



St. Louis Secondary School  
Carrickmacross

# Code of Behaviour

2022-23



# Saint Louis Secondary School, Carrickmacross

## Code of Behaviour

### General

This Code of Behaviour exists in order that our school can create and maintain an ethos and environment, in which students may learn, grow and mature. The rules it contains are made in the interests of the well-being and happiness of each individual student. The Code of Behaviour has been drawn up in accordance with the requirements of the *Education Act 1998* and the *Education (Welfare) Act 2000* as well as the values expressed in the school's mission and ethos statements. In particular, the desire to create and maintain a happy and secure school community where the members treat each other with respect and dignity, recognizing the common purpose and shared goals that have brought them together.

Underpinning this Code is the vision of education expressed by the founding father, Abbé Bautain in his call to lead young people towards personal responsibility and maturity through the care and affection shown them. This requires an approach that respects the dignity of the individual and is sensitive to the needs and circumstances of every student.

The school recognises the central role that parents play in the education of their children. Good behaviour is nurtured in the first instance in the home. The school seeks to involve parents/guardians in the maintenance of good behaviour in the school and actively seeks their support in implementing this Code of Behaviour. The signing of the Code of Behaviour, as part of the enrolment process, signals the support of parents/guardians for its operation in the school.

The Code of Behaviour applies to all registered students of the school.

#### The purpose of the Code is:

- To develop in students a sense of responsibility and appreciation of order.
- To foster in students a sense of respect and consideration for others.
- To prepare students for life after school.
- To encourage good behaviour through positive affirmation.
- To create a suitable environment for learning.

### Section (1) Attendance and Punctuality

Regular, punctual attendance is essential for good progress and academic achievement. The school seeks to encourage good attendance among all students and regularly commends students and their parents where excellent attendance and improved attendance are achieved. Likewise, the school offers help and support where on-going problems with attendance exist. Under the Education (Welfare) Act 2000 there is a statutory obligation to attend school and the Principal is legally required to inform the National Educational Welfare Board when absences of more than 20 days in a school year occur.

1. Students must attend school regularly and punctually.  
If a student has been absent from school, she must bring a note of explanation from her parent(s) or guardian(s) in her Student Journal to the teacher on duty at Reception. The counterfoil should then be shown to each of her subject teachers.
2. If a student needs to leave the school premises during the day, she must bring a note in her Student Journal from her parent or guardian to the Office before she leaves. A parent/guardian is required to come to the school reception to sign their daughter out of school. The student will be required to sign in on returning to the school. Medical appointments should be made outside school hours if at all possible.
3. Students who become ill during the day should first inform the subject teacher in whose class they are meant to be. Where necessary, contact will then be made by a staff member with a parent or guardian by telephone. For this reason, parents/guardians should ensure that the school has up-to-date daytime contact numbers. Under no circumstances should students make their own arrangements for collection by parents or others. When a student is going home due to illness, parents/guardians are required to come to the office to collect her.
4. If a student is absent from school or needs to leave in the middle of the school day, she should ensure that a parent/guardian contacts the school office (042-9661587) by telephone or email [attendance@stlouiscmx.com](mailto:attendance@stlouiscmx.com) and give an explanation. We will not be taking signed notes from the Journal this year due to covid-19.
5. Students who miss the roll class at 9.00 a.m. or 1.55 p.m. must present at the reception in the convent building upon their arrival to school. This ensures that they are not marked absent.
6. Students who have interviews/meetings with members of staff during class time are expected to show a note from the teacher requesting their absence from class.

7. All year groups are required to stay in school during break and lunchtime unless they have written permission to go home to a parent/guardian for lunch. This is for the school year 2020-2021 and will be reviewed for the following academic year.

**There are grave Health and Safety implications where students absent themselves from school or class without permission. Because of this, the school must view all such absences as serious breaches of the Code of Behaviour.**

## Section (2) Uniform

The school insists on high standards with regard to dress and appearance. When students wear the uniform they are ambassadors for the school in the community. As such they should take pride in their appearance and be aware of the traditions and continuity that they represent.

1. Full correct uniform must be worn by every student in school, coming to school, leaving school and on school trips as indicated.
2. The uniform comprises a tartan skirt **or** school trousers, school blouse and school pullover. The pullover has a round neck and the school crest. Students must wear green knee-socks or plain black or navy tights (Denier 50+) with the skirt. The skirt should be worn two inches below the knee and the trousers should not be frayed at the hem. The only hat and scarf permitted with the uniform is the official school hat and scarf.
3. Only flat black or navy shoes may be worn. This is essential for reasons of Health and Safety. Runners and boots are not permitted with the uniform.
4. For outdoor wear, students should have the school fleece or jacket. In very cold weather students should wear an additional vest/ base layer under the uniform and not a polo-neck or hoodie. These additional items should not be visible, nor should they replace any layers of the uniform.
5. P.E. uniform must be worn for all P.E. classes and all other activities where the normal uniform is inappropriate. It comprises of a school T-shirt and half zip top for PE, together with the school's navy tracksuit bottoms and suitable non marking sports shoes. The PE uniform should only be worn on days when PE is timetabled or requested for a school trip. The PE half zip should not replace the traditional school jumper. 5th & 6<sup>th</sup> yr students in 2022 **only** are permitted to wear plain navy or black leggings but all other year groups must wear the school tracksuit bottoms. The old grey PE sweatshirt is no longer part of our PE uniform
6. Students are permitted to wear two earrings in each ear, subtle in nature i.e. no large hoops (hoops bigger than 1 cm), hanging earrings or exaggerated bars etc., as they pose a Health

and Safety risk and therefore cannot be permitted. Facial piercings and facial piercing retainers are totally prohibited for the same reason.

Students can wear a school badge on their uniform. A maximum of two rings are allowed on each hand. Students can wear a watch, but no other jewellery is permitted. Other types of jewellery and incorrect items of apparel may be confiscated and retained in a safe place in school until the end of term.

7. The wearing of make-up is not permitted in First, Second and Third Year. Due to their age and stage of development, senior students (Fourth, Fifth and Sixth Years) are permitted to wear make-up in moderation, keeping in mind the promotion of the good image of the school. If it is felt that students are abusing this rule e.g., exaggerated eye make-up, this privilege may be withdrawn at the discretion of the Principal. Exaggerated hairstyles/hair colourings are not permitted, only natural colours are permitted.
8. Students are permitted to wear a subtle nail polish (no luminous colours) and nails must be kept at a functional length; this includes acrylic nails. A functional length is such that it does not interfere with normal school activities. For example, when partaking in a practical subject, a teacher may deem the length or varnish of a student's nails to be a health and safety risk such as cooking in Home Ec. or PE. Students may be asked to remove varnish in this instance or change the length if necessary. For TY module, Hair and Beauty, students will be allowed to keep their nail art in place until it naturally disintegrates, however, as a general rule Nail Art is not allowed. Nail polish is not permitted for Home Economics' practical exams. Teachers will give students good notice of when practical's will be so that students can remove nail polish if deemed necessary.
9. Students who come to school in non-uniform clothes, and who do not have a note of explanation from a parent/guardian may be required to stay on the school premises during lunchtime.
10. Sanctions:
  - Subject teacher/Class teacher speaks with the student, lets them know they are logging the uniform breach, and asks the student to remove non uniform items, such as scarfs or jackets. If the uniform breach cannot be resolved instantly i.e. removal of nail polish etc., they will give the student a timeframe to correct the issue. This may be the following day or in case of nails that need be professionally removed , students will be given a weeks' notice to correct the issue. If, during this initial discussion, the student refuses to correct the uniform, the teacher can refer the student to the Year Head straight away or in the absence of a Year Head, refer the student to Deputy Principal or Principal.
  - Year Heads will decide on an appropriate consequence for students not willing to reverse a uniform breach. This will be done on a case-by-case basis.
  - Year Heads will conduct a uniform check regularly.

### Section (3) The Learning Environment

There must be a suitable environment in class that facilitates teaching and learning. Students must co-operate with their teachers in creating and maintaining this. No student has the right to persistently interfere either with the teaching of lessons or the process of learning by other students. Where students do interfere or undermine the teaching environment in the classroom, some or all of the following graduated steps may apply:

- (1) Verbal warning in class or word with student after class.
- (2) Note in homework journal. (Students must have their homework journal with them in class at all times. This journal may be inspected by a teacher at any time.) The student must show the note to a parent and the parent should countersign as proof of this. Parents may also write a note by way of reply.
- (3) Detention (maximum twice by the same teacher in a term) The teacher will consult with the student's class teacher. A teacher may give a detention to a student in certain circumstances without following steps 1 and 2 above.
- (4) Exclusion from class for a half-day/day in study hall by arrangement with Year Head. Work to be set and checked. Parents to be notified in writing of the occurrence. Counselling will be offered to the student.
- (5) Parents contacted and student suspended at home. Student and parents informed that if behaviour does not improve that a longer period of suspension might follow. Counselling will again be offered.
- (6) Longer period of suspension as per Section 7 of this *Code of Behaviour*.
- (7) If, despite the steps outlined above, a student's behaviour continues to cause disruption to the extent that other students are significantly disadvantaged and their opportunities to learn diminished, more serious measures including suspension for a lengthy period of time or expulsion may apply as provided for under Section 7 of this *Code of Behaviour*.

### Section (4) Class and Studies

- (1) Students must have their school journal and all the necessary books and materials for class every day. If books are lost or abused they must be replaced. All books and equipment must be maintained in good condition and free of all unnecessary markings. Homework should be done conscientiously and tidily.
- (2) Students are expected to take part in the work of the class and not to cause any interruption or distract any other student. When class ends, students should prepare quietly for the next class. When students must go to another classroom they should do so as quickly and as quietly as possible.
- (3) If no teacher arrives to take a class, students should arrange for one of their number to go to the staffroom to report the position. If there is nobody in the staffroom, the secretary should be notified.

- (4) Permission to leave class for any reason must be obtained from the subject teacher. In the case of illness, where a student is unable to sit in class, she should first obtain permission to leave from her subject teacher and then report to the secretary. (The permission of each teacher whose class she misses must be sought at the beginning of each class period.) Where a student is late for class a note of explanation is required.
- (5) Students should not interrupt a class to make announcements, etc., unless acting with the permission of a member of staff and having asked the permission of the teacher present in the classroom.
- (6) Eating and drinking during class are not allowed without the permission of the subject teacher. At the end of class, students should ensure that all furniture is replaced in its proper position.

### Section (5) Rules and Procedures

#### (A) Students are expected:

1. To treat other people (fellow students, teachers, non-teaching members of staff, and visitors to the school) with dignity, due respect and courtesy at all times.
2. To greet teachers and other staff on corridors and on entering their classroom.
3. To hold doors for teachers and other adults and to stand back and allow teachers and other adults to pass through doorways and on corridors.
4. To excuse themselves politely if they must interrupt staff engaged in conversation.
5. To walk, not run, on the right hand side of corridors and stairs.
6. As far as possible, to restrict to break times visits to the toilet so as to avoid unnecessary disruption of classes.
7. To care for the school environment, school property (desks, tables, chairs, rooms and equipment) and the property of others.
8. To practise a positive approach to order and tidiness by not throwing litter on the ground or floor and by picking up any litter that they do find and disposing of it in a bin.
9. To practise hygiene and have consideration for others especially in the toilets.

10. To fulfil their duties on cleaning rotas for classrooms, corridors, lunchroom and school grounds and in particular to ensure that the classroom is tidy before the teacher comes to take class and that it is left clean and tidy at the end of each class.
11. To take responsibility for all personal property, including money, P.E. gear, books, pens, etc. Students are advised that personal items of property should be clearly marked with the pupil's name. Books and materials, when not in use must be stored in their school box or school bag.
12. To take part in all events and programmes which are organised for them by the school.
- (13) To board school buses in an orderly manner and to avoid loud and rough behaviour while travelling to and from school by bus.
- (14) To seek permission from the Principal if they wish to hold any fund raising activities.

### (B) Unacceptable items/activities:

- (1) The school will neither accept nor tolerate the possession; use or supply of banned or prohibited substances and/or drug paraphernalia by any student in the school. This also applies to trips, outings and all school related activities either in school uniform or, when permitted, while wearing ordinary clothes. This includes all substances covered by the Misuse of Drugs Act, non-validated prescription medication and all alcohol and tobacco used contrary to the law of the land. The school reserves the right to determine whether a substance found at the school qualifies as a banned or prohibited substance. It is forbidden to provide information to other students regarding contacts or places where illegal substances may be obtained. In such cases the school reserves the right to involve the Garda Síochána. The parents/guardians of the student will be notified and advice offered regarding where to access expert professional help. It is made clear to students that the school cannot permit substance offences. Anyone who presents a threat to the school, by introducing illegal substances in any form whatsoever, can expect to be expelled.
- (2) Smoking on the school premises is prohibited by government statute and by school management. Students may not bring cigarettes, any type of e-cigarette, tobacco, matches or lighters to school. Smoking on school premises or on the way to or from school, while in school uniform or on any school related outing is forbidden.
- (3) Students may not use chewing gum, tippex, spray deodorants, spray perfumes and hair sprays.



- (4) Students must not mark or otherwise damage school property such as desks, chairs, walls or equipment.
- (5) Students must switch off mobile phones and place them face down on their desk during each lesson. Phones can only be used in class with teachers' permission. Students are not permitted to use phones on the school corridors or school grounds. Students are permitted to have mobile phones during break and lunch time in classrooms only. Any breaches to the above rules will result in the confiscation of the mobile phone until the end of the school day a €10 fine imposed.
- (6) A mobile phone or any other device must never be used for taking either photographs or movie clips or for recording sound without the authorisation of the Principal.
- (7) Students must never upload recorded material of members of the school community to any Internet site without the permission of those involved.
- (8) The sharing of explicit images is an unacceptable and absolutely prohibited behaviour, with serious consequences and sanctions for those involved.
- (9) A student may be excluded from extra-curricular activities where the student's behaviour has been a cause of concern to the Principal and staff of the school.

### **Covid 19 Protocols**

During this unprecedented time, the Board of Management of St. Louis Secondary School will endeavour to do all in its power to provide a safe and secure working/learning environment for all members of our school community. To this end, it is of vital importance that all members of the school community adhere to the safety measures that have been put in place.

The following behaviours will result in a student being removed from class and placed in the care of her parents/guardians until the school management meet with the parents/guardians and are satisfied that the student no longer poses a risk to the health and safety of herself and any member of the wider school community:

- Refusing to wear a face mask or appropriate PPE equipment as requested by the school's Board of Management.,
- Interfering with the face mask/PPE equipment worn by another member of the school community.
- Deliberately coughing or sneezing in the direction of another member of the school community.
- Deliberately wearing the face mask/PPE equipment incorrectly.
- Misuse of sanitisers and any other sanitisation equipment on the school grounds.
- Not following the clear directions laid out by the school e.g. One Way Systems, sanitisation procedures and general hygiene practices on the school grounds.

- Refusal to carry out any/all reasonable requests made by staff members/management in order to prevent the spread of Covid 19 within our school community.

Should a student repeatedly engage in behaviours which compromise the health and safety of our school community, the student and parents/guardians will be requested to meet with Principal of the school. Should the negative behaviours outlined above continue to occur, the matter will be referred to the Board of Management and the student and parents/guardians will be requested to meet with the Board. The Board will decide on a suitable sanction which in serious cases can include suspension and expulsion.

### **Please read carefully the school's Health and safety Control of Covid -19 Policy available on the school website**

#### **By signing the code of behaviour students**

- agree to follow the school's Acceptable Use Policy on the use of the Internet and to use the Internet in a responsible way and obey all the rules.

#### **By signing the code of behaviour parents:**

- As the parent or legal guardian you are stating that you have read the Acceptable Use Policy and grant permission for your daughter or the child in your care to access the Internet. That you understand that Internet access is intended for educational purposes and that you also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites.

In relation to the school website, you are stating that you accept that, if the school considers it appropriate, your child's schoolwork may be chosen for inclusion on the website and that you understand and accept the terms of the Acceptable Use Policy relating to publishing students' work on the school website. Please also refer to the Data protection GDPR Policy

## **Section (6) Anti-bullying Policy**

*See Anti-Bullying Policy*

## Section (7) Disciplinary Procedures

### Detention.

A student may be put on detention from 13.30 p.m. until 13.50 p.m. for:

- Failing to complete her homework assignments
- Failing to apply herself properly to classwork or routine duties
- General misbehaviour

### On Report

A student who is repeatedly inattentive or disruptive in class may be put on report for a specified period so that her behaviour can be closely monitored. If her behaviour fails to improve, further disciplinary action will be taken.

### Confiscation

Items of jewellery and apparel which do not conform to school rules may be confiscated. Items of property which are not permitted in school may be confiscated.

A student may be required to pay a fine to recover confiscated property.

### Cleaning Duties

A student who defaces the school environment or the property of others with litter, chewing gum or graffiti may be required to undertake cleaning duties in a specified area for a specified period.

### Exclusion from Class

A student who persistently disrupts class so as to interfere with the learning environment may be excluded from class for a half-day or day. The student will spend the time under supervision in the study hall. Work will be set and checked. Parents will be informed of the occurrence in writing.

### Suspension from School

St Louis Secondary School, aims to create a calm and ordered atmosphere in a caring and supportive working environment based on respect for self and respect for others. When a student fails to observe the Code of Behaviour it may result in the student incurring sanctions including suspension or expulsion where warranted.

This section of the policy outlines the school's approach to suspension and expulsion and has been formulated taking due consideration of the rights and responsibilities inherent in

the Education Act 1998, Education Welfare Act 2000, Equal Status Act 2000 and National Education Welfare Board Guidelines on Code of Behaviour 2008.

Suspension Principles in certain cases of unacceptable behaviour it may be in the best interests of the school community and/or the student involved to remove the student from the school or from class for a period of time. Under the Articles of Management for Secondary Schools and with authority granted from the Board of Management, the Principal, and in the absence of the Principal the Deputy Principal, has the authority to suspend a student for a period up to and including 3 school days. Suspensions beyond 3 days require the permission of the Board of Management. Students who seriously and/or persistently misbehave will be referred to the B.O.M.

The Principal/Deputy Principal/Board of Management exercises this authority in a fair and non-discriminatory manner having regard to his/her/its responsibility to the whole school community and to the principles of natural justice. Procedures followed will include two essential parts:

- The right to be heard
- The right to impartiality

It is the intention of the school that suspension allows students the time, under the supervision of their parent/guardians, to reflect on their unacceptable behaviour; to accept responsibility for the behaviour that led to the suspension and to change their future behaviour to meet the expectations of the school.

### **Examples of circumstances under which suspension may be imposed, but are not limited to:**

- In cases where the health and safety of a student herself or of others in the school community could be a risk, it may be necessary to suspend a student with immediate effect pending an investigation and the following of due procedures.
- A serious breach of the Code of Behaviour that indicates that the student should be removed from the school.
- Repeated less serious breaches of the Code of Behaviour that have not been rectified by other interventions and disciplinary measures short of suspension.
- Abusive behaviour or language towards staff.
- Persistent bullying as per school Anti-Bullying Charter
- Smoking anywhere in school uniform and/or on school outings
- Leaving the school grounds without permission
- The possession of alcohol or any illegal/banned substance on school premises or at school events.
- Possession, use of or supply of drugs or drug paraphernalia or misuse of any substance in the school grounds, on school trips or during any school related

activity. This also applies to students coming and going to school and at any time in school uniform.

- Any interference with school security or fire alarm systems
- Damaging school property
- Threatening and/or abusive behaviour.
- Inappropriate use of camera phone

The circumstances under which suspensions may be imposed can be divided into four groups:

### **1. Suspensions as a result of ongoing misbehaviour**

The school has a referral system in place to address issues of ongoing misbehaviour. Teachers will initially deal with disciplinary issues themselves within their own classroom. If this fails to resolve matters, then the issue will be referred from teacher to Year Head to Deputy Principal / Principal.

Possible Interventions /Supports:

- Meeting with student and Year Head to explore the circumstances of the incident/s giving the student an opportunity to be heard.
- Contact with Class Tutor
- Phone contact with parents
- Progress report
- Detention
- Temporary removal from a class.
- In school suspension
- Meeting with parents and student with a view to moving forward.
- Student placed "On Report" for a period of time.
- Positive Behaviour Plan.
- Referral to school counsellor
- Referral to appropriate support services in and/or out of school.

The intervention/s used will be appropriate to each case.

If the ongoing misbehaviour has not improved, then the option of suspension will be considered.

### **2. Immediate Suspensions**

In exceptional circumstances, the principal may consider an immediate suspension to be necessary. This will include a situation where the continued presence of the student in the school at that time would represent a serious threat to the safety of either the student herself or of others in the school community. Fair procedures will still be applied.

### **3. Automatic suspensions**

Suspensions will also be imposed for named behaviours as per the school's Code of Behaviour

### **4. Suspension during State Exams**

This sanction will normally be approved by the Board of Management and will be used where there is:

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

This sanction will be treated like any other suspension, and the principle of natural justice will apply.

### **Suspension Procedure**

In the event that the principal exercises their authority to suspend a student for a fixed duration, the following procedure will be used:

- The principal, having consulted with the Yearhead/Deputy Principal and any other relevant personnel, will decide if a period of suspension may be warranted. In making this decision, the student's record in the school will be taken into account.
- The student will be informed of the precise grounds that gave rise to a potential suspension and will be given an opportunity to respond before a suspension decision is formalised.
- The parents/guardians of the student will be informed of the situation and may be invited to come to the school for a meeting.
- In cases where the suspension is to take effect immediately, such as in the interests of health and safety, parents/guardians will be informed by telephone, with written follow up.

Students will not be sent home during a school day unless collected by a parent/guardian or some other suitable arrangement is made. All suspension decisions include a formal letter of notification that will include:

- Notice of the suspension
- Effective date of the suspension
- Duration of the suspension
- Procedure on return to school
- Reasons for the suspension
- A statement that the student is under the care and responsibility of parent/guardians while suspended.

Where appropriate, this letter may also include some or all of the following:

- Expectations of the student while on suspension

- Reference to the importance of parental assistance in resolving the matter causing suspension.
- A statement that the Education Welfare Board has been informed of the suspension.
- Information of the appeal rights and procedures regarding the suspension.
- Requirements to be met for the student's return to school.

### **Suspension Removal**

As the principles of natural justice demand that there should be available a right of appeal to a higher authority, a student aged over 18 years or her parents/guardians may appeal the Principal's decision to suspend to the Board of Management. Such an appeal must be made in writing to the Chairperson of the Board of Management, stating the grounds on which the appeal is being made. However, the school may insist that the student remain at home while the appeal proceeds. In the event that an appeal is successful, the suspension will be lifted and if the suspension has already been served, it will be expunged from the student's record.

Where the total number of days for which the student has been suspended in the current school year reaches 20 days, the parents/guardians, or a student aged over 18 years, may appeal the suspension under section 29 of the Education Act 1998, and will be given information on how to appeal.

Beyond success in such appeals, a suspension may be rescinded in the following circumstances:

- New circumstances come to light after the suspension has been applied that would have mitigated the sanction had they been known beforehand.
- Other mitigating factors consistent with the application of the principles of natural justice.

### **Suspension Completion**

Upon completion of a suspension the student will be met by the Year head on return to school. After suspension the following procedures may also apply for the formal reintroduction of the student into the school.

- Parents/guardians may be requested to attend with the student upon her return to school.
- A written or verbal apology may be required from the student for her misbehaviour.
- The student may be required to enter into a contract of good behaviour or other conditions that may be specified before returning to school.

### Expulsion

While expulsion would be viewed as a rare and unusual occurrence and as a last resort, there are nevertheless circumstances where it might be deemed necessary. These might include:

Repeated breaches of the Code of Behaviour over a sustained period of time which threaten to undermine the learning environment in the school.

Actions that place the health and safety of any member of the school community at risk.

Behaviour that is threatening or intimidating or verbal abuse or acts of physical violence. Possession of any object which poses a serious threat to the health and safety of the school community either in school, on school trips and outings or during any school related activity either in school uniform or, when permitted, while wearing ordinary clothes, is strictly forbidden. The school reserves the right to determine if a specific object is a threat to any member of the school community.

The school will neither accept nor tolerate the possession; use or supply of banned or prohibited substances and/or drug paraphernalia by any student in the school. This also applies to trips, outings and all school related activities either in school uniform or, when permitted, while wearing ordinary clothes. This includes all substances covered by the Misuse of Drugs Act, non-validated prescription medication and all alcohol and tobacco used contrary to the law of the land. The school reserves the right to determine whether a substance found at the school qualifies as a banned or prohibited substance. It is forbidden to provide information to other students regarding contacts or places where illegal substances may be obtained. In such cases the school reserves the right to involve the Garda Síochána. The parents/guardians of the student will be notified and advice offered regarding where to access expert professional help. It is made clear to students that the school cannot permit substance offences. Anyone who presents a threat to the school, by introducing illegal substances in any form whatsoever, can expect to be expelled.

### Procedure for Expulsion

The Board of Management will determine whether an expulsion is appropriate as follows:

The Board of Management will organise a meeting with the parents/guardians of the student concerned. The student may attend this meeting.

Prior to this meeting, the Board will provide the parents/guardians with a full, written description of the allegations against the student. The parents/guardians will also be furnished with copies of any pertinent interview notes or other documentary evidence relevant to the situation. They will also be furnished with the policies and procedures under which the course of action is being taken.

The parents/guardians will be invited to make a written submission, if they so desire, before the Board meeting.

At the Board meeting, the student and her parents/guardians have the right to speak on behalf of the student.



Before a decision is made, the Board will hear the Principal's case against the student (in the presence of the parents/guardians) and hear the response from the parents/guardians and the student (if that is the wish of the parents/guardians). The Board will also consider all relevant documentation.

- (1) The Board having considered all the issues involved and all of the representations made will make a decision on the matter. The principal, parents/guardians or student will not be present for the Board's discussion and decision on the matter.
- (7) If the Board decides to expel a student from the school, it shall, before expelling the student, notify the relevant Educational Welfare Officer in writing of its decision.
- (8) The expulsion shall not take effect before the passing of 20 school days following receipt of the written notification by the Educational Welfare Officer. The student may however be suspended from school during this period of time.
- (9) A decision by the Board of Management to expel a student, may, in accordance with Section 29 of the *Education Act, 1998* be appealed to the Secretary General of the Department of Education and Science.

### Declaration by Parents/Guardians

The school wishes to foster a close partnership with parents/guardians.

Towards this end, the school is committed to keeping parents/guardians fully informed when persistent or serious breaches of the Code of Behaviour occur. The school recognises that parents/guardians have a key role to play in ensuring that students abide by the Code of Behaviour and thus avoid any disciplinary action or other consequences that may follow from unacceptable behaviour. Accordingly, as laid out in Section 23 (4) of the *Education (Welfare) Act, 2000*, it is the policy of the school that parents/guardians complete the declaration below as a necessary part of the process of enrolling a student in the school.

**I have read and understood the Code of Behaviour of Saint Louis Secondary School, Carrickmacross and agree to abide by the regulations contained therein.**

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 1

### Staying safe online

#### Advice for Parents /Guardians

##### Access to the internet

Students are not allowed to have unsupervised access to the internet in school. Additionally many inappropriate sites are automatically blocked. Outside of school, it is a matter for parents/guardians to determine the level of supervision required when students access the internet. Where wifi is available, please bear in mind that most mobiles phones can access the internet in this way.

##### Responsible Sharing

Explain to your daughter that once she posts something online, it will still exist somewhere out there in cyberspace even if she takes it down later. Explain to her that “posting” material online means “publishing” online and that the laws against defamation apply. If there is something your daughter wouldn’t want published on the front page of a newspaper, then she should not post it online, where it could come back to haunt her later.

##### Cyber-bullying

This is a relatively new form of bullying which now takes place on social networking sites, by email and by text. It includes

- Abusive messages or “slagging” online
- Offensive comments on videos or posts
- Spreading rumours online
- Hacking online accounts
- Posting offensive images

It’s a good idea to ask your daughter if she has experienced cyber-bullying. If she has experienced abusive or offensive behaviour online she should take screenshots of the material, save and date it, and keep as evidence. She can then follow the reporting procedure on the specific social media site.

Remind her not to send messages when angry and to be careful about their wording. When we send written messages, the usual body language and verbal cues are missing. This makes it easy to misinterpret what is said.

##### Privacy

Parents can’t always be there to monitor their daughter’s internet use, so it can be helpful to go over privacy settings for social networking sites together. It’s a good idea to encourage your daughter to change her privacy settings so that only her close friends can see what she posts online. Privacy settings are especially crucial when contact information

**and photos are posted. Young people's mobile phone numbers and postal addresses should not be shared online.**

**Not only do young people need to learn to protect themselves online, they also need to learn to respect the privacy of the people around them. When your daughter shares information and photos, it can also mean that photos of family members and friends are also made public.**

**Remember that our school's Code of Behaviour Section 5 states that**

**"A mobile phone or any other device must never be used for taking either photographs or movie clips or for recording sound without the authorisation of Principal."**

**And**

**"Students must never upload recorded material of members of the school community to any Internet site without the permission of those involved."**

#### **Passwords**

**Passwords should be kept strictly private. Remind your daughter to always log out of websites.**

#### **Strangers**

**Remind your daughter that strangers she may meet online are not always who they claim to be. She should be careful with personal information she shares with strangers online.**

#### **Spam and Scams**

**Remind your daughter that not everything she reads on the internet is true. Also, when signing up for competitions or for subscriptions, services that may appear at first to be free of charge may in fact involve hidden fees. They may also require the disclosure of personal information.**

## Appendix 2

### Staying safe online

#### Advice for Students

##### Be cyber-safe

- Once info or pictures are posted on line, you have lost control of them. They can be copied, changed or manipulated by others without your permission.
- The web is **NOT** a closed network of friends. Assume everything is public unless you are certain it isn't. Opting for "private" doesn't always mean that only your friends can see your profile. It may mean that anyone can see it but only your friends can post comments.
- Know who can get to your personal information. Keep your password a secret. Don't even tell your best friend.
- Be careful not to post personal information that might lead to you being identified by a stranger, e.g. names, pictures, addresses, phone numbers, email addresses, name of sports clubs and schools. Such info can be gathered to harm you or others or to find you offline. Use a nickname instead.
- Only post info you'd be happy for **anyone** to see, e.g your parents, teachers.
- Remember anyone can create a user profile **pretending** to be someone else. Remember this when surfing, sharing info, chatting with "friends" or playing games.
- Don't open files or emails from people you don't know.
- Never meet someone you met online without your parents/guardians being with you.

Bullying can happen on line or by phone to anyone. If you are being bullied, remember it is not your fault. People do it because they think they won't be caught or because they don't understand the damage they can do to others. Always tell someone you trust such as a parent or teacher.

**Cyberbullies can be traced.** Online bullying is illegal and Internet providers are obliged to inform the Gardai when they receive complaints.

- Don't make comments on sites which ask you to rate someone, particularly sites that relate to physical appearance or ethnic origin. Think how you might feel if it happened to you.
- Treat others with respect, online and off. If you wouldn't say it face-to-face, don't say it online or by text.
- Don't spread rumours about others or share their secrets, especially their contact details or passwords.
- Creating videos that ridicule others is cyber-bullying and is very damaging. Don't do it.
- Never reply to upsetting or frightening messages. The sender wants a reply. Don't give them that satisfaction. Keep messages as evidence, note the date they were received, and talk to an adult.

Get an adult to report nasty stuff to the Internet Provider by writing abuse@ and then the host name, e.g. [abuse@hotmail.com](mailto:abuse@hotmail.com)

### *Your mobile phone*

- Never leave your phone lying around.
- Don't give your phone number to just anyone.
- When you answer the phone, just say "Hello", not your name.
- Use your voicemail to vet your calls. If you don't recognise the number, let it divert to voicemail.
- Don't leave your full name on your voicemail greeting. Get an adult to record your greeting. Their voice may stop nuisance callers.
- If you get abusive or silent phone calls, don't hang up immediately. Instead, put the phone down and walk away for a few minutes. Then turn the phone off. If the calls continue, or scare you, make a note of the time and date and tell an adult. Report such calls to the Gardai. Almost all calls can be traced. You can ask the phone company to give you a new number for free if you are being bullied or harassed.
- Don't respond to nasty text messages. Save them and note the date they were received. If they upset you, tell an adult and report them.
- You are responsible for your own behaviour. Be sure not to upset others or cause them to be bullied by someone else.