

Presentation Secondary School,

Code of Behaviour

1. Introduction and Objectives

Our Code of Behaviour is based on the ethos of The Presentation Order and CEIST, being a Catholic Girls Secondary School, under the trusteeship of CEIST.

The core values of CEIST are intended to support and nourish the lives of the people who are at the heart of our schools – students, staff and parents.

We aim to create an environment where we can achieve the following:

(i) Promoting Spiritual and Human Development

We believe that a knowledge of and a personal relationship with Jesus Christ give meaning and purpose to our lives.

(ii) Achieving Quality in Teaching and Learning

We are committed to excellence and to continually improving the quality of our teaching and learning.

(iii) Showing Respect for Every Person

We respect the unique and intrinsic value of every person.

(iv) Creating Community

Our schools are faith communities of welcome and hospitality where Gospel values are lived and where there is a special care for those most in need.

(v) Being Just and Responsible

We seek to act justly and responsibly in all our relationships.

We aim to achieve the ethos of CEIST in the school through the following means:

- Creating a positive and safe environment for teaching and learning.
- Encouraging students to take personal responsibility for their learning and behaviour.
- Help students to understand the consequence of misbehaviour and the disciplinary procedures involved.
- Building positive relationships of mutual respect and mutual support among students, staff and parents.
- Ensuring that the Presentation Secondary School's high expectations for the behaviour of all the members of the school community are widely known and understood.

2. Our Mission Statement

We at Presentation Secondary School, Mitchelstown strive to educate our students in a Christian environment, which encourage each student to develop their full moral, social, cultural, spiritual, intellectual, emotional and physical potential in a supportive community. We seek to promote a

caring and committed school community where learning is nurtured, where gifts are recognised, and the dignity of each person is valued.

3. Charter of Student's Rights

Each student at Presentation Secondary School, Mitchelstown has the right:

- To respect.
- To feel safe in a harmonious learning environment without negative interference.
- Not to be bullied or harassed in any way.
- To feel confident in telling a member of staff of any concerns.
- To a process of natural justice in relation to disciplinary issues.

4. Charter of Students Responsibilities

Presentation Secondary School expects each student:

- To value and respect themselves and have respect for all others (Teaching staff, ancillary staff, students, visitors and all members of the school community).
- To assist in the creation of an atmosphere of harmony, respect and friendly cooperation.
- To be honest in word and in deed.
- To be confident enough to report any incident which may be a cause of concern.
- To apply themselves diligently to the furthering of their education.

5. Unacceptable Behaviour

- Bullying Behaviour - behaviour that is hurtful (e.g., name calling, exclusion, etc.).
- Behaviour that interferes with teaching and learning.
- Threats or physical, mental or emotional hurt to another person.
- Intentional damage to school property or the property of the school community.
- Theft.
- Use, possession or distribution of cigarettes, including E-Cigarettes, alcohol, illegal drugs or legal drug substitutes for illegal drugs.
- Unauthorised absence.
- Intentionally and carelessly making untrue statements either verbally or in writing (to include social media) about any student or member of the school community.
- The creation, sharing, and possession of explicit images, either of self or others.
- The taking of and the publishing of photographs of staff or students on any media without their explicit prior permission.

6. Attendance

Full attendance at school is essential to ensure the best outcomes for each student.

- If a student is absent a written explanation by parents is required on the day the student returns to the school. Please use the appropriate section of the school journal.
- If a student is absent for more than one school day, parents should contact the school secretary by telephone.
- The DP may contact parents/ guardians at their discretion, if absence is less than 3 days.
- If a student is absent for more than 3 consecutive days, the DP may contact the parents / guardians of that student.

- Once 20 days are missed by any student under the age of 16, in any academic year, it is a legal requirement for the DP to report the absenteeism to TUSLA.
- Persistent absences will result in the parents being asked to come to the school to meet with the Principal and DP, to work collaboratively to secure better attendance and better educational outcomes for the student.

7. Leaving school during the school day.

If an appointment (with a doctor, dentist or hospital), is to be arranged, it should where possible, be arranged after school time to protect tuition time. On the rare occasion where this is not possible, the following procedures apply:

- For appointments during school time, a note of explanation is required from parents/guardians.
- This note must be shown to the DP before 8.50am on the date of the appointment. The DP will record the permission on VShare so that staff and ancillary staff are aware that the student has permission to be absent from class.
- A parent/guardian or a person nominated by the parent must sign the student out of school at the main office if the student is under 18. The nominated person must not be a secondary school student.
- If they are returning, the student must sign back in.
- If a student has **not given a note of explanation** to the DP, and a parent wishes to take their child out of school during school time, then the parent / guardian must call in person to the main office and the student must meet the Principal/Deputy Principal before they leave the school premises. The parent/guardian must sign the student out at the main office.
- Partial absences impact on tuition time and are to be avoided.

8. Students who feel unwell

- Students should inform the subject teacher, if they feel unwell, before leaving the classroom.
- The student should then report immediately to the DP or the main office.
- The **school** will contact the parent/guardian if the illness persists. ***Students should not use their own mobile phone to contact parents/guardians.***
- If it is necessary for the student to go home, the DP will contact home.
- A parent / guardian or other nominated person must sign the student out at the main office. The nominated person must not be a secondary school student.
- The school reserves the right to call a doctor or other emergency service if considered necessary.
- An ill student may be released to emergency services as may be necessary. The parent/guardian/Principal/DP must sign the student out at the main office.

9. Lunchtime / Canteen

- 1st, 2nd and 3rd year students may not leave the school grounds at lunchtime. Senior students (TY, 5th LCA 1 & 2 and 6th Years) have permission to leave the school grounds at lunchtime, unless a parent has submitted in writing, a request that the student remain on the school premises.
- Students should note that, while in uniform, they should not involve themselves in any inappropriate behaviour that may bring disrepute to the school.

- Junior students should only consume food in the school canteen – food and beverages (except water) should not be consumed in the classroom.
- Chewing gum should not be consumed anywhere in the school.
- Students are strongly encouraged to be mindful of their health. A proper diet, adequate rest and regular exercise are essential for any young person facing the challenges of regular study and growing up today.

10. Late arrival for school

- **Student should be punctual at all times. School starts at 8.50am and 1.40pm.** Supervision of students on premises takes place between 8.30am and 4.00pm. No responsibility is accepted for students on premises outside these times, except for involvement in official school activities.
- Any student arriving late to school should come with a written explanation from parents/guardians.
- A late note stamp on journal from the main office, is required for entry into class.

11. The school uniform is as follows:

- Wine V-Neck jumper with crest
- Navy and Wine Plaid skirt (to knee/do not adjust pleats).
- Cream blouse / shirt.
- Navy tights.
- Black / Navy **leather** shoes - (max. height 1.5inches) **No canvas shoes / Black runners. 'Deck' shoes are a good option.**
- Official School Jacket.
- Optional Extra – Official navy school pants

P.E Gear

- Crested navy/maroon crew neck top with a navy/maroon round neck tee-shirt.
- Crested navy skinny leg tracksuit pants with strip
- Proper trainers, **not** canvas shoes for Health and Safety reasons.

- **Full uniform must be worn at school and while on school organised activities, events and trips.**
- If, for any reason, the uniform cannot be worn, the school will lend the student a uniform to be worn at school until the issue with their own uniform is resolved.
- Layering of clothes under the uniform is permitted in cold weather but they must not be visible to staff.
- The wearing of makeup must be kept to a minimum – eyeliner, eye shadow, mascara, false eye lashes should not be worn.
- Jewellery is limited to the wearing of one pair of small, stud earrings and one small finger ring. Nose/eyebrow/ tongue piercings, tattoos etc., must not be worn.
- Hair is to be tidy and of natural colour.
- Students are expected to present themselves in a clean and tidy manner at school and school events.

12. School Property

- Students should have respect for all school property

- Parents/guardians will be required to pay for any damage caused by their child.

13. Lockers

- Students are responsible for their personal belongings. Students should always keep their belongings in a safe manner. **The school cannot be held responsible for the loss of or damage to personal belongings.**
- A locker will be rented to each student at the beginning of the school year
- Students must provide a padlock for the locker and are responsible for the locker contents and keys.
- Lockers are to be kept clean and always locked.

14. Books and Equipment

- Students should ensure that they have all the books and equipment needed for a particular class.
- Some books may be part of the schoolbook rental scheme.
- Replacement of a book from the book rental scheme is at an extra cost of the replacement price of the book.
- All books and equipment should be clearly marked with the student's name and class

15. Homework

- Homework, whether written or oral, will be assigned each night and should be completed fully.
- In order to reinforce what was covered in class, students should go over classwork each night.
- Assigned homework is to be recorded in the school journal, which students should always have with them.
- Parents are requested to examine the school journal on a regular basis and sign it at the end of each week.
- Students who are absent for any reasons are themselves responsible for finding out what was covered in class and catching up on assignment / classwork.

16. Assessment / School Examinations

- Ongoing formative assessment is used in all subjects to measure student's progress
- Students are encouraged not to miss class tests and crucial end of term/year examinations.
- A student may be requested to sit an end of term / year examination, upon their return to school.
- Missed tests will be noted on VShare.
- As part of their ongoing learning, we encourage students to reflect on the feedback received from teachers.
- The school encourages parent(s) / guardian(s) to attend parent-teacher meetings, as they are an essential procedure in monitoring and advancing student's general progress.

17. School trips / tours

- Parental permission is required for school trips / tours.
- Students participating are required to comply with the rules set out by the organisers / teachers.
- School policies and Code of Behaviour apply while away.
- Respect, politeness and courtesy should be shown by students to each other, to teachers and all other personnel associated with the trip, as well as the general public.

- Permission for individual students to travel on a school tour / trip is at the discretion of school management and the organisers.
- Should a student breach the code of behaviour, whilst on school tour, parents may be required to remove them from the tour at their own expense.
- The school staff on a tour may take whatever disciplinary action necessary to ensure the smooth running of the tour.
- Travelling on school tours/trips is dependent on full payment of previous school fees.

18. Mobile Phones and any Recording Devices

- Mobile phones must be switched off once on school premises / grounds.
- Camera phones may not be used at any time during school or school related activities, unless instructed otherwise by individual teachers to support learning.
- Breach of this rule will result in the phone being immediately confiscated and may be retrieved from the Deputy Principal's office at the end of the school day at 3.40.
- Contact between student and parents may only be made through the main office – 025 24394
- **The school does not accept responsibility for loss or damage of devices.**
- Please refer to our Acceptable User Policy for more detailed information on the use of digital technology in schools.

19. Computer and Internet Use

Technology is used to support teaching and learning. Networks allow people to communicate with others using technology. It is the policy of our school that all technology used to access the network will be used in a responsible, legal and ethical manner in conjunction with our Acceptable Use Policy. Breach of this policy would be regarded as a very serious matter.

The following rules apply to the computer room and computers within the school:

- Students may not use the computer room, unless a teacher is present.
- Students may only access website under the instruction and guidance of the teacher.
- Food, drink or school bags are not to be brought into the Computer Room.
- Students should log off after each class and shut down the computer at the end of each afternoon class.
- The room should be left tidy after use, with all chairs placed against the tables.
- If there is a problem with a computer, this must be reported to the teacher present.

The following rules apply to use of school devices in classrooms:

- Students can only use school iPad and laptops under the instruction of a teacher.
- After use, the devices must be returned to the storage portals and plugged in for charging.
- All rules that pertain to the use of school devices in the computer room also pertain to the use of devices in the classroom.

20. Substance Abuse

It is our policy to keep the school free from substance abuse. Within the school, while in uniform or on school related activities:

- It is strictly forbidden to be in possession of or traffic in illegal substances or to provide information regarding contacts or places where such substances may be obtained.

- Tobacco, e cigarettes, alcohol, drugs and other similar substances may not be brought into the school or consumed within the school or while on school related activities.
- In accordance with the Department of Health regulations 2004, smoking in school buildings/school grounds is strictly prohibited.
- Breach of the above rules would be regarded as a very serious matter. Parents / Guardians will be notified immediately where the above rules are breached.
- Appropriate actions will be taken by the school and the students may be suspended pending investigation. Gardaí may be notified in a case involving any illegal substances.

Note: 1. Any student who may be aware of another student(s) engaging in the use of such substances is encouraged and expected to inform the principal or a member of staff as early intervention may save a student's life.

2. Right to Search

If there is reasonable belief that a student is in possession of stolen goods, illegal substances or weapons, they may be requested to empty their pockets or the contents of their bag by the Principal, Deputy Principal or any person acting in charge. The student will be invited to have present their parent or a teacher / student of their choice. The search will be carried out in the presence of the Principal or Deputy Principal with another teacher to act as a witness to the event. There should be no physical contact with the student or the student's clothing nor should the student's coat or jacket or school bag or kit bag be searched except with the express permission of the student. If a student refuses to turn out their pockets / bag, they may be prompted to do so by their parents / guardians but, in circumstances where there is suspicion of a crime, the assistance of the Gardaí may be the only solution.

A student's locker is school property, but the student is entitled to privacy while the locker is assigned to them during the school year. The management, however, reserves the right to search lockers if they have a good reason for doing so, such as health and safety concerns. The student will be informed of the reason for the search and this search will take place in the presence of the student to whom the locker has been assigned.

The school is always mindful of the student's right to privacy whilst at school. Privacy at school means; attending school without interference by the school in the student's private life, personal space, body or belongings.

21. Health and Safety

- Students must always take reasonable care to ensure their own safety and that of others.
- In specialised rooms/areas (science, home economics, computer, basketball courts etc.) all regulations relating to these areas must be obeyed.
- Students should familiarise themselves with the safety regulations of each classroom that they use.
- **In the interest of safety, parents are asked to drop and collect students at the entrance gate on Church Road and not drive into the school car park.**
- Parking is reserved for staff and one-off visitors to the school.
- Junior students must consume hot food and drinks in the canteen for Health and Safety reasons.
- Pedestrians are asked to walk on the marked pathway only when entering and exiting the school grounds.

22. Emergency Regulations

Emergency drill practice takes place at Presentation Secondary School at least once per year. In preparation for an emergency evacuation students should:

- Familiarise themselves with the exit route from each room that they use.
- Familiarise themselves with the route to the congregation and counting area.
- On hearing the fire alarm, students should:
 - Stand up in perfect silence
 - Follow the instructions given by the teacher
 - Walk quickly and quietly, in single file to the assembly point.
 - At the assembly point, line up in their subject class, of that time.
- If a student is not in class when the fire alarm sounds, they should proceed immediately to the assembly point and join their subject class, of that time.

Note: Breach of any health and safety rules is a serious matter and serious disciplinary sanctions will apply.

DISCIPLINE PROCEDURES AT PRESENTATION SECONDARY SCHOOL

Student's behaviour is recorded in the 'Record Chart' section of the Student Journal, which parents are requested to sign on a weekly basis. If a student is absent from class without permission or does not have their school journal with them, this will be recorded on our VSware system.

Positive Behaviour will be rewarded but sanctions will be incurred for breach of the school rules.

The Record Chart

- Subject teachers will record minor misdemeanours on the record sheet. Such misdemeanours may include incomplete homework – H/W, punctuality – L, incorrect uniform - U, not presenting with all books/materials – BKS.
- Subject teacher in conjunction with the class tutor and year head will monitor the record chart and the VSware system. They will liaise with the student and home, if necessary, to help the student improve.
- A daily or weekly positive behaviour plan may be designed for individual students to assist them in improving their behaviour and/or organisational skills and time management skills.
- Lunch time detention will be put in place for students who fail to engage in the previous step.
- There will be space at the bottom of the record chart to recognise positive behaviour under "Positive Acknowledgements of Behaviour".
- Parents are requested to sign the Record Chart on a weekly basis.

Tracking Positive Behaviour

- The **Record Chart** is also used to track Positive Behaviour
- If a student **does not** receive a mark in the Record Chart, they will receive a 'Clean Sheet' stamp from their class teacher.
- A 'Clean Sheet' indicates that a student is getting on with her day-to-day business and is always punctual, has class materials, completes homework and behaves as is expected.
- Parents are requested to sign 'Record Chart' on a weekly basis and to acknowledge the achievements that are recorded at home.
- An accumulation of 'Clean Sheets' will result in rewards. This may also be done at home.

- Students may be nominated for a positive slip on a weekly basis, for going the extra mile, has a positive and friendly attitude, has made a significant improvement and is helpful to others.
- Completion of the steps involved to gain a 'Developing Myself' Certificate as part of the SPHE programme and the Whole School Guidance Plan will be rewarded with a Certificate of Achievement at the School Awards Ceremony.

Possible Rewards and Sanctions

| Rewards | Sanctions |
|--|--|
| Verbal Praise | Verbal reprimand |
| A positive note in her journal | A mark in the Record Chart |
| A Coffee Morning | Parents contacted |
| | Referral to Class Teacher / Year Head / DP/ Principal / Student Support Team |
| A Certificate of Achievement sent home | Student put on a weekly / daily positive behaviour plan, aimed to improve behaviour |
| A positive slip | Detention: lunchtime / after school |
| A call home | Suspension / Expulsion |

Detention

If a student fails to engage with a positive behaviour intervention plan, detention will be imposed whereby the student must report to a specified area in the school for a specified period (usually lunchtime). The student will be supervised by a teacher and an assignment will be given which must be handed up to the supervising teacher at the end of the period. Students may be required to do afterschool detention for more serious breaches of the code of behaviour.

If a student is to be detained, parents will be informed in advance.

Suspension and Expulsion

- Serious and persistent misbehaviour may result in suspension or expulsion. Suspension and expulsion should be a proportionate response to the behaviour that is causing concern.
- All suspensions and expulsions are brought to the attention of the Board of Management. Pupils and / or their parents / guardians have a right to appeal afforded to them in all instances of suspension and expulsion.
- Such appeals shall be made within the context of Section 29 of the Education Act (1998), the Education Welfare Act (2000) and according to DES guidelines that pertain at that time.

The CEIST values of Truth, Respect and Justice should apply in all cases of suspension and expulsion.

- Natural Justice

This means that a student and his/her parents are fully informed about an allegation and the processes that will be used to investigate and decide the matter; and that they must be given an opportunity to respond before decision is made and serious sanction is imposed.

- The right to impartiality.

This means the right to an absence of bias in the decision maker.

On returning to school, suspended students must first meet the Principal to reaffirm their commitment to the code of behaviour and to formally terminate a suspension.

A Student having any difficulty is welcome to approach any member of staff including their: Class Teacher, Year Head, Counsellor, DP, Principal or a member of the Student Support Team at any time.

Child Protection at Presentation Secondary School strives to safeguard the welfare of all our students by providing a caring, happy, safe environment and by protecting them from harm.

Designated Liason Person: Ms Lorraine O’Keeffe, Principal

Deputy Designated Liason Person: Mrs Martha Kent, Deputy Principal

Review

As part of its on-going School Development Planning process, Presentation Secondary School, will monitor, review and evaluate this policy and all related work and procedure on an on-going basis to ensure legal compliance and the maintenance of best practices.

Supplementary Policies to the Code of Behaviour

- Attendance Policy
- Acceptable Usage Policy
- Substance Use Policy
- Child Protection Policy
- Anti-Bullying Policy
- Homework Policy
- Assessment / Examinations Policy
- School tour
- Healthy Eating
- Health and Safety
- Data Protection

Student Contract

I understand fully and agree to abide by the Code of Behaviour.

Signed: _____

Parent / Guardian

As parent(s)/guardian(s), we/I have read and fully accept the Code of Behaviour of Presentation Secondary School, Mitchelstown. We/I agree to meet the expectations in so far as possible of our/my child and school by:

- Ensuring excellent attendance and punctuality and informing the school promptly about any reason for absence.
- Encouraging and supporting our/my child regarding schoolwork.
- Supporting the policies of the school including discipline and good order.
- Attending parent/teacher meetings and school functions in which my child is involved and attending any special appointments if requested.
- Checking homework and signing the homework journal on the homework page and on the Record Chart at the end of each week.

- Providing them with the required uniform and accessories.

Signed: _____
Parent(s) / Guardian(s)

Date: _____

This policy was agreed on _____ by the teachers who were members of the student support team.

This policy was agreed on _____ by the following representatives from the Parents' Council: _____

This policy was ratified by the Board of Management on _____

Signed 
Chair of the Board of Management

Signed 12/6/23
Secretary



