



# St. Louis Secondary School

Dundalk, Co. Louth

## Our Mission Statement

As a Catholic school, St. Louis Secondary School, Dundalk, aims to educate the whole person and to encourage the qualities of respect, truth, responsibility, happiness and excellence in a caring inclusive atmosphere.

**Phone:** (042) 9334474  
**Web:** [www.stlouisdundalk.ie](http://www.stlouisdundalk.ie)  
**Email:** [info@stlouisdundalk.ie](mailto:info@stlouisdundalk.ie)

**Acting Principal:** Ms. Michelle Dolan  
**Acting Deputy Principal:** Ms. Mary Gilmore  
**Guidance Counsellor:** Ms. Dara Mee

Find us on Facebook [@dunlughaidhdundalk](https://www.facebook.com/dunlughaidhdundalk) St Louis Secondary School Dundalk  
Twitter [@StLouisDundalk](https://twitter.com/StLouisDundalk)



**NAME:**



**CLASS:**



**CLASS TUTOR:**



**YEAR HEAD:**



# PREVENT THE ISSUE

## USE SOAP AND TISSUE!

We can all do our bit to keep ourselves, and others, safe. The trick is to put it into regular practice and simply let it become habit.



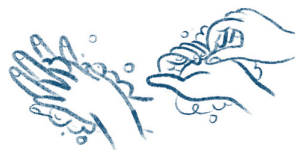
### WASHING HANDS – OFTEN AND WELL!



**1** Wet your hands with warm water and add soap.



**2** Rub your hands together until the soap lathers.



**3** Rub the top of your hands, between your fingers and under your fingernails (popular hiding places!)



**4** Do this for 20 seconds (or sing Happy Birthday twice to yourself)



**5** Rinse your hands under running water.



**6** Dry your hands well.



### YOUR FACE

Try not to touch your face too much – did you know on average we touch our faces 20 times an hour?



### COUGHING AND SNEEZING

Cover your mouth and nose with a tissue if you cough or sneeze. Once it's safe to do so, bin the tissue, and wash your hands. If you don't have a tissue, coughing or sneezing into your (inner!) elbow is the next best thing.



## History of Dún Lughaidh, Dundalk

The Sisters of St. Louis are a religious community who were founded in post-revolutionary France in 1842 in Juilly outside Paris. The founder of the order, Louis Marie Eugene Bautain, was guided by Christ's prayer, *Sint Unum* – "that they may all be one". His vision of a world healed, unified and transformed motivates the order to respond to the social, educational and spiritual needs of the time.

The Sisters of St. Louis have been in Ireland since 1859, when three sisters came to Monaghan from the French Motherhouse near Paris. In 1949, at the invitation of Cardinal D'Alton, they set up a convent in Dundalk where they secured a site beside the historic 15th century Castletown Castle also known as Bellew's Castle. Four St. Louis sisters, Sr. Jeanne D'Arc, Sr. Hildegard, Sr. Dympna and Sr. Therese opened Dún Lughaidh on 4th September 1950 and the school was located in what is now the convent house.

The school started with 16 pupils and quickly expanded in numbers. The main school building was built and officially opened on 8th September 1953. St Louis Secondary School was a boarding school for several years whilst also accepting day pupils.

As a Catholic school, St. Louis Secondary School, Dundalk, aims to educate the whole person and to encourage the qualities of respect, truth, responsibility, happiness and excellence in a caring inclusive atmosphere. The school operates in the Catholic tradition and welcomes students from all faiths and none.

The Sisters of St. Louis are one of fourteen congregations in the Le Chéile Trust which carries out the role of Trustee of St Louis Secondary School. Le Chéile formally came into being on 1st September 2009 and offers a network of support for all St. Louis schools and staff.





## Code Of Behaviour

### Aims of the School

- To provide a social and academic environment which fosters learning
- To strive to ensure that Christian attitudes and values are knit into the fabric of school life
- To provide through the curriculum, teaching methods and allocation of resources, teaching and learning situations which enable all pupils to:
  - Develop their intellectual capacity to the full
  - Stimulate their curiosity and imagination
  - Develop their aesthetic awareness; assist in their physical and moral development and acquire an appetite for further knowledge and skills in later life.
- To prepare each pupil to be a responsible member of our democratic society, equipped to play an active part in its development.
- To be a caring community in which the individual is given a sense of significance and importance and a consciousness of the needs of others.
- To be a participating partner in the wider community, welcoming parents and other friends of the school to share in our work.

## Attendance

### School Hours

<b>Monday, Tuesday, Thursday, Friday</b>	<b>08:50 – 12:25 &amp; 13:15 – 15:55</b>
<b>Wednesday</b>	<b>08:50 – 13:05</b>

- Students should be punctual for all classes. A student who arrives late for the 08:50 or the 13:15 class must report to the main office on arrival. The student must sign the Late Book and have her journal signed by Principal, Deputy Principal or Year Head.
- Students are not allowed to leave class unless permitted to do so by the teacher in exceptional circumstances and only with a signature in their journal/ trust pass from that teacher.
- No student may leave the school grounds without the permission of either the Principal or Deputy Principal. Any student leaving the premises before 15:55 must sign out at the office. In the event of accident or illness, Parents/ Guardians will be informed by the school authorities and are responsible for the collection of the student from the school.
- 6th Years have permission to go out at lunchtime on Fridays only.
- Parents/Guardians must explain all absences in writing in the school journal on the day the student returns to school. Students with a poor attendance record may be asked to reapply for admission to the next academic year.



- Family holidays should be taken outside the school term. Students are legally obliged to be in full attendance during the school term.
- We request that medical/dental appointments should be made outside school hours where possible. Full and punctual attendance at all classes is essential if students are to achieve their full potential. Absences will be notified to the Education Welfare Board in accordance with the Education (Welfare) Act 2000.

## **Behavioural Guidelines**

St. Louis aims to put the needs of the school community first. Students are expected to maintain a high standard of behaviour that will bring credit to them and the school at all times, including on the way to and from school. St. Louis has a reputation for friendliness and hospitality. All students are expected to maintain politeness to each other and to all adults, including staff and visitors to the school. Rough play, offensive language and any form of bullying are strictly forbidden.

- St. Louis wishes its students to develop personal, social and moral values and respect for different beliefs and ways of life.
- Students are expected to work hard, and to the best of their ability, without disrupting others. Students are expected to bring essential equipment into each class.
- Students are expected to complete homework and coursework by the set deadline.
- Students are expected to move about the school building in a quiet, safe and orderly manner, arriving promptly to lessons at the change of classes and lunchtime. Students should follow the directions posted in every classroom when leaving the building during a fire drill.

## **Out of Bounds Areas**

Due to health and safety concerns students are not permitted in the following designated areas unless under staff supervision

- the castle
- the oratory in the castle
- the graveyard
- the grotto at the front of the school
- the back of Dealga including the area near bins (except during classroom cleaning)
- the back of the Gym
- the Sports Field at the back of the school is out of bounds unless accompanied by a member of staff.



## School Uniform

This must be worn correctly at school, travelling to and from school and at all school functions.

- Coloured jackets, coats, hoodies must not be worn with the school uniform.
- The correct P.E. uniform must be worn at all PE classes.
- The correct footwear is expected at all times - if there is a valid reason why correct footwear cannot be worn, this must be communicated in writing by parents/guardians.
- Black/green coloured headscarf only for students wishing to wear a hijab.
- The wearing of tracksuit bottoms outside of P.E. class is strictly forbidden; these can only be worn when a medical certificate is supplied by a doctor specifically stating that the student has no option but to wear them.
- A student who is out of uniform will be requested to wear items of uniform temporarily provided by the school.
- A student in breach of uniform will receive a detention.
- Refusal to comply with the dress code of the school will warrant a suspension.
- The only jewellery allowed is a wristwatch and simple stud earrings in the lobe - other piercings are not permitted.
- Make-up and fake tan are forbidden in school
- Hair style must be appropriate to school therefore any hair style and/or colour drawing undue attention to a student is not permitted e.g. unnatural hair colour, shaving etc. The student will be asked to remain at home until her hair is appropriate.

## Uniform List

- Green school jacket with waterproof exterior, fleece lined & St. Louis crest .
- Skirt – plaid mid-calf length skirt
- Green jumper with Dún Lughaidh logo.
- White open necked girls' blouse
- Plain green knee socks or plain green tights
- Flat black shoes (proper supportive shoes, NOT thick soled with wedged heels, or leisure shoes) Boat shoes are not recommended as they do not have proper support.
- Plain black or green scarf.



## **P.E. Uniform**

- Navy tracksuit with green trim and St. Louis crest (loose fitting with pockets and no substitutions are permissible)
- Green polo shirt with St Louis crest.
- All: white sports' socks; runners with white soles & a P.E. bag.
- Students are also advised to wear a supportive sports bra or similar.
- A tight elastic plain black or green hijab is permitted where applicable.
- No Jewellery is permitted for any physical activity at any time. This includes earrings and nose studs of which must be removed and not covered with a plaster or similar.
- Hair must be tied back/clipped off of the face
- Finger nails must be kept short. No acrylic or fake nails are permitted. This is a vital safety requirement to avoid potential injury to self or others.
- Chewing gum/sweets etc. must not be consumed at any time during physical activity.
- Roll-on deodorants are encouraged. Aerosol sprays are not permitted. This is in the interests of students who may have asthma or other breathing conditions.
- Students without the correct PE uniform will be expected to borrow school PE clothing or runners
- We operate an inclusive policy in the department and students are expected to bring their PE uniform to every PE lesson even if they are not feeling well. Students will be included in part or all of the lesson where possible or suitable alternative work given if their condition presents an issue on grounds of health and safety.
- Long term injuries or illness require medical certification indicating an approximate time period to which the student is excused or other relevant information.
- Valuable items or money should not be brought to the PE lesson.

## **Clothing and Equipment**

Parents/Guardians are requested to mark student's personal equipment (books, bags etc.) and items of uniform with their name and address so that they are easily identifiable. Students may not bring valuable articles to school as the school is not insured for the loss or damage to these items. Students who lose property should report this to the school office. Students should be encouraged to take care and responsibility of their own property.



## Cyberbullying

“Cyber bullying refers to bullying and harassment of others by means of electronic technologies, primarily mobile phones and the internet. Cyber bullying is emerging as a significant problem which can threaten the health, well-being and attainment of victims and adversely affect the climate of the peer group and school’ (COST IS0801)

Mobile ‘phones are strictly forbidden during school hours. Where a mobile ‘phone is required for after school use, it must be left into the school office for safe-keeping where it can be reclaimed by the student at the end of the school day.

Mobile ‘phones not handed into the Office will be confiscated and kept in the school for a period of time; they can only be collected by a parent/guardian.

Every effort is made by St Louis secondary school, on an on-going basis, to educate our students on safe and appropriate uses of modern technologies for communication and other purposes. This occurs at assemblies, in Pastoral Care and SPHE classes and regularly when students use computers for class work. Outside agencies, including An Garda Síochána, are also used as a teaching resource.

Misuse of these technologies, for example, but not limited to, Facebook, Twitter, YouTube Google+, Flickr, Instagram, Snapchat and texting (including BBM) includes posting/tweeting/emailing/texting abusive comments and/or photos or any material which is designed to cause hurt to another individual or group (student or staff). It also includes ‘liking’, re-posting, re-tweeting or passing on of such material for the same purposes, or setting up false pages/walls/accounts in the name of another.

Students are not permitted to take pictures of school staff/students unless specifically required for a school project and in such cases, only with the permission of the Principal and the students/staff members involved.

St Louis secondary school treats all such breaches of our code of behaviour, anti-bullying and acceptable use of the internet policies very seriously and the sanction to be issued in such circumstances will include temporary exclusion from school (suspension) or, in serious cases, permanent exclusion (expulsion).

In investigating cases of cyber bullying, proof of the activity will be obtained and parents/guardians of the perpetrator and, where appropriate, the victim, will be informed and spoken to.



**NO MOBILE  
PHONES**





## Canteen

- This is available for the use of students at 8.15am - 8.50am; the 10.55am break and at lunch-time.
- Students should queue in an orderly and quiet fashion and respect the directions of canteen staff and supervisors

## Classroom Cleaning

- All students are expected to carry out their rota of classroom cleaning.
- All students are expected to maintain the school environment by not littering grounds, corridors, classrooms and any other areas around the school
- All students are expected to use the recycling bins provided in each classroom.
- Each student is expected to be responsible for keeping her desk area clean.
- All students are expected to respect the property of others and that of the school and not to damage or deface school equipment, buildings or grounds.
- Chewing gum is not allowed in school.
- Food and drink should only be consumed in designated areas at set time

## School Journal

**Students must have and use their official school journal at all times which Parents/ Guardians sign at the beginning of the School Year.** The school journal is to be treated with respect and not to be defaced by students. Parents must explain all absences in writing in the school journal on the day the student returns to school. Parents are requested to check the journals regularly and use them to communicate with staff. The journal may be inspected at any time.

## Substance abuse

Smoking and substance abuse are strictly forbidden.

These rules apply to all school functions, activities and events

## Rewards

St. Louis promotes good and improved behaviour by students through a system of recognition and reward. Students who obey school rules, produce good work, try hard, behave well, participate very well in school life and contribute to the spirit of the school will be acknowledged and rewarded on vsware.



St. Louis has developed and is developing its own methods of recognising and rewarding students. These include:

- Verbal praise and acknowledgement
- Written comments in journal and on homework
- Positive comments on vsware
- Commendations leading to certificates of merit for various school activities
- Displays of work done
- Acknowledgements in assembly
- Awards at assemblies, events, annual prize-giving

## **VSware Points Reward System**

Positive comments are recorded by teachers on the school's vs ware behaviour monitoring system. Each comment has a value of points for each positive behaviour. E.g. Extra effort warrants 3 points kindness earns 1 point etc. Students are encouraged to gain as many points as possible for good behaviour. Each student starts off with a total of 100 points. Negative behaviour will be recorded on the Vs ware monitoring system and students will lose points from their overall points scoring system. For example, not having homework will equal a loss of two points, no journal will be a loss of 4 points.

## **Restorative Practice**

St Louis operates a Restorative Practice approach to resolving behaviour issues with and between members of our school community with the aim of rebuilding and restoring relationships through communication and reflection. A Restorative Practice approach to issues of behaviour aims to facilitate learning and a moving forward with the hope of avoiding a repeat of such behaviours in the future.

The following questions are explored with individuals and/or groups as part of the Restorative Practice approach:

- What happened?
- What were you thinking at the time?
- What have you thought about since?
- Who has been affected and in what way?
- How could things been done differently/
- What do you think needs to happen next?



## **Unacceptable behaviours:**

### **Low Level/Minor**

- Low level disruption in class/calling out of turn/out of seat in class/persistent off task
- Non-compliance with school rules re. uniform/equipment/truancy/attendance/punctuality
- Failure to complete work/homework

### **Serious**

- Persistent non-compliance with school rules
- Non compliance with school policy
- Rudeness/aggression to members of staff
- Bullying/racist/sexist/homophobic abuse
- Fighting
- Theft
- Repeated failure to follow instruction
- Repeated failure to attend detention
- Smoking on site/in uniform

### **Very Serious**

- Illegal/dangerous items in school
- Unauthorised recording of audio/video/photographic material
- Inappropriate use of technology
- Persistent bullying/racial abuse/rudeness/harassment/name calling/verbal abuse
- Serious acts of violence
- Damage to people/property
- Assaults on peers/staff
- Selling and/or in possession of banned substances on site

## **Sanctions:**

### **Low Level/Minor**

#### **(A) Occasional**

- Verbal reprimand
- Note in journal
- Item confiscated – mobile 'phone etc.
- Negative slip/ report in Student record book
- Assigning of penalty work sheets
- Moved position in class



## **(B) Persistent**

- Temporary withdrawal from class
- Letter home
- Detention – lunch
- Detention – after school – parents/guardians notified in advance
- Parents requested to come into the school
- On report – daily/weekly
- Referral to Year Head

## **Serious**

- Fixed term exclusion e.g. a 1-3 day suspension
- Withdrawal of privileges
- Referral to an outside agency – NEPS, HSE etc.
- Managed move within Department/year/year group
- Parents/Guardians into Principal

## **Very Serious**

- Longer term exclusion from school
- Referral to the Board of Management
- Warning from the Board of Management
- Managed move to another school
- Offsite placement/alternative provision

## **Suspension Policy**

Suspension is only considered when other interventions have been tried. 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 of serious misconduct may be grounds for suspension
- Suspension during a State Examination: this is normally approved by the Board of Management and is only used where there is:
  - a threat to good order in the conduct of the examination
  - a threat to the safety of the other students and personnel
  - a threat to the right of other students to do their examinations in a calm atmosphere

*(NEWB Guidelines for Schools)*



***Where a student is persistently suspended in any academic year, the following plan may be enforced:***

- 3 one day suspensions followed by a 2 day, 3 day, 4 day and 5 day suspension in order. Following any suspension, parents/guardians will be requested to accompany the student for a meeting with school management before being allowed to return to class. At these meetings, strategies for addressing the underlying issue(s), procedures for moving forward and interventions (internal/external) which may assist the student will be discussed and implemented. An opportunity to meet with relevant parties with a restorative approach will be utilised if appropriate. Written records of all such meetings will be kept.
- Following a 1,2, 3, 4 or 5 day suspension, a contract of behaviour will be drawn up which student, parent/guardian and school management will be requested to sign. If unacceptable behaviour persists beyond a 5 day suspension, procedures may be put in place for expulsion from St Louis Secondary School. Parents/Guardians will be advised of this following both the 4 and 5 day suspensions.
- Every effort will be made to facilitate the student to amend her behaviour. However, if this fails to be achieved, the needs of the wider school community must also be considered. (2007 legislation).

## **Expulsion**

This will only be considered in the most extreme cases of indiscipline and only after every effort at rehabilitation has failed and every other sanction has been exhausted; or when the behaviour of the student clearly puts the Health and Safety of others at risk or where the behaviour is so disruptive as to interfere substantially with the constitutional right of the others to education. While consideration is being given to the question of expulsion, the parents/guardians will be informed of the same by registered post and of their right to present the student's side of the matter under Section 29 of the Education Act, 1998. The decision to expel a student rests with the Board of Management.

## **Health and Safety**

Every student has to be responsible for their own health and safety and not endanger, by either action or omission, the health of others eg. blocking the canteen exit with school bags, spilling liquid or food on the stairs.

The school is a smoke-free zone. Smoking is strictly forbidden.

Parents are requested to drop and collect their daughter at the Fatima Gate. Only those who have prior permission from the Principal may enter through the main entrance between 08.30 and 08.50 and between 15.55 and 16.10



## **Summary of Rules**

**Courtesy and Respect** – St. Louis defines acceptable students’ behaviour as that which promotes courtesy, co-operation and consideration from all students in terms of their relationship with other students within and outside school, all school staff and visitors.

St. Louis identifies unacceptable behaviour as that which contravenes the stated aims of the school.

## **Addendum**

This Code of Behaviour has been drawn up over the last number of academic years with the help and input of the following groups: Teaching staff; Parents; Students and the Board of Management. This document is subject to ongoing review.

A review commenced in the last term of the 2008 – 2009 school year. The rules for behaviour in class and outside the classroom (see appendix) have been amended in May 2009 by the student body in consultation with teaching staff, parents and the Board of Management.

The review continued in the 2009 – 2010 academic year where the Code was further adjusted to comply with the NEWB Guidelines. Minor amendments/ adjustments in line with custom and practice were added summer 2017 & 2018. Adjustments have been made to the Code in the school years 2010- 2011; 2011 – 2012 and 2012 – 2013 in consultation with Parents; Students, Teaching Staff and Board of Management.

## **Contract with School**



I have read and accept the Code of Behaviour of St Louis Secondary School Dundalk

.....  
**Parental or Guardian Signature**

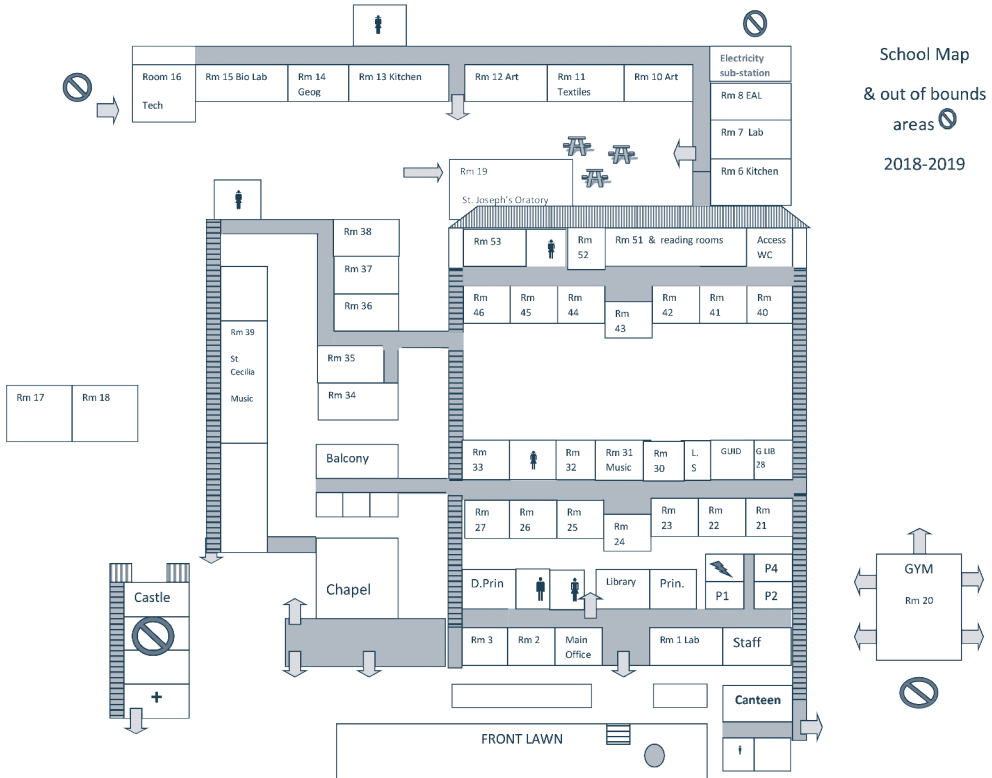
.....  
**Date**

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**Parental or Guardian Signature**

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**Date**



# Map of School



School Map  
& out of bounds  
areas  
2018-2019

