment. Respect God

1. System of Rewards

Rationale

A code of behaviour is not and should not be merely a list of rules and sanctions. It should encourage a commitment to follow and contribute creatively to group enterprise, teamwork, respect and caring. It is the policy of Our Lady's Secondary School to reward positive contributions made to school life, to recognize and reinforce good standards of behaviour and effort.

When does the Code of Behaviour apply?

When students enrol in our school, the students and his / her parents or guardians are obliged to read and sign the Code of Behaviour. This means that the student agreed to behave well throughout the day, including travelling to and from school, while wearing the school uniform and / or on any school related activity.

Student Supports

The first priority of the management and staff of Our Lady's is to ensure that all students are happy, content and fulfilled during their time at our school. There is a comprehensive support system, of personnel and structures, to assist all students who may be experiencing difficulties inside or outside of school. These include:

- Student Leader
- Class Tutor
- Class Teacher
- Resource Teacher
- SEN Team
- School Guidance Counsellor
- School Chaplain
- Year Heads
- Student Support Team
- Senior Management

Student Journal

- The student journal is an important means of communication between teachers and parents / guardians. Notes regarding absences, punctuality and homework must be entered in the school journal and signed by the parents. Class tutors will monitor the signing of the journal on a weekly basis and will report any concerns to the Year Head.
- Students must have their journal with them every day and with them in every class. The journal is designed to help them organise their work, manage their time and review their progress. Failure to have a journal in class on a regular basis may incur a sanction. Students are not allowed to remove or alter any comment placed in the journal by a staff member nor misuse another student's journal. Misuse of the journal will result in sanction and may lead to its confiscation, in which case the student must replace it at their own expense.

- If a student loses their journal they must report it to their Year Head. The student may request a photocopy from reception to allow them some time to look for the journal. If it is not found within a reasonable timeframe the student will have to purchase a new one. Please note that journals are checked on a regular basis by Year Heads and Senior Management.

Rewards

Student effort and behaviour is acknowledged and rewarded in a number of ways:

1. Positive comments in the Student Journal.
2. Telephone calls to parents to mark achievements.
3. Recognition and praise for individual and group achievements by staff during interaction with students.
4. Acknowledgement and praise for individual and group achievements via PA announcements.
5. Highlighting the positive at Year Group Assemblies.
6. Display of students' work in public areas around the school.
7. Recognition of individual or group achievements in the e-newsletter, Facebook, Twitter, Instagram the school website as well as local media.
8. Monthly Wellbeing Awards
9. Phone call/letter to parents at end of year to highlight improvements and achievements
10. Acknowledgement of positive behaviour and contribution to school life on e-portal.
11. Highlighting the positive at Parent Teacher meetings.
12. Certificates of Good Attendance.
13. Certificates of Merit awarded to students for outstanding efforts either in or out of class. Also awarded for improvements in classwork, participation or behaviour.
14. Election\Appointment to leadership roles – Prefects, Student Support, Student Representative Council, etc.
15. Leadership Certificates awarded to students who show recognizable leadership skills in any area of school life or a special contribution to the community at large.

There are a number of school award ceremonies where students may receive recognition of their achievements:

1. End of year awards ceremony across the different year groups to recognise achievements inside and outside school not covered by the main ceremony
2. Student of the Year – those final year students who are deemed to have contributed most to school life during their time in Our Lady's receive nominations for this prestigious award. One of the nominees receives the Student of the Year Award based on his\her overall commitment to school life.
3. Transition Year Awards Night recognizes the commitment of students to the spirit and purpose of Transition Year.
4. Awards Night is designed to recognize and reward both achievement and effort in all areas of school life.

2. Restorative Practice

Restorative Practice

Circles are as old as the hills. Human beings' earliest discussions were held in circles around the fire.....a very simple and effective technology that fosters understanding and healing in a way that often seems magical"

Helping our students resolve conflict while teaching them to take responsibility for their actions is at the core of the values based on the use of Restorative Practices at Our Lady's Secondary School.

When we use Restorative Circles?

Restorative Circles are used at Our Lady's Secondary School:

- When there is conflict
- When there are bullying incidents

Circles are facilitated by the Guidance Counsellor when requested by students, parents/guardians, teachers/school staff and school management. All parties must agree and be willing to attend. The Guidance Counsellor is a trained Restorative Practices Facilitator, and can facilitate circles and conferences. Circles give all involved an opportunity to:

- Tell what happened
- To tell what their thoughts are
- To say how they or others have been affected
- To agree what needs to happen next

What happens during a Circle?

To the person causing harm we ask:

- What happened?
- What were you thinking at the time?
- What have been your thoughts since?
- Who has been affected by what you did?
- In what way have they been affected?
- What do you think needs to happen next?

To the person harmed we ask:

- What happened?
- What were your thoughts at the time?
- What have been your thoughts since?
- How has this affected you and others?
- What has been the hardest thing for you?
- What do you think needs to happen next?

3. Attendance / Punctuality

Rationale

Daily attendance is essential to meet the school's academic standards. The school is bound by law to record a student's attendance record and inform Tusla, The Child and Family Agency, if a pupil has been suspended for more than six days or if a pupil has been absent for 20 days.

Rules

1. The class day lasts from 8.55 a. m – 3.55 p.m. (Wed 8.55-1.10). Students should be in the school by 8.50 a.m. for morning class and 1.50 p.m. for the afternoon class.
2. Any student arriving late for morning or afternoon class must first sign in at the office and get their journal stamped.
3. A parent/guardian must complete a note from the student journal and it must be displayed at the office if:
 - A student is late for school.
 - A student must leave school during the day for a legitimate reason, this note is to be counter-signed by the relevant Year Head and a member of the Senior Management Team.
4. Parents will be informed if a student is persistently late without a valid reason. Sanctions may be imposed for persistent late coming. In order to promote good attendance, a notification via the school app informing parents regarding student absences may be sent. If a parent has a query about this they may contact the school and/or the parent may check their son/daughters' attendance on e-portal themselves.
5. If a student is absent from school a message will be sent to parent/guardian via the school app asking them to respond YES or NO if they know that their son/daughter is absent from school. If they respond YES there will be no need to present a note the following day. If they respond NO the school will work with the parent/guardian to locate the child and disciplinary sanctions may be imposed.
6. Students must arrive for class on time during the day.
7. All students participating in extra-curricular activities must report for roll call at 8.55 am and at 1.55 p.m.
8. Students must not leave the school premises without first reporting to the relevant Year Head and the Principal or Deputy Principals. They must present a note of explanation, using the relevant blank notes in the journal. Having been granted permission to leave the student must present the note at the office and the office staff will note this in the sign-out book. Any breach of this rule is a very serious matter. Parents/Guardians are requested not to make routine dental, optical or medical appointments during normal school hours.
9. Family holidays, that would necessitate a student's absence from school, should not be arranged outside official holiday periods.
10. Parents will be informed if a student is frequently absent without a reason by regular phone calls from a member of the Senior Management Team. After 10 days absence a letter and record of attendance may be sent to parents informing them of days missed. Schools are legally obliged to report all absences over 20 days to the Educational Welfare Officer.

4. Uniform/Appearance

Rationale

This rule is necessary in the interest of hygiene and health. Uniform is a definite mark of identity, is economical and removes undue pressure, distraction and competitiveness in the school community.

It is the intention, at all times, to maintain the integrity of the school uniform. As fashions are constantly changing and students are always imaginative and forward-looking in relation to innovations which may breach the spirit if not the letter of the code it may be necessary to update the code during the course of the school year. In such circumstances, the Council of Discipline will be the final arbiter of what is acceptable.

Our Lady's Uniform Policy is as follows:

- Pupils must be clean and tidy and wear the full, correct uniform to school, during school and when returning from school.
- Full uniform must also be worn on school-related activities unless given permission by the Principal/Deputy Principals.
- Hair must be clean and tidy and tied up, if long.
- All items of uniform should be labelled with pupil's name (ideally on the inside of the item of uniform)
- Jackets should be placed in lockers/bags when not in use.
- In the case of a foot injury requiring the wearing of runners, students must have a doctor's/specialist note, countersigned by the Principal/Deputy Principals prior to admittance to class.
- Students are allowed to wear their PE gear to school on the days that they have PE or sports-related modules.

The uniform consists of:

BOYS

Navy gabardine trousers (belt, if worn, must be plain black)

Official school v-neck jumper with school crest

Sky blue shirt and school tie

Official school jacket with school crest/name

Plain black or navy leather shoes, navy or black socks

Navy or black hat and scarf

GIRLS

Official school check skirt or navy uniform trousers (belt, if worn, must be plain black)

Official school v-neck jumper with school crest

Sky blue shirt and school tie

Official school jacket with school crest/name

Plain black or navy leather shoes, navy or black socks or tights

Navy or black hat and scarf

P.E.

Pupils must have appropriate sportswear for P.E. class which will include the following:

- The School PE sweatshirt. If a student has not got a School PE sweatshirt they must wear a plain navy/black sweatshirt.
- Plain navy/black leggings or tracksuit bottoms. The bottoms may have a small logo on them however no large logos or stripes down the side of the bottoms are permitted.

PRACTICAL CLASSES

Protective clothing and goggles must be worn as instructed.

Runners (of any colour or make) are not permitted – except for P.E./games or on presentation of a Doctor's/Specialist cert.

Note: No other variation of uniform is permitted.

Pupils must have shirts and ties neatly arranged.

IN ORDER TO MAINTAIN THE INTEGRITY OF THE UNIFORM THE FOLLOWING ARE NOT PERMITTED:

Make-up:

Students are not allowed to wear any form of make-up while in school uniform. This includes:

1. Eye shadow, liner or mascara.
2. Foundation or blusher
3. False tan/ artificial colouring
4. Lipstick/Gloss
5. Nail varnish/ nail art or gel nails or extensions of any kind

Jewellery:

The following are not permitted:

1. All body piercing with the exception of one small stud in each ear.
2. Neckbands/chains
3. Large rings- only one small ring permitted on each hand

Clothing:

The following are not permitted:

1. T-shirts which are visible under the school shirt.
2. T-shirts visible below school jumper.
3. Coloured socks.
4. Decorative belts.
5. Boots, canvas shoes or runners of any description.
6. Hoodies.
7. Slit in trousers, skirts or frayed hems.
8. Non-school jackets, scarves or hats.

Hair:

Drawing up and enforcing rules in relation to acceptable hairstyles in a fair and equitable manner is extremely difficult. The following is an attempt to set out rules in a clear and unambiguous way.

1. In the interests of hygiene, and for health and safety reasons, students may be asked to tie back their hair.
2. Shaven part or full head is not permitted. Extremely tight haircuts are not acceptable.
3. Symbols/designs cut into hair are not allowed e.g. tracking.
4. Students must be clean-shaven.
5. Unnatural hair colours, including bleached hair, are not allowed.
6. Streaks are not allowed.
7. Students are not permitted to constantly change their hair colour.
8. Students are not permitted any other exceptional or extreme hairstyle which is deemed inappropriate.
9. The Council of Disciplines' decision about what constitutes unacceptable haircuts /styles shall be binding.

Other:

1. Tattoos must not be visible.
2. Fashion accessories are not permitted e.g. hair decorations; wrist decorations, tooth embellishments, etc.
3. Students are not permitted to wear any symbols; badges or memorabilia other than those sanctioned by the Principal for a specific purpose.

Breaches of the Uniform Code will result in sanctions. A student not wearing full uniform or in breach of any of the above may not be allowed attend class until he/she complies with the Code. Persistent breaches of the Uniform Code may result in suspension.

5. In the Classroom

Rationale

In Our Lady's it is necessary to have courtesy and respect for all in the classroom. This is to ensure a safe and pleasant environment for teachers and students. Positive classroom behaviour facilitates climate conducive to effective teaching and learning.

Rules

1. Students are always required to enter the classroom quietly in an orderly manner and on time and await teacher instructions.
2. Students are expected to sit in their allotted seat unless the teacher requests that they change.
3. Correct uniform must always be worn in class.
4. Outside garments such as coats scarves and hats must not be worn in the classroom without the express permission of the supervising teacher.
5. Students should take out books and materials for class without having to be told.
6. In Junior Cycle textbooks are the property of the school and should be treated with respect. Textbooks should only be written on if instructed to do so by the teacher.
7. Students are expected to produce homework on time or present a legitimate excuse, from parents or guardians through a note in the journal, at the beginning of class.

8. Involvement in extra-curricular activities is not an acceptable excuse for not doing homework. It is the student's responsibility to catch up on work missed in class and /or homework. Failure to do so may result in the student being removed from the relevant activity along with other sanctions.
9. Students must participate positively in the work of the class and co-operate fully with the teacher's instructions.
10. In class, the journal must be visible on the student's desk. The journal must be well maintained at all times.
11. If a student is late he/she must get their journal stamped in the office. They must present the journal to their teacher upon arrival in class.
12. A sick child must notify the class teacher before absenting themselves from class.
13. Any unauthorised absence from class will be regarded as truancy and will be dealt with accordingly.
14. Under no circumstance may a student publicly challenge or question a teacher's decision or authority in class
15. Students must refrain from interrupting class to question a teacher's decision. If a student feels that they have been misunderstood or treated unfairly they should wait until the end of class and politely request the opportunity to discuss the matter privately.
16. Disrespect and defiance to any member of staff, permanent or substitute, will be viewed as a very serious breach of discipline. It warrants immediate withdrawal from class and may include suspension and interview with parent(s) or guardians.
17. From time to time a teacher other than the usual subject teacher may take a class. This may be due to the absence of a teacher, a visiting teacher passing on particular information or a trainee teacher. Under these circumstances, students are expected to behave to the highest standards and all classroom rules continue to apply. Any student abusing such a situation will receive an appropriate sanction.
18. Any attempt to intimidate a teacher physically, verbally or by any other means will be viewed as a most serious breach of discipline and an appropriate sanction will be imposed
19. Mobile devices may not be used in class unless with the teacher's permission and under their supervision. The device must be used solely for the purpose indicated by the teacher. The use of mobile phones in class is guided by our Acceptable Usage Policy.
20. Students may not leave the classroom without the teacher's permission. Permission to leave the classroom should only be sought for illness or some other emergency.
21. Eating and/or chewing gum is prohibited in the class.
22. Fizzy drinks and energy drinks are prohibited.
23. Breaking, damaging or defacing classroom furniture is unacceptable. Students will have to bear the cost of replacement and /or repair in addition to any other sanctions which may be imposed.
24. Students must adhere to the specific rules and regulations governing specialist areas such as Science Laboratories, Woodwork, Technical Drawing, Art, Computer rooms, Home Economics rooms as well as the Gym and all-weather playing pitch.
25. Students must follow the fire drill code during fire drills and/or fire evacuation as directed by the teacher.
26. Students are expected to follow all public health advice before, during and after class.

Homework

● Homework is regarded as an extension of classwork and as a preparation for the next day's work. It is also seen as a way of measuring students' progress. Students are expected to do all homework assigned each day by the teacher and to revise the work that is done in class to the best of their ability. Homework includes written homework, learning homework and revision.

● Following are school guidelines, it is expected that the amount of time spent on homework is as follows:

- First Year: 1.5 hours
- Second Year: 2.5 hours
- Third Year: 2- 3 hours
- Fourth Year: 1.5 hours
- Fifth Year: 2-3 hours
- Sixth Year: 3 hours

● All homework must be written into the student journal by the student. Failure to complete homework may result in disciplinary action. If for some reason the assigned homework is not done or fully completed a note in the journal from the parent / guardian explaining why is required.

● With the increased focus on student independent learning it is important that students recognise their responsibilities and adhere strictly to all guidelines around the submission of project and examination work.

● The school will support the students' efforts at homework through regular monitoring and assessment of the quality of homework presented.

● Parents / guardians are expected to foster and encourage a positive attitude in their child to homework and study through regular supervision of homework completion and monitoring of the student journal.

6. General

Rationale

Our Lady's school community consists of over seven hundred individuals (students and staff). The rules outlined below are intended to create a healthy, safe, orderly and enjoyable environment for all. It is only with the co-operation of everyone that the resources of the school can be used to maximum benefit

Personal and School Property:

1. Students are responsible for their own belongings and must label clearly each item of personal property. Anything of value to be kept in a skirt/trousers pocket. No money or valuables should be left in coat pockets, in the cloak-room, in schoolbags.
2. Students should never take anything that does not belong to them as this is stealing.
3. Students should never hide another person's bag or belongings.
4. Our Lady's Secondary School does not accept responsibility or is not liable for damage caused to school property or student property, including motor vehicles at any time.
5. Students' motor vehicles should not be parked on school property for insurance purposes.
6. Students are not permitted to use their lockers at any stage during the day.

7. Students are prohibited from interfering with teachers' belongings either in the classroom or outside. Students are not permitted to be in the vicinity of teachers' or visitors' cars.
8. Students found interfering with cars or other personal property may face temporary or permanent exclusion. Students are not permitted to use roller skates, skateboards, wheelies (runners with wheels) while on the school grounds.
9. Non-verbal communication using signals or gestures which are intended to be abusive or rude is unacceptable and will incur sanctions.
10. On occasions when the snow has fallen students are expected to remain indoors at break-time and lunchtime and follow the instructions of the teachers that are supervising at that time. The throwing of snowballs is prohibited at all times and may incur a sanction.
11. Inappropriate or intimate physical contact is unacceptable during the course of the school day or school-related activities, or while in school uniform.
12. In the interest of the general body of the school community, it may be necessary at times to search a student locker, bag or belongings during the investigation of a particular issue – for example, theft or substance abuse. Students are entitled to the same personal rights, right of privacy and defence of human dignity as anyone else. Accordingly, a search of a locker, bag or belonging of a particular student may only be undertaken if:
 - The Principal, or in the absence of the Principal, the Deputy Principals or senior member of staff, determines there is sufficient evidence to suggest the person may be responsible for the theft of property, possession of a dangerous weapon or possession of an illegal substance.
 - Permission is obtained from a parent/guardian to institute such a search in the absence of the parent/guardian, or the parent/guardian has indicated a wish to be present when the search is instigated.
 - Another person of authority (e.g. parent, member of staff) is present. The school also reserves the right to confiscate a student's phone where it is necessary to prevent the distribution of inappropriate images of another student.

Personal Health and Safety:

1. Students are expected to follow the one-way system that is in place around the school.
2. When necessary students are expected to adhere to public health guidelines at all times when in school and when at school-related activities.
3. Students are not permitted to run on corridors or around the school or to push or jostle other students. Students must follow the school one-way system as instructed. Loud and unruly behaviour is not permitted.
4. Bags must not be left in doorways, stairwells or within confined areas, especially on connecting corridor between GPA and old building. Extra care should be taken on all stairways. If a stairway is designated as one way this rule should be followed at all times.
5. The rules of the road should be obeyed whether the student walks, cycles or travels by bus to and from school. If travelling by bus or car the student should always use the seat belt provided. Patience, courtesy and care should be shown to all who use the roads and footpaths. Students should be particularly careful and well behaved on school buses especially when getting on and off.

6. Students should promote their own health and that of others. Smoking, e-cigarettes and vaping are forbidden in the school, school grounds, in the vicinity of the school and on any school outing/activity or in school uniform. Alcoholic drink and drugs are banned and any breach will be viewed as extremely serious.
7. Any student who is known to be involved in supplying or procuring drugs either on the school premises or otherwise will be dealt with in accordance with the school's Substance Abuse Policy.
8. Students are prohibited from eating or congregating in licensed premises, arcades or pool halls during the school day (including lunchtime)
9. A student may only use the lift by prior arrangement with the Principal or Deputy-Principals. They may be accompanied by one other student if necessary

Respect for All and for the School Environment:

1. Any student who deliberately coughs, sneezes or spits at another student or staff member is suspended.
2. When necessary and following public health guidelines all students have to wear face masks in class and moving indoors between classes. If a student is not wearing a school crested face mask the mask must be blue, navy or black. It is not a requirement for students to wear masks outside so long as they are adhering to social distancing. Any student who cannot wear a mask (medical evidence must be provided to the Senior Management Team) has to wear a visor.
3. Students must show due respect to all adults in, or visiting the school, including teaching and ancillary staff. One should always stand back to allow adults a priority. When moving around in a group consideration should be given to others. Students should walk in small groups of two or three rather than en masse.
4. Outside school hours students should continue to show courtesy and respect to their parents and family, to their teachers at all times, to civic and church authorities and to all members of the community. They should be aware of others when using footpaths.
5. If a student is being bullied/intimidated or is aware of other students who are being bullied/intimidated he/she should bring the matter immediately to the attention of his/her Tutor, Year Head, Teacher, Student Leaders, the Principal or the Deputy Principals. This matter will be dealt with in line with the schools Anti Bullying Policy.
6. Students should take pride in their school and its environment. It should be kept clean and beautiful. Students are not permitted to litter or damage it in any way. Graffiti will not be tolerated. Students found defacing or damaging school property will be required to pay for the costs incurred by the school and their parents/ guardians will be contacted.
7. The throwing of flour, eggs, water or any such material is not allowed under any circumstances.
8. Possession of fireworks, laser guns, stink bombs or any similar goods is viewed as a serious breach of school rules.
9. School management is not in favour of the growing trend of students driving cars or motorbikes to school. We encourage students to use the transport available. Students are prohibited from parking cars or motorbikes on the school premises due to the limited parking available and for insurance purposes.
10. Parents are requested not to enter the school grounds to drop and collect students as this endangers the safety of students walking and also causes congestion.

Digital and Electronic Devices:

1. Laser Pens, M.P.3 players, i-pods and other electronic devices are not permitted. All devices capable of recording voice/sound, devices capable of emitting sound and devices capable of emitting light beams or images must not be used during the school day.
2. All handheld game consoles and other such gaming devices are also banned from school life and all school-related activities.
3. All students must sign the school's ICT (Information Communication Technology) acceptable usage policy. Students are permitted to use the school's ICT equipment for educational purposes only. Students must not use ICT equipment to create, convey or generate (i.e. print or any other means) obscene or unsuitable material. In accordance with the Acceptable Usage Policy, students may use the internet for educational purposes only. Students are not permitted to use the following websites or other sites which would be deemed inappropriate.
 - a) Sites containing inappropriate material.
 - b) Social networking sites including Facebook and Twitter
 - c) All personal email sites.
 - d) Mobile phone sites.
 - e) Texting or image texting sites.
 - f) Video sites.
 - g) All music sites.
 - h) Gambling sites.
 - i) Engaging in illegal or inappropriate activity
4. Students who are found to be in breach of the ICT acceptable usage policy may face exclusion from use of ICT equipment (regardless of course requirements) or sanctions under the Code of Behaviour including where necessary suspension or expulsion. The sharing or storing of explicit images of oneself or another student is unacceptable and is absolutely prohibited behaviour with serious consequences and sanctions for those involved.

7. Lunchtime and Break-time

1. Primary School, Convent and St. Mary's Hospital grounds, Canon's Yard and the far side of the gym are out of bounds for all our students during Junior and Senior break time and lunchtime. The new building is out of bounds for students except when teachers request otherwise. Senior students are allowed to leave the school premises at break time or lunchtime provided they have a lunchtime pass. Junior students may not leave the school grounds unless they do so under the supervision of a member of staff. Any student who leaves the school premises without permission will receive the relevant sanction.
2. Students are encouraged not to congregate in the areas around Iontas Arts and Community Resource Centre before or after the school day. If on Iontas grounds and in school uniform students are bound by the Code of Behaviour, including a total prohibition on smoking, vaping or other illegal substances. Breaches of these rules will result in sanctions being applied.
3. School bags should not be left in areas where they are likely to cause an obstruction and bag racks to be utilised.
4. Loud or unruly behaviour will not be tolerated.
5. The use of the Gym and All-Weather Pitch at break and lunchtimes is governed by health and safety considerations. Numbers using these facilities will be restricted for these reasons. Rough or dangerous play will result in permission to use these facilities being rescinded.
6. The Small G.P.A. is the first-year area. Other year groups are prohibited from congregating in this area and when passing through they should be considerate of first-year students.
7. Students should return to class when the first bell rings or when asked by a supervising teacher. They should be outside the relevant classroom before the second bell rings.

8. Students who have a legitimate reason for not returning in the afternoon must bring in a note outlining the reason; get it signed by the Year Head and Principal or Deputy-Principals. The student then presents this note to the office and the secretary will sign them out before leaving the school premises. If verification is needed the parent will be contacted by phone. If a student has an unplanned afternoon absence he/she must furnish a note to the Year Head on his/her return.

8. Outside School

1. Our Lady's Secondary School is very proud of its reputation and views its students as ambassadors of the school. The Board of Management recognises that even while students are off the school grounds, their actions may directly affect other members of the school community or the standing of the school in the broader Castleblayney community

2. When outside the school on trips or outings, students are expected at all times to maintain high standards of consideration for others and, through their conduct and good manners, maintain the good name of the school. They must comply, without question, with all specific and reasonable directions given by those in charge as well as complying with any other rules or regulations set down by the venue being visited.

3. In certain cases, the school reserves the right to apply the principles of this Code of Behaviour to incidents which occur outside of school and/or outside of school hours. (Whether on a school tour or excursion or not). The school may, in its absolute discretion, choose to deal with alleged behaviour which occurs outside of school grounds or outside of school hours as if the alleged misbehaviour had occurred during school time or on school grounds. While the circumstances of each case will be examined individually, the school may exercise this discretion in circumstances where the incident in question harms or creates a risk of harm to any member of the school community (or their property) or where the incident is significant to the standing or reputation of the school itself.

9. Mobile Phones

Mobile phones have become a part of everyday life for school students as much as anyone else. While there are great advantages to the use of phones it is essential that young people learn to use phones appropriately. The modern phone as well as being used to make calls or send texts can take/send pictures, videos, record, e-mail, download from the internet, access social networking sites and also contain games. Some of these uses are not appropriate to schools and therefore the following school rules apply to mobile phones:

1. Phones must be switched off before entering the school grounds.

2. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.

3. It is strongly advised that students mark their mobile phones/digital devices with their names and use passwords to ensure that unauthorised phone calls cannot be made on their phones.

4. Each student is responsible for all communication from their phone and any image or recording on their mobile phone.

5. The phone should remain switched off until the student leaves the school grounds. Devices that are visible are considered to be in use.

6. At certain times students may, with a teacher's permission, and having signed a mobile device contract, be allowed to have their mobile phones/devices switched on. This would include under teacher supervision in order to undertake a learning experience in class while travelling away with a school group or on a school tour/ excursion. In addition downloading, viewing and/distributing inappropriate or offensive material is strictly prohibited and if done will result in serious sanctions up to and including

expulsion. Only the Principal, or a teacher authorised by the Principal, may give a student permission to have his/her phone switched on while on the school premises.

7. Students who need to contact a parent/guardian must use the phone in the school office. Parents should not call or text their children during the school day. Contact at any time can be made through the school office.

8. Any student who has his/her phone switched on will have it confiscated. The student's parent will be contacted and will arrange with the school Principal or in his absence the Deputy Principals to collect the mobile phone the student will receive an appropriate sanction. Should there be a second similar incident parents will be instructed to ensure that the student no longer takes a phone onto the school premises. The school's AUP has full guidance on the use of mobile phones in school and can be found on the school website.

9. Videoing or recording another person (staff or student) without their knowledge and consent whether on school premises or outside of the school is an invasion of privacy and any student caught doing so will face sanction.

10. Isolated or once-off incidents of intentional negative behaviour including a once-off offensive or hurtful text message or other private messaging do not fall within the definition of bullying and are dealt with under the school's Code of Behaviour. However placing a once-off offensive message, image or statement on a social network site or public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

11. In relating to sexting or the sharing of inappropriate messages, this can have a serious negative effect on a student and may constitute both harassment and the distribution of child pornography.

12. All incidents involving creating, storing or sharing of explicit or sexually suggestive images of children under the age of 18 may be reported to the Gardai or TUSLA. The possession or distribution of such material will be taken very seriously by the school and may result in prolonged suspension or the permanent exclusion of the student(s) involved.

The Board of Management reserves the right to modify or vary the school rules in the event that unforeseen circumstances arise that require such modification or variation at short notice where the interest of the pupils, staff or the school requires it. Any such amendment will be communicated to the school community.

10.Sanctions

Rationale

The school may apply a range of sanctions appropriate to the circumstances and seriousness of each individual case. These are tiered in nature to ensure a just and equitable approach that respects the dignity of all involved and depending on the seriousness of the breach of discipline in question. These include:

1. A verbal warning
2. A note home to parents in the school journal
3. Incident recorded on e-portal
4. A phone call to parents
5. Additional appropriate written work as per written guidelines
6. Rescinding of lunchtime pass
7. Lunchtime detention
8. Parents invited to a meeting
9. Evening detention
10. Saturday morning detention
11. The student may be put on report

12. Withdrawal from a specific subject for a limited period of time.
13. Withholding of access to specified school facilities if inappropriate behaviour has taken place.
14. Internal suspension
15. Removal from a school trip or extra-curricular activity
16. Immediate removal from class.
17. Suspension
18. Expulsion

Restorative circles and restorative practice by trained staff at Our Lady's may be used to resolve disputes and bullying issues. Participation in restorative sessions is encouraged as a means of dispute resolution. However, such participation does not prevent normal disciplinary sanctions applying to students where a school investigation has found the code of conduct has been breached.

SUSPENSION AND PERMANENT EXCLUSION POLICY

This policy relates to sanctions that the school management may adopt when dealing with serious breaches of the Code of Behaviour. This policy was drawn up in consultation with all the school partners – the Board of Management, teaching staff, parents/guardians and students.

Rationale

All students have a right to learn in an orderly and caring environment. All members of the school community have a right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. The Code of Behaviour aims to provide safe, secure learning free from disruption for all our students by promoting a sense of respect for oneself, for others and for our environment. By enrolling in this school, each student and their parents/guardians agree to uphold the Code of Behaviour in detail and in spirit. There will from time to time be cases of unacceptable behaviour where it will be in the best interests of the school community that the student(s) involved are removed from the school for a period of time or permanently.

Objectives

The aims of our suspension and permanent exclusion policy are:

- To maintain a safe, secure learning environment free from disruption for all the members of our school community.
- To outline the strategies to be used where students are in serious breach of our Code of Behaviour.

Roles and Responsibilities

Principal

The Principal or, in the Principal's absence, the Deputy Principal has authority to suspend any pupil for a limited period of time (see below) and may recommend a longer suspension or the permanent exclusion of a student to the Board of Management.

The Board of Management

Permanent Exclusion is the ultimate sanction imposed by the school for behaviour problems and may be imposed only by the Board of Management. The Board of Management has the responsibility to deal with such issues in accordance with the principles of fairness and natural justice.

Suspension of a Student

Suspension Definition

Suspension is defined as a sanction requiring the student to absent themselves from the school for a specified limited period of school days.

Grounds for Suspension

The decision to suspend a student requires serious grounds such as that:

- The student's behaviour has had a seriously detrimental effect on the education of other students
- The student's continued presence in the school at this time constitutes a threat to safety
- The student is responsible for serious damage to property.

A single incident or first offence of serious misconduct may be grounds for suspension.

Examples of such behaviour could include (but are not limited to):

- A serious threat of violence either physically or verbally against a member of the school community
- Actual violence or assault against a member of the school community
- Abusive or threatening language or behaviour towards a member of staff or other members of the school community
- Gross Defiance
- Persistent disruption to teaching & learning
- The possession of alcohol or any illegal substance on school premises or at school events, tours or school-related activities
- Smoking on school premises or at school events, tours or school-related activities
- Any interference with the school security or fire alarm systems
- Being involved in a physical fight on the school premises or anywhere in school uniform
- Instances of bullying as per the schools Anti Bullying Policy
- Failure to attend Evening detention
- Damaging school property
- Unauthorised absence from school or classes
- Inappropriate use of camera / recording facilities on a mobile phone or personal device on school premises or at school events, tours or school-related activities

- Repeated less serious breaches of the Code of Behaviour that has not been rectified by other interventions and disciplinary measures short of suspension

This list is not exhaustive.

Rationale for Suspension

Suspensions can provide a respite for staff and the student, give the student time to reflect on the link between their action and its consequences and give staff time to plan ways of helping the student to change unacceptable behaviour to meet the school's expectations in the future.

The suspension is most effective when it highlights the parents'/guardians' responsibilities for taking an active role in partnership with the school is working with their son/daughter to help them improve their behaviour as required.

The Period of Suspension

The Principal (or in his absence the Deputy Principal) may suspend a student for up to five school days having informed the Chairperson of the Board of Management. A longer-term of suspension will require approval from the Board of Management. Where a student is suspended for a period of 6 or more continuous days or for a cumulative total of 20 days in one school year, the Principal is required to inform the Education Welfare Officer who may contact the family.

Suspension during a State Examination

If the Principal or, in the Principal's absence, the Deputy Principal forms the opinion that a student's behaviour constitutes a threat to good order in the conduct of the State examination or a threat to the safety of other students and personnel or a threat to the right of other students to do their examination in a calm atmosphere, then the Board of Management may approve the suspension of that student.

Procedures in respect of Suspension

As a general rule, the suspension will be applied only after other sanctions in our Code of Behaviour have failed to change the behaviour problem or where the alleged misbehaviour is sufficiently serious that a less serious sanction would be inappropriate and suspension be warranted.

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension, the student and their parents/guardians will be informed about the complaint, how it will be investigated and that it could result in suspension, should the complaint be substantiated.

The parents/guardians will be informed usually in writing although there may be circumstances where, following a preliminary investigation, an immediate suspension is warranted for the safety of the student, other students, staff or others. The formal investigation of the complaint should commence as soon as possible after the alleged misbehaviour has occurred.

Opportunity to Respond

Save in circumstances where the immediate suspension is required, Parents/Guardians and student will normally be given an opportunity to respond to the complaint before a decision to suspend is made. Ideally, this response will be made at a meeting involving the student, their parents/guardians and the Principal (or in the Principal's absence, the Deputy Principal). If a student and their parents/guardians fail to attend a meeting, the Principal should write advising the parents/guardians of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school

authorities to make a decision to respond to the negative behaviour. The school will record the invitations made to parents/guardians and their response.

Right to Appeal

Where the Principal makes a decision to suspend a student the parents/guardians have the right to appeal the decision to the Board of Management. The suspension will not normally be implemented until after such an appeal is concluded unless the behaviour in question warrants an immediate suspension (see above).

If the appeal is heard after the suspension has been implemented and if the appeal is upheld, then the record of the student will not include the suspension. A decision by the Board of Management to suspend a student cannot be appealed externally unless the total number of days for which the student has been suspended in the current school year reaches twenty days. In such a case, the parents/guardians, or a student aged over eighteen years, may appeal the suspension under section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*. This appeal must be made within 42 days of receipt of the notification of the suspension.

At the time when parents/guardians are being formally notified of such a suspension, they and the student will be told about their right to appeal to the Secretary-General of the Department of Education and Skills under section 29 of the *Education Act 1998* and should be given information about how to appeal.

Implementing the 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 during the suspension.
- That the student will be in the care of their parents/guardians during the period of their suspension from school
- The arrangements for returning to school, including any commitments to be entered into by the student and the parents/guardians (for example, parents/guardians and the student may be asked to reaffirm their commitment to the Code of Behaviour)
- The provision for an appeal to the Board of Management
- The right to appeal, if appropriate, to the Secretary-General of the Department of Education and Skills (*Education Act 1998*, section 29). Students are advised to use the period of suspension for serious study and revision. Schoolwork may be assigned to be completed during the period of suspension.

Grounds for Removing a Suspension

A suspension may be removed if the Board of Management decides to remove the suspension for any reason or if the Secretary-General of the Department of Education and Skills directs that it be removed following an appeal under section 29 of the *Education Act 1998*.

Procedures for the Re-Introduction of the Student into the School

The parents/guardians and the student may be requested to attend a meeting with the Principal or another staff member delegated by the Principal before the student returns to class. The purpose of this meeting is to emphasise the seriousness of the misbehaviour that gave rise to the suspension and to ensure parental/guardian support for the school's Code of Behaviour. It is also an opportunity to stress parental/guardian responsibility in supporting the school in its efforts to help their son/daughter to behave well when they return to school. In addition, the supports that the school intends to put in place to support the student on their return may be outlined at such a meeting.

The parents/guardians and/or the student may be requested to sign their commitment to the Code of Behaviour or other conditions as deemed appropriate by the Principal or Board of Management. The parents/guardians and the student will be informed in advance of any such other conditions.

When the suspension is completed, the student will be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and any sanction imposed, once the sanction has been completed, the school will expect the same behaviour of this student as of all other students.

The student will be offered the option of engaging in restorative practices through a restorative meeting and/or restorative circle.

Records and Reports

Formal written records will be kept of:

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

The Principal will report all suspensions to the Board of Management, with the reasons for and the duration of each suspension.

The Principal is required to report to the Educational Welfare Officer all suspensions of six days and longer, or any suspension where the total number of days for which the student has been suspended in the current school year reaches twenty days.

Review of Use of Suspension

The Board of Management will review the use of suspension in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school and to ensure that use of suspension is appropriate and effective.

Permanent Exclusion

Permanent exclusion/expulsion of a student is the ultimate sanction imposed by the school and may only be exercised by the Board of Management.

Grounds for Expulsion

Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management in cases of serious misbehaviour or where there has been a continuum of misbehaviour over a period of time.

The school will usually have taken significant steps to address the continuum of misbehaviour and to avoid expulsion of a student including, as appropriate:

- Meeting with parents/guardians and the student to try to find ways of helping the student to change their behaviour
- Making sure that the student understands the possible consequences of their behaviour if it should persist
- Ensuring that all other possible options have been tried
- Seeking the assistance of one or more support agencies (e.g. National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education. (This list is not exhaustive).

A proposal to expel a student requires serious grounds such as that:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constitutes a real and significant threat to the safety of others in the school community or the student themselves.
- The student is responsible for serious damage to property.

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that may 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 the school community
- Actual violence or physical assault
- Use of illegal drugs during school time or while attending school organised events and tours.
- Supplying illegal drugs to other students in the school
- Sexual assault
- Sexual harassment
- The unauthorised use and/or inappropriate photographing, videoing or recording of a staff member or other members of the school community and/or uploading this information to the internet
- The creating of offensive or abusive material of staff members or students in school uniform and/or on school-related activities and/or the posting of such on social media or other ICT platforms
- A serious once-off offence which brings the good name and reputation of the school into disrepute
- If the behaviour of the student is repeatedly preventing teaching & learning from taking place on an ongoing basis that has not been rectified by other interventions and disciplinary measures short of expulsion
- If the student's behaviour is uncontrollable or grossly defiant to school management or other staff members and is not amenable to any form of school discipline or authority
- Serious bullying
- Serious misuse of technology

This list is not exhaustive.

Determining the appropriateness of expelling a student

Given the seriousness of expulsion as a sanction, the Board of Management will undertake a very detailed review of a range of factors in deciding whether to expel a student. These factors will include:

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether expulsion is a proportionate response
- The possible impact of expulsion

Procedures in respect of expulsion

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
2. Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing.
3. Board of Management deliberations and actions following the hearing.
4. Consultations arranged by the Educational Welfare Officer.
5. Confirmation of the decision to expel.

- A detailed investigation, in line with fair procedures, will be carried out under the direction of the Principal. Students and parents / guardians will be informed of the alleged misbehaviour and given every opportunity to respond to the complaint before a decision is made and a sanction is imposed. Parents / Guardians will be informed that the Principal will refer the matter to the Board of Management who will consider sanctions up to and including expulsion.

- Parents / Guardians will be notified by letter and / or registered post that the matter has been referred to the Board and of the sanctions the Board will consider, up to and including expulsion.

- Parents / Guardians will be invited to attend the Board meeting. The student may also attend. It is up to the Principal to arrange the time of the meeting.

- If Parents / Guardians decline to attend the meeting they will be invited to make a written submission.

- The Principal will meet the Parents/ Guardians prior to the Board meeting and explain the procedure.

- The Principal will inform the Parents / Guardians of his intended statement.

- A written version of the Principal's statement (redacted or anonymised as necessary), CCTV footage or other forms of evidence that the Principal will be providing to the Board as part of his investigation will be made available to the Parents / Guardians and Board members prior to the Board of Management meeting. In certain limited circumstances, the Principal may not be able to provide copies of the statements and in those cases, a summary of the evidence contained therein may be provided instead.

- Parents/guardians may wish to be accompanied at hearing and the Board will facilitate this, in line with good practice and Board procedures. In line with the jurisprudence of the High Court, the Board will only allow legal representation at a hearing in the most exceptional of circumstances where the facts of

the case require it (as the Board in its absolute discretion may decide), whether for reasons of complexity, allegations of criminal wrongdoing by the student or otherwise.

- During the hearing, the Principal and the Parents / Guardians (or the student if over 18) will put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly. After both sides have been heard, the Board will ensure that the Principal, Parents / Guardians and student are not present for the Board's deliberations.
- After the hearing, and not in the presence of the Principal or the parents/student, the Board of Management will consider if the expulsion is appropriate in light of the following factors:
 - The nature, scale and persistence of the behaviour in question
 - The age and maturity of the student
 - The effect of the behaviour on the school community (staff and pupils)
 - The previous behaviour and conduct of the pupil
 - Any contrition or attempts by the pupil to reform their behaviour
 - Attempts (short of expulsion) made by the Principal and staff to divert, correct or check the behaviour and the effectiveness of those attempts
 - The duty of the school to provide an education for its students and whether the continued enrolment of the student affects or limits the Board's ability to discharge this duty.
 - The duty of care owed by the school to its employees, pupils and to visitors to the school and whether the continued enrolment of the student affects or limits the Board's ability to meet this duty of care.
- Based on the foregoing considerations, any submissions from the parents and the Principal's Report, the Board then makes a decision as to whether or not to exclude the Student. It should be noted that if the student or his parent/guardian fail to attend the meeting with the Board and fail to provide a reasonable explanation for not doing so, the Board will make a determination in their absence based on a review of the Principal's report and the evidence before it.
- When the Board of Management, having considered the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for its decision. The Board will inform the Parents / Guardians in writing about its conclusions, the next steps in the process, and that the Educational Welfare Officer has been informed. The Principal will remain suspended during this time the Board forms the opinion that the student's presence in the school will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.
- The Principal will make all reasonable efforts to take part in the consultation meeting arranged by the Educational Welfare Officer within 20 days after the notification of the intention to expel. The Principal may assist, with the agreement of the parent / guardian and without prejudice to the case, in sourcing another school for the student.
- Where the 20 day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the opinion that the student should be expelled, the Board of Management will formally confirm the decision to expel. The Parents / Guardians of the student will be notified immediately that the expulsion will now proceed.
- The Parents / Guardians will be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998. Permanent exclusion may

be appealed by the Parent / Guardian. Any such appeal must be lodged within 42 calendar days of the decision by the Board of Management.

- The National Educational Welfare Officer will be notified of the Board of Management's decision to expel.

Review of use of expulsion

The Board of Management will review the use of expulsion in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school, and to ensure that expulsion is used appropriately.

Ratified by the Board of Management on:

Date of Review:

Chairperson of Board of Management:

Code of Behaviour: Parent/ Guardian & Student Agreement

We / I have read the Code of Behaviour of Our Lady's Secondary School and undertake to support it to the best of our / My ability. We / I also understand that from time to time Our Lady's Secondary School may need to update their Code of Behaviour and other policies. We / I accept that it is our / my responsibility to remain informed of these changes communicated to us by the school.

Signed: _____

Parent / Guardian: _____

Student: _____

Class & Year Group: _____

Date: _____

A student may not attend Our Lady's Secondary School if the Code of Behaviour is not signed.

