

Presentation Secondary School

Listowel Co. Kerry



Revised Behaviour Code December 2019

(Using the NEWB 'Developing a Code of Behaviour: Guidelines for Schools 2008')

Adopted by the Board of Management

Signed: _____ *Shay Downes* _____

Chairperson of the Board of Management

Date: _____ *12/12/2019* _____

12th December 2019

Review Date: August 2020

A Brief Guide to your Code of Behaviour and Our expectations

Respect

- ✓ Respect yourself.
- ✓ Respect all students, staff and visitors.
- ✓ Respect your property.
- ✓ Respect the property of others and the school.
- ✓ Respect the privacy of others by not using camera phone /cameras in school.

Health & Safety

- ✓ Ensure your actions do not put you at risk.
- ✓ Ensure your actions do not put others at risk.
- ✓ Explain your absences from school with absence notes from parents and follow the correct procedures.

Uniform

- ✓ Wear your full uniform properly and with pride.

Punctuality & Class

- ✓ Be on time for school/class.
- ✓ Be fully prepared for all classes (book, pens, homework P.E. gear etc.).
- ✓ Do your very best at all times

Personal Development

- ✓ If you make mistakes/get into trouble, accept any consequences willingly.
- ✓ Learn from your mistakes.
- ✓ Be proud of your achievements.

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Section One

1.1 The Purpose of the review December 2019 and it's context.

The purpose of the review is to:

- incorporate into the policy strategies to positively affirm our students.
- Clearly outline what the expectations of the school are in relation to student behaviour.

This code has been developed on the basis of the existing school Behaviour Code (Ratified by the Board of Management in 2014). The code has as its cornerstones two important documents, our school Mission Statement and the key principles of the CEIST charter.

The philosophy of Presentation Education as outlined in the Mission Statement of Our School is embodied in the Code of Conduct which was drawn up in conjunction with students, parents and staff.

This Code is designed to promote awareness among our school community that responsible adherence to rules is in the interest of each individual and of the school community as a whole. The code is designed to enhance the teaching and learning process, which is central to the work of the school. Each member of the school community shares responsibility for the well being of our school.

1.2 Mission Statement:

Ours is a Presentation Secondary School, inspired by the vision of Nano Nagle, and in response to her we welcome and cherish girls irrespective of ability or background.

We aim to develop a vibrant community of Pupils, Staff, Parents, and Management, based on Gospel values such as justice, truth and honesty, in accordance with the ethos of the school and our agreed Code of Discipline and conduct.

We aim to assist in the development of the full potential of each girl in a pleasant and safe environment, where the dignity of each member of the School community is recognised, affirmed and valued.

We aim to awaken our girls to their true dignity and role as women in present day society. Inspired by these values we dedicate ourselves to the continual development of our Presentation School.

CEIST Charter

The core values of CEIST are intended to support and nourish the lives of the people at the heart of our school: students, staff and parents. Its key principles focus on

: • Promoting spiritual and human development

• Achieving quality in teaching and learning

• Showing respect for every person

• Creating community

• Being just and responsible

1.3 Legislative Guidelines underpinning the Code

This policy is informed by and compliant with the following legislation:

- Education Act 1998 Education Welfare Act 2000 Education (Miscellaneous) Provisions Act 2007

- Equal Status Act 2000 Education for Persons with Special Education Needs 2004
- It is also guided by ‘Developing a Code of Behaviour: Guidelines for Schools’ 2008 published by the NEWB.

In accordance with section 23 of the Education (Welfare) Act 2000, responsibility for this Behaviour Code rests with the Board of Management. The Board has prepared the policy in consultation with the Principal, the Deputy Principals, the teachers, the parents of students registered at the school (through the Parents’ Council), the students and the Education Welfare Officer.

In accordance with section 23.2 of the Education (Welfare) Act, this code will specify the standard of behaviour that shall be observed by each student attending the school, the measures that may be taken when a student fails to observe those standards, the procedures to be followed before a student may be suspended or expelled from the school, the grounds for removing a suspension imposed in relation to a student and the procedures to be followed relating to notification of a child’s absence from school.

A positive partnership between all members of the school community is essential to the operation of the code and the full support of parents is required in upholding the code. In accordance with Section 23.4 of the Education (Welfare) Act and Section 9 of the School’s Admissions Policy, parents or guardians of students and/or students who have reached majority must accept the Behaviour Code as a condition of enrolment in the school. The appropriate form must be signed and returned to the school authorities as a condition of acceptance in the school.

This Code of Behaviour has been developed by staff, students, parents and the Board of Management of Presentation Secondary School in consultation with the National Education Psychological Service, the Education Welfare Officer and the National Behaviour Support Service, to support a positive, expectations-led, teaching and learning environment for all members of the school community. The document is developed under the guidance of the Mission Statement of the School.

It also complies with the legislative framework in relation to -

- The Education Act 1998

- The Education Welfare Act 2000
- The Equal Status Act 2000
- The Health and Safety Act 2005
- Education for Persons with Special Education Needs 2004

This Behaviour Code is also guided by ‘*Developing a Code of Behaviour: Guidelines for Schools*’ published by the National Education Welfare Board.

In accordance with Section 23 of the *Education (Welfare) Act 2000*, responsibility for this Behaviour Code rests with the Board of Management.

In accordance with Section 23.2 of the Education (Welfare) Act, this code will specify the standard of behaviour that shall be observed by each student attending Presentation Secondary School, the reward systems to promote and reinforce the positive, the measures that may be taken when a student fails to observe those standards, the procedures to be followed before a student may be suspended or expelled from the school, the grounds for removing a suspension imposed in relation to a student and the procedures to be followed relating to notification of a child’s absence from school.

A positive partnership between all members of the school community is essential to the operation of the code and the full support of parents is required in upholding the code.

In accordance with *Section 23.4 of the Education (Welfare) Act* and the *Admissions Policy of Presentation Secondary School*, parents or guardians of students and/or students who have reached their majority(18 years of age) must accept the Behaviour Code as a condition of enrolment in the school. The appropriate form must be signed and returned to the school authorities as directed.

This Code has also been reviewed in light of

- Framework for Junior Cycle (DES & NCAA, 2015)
- Looking at Our School: A Quality Framework for Post Primary Schools DES, Inspectorate, 2016)
- Junior Cycle Wellbeing Guidelines (DES & NCCA, 2017)
- A Whole School Guidance Framework (NCGE, 2017)
- DES Circular 55/2019
- Wellbeing Policy Statement and Framework for Practice 2018–2023 Revised October 2019



1.4 The scope of this code.

The rules set out below only apply when the students are on the school premises, while on trips or outings, when engaged in extracurricular activities or when attending functions organised by the school. In circumstances other than the above, if school management is made aware of student behaviour which does not adhere to the expectations outlined in this code, management may engage with the parent/guardians of the student on the basis of school policies.

1.5 Philosophy of the Code

Presentation Secondary School Listowel is a school community which fosters an ethos centred on positive relationships and seeks the development of the potential of each member of the community. We believe that good behaviour is rooted in respect for self and others and in the recognition of the dignity of each individual.

This code gives priority to the promotion of good behaviour, affirming that behaviour and thereby creating and sustaining the environment for effective teaching and learning. We hold the highest expectations of all members of this community. This code outlines these expectations. Teaching a recognition of responsibilities in relation to behaviour in class and while in school is at the heart of the code. Central also is the knowledge that students' behaviour can change. The code seeks to outline goals, motivation and incentives to support a student in managing his or her behaviour

This code also clearly outlines our response to behaviour which undermines the positive climate of our school. The code seeks to involve students, teachers and parents in the process of managing behaviour which hinders the promotion of positive teaching and learning.

As such, intervention involving discipline and consequences are designed primarily to promote self-discipline in the student.

All members of this community have a right to be safe and to be respected. This code of behaviour is our policy supporting these key rights and provides an outline of the strategies and sanctions which serve to protect them.

1.6 Aim of the Code

The Principal shall “Be responsible for the creation, together with the board, parents of students and the teachers, of a school environment which is supportive of learning among the students and which promotes the professional development of the teachers” Education Act Section 23 sub section 2(c)

The Code of Behaviour of Our School is in accordance with the directives of the Department of Education & Science as stated in the Education Act 1998 and the philosophy of the Presentation ethos stated below.

We accept that discipline and rules are necessary in order

- to function effectively as a school
- to provide a pleasant atmosphere in which students can learn and teachers can teach
- to deal with the needs of students
- to recognise and reward achievement and positive behaviour.

We endeavour to administer rules in keeping with natural justice and out of an understanding for each individual as a member of the school community. Rules will be administered in a spirit of fairness to all.

It is the misdemeanour that will be penalised and not the individual. Every chance and encouragement will be given. Bearing in mind that students and teachers may have a

different outlook on the same situation, parents will have the right to make representations to the school on behalf of their children. The Principal will have the right to make representations to the Board of Management on behalf of the Staff and Students.

The purpose of the Code of Behaviour is:

- to help to develop a framework within which initiative, responsibility and sound relationships can flourish
- to enable students to develop a sense of self-esteem and a respect and tolerance for others and
- to produce an environment in which students and staff feel safe, secure and respected
- to promote an environment which is supportive of learning and professional development.

1.7 Mutual Respect:

The school undertakes to provide a service to the pupils in the way of education, sport and other extra-curricular activities, provided that the pupils represent themselves in a state to receive it: i.e. behaviour; punctuality; dress code and application of general readiness to learn and behave.

1.8 General Principles underpinning the Code:

The basic principles underpinning the school's Code of Behaviour are:

1. The Duty of Care to each student is central to ensuring an effective Code of Behaviour. This Duty of Care is *child-centred* and is in keeping with the philosophy of Presentation Secondary School Listowel
2. It is important that all processes and procedures are transparent and fair. This Code of Behaviour reflects the philosophy of positive behaviour as outlined in the

NEWB publication: *Developing a Code of Behaviour: Guidelines for Schools (2008)*.

3. The School endeavours to ensure that all interpretations of rules are consistent with the Code of Behaviour. Every effort is made to ensure that all partners are aware of and understand the basic philosophy of the Code of Behaviour. Good communication and collaboration between all partners are vital to the effective implementation of the Code of Behaviour.
4. The Code of Behaviour is for everyone and a whole-school approach is central to its success. The school endeavours to ensure that the Code of Behaviour is in keeping with the school's Ethos and Mission Statement.
5. The procedures outlined in the Code of Behaviour are set out to be fair and are based on the principles of Natural Justice. Fair procedures have two essential parts:
 - The right to be heard.
 - The right to impartiality

1.9 The scope of this code:

The rules set out below apply when the students are on the school premises, while on trips or outings, when engaged in extra-curricular activities or when attending functions organised by the school.

In circumstances other than the above, if school management is made aware of student behaviour (any action that damages the school, interferes with its workings, is detrimental to other students, undermines school discipline, is subject to school sanction. which does not adhere to the expectations outlined in this code), management may consult with the parent/guardians of the student

1.10 Areas of Responsibility:

School:

The school will endeavour to achieve good home school liaison by

- promoting a welcoming environment within the school
- giving parents regular constructive comment on their child's work and behaviour
- encouraging parents to come into school on occasions other than parents evenings.
- keeping parents informed of school activities by letter, newsletter etc.
- involving parents at an early stage in any disciplinary problems

Students:

Students are encouraged and expected to show:

- Respect for the rights of other students to learn
- Self control
- Sensitivity and consideration for others
- Pride in themselves and the school
- An interest in school activities

We encourage students to develop:

- Responsibility for their learning and their environment
- Self confidence
- An independence of mind
- A sense of fairness
- An understanding of the need for rules
- A respect and tolerance for others' way of life and different opinions
- Non-sexist attitudes
- Non-racist attitudes
- A consistent approach to tasks
- A non acceptance of bullying and abuse

Parents:

Parents have a vital role in promoting good behaviour in school. We expect parents:

- To support this Code of Behaviour (In the event of non-cooperation the school will adhere to the code in dealing with indiscipline).
- to inform us of any trauma which may affect their child's performance or behaviour at school.
- to inform us about their child's ill health and any absences connected with it.

- To provide the school with a contact telephone number where they or another responsible adult designated by them may be contacted in case of illness or emergency.
- Provide the school (if parents should be away from home) with the name and telephone number of an adult who has responsibility for the student.

It would be in the student's best interest if parents kept the school informed of behaviour difficulties the student may be experiencing at home.

1.11 **Positive Behaviour:**

- Year Group Behaviour Charter

In conjunction with the RE Teacher in Senior Cycle and the SPHE Teacher in Junior Cycle, a year group Behaviour charter will be drawn up and adopted by all students in the year group. This will be set out in sign-format and displayed in the classrooms. The agreed charter will be written into the students journals and signed by the students.

- I agree to be part of a school community where students, teachers, school staff and all visitors to the school will be treated with due care and respect.
- I will behave in class in a way that allows teachers and other students to make progress in their work.
- I will attend school on time and be present at all classes punctually and fully prepared.
- I will do my best with the abilities I have, to listen and cooperate in class and to do the required homework carefully and thoroughly.
- I will behave in a quiet and mannerly way at all times.
- I will respect in every way school property and the property of others.
- It is my responsibility to look after school and library books.
- I will wear my school uniform at all times and keep it clean and tidy.
- I accept that when I wear this uniform outside of the school that I am representing the good name of our school.
- Alcohol, drugs, cigarettes or any illegal or abusive substances are forbidden in our school or on any school-related outing.
- I accept that mobile phones, cameras of any description, music players or other inappropriate equipment are not allowed in our school.

- **Pink Card:** Merit Cards and Improvement Cards

Positive affirmation of good behaviour and sincere effort e.g.:

Pink Card	
Improved behaviour	Volunteering for school activities
Greater effort with homework	Positive attitude towards school
Helpful and considerate to others	

1.12 Reinforcing Positive Behaviour:

The Behaviour Code has been developed at Presentation Secondary School to promote and support positive behaviour in the school community. Positive behaviour is defined as behaviour which supports the teaching and learning environment, which adds to a sense of community and/or emphasises the sense of respect at the heart of the Mission Statement. In accordance with the NEWB Guidelines this document seeks to emphasise building upon a culture of positive expectation, devising systems of praise and reward to inculcate the positive including:

- Merit Cards

The Merit Card provides a method whereby staff can validate the good behaviour of students. This policy suggests the following reasons for awarding a Merit Card to a student.

- Considerable voluntary effort outside of class time.
- Students who show exceptional concern for other students and teachers.
- Students who demonstrate a high degree of co-operation, responsibility and school spirit.

- Improvement Cards

Progress Cards may be awarded to students who show a marked improvement in work, attendance and/or behaviour in order to reinforce and promote continued improvement.

- Hidden Heroes System

The Hidden Heroes Awards are letters and certificates of commendation issued to students by their Year Head, who work quietly and effectively, without seeking reward or attention, in their engagement with their education.

Hidden Hero Letter

Dear

I have the pleasure of writing to you in relation to your daughter and in particular in relation to the manner in which she presents herself as a member of the school community at Presentation Listowel

This year we have initiated an awards programme, the Student Acknowledgement Awards, which seeks to recognise in a formal manner, the invaluable contribution many of our students make to our school through the way in which they engage positively with the daily routines of school life.

This letter serves as a testament to the positive contribution your daughter makes to the life of our school. In her dealings with staff and students, in her attitude to her education, and in the manner in which she is pleasant and courteous in her interactions, she is a credit to herself and her family.

*In particular, according to (**Name the teacher who is giving the letter**),*

XXXXX displays a wonderful attitude in the school. she is mature and confident and easy to have a conversation with and has a very pleasant manner.

This letter seeks to formally acknowledge her constructive involvement in the life of our school.

I am confident XXXXX will continue to develop the quiet assurance which characterises her contribution to our school community in the weeks and months ahead.

Enclosed please find a certificate of appreciation which formally acknowledges this contribution.

Thanking you most sincerely,

Eileen Kennelly

(Principal)

XXXXXXXXXX

(Nominating Teacher)

- Reflection Sheets and follow up

Reflection Sheets may be used by teachers to encourage students to reflect on their behaviour, enabling them to participate actively in the process of modifying their own behaviour. The intention is to encourage students to evaluate the behaviour engaged in and to understand why they are using such behaviour.

- Referral to pastoral care system

Where it is requested by parents, teachers and students, and deemed suitable and necessary to students, the school offers pastoral support.

- Mentoring programmes (teacher/peer)

The school operates various mentoring programmes, supporting student academic, emotional or behavioural needs as identified.

- Behaviour Report Cards

The Behaviour Report Card is designed to cultivate and reinforce good classroom behaviour. A student, returning from a Suspension or whose behaviour has been significantly out of step with behaviour expectations as outlined in this Code, may be put on report by a Year Head or by the Deputy Principal or Principal. The student presents the card to each teacher at the end of each class period and is then given immediate feedback on her behaviour for that class. The student's progress can then be evaluated by the Year Head. The report card should also be signed by the parents or guardians in order to reinforce its significance.

- Attendance Reports

Attendance Report Forms can be issued by Year Head or Deputy Principal to students who have absented themselves from class on previous occasions. Regular attendance is a vital component of good academic performance.

- Individual Behaviour Support Planning

When required, an IBP will be put in place to support the behaviour of a particular student.

- Induction Days

Induction into First Year, (which will begin following the enrolment process in the Spring preceding the beginning of 1st year) Transition Year and Senior Cycle will focus on developing student awareness of the practical requirements and the relevant supports pertinent to the particular year. It will focus on easing and reassuring the students in the transition into the new programme.

- Year Group Behaviour Charter

In conjunction with the RE Teacher in Senior Cycle and the SPHE Teacher in Junior Cycle, a year group Behaviour charter will be drawn up and adopted by all students in the year group. This will be set out in sign-format and displayed in the classrooms.

Input from the Student Council will be sought, the agreed charter will be written into the students journals and signed by the students.

- **Teaching Positive Behaviour**

While each member of staff has a role in this task, specific emphasis is placed on positive and appropriate behaviour in SPHE classes.

- **Voucher Reward System**

Management, in conjunction with the Parents' Association will develop a bank of appropriate vouchers/tickets/tokens for distribution as concrete rewards for use by Year Heads and Class Teachers. This system is used to emphasise positive behaviour concerning uniform, attendance, base class tidiness, class behaviour and particularly in the context of an Individual Behaviour Plan. The Positive Student system in the journal will serve as a concrete means by which the Reward system is applied therein.

- **Assemblies**

Assemblies are held at the beginning of each term with each year group. School expectations will be reinforced and positive behaviours will be rewarded. In particular Year Heads and school management utilise Assemblies as an opportunity to reiterate an aspect of the School Mission Statement or the Year Theme. Year group or Senior students may also engage in promoting positive initiatives at Assemblies

1.13 Ladder of Reward

The Teaching Community in Presentation Secondary School seeks to actively reward students. Positive behaviour is reinforced through the application of a series of rewards. In the delivery of such rewards a teacher employs his/her professional discretion in deciding the most appropriate method to be used. Staff are encouraged to utilise the full range of rewards available in supporting positive behaviour in school:

- Verbal praise
- Use of journal note
- Merit Card/Improvement Card
- Voucher Reward System
- Hidden Heroes citation: Letter from Year Head
- Notification to Year Head
- Awards Day at the end of the year

- Notification to Awards Committee

Rewards and Achievements:

Certificates from the Department of Education and Science reward academic success. The school rewards participation and other achievements in keeping with the characteristic spirit of the school. A special awards ceremony is held annually. When possible it will be given media coverage.

1.14 Sample Class Behaviour Contract

I want to be in a class where:

- *We listen to each other and to the teacher.*
- *We are polite to each other.*
- *We all use indoor voices.*
- *We can enjoy silence at times.*
- *We respect school and each other's property.*
- *We can all feel that we belong and have our place in the group.*
- *We can feel respected and we respect others*

Signed: _____

1.15 Ladder of Sanction:

- Yellow Card
- Red Card
- Blue Card

A student who receives a Yellow/Red or Blue Card will be asked if they agreed with what has been written on the card.

The teacher who issued the card will be responsible for writing the card and for noting the student response to the card

If a student refuses to acknowledge the card that will be recorded by the teacher who issued the card and both the card and the student response will be shared with the Class Tutor and the Year Head

- Extra work may be given.
- Carrying out a useful task within the school.
- Invite parent(s)/guardian(s) to school.
- Record and file breaches of discipline.
- Note in Student Journal to be signed by parent(s)/guardian(s)
- Withdrawal of privileges e.g. not allowed on school outings, tours, extra-curricular activities.
- Student engagement with Behaviour Management Team (Deputy Principal and Year Head)
- Detention may be imposed
- Suspension
- Expulsion

- Verbal warning
- Reasoning with the student
- Restorative Justice approach, ‘put the student in the shoes of the other individual’
- Verbal reprimand (including advice on how to improve)
- Temporary separation from peers, friends etc.
- Detained to complete work/additional exercises during part of lunch break (max 20mins)
- Seek a verbal or written apology

- Use of journal notes system
- Use of generic post home notes
- Use of Penalty Sheet/Lunch Time Detention
- Detention Warning- Yellow Card
- Memo to Year Head
- Detention Notice – Red Card (a Red Card also includes a lunch time detention, parents will receive a letter informing them of the lunch time detention)

- Year Team and/or Pastoral Support Team intervention
- Individual Behaviour Plan
- Suspension
- Engagement with external support agencies (NEPS/HSE/ EWO/Community Gardai)
- Expulsion

Year Teams

A Year Team will exist for each year group, consisting of the Year Head, Class Tutors and the Deputy Principal. The Year Teams will administer the behaviour code for the respective year group. Each Year Team will meet on a regular basis. This meeting will be organised by the Deputy Principal to deal with issues arising in the management of behaviour within the particular year group. Referral of issues to the year team by staff members will be through the yellow, red card and memo system in the school.

From December 2019 this system will be administered through the Microsoft Office system in order to ensure GDPR compliance.

Referral to the Year Team will be at the discretion of the Year Head and will normally occur in the case of three Yellow Cards or 1 Red Card, or in the case of serious or grave offences. (Blue Card)

The Year Head will be informed about every card that is issued by a teacher.

The initial investigation of an allegation or report is conducted by the Deputy Principal or the Year Head. The intention of this investigation is to ascertain if a report has credibility and if an incident requires further investigation. In the normal course of events, this initial interview will take place as immediately as is practicable in order to capture a fresh version of events. Statements will be requested from all individuals involved in an incident, that includes students/teachers/SNA's/Management. It is the right of the school, acting in loco parentis, to conduct this initial interview without the presence of parents. Notes will be taken of all conversations.

In the case of a serious or grave offence or a disputed offence, the Year Team, having established an alleged offence, shall interview the student as soon as practicable, following notification of the alleged offence. The student, at the interview, shall be notified of the allegations and shall be given a full opportunity to comment on the

allegations made. Written statements will be taken of all interviews. The Year Team, following such an interview, shall determine whether the student has committed a serious or grave offence and, should this be the case, shall apply the appropriate disciplinary procedures outlined in the code. The student will be given a right of reply to any allegation.

The Year Teams will have authority to make recommendations regarding particular students or incidents to the Principal. The Year Head Teams have the option to recommend suspension to the Principal for serious or grave offences. Only the Principal or Acting Principal may suspend a student. The Teams will refer individual students to the Pastoral Care Team for support or counselling. The Pastoral Care Team/Student Support Team will process all referrals for counselling, including the obtaining of parental consent for support or counselling, in accordance with the school's Pastoral Care Policy

1.16 Restorative Practices:

In accordance with the anti-bullying policy, where the Year Heads deem it appropriate, they will utilise Restorative Practices to help students who engage in negative, hurtful and/or offensive behaviour take responsibility for their actions, understand the consequences of their behaviour and restore a positive relationship with those affected by their actions.

Mediation between pupils, giving opportunity for reflection, acknowledging what has happened, what harm has been done and what can be done to put it right, apologising and finally agreeing a way forward is at the heart of this practice.

1.17 Data management and GDPR regulations All data in relation to discipline; records, notifications, decision and meetings will be handled in accordance with the terms of the school's Data Protection policy

Section 2

Behaviour Expectations

While teaching and learning occurs throughout a students' school day, primary learning takes place in the classroom in a partnership between staff and students. By taking personal responsibility for behaviour, students commit to a positive teaching and learning environment in each classroom. It is our expectation that students will be positive and task oriented in class, promoting the student's own learning and the learning of others and also serving to assist the teacher in his or her role. In relation to assigned work, it is our expectation that students understand the importance of homework as a critical reinforcement of classroom learning.

2. Attendance and Punctuality

2.1 Attendance:

The Welfare Act 2002 places certain demands on parents and principals in the area of school records and attendance. Section 18 of this act states that *'the parents of an absent child shall ... notify the Principal of the school of the reasons of the child's absence'*. Section 21 states that *'the Principal shall cause to be maintained a record of non-attendance where a child fails to attend ... and the reasons for failure'*. All absences of more than 20 days must be reported by the School Principal to the Education Welfare Officer.

Statutory requirements of Appendix 1

- Regular attendance is essential for students to make progress in their work.
- The school Principal is obliged to keep a record of school attendance and non-attendance.
- All absences (for a whole or part of a day), must be notified to the school on the official absence slip and brought to the class teacher on the morning of return.
- Where a student has accumulated a total of 20 days absence from school or is not attending regularly, the Principal must report this to the Education Welfare Officer.

- Coming in late or requesting to leave early requires a verbal confirmation by phone from parents/ guardians. The student must also sign 'the Sign in' book. Students who arrive late MUST sign in at the office before they will be permitted to join class.

- Verbal confirmation from parent/guardian is required to account for absences:

- a) beforehand if the absence is planned
- b) when a student wishes to leave the school premises during the school day

All students must be collected from the School Office where the parent/guardian must sign the student out in the 'Sign Out' Book.

Late arrival to school:

- All students who arrive late in the mornings will meet with the Deputy Principal, Ms. Walsh and “sign in” on the late book.
- Students who come to school later than first class must sign in at the office.

Students leaving school during the school day:

- Students who wish to leave the school during the school day must ‘sign out’ at the office.
- If a student is ill, they must have permission from their class teacher to go to the office to contact home, the secretary will then contact their parents to collect them.
- Parents are obliged to contact the school office to give permission for a student to leave the building for any other reason prior to their signing out.
- If a student is leaving the building with any adult other than a parent/guardian the parent/guardian must inform the office prior to collection
- A parent/guardian must collect any student signing out at the office. Both the parent and the student must sign ‘the Sign out’ book

The following procedures apply should it be necessary that a student be absent from school for a day or longer.

On return to school after an absence of a day or more, a student must present a note of explanation to the class tutor, signed and dated by parents or guardians. Procedures in this section are established to comply with the provisions of the Education (Welfare) Act, 2000. Section 18 imposes a duty on parents to inform the school of the reasons where a child is absent from the school during part of a school day or for a school day or for more than a school day.

Under section 21(1) of the said Act, the school is obliged to keep a record of attendance for each student for each school day, which must specify the reasons for any absence.

Pursuant to section 21 (4) of said Act, where the aggregate number of school days on which a student is absent is not less than 20 or where a student, in the opinion of the Principal, is not attending school regularly, the Principal is obliged to so inform, by notice in writing, an Educational Welfare Officer.

It is our expectation that the school be informed of any illness or physical ailment which might affect a student's performance in class or during extra-curricular activities.

Students are expected to report any accident immediately to the teacher in charge. Medicines of any kind will not be administered by the school.

Parent(s)/guardian(s) of any student taking prescribed medication should inform the school. It is expected that a student who feels unwell should first report to the teacher in charge and obtain permission to report to the school office. If the student is unfit to return to class, parent(s)/guardian(s) will be contacted where possible and where deemed necessary. It is expected that before leaving the school the student must sign out.

2.2 Sickness/Accidents:

- Parents are requested not to send students to school if they are genuinely ill.
- Should a student become ill while in school she should report to her class teacher, Year Head, Deputy Principal or Principal. If the illness is such that the student needs to go home the school (not the student) will contact the student's parents /guardian who will be asked to collect her or give permission to another responsible adult to take her home.
- Before leaving the student will sign out.
- In the case of accidents, parents will be contacted as soon as possible- if the student requires medical attention and is unable to see her own doctor, she will be taken to one of the local doctors. Parents should ensure that they have completed the necessary form authorising the school authorities to seek medical attention for their daughter in an emergency should they not be available.

2.3 Punctuality:

- School commences each day at 9.00 a.m.
- Teachers will take a roll call at 9.00 a.m. and at 2 p.m. daily in each class to ensure that all students are present. . Should a student be late for the class roll call, she will be marked 'Late'.
- Parents will be contacted if concern is expressed about a student's absence.
- **Parents will receive a record twice annually of a student's attendance and punctuality.** Parents can access a record of their child's attendance on eportal

It is our expectation that pupils make every effort to attend school on ALL days on when the school is in operation. Students are expected to make up for any work missed when absent from school.

2.3.1 Absence from class or school without permission is a serious matter

Sanction

Late for school or class = Yellow Card

Absence from class without permission = Red card and a lunch time detention

Absence from school (leaving the school grounds without permission) = Blue card **A**
Suspension will take place

Incidents of truancy **will** lead to suspension

All students are given an Absence Book.

It is our expectation that all letters/slips are to be written, dated and signed by parent(s)/guardian(s).

Students must remain within school bounds and attend timetabled classes, unless they have permission to leave the school and are collected by a parent/guardian or other arrangements are validated over the phone with the parent. A valid reason must be presented for leaving the school.

Truancy from school will warrant referral to the Year Head Team and is regarded as a grave offence, Blue Card Suspension.

Non-attendance at timetabled classes (though the student may still be in the building) is regarded as a serious offence, because of concern for student safety and the manner in which it impacts on a student's education and the health and safety of all. Absence from class without permission = Red card and a lunch time detention

- (i) ii) being present in the school, after coming in late and not having signed in at the office is, likewise, considered a grave offence because of concern for the student's safety. Red card and a lunch time detention
- (ii) (iii) Being in restricted areas within school grounds will be considered a serious offence. Red card and a lunch time detention

2.4 Student Behaviour

Students are expected to:

- Respect the rights of other students to learn and teachers to provide a positive learning environment.
- Respect safety equipment and emergency exits.
- Be courteous and show respect to every individual in the school community including visitors to the school.
- Be present and on time for all classes.
- Complete homework and tasks on time (c/f Homework Policy).
- Show respect for school property e.g. no litter, graffiti, chewing gum.
- Be honest e.g. by not cheating, stealing, lying, forging a signature.
- Be positive in behaviour by avoiding offensive language; smoking; misuse of substances; racial or homophobic language and any actions likely to bring the school into disrepute.

Participation in extra-curricular activities and outings is subject to staff approval. Repeated misbehaviour, or incidents of serious misbehaviour, will be causes for exclusion.

Classroom Behaviour

In order that students benefit from class work, full co-operation is required from every student.

It is our expectation that students:

- (1) Be on time and fully prepared for class.
- (2) Participate and engage with the activities of the class, cooperating fully with the teacher's directions.
- (3) Move promptly between classrooms so as not to be late for next class.
- (4) Enter and exit classrooms in a quiet and orderly fashion.
- (5) Obtain permission from the teacher to leave a classroom or to enter a classroom other than one's own.
- (6) Sit quietly at their designated seat with their books opened.
- (7) Move to different seat if requested to do so by the teacher.
- (8) Enter all homework in your Student Journal and complete as directed. Students do not deface the School journal in any way. Any journal that is defaced may be confiscated and must be replaced by the student at her own expense.
- (9) Be attentive and make a genuine effort at learning.
- (10) Raise their hand for teacher's attention.
- (11) Be respectful to fellow students, school staff and visitors.
- (12) See that the classroom is kept clean and tidy and that the furniture is treated with care.
- (13) Switch off lights when classroom is being vacated.
- (14) Avoid fighting or rough play.

Students who wish to go to the bathroom between classes must obtain the permission of the teacher whose class they are going in to. The teacher will sign, date and record the time. All students who leave a class during class time must have the teacher's permission recorded in their journal. Students out of class for any reason during class time must have their journal with them and it must be signed by their teacher.

In order to aid the organisation of their learning, students should note homework in their journals. It is our expectation that all homework (oral and written) be done to the required standard and must be completed in time to meet deadlines.

Disrespectful behaviour to any member of the school community or visitors: A reflection sheet will be issued and will form the basis of a meeting with the persons concerned and the Year Head and/or Deputy Principal.

Inappropriate or abusive language will warrant at least a red card and a lunch time detention and may be a grave offence

Very Grave offences in this area (such as racist comments etc...) will merit suspension.

The presentation of forged documentation or signatures or the presentation of plagiarised work or the work of another in examinations or projects will be considered a grave offence and will warrant suspension.

There will be an obvious consequence with respect to examination material which will be cancelled and marks will be forfeited.

All Transition Year, Fifth and Sixth Year students are allowed 'up town' at lunch time. This is a privilege granted to senior students. It is our expectation that all students behave in a respectful and dignified manner when 'up town' during lunch time.

It is the right of the Principal/Deputy Principal to remove this privilege for a period of time from senior students who misbehave 'up town', who demonstrate a distinct lack of cooperation in school or who arrive back late to school after lunch having been 'up town'

Disruption of Class:

Disruption of Class prevents teachers from teaching and students from learning. Being late for class, without a genuine reason is considered disruption. Should a student who is corrected for disruption of class continue to do so, the teacher will issue a Red Card.

If the teacher is still concerned the teacher will send for the Deputy Principal or the Principal to withdraw the student and the student will be supervised for the remainder of the class.

A written record of the incident will be made by the teacher and placed in the student's file. Home will be informed.

After school detention may be considered for such disruption

After school detention will be awarded if a student accumulates three periods of lunchtime detention.

Disruption during evening study may result in a student being removed from study with no refund.

Sanction for breach of behaviour expectations outlined in section 2.4 above

Caution is given: 1st offence

Yellow Card: 2nd offence 3 Yellow cards = Lunch Detention

Serious misbehaviour: Red Card and lunch detention

Refer to Behaviour Management Team (Year Head and Deputy Principal):

Refer to Principal

Serious levels of disruption may warrant suspension

2.5 School Uniform

It is our expectation that the official school uniform to be worn at all times. All personal items; e.g. coat, jumper, should be marked clearly with owner's name. The school uniform consists of the following:

Uniform:

- Dark Brown V-neck Jumper with the School Crest Attached
- Mustard-coloured School Blouse.
- KNEE LENGTH Dark Brown Skirt or Dark Brown Uniform Slacks.
- PLAIN Black or Brown Tights.
- Black or Dark Brown flat-heeled shoes. In the interest of safety students are advised not to wear shoes with any kind of high heels.
- Make-up is not considered appropriate for school.
- The School Half Zip is an optional piece of the uniform. It will be worn over the uniform jumper
- The Half Zip does NOT replace the school jumper, It is not allowed to be worn in class or between classes.

- Facial jewellery is not permitted.
- In the event of a student not wearing a uniform for medical reasons, a note signed by a medical practitioner is required. No other reasons are acceptable.

It is our expectation that parents co-operate with the school by ensuring that students are compliant in relation to the rules on school uniform.

Sanction:

Students not wearing the required uniform will be given a yellow incident sheet.

They will be given the option of wearing a uniform supplied by the school or phoning home for their correct uniform

Repeated breaches of the school uniform rules will result in a red card and lunch time detention. In the case of senior students, the privilege of going ‘up town’ will be removed for a period of time

Students are expected to wear full uniform during all examinations (this includes the State Exams)

2.6 Personal Hygiene

Students are expected to be neat and tidy and to take care of personal cleanliness. Should a lack of personal hygiene be evident or offensive to others it will be discretely brought to the attention of the student and her parents by a member of staff.

2.7 Chewing Gum

Chewing Gum is not permitted at all in the school. Any student found chewing gum will be asked to remove it immediately and will be asked to place it in the litter bin in a hygienic manner. This will warrant a Yellow card.

Sticking chewing gum on school property is damage to property and will warrant a Red card and lunch detention

2.8 Personal Property

The school cannot be held responsible for students' personal property

Students are expected to be responsible for the safety of their own valuables/money. It is recommended that valuables /money should be kept in their own possession or **locked** in the student's locker. The school does not accept responsibility for articles lost, damaged or stolen.

2.9 Care of the school premises

- Everyone in the school is responsible for the care of the school premises. Students and Staff are encouraged to feel a sense of ownership for the school and its environment.
- The students' work will be displayed when and where possible.
- The building will be kept clean and tidy.
- The grounds will be kept free of litter.

Damage to Property and Books:

If there is proven damage to books or property, compensation must be paid to cover the cost involved to include material and labour.

School Rental Books must be replaced by the student – should the student not comply she will be withdrawn from the

2.9.1 It is our expectation that the school building and the property of others are to be treated with care. It is our expectation that all students will be vigilant at all times so as to ensure their own health & safety, the safety of the other members of the school community or any visitors to the school and the safety of all property therein.

Sanction: Card System applies: Yellow, Red, Blue (a suspension)

Defacing school property in any is a serious offence. Red card and lunch detention, if it is very serious it will lead to a suspension

Compensation must be made for any damage caused.

2.9.2 It is expected that students not use or interfere with any school equipment without prior permission. In the interest of the welfare of all, students must only use equipment and materials as directed, especially in the Specialist Rooms where Health and Safety of all is of particular concern. This is particularly important in Science Labs, Home Economics Room, Computer Room and Art Room, where the health and safety of students/teachers are paramount.

Sanction

Card System applies Yellow, Red, Blue.
Meeting with Principal
Suspension (Blue Card offense)
Exclusion

2.9.3 The above section also applies to the use of notice boards and blinds. Students are expected to be conscious of the welfare of others while moving between classes and at break times, and while on the school grounds. It is our expectation that students will in no way interfere with fire extinguishers or the fire alarm system

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension (Blue Card)
Exclusion

2.9.4 Pupils are expected to keep classrooms tidy. In the interest of health, safety and hygiene,

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.9.5 In the interest of the school environment, students are expected to use the appropriate bins for all items of litter. Litter bins are provided and students are expected to dispose of all litter in the correct bins.

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

It is our expectation that students will not use go to their lockers between classes

Students who use lockers outside the permitted times will lose locker privileges through confiscation of the locker for a period.

It is our expectation that students will use the toilets designated for their year group and also seek the written permission from their class teacher (recorded in the journal)

Toilets: Students who go to the toilets, outside of the official break times, without having written permission from a teacher, may be given a lunchtime detention. Students who persist in this behaviour may receive an evening detention. Students must use the toilets designated for their own year group. Students found in a toilet, other than that designated for their year group, will receive a red card and lunch detention

2.9.8 It is our expectation that students not eat or drink during class. Students are expected to put left-over food in waste bins in the corridors. Left-over food must not be placed in the waste paper bins in the classrooms.

Water or any other drink is not allowed in the Computer Room.

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.9.9 Inappropriate use of corrective fluids (e.g. Tipp-Ex) and aerosols are strictly forbidden. Any such items will be confiscated. Laser pens are not permitted in school. Spray Deodorants are not allowed as they activate the fire alarm

Card system applies: Yellow, red, Blue
Depending on the gravity of the offense

2.9.10 Students are expected to be responsible for any school equipment that they use and may be held responsible for any damage caused. Interference with fire and safety equipment is strictly forbidden.

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.9.11 It is our expectation that students will not bring any potentially dangerous implements or objects (as determined by the school authorities) onto the school grounds or with them while on extracurricular or representative activities.

Card System applies Yellow, Red, Blue
Meeting with Principal
Suspension
Exclusion

2.10 Safety

2.10.1 Health and Safety Expectations

As a school which offers our students a broad range of healthy activities and options and seeks to educate our students towards making health-promoting life choices we seek to organise our school community in which health and safety is the concern of all. Through the curricular and extracurricular programme, and in conjunction with parents, these options are presented to our community. All members of our school community are entitled to teach and learn in an area devoid of unnecessary health and safety risk.

- The school has a safety officer who has responsibility to see that safety regulations are adhered to on the premises. Fire exits and notices are clearly displayed in all classrooms and corridors. Fire extinguishers and equipment are checked annually by qualified personnel.
- Each room displays safety guidelines.
- Specialist classrooms display regulations for the safe use of equipment.
- A deliberate breach of safety regulations will be treated as a breach of discipline.

- Staff undergoes required training in safety and First Aid.
- In the interest of safety parents and visitors are requested not to drive onto the school grounds during the day. Should they have to do so they are reminded to turn immediately left at the gate and follow the one-way system. They must not exceed 10 miles per hour.
- Parents are requested not to block the school entrance at morning time or evening and to park safely and exercise extra caution in the vicinity of the buses.
- All staff members park their cars in the designated areas.
- All visitors to the school are required to report to the main office where they will be supplied with a School Identity Tag.
- Parents visiting the school must report to the main office. Those who visit without an appointment and urgently need to meet with the Principal, Deputy Principal or a member of staff shall ask the secretary to contact that person to establish whether or not it is suitable for them to meet. It may be necessary to make an appointment for a later time.

Whenever or wherever the safety of any individual in the school is put at risk by a student, that student will be immediately excluded from all classes and activities and will be supervised. Parents, once contacted, will be required to visit the school, and the student will be permitted to return to class only when she has signed a contract of behaviour and paid the full cost where damage occurs.

2.11 BULLYING

Any incident of bullying/exclusion/cyber bullying/homophobic or identity based bullying will be dealt with in accordance with the school's Anti-Bullying Policy. Any indecent, pornographic or socially objectionable material, in the judgement of a staff member, will be confiscated and can only be returned when the student is accompanied by a parent. Possession and/or circulation of such material will be considered a grave offence depending on the circumstances. It is to be noted that any offence involving child pornography and coming under the remit of the Child Protection Policy will be handled in accordance with the procedures in that policy

2.11.1 Bullying behaviour, including cyber-bullying will not be tolerated. Bullying is defined as **repeated** aggression, verbal, psychological or physical conducted by an individual or group against others. Cyber-bullying includes texting or posting information or comments about another individual on mobile or social media sites. Bullying thrives in a climate of fear and secrecy. We must not allow cases of bullying to go unreported. In reporting an incident of bullying you are not telling tales but behaving responsibly and positively in order to help foster positive behaviour. Parents and students should bring any information they may have about bullying behaviour to the attention of the school Principal or teachers as promptly as possible. The school always encourages parents to share information about anything that might affect a student's behaviour in school. Any incidents of bullying will be dealt with in accordance with Anti-Bullying Policy of the school. **The elimination of bullying is the responsibility of everyone. Together we can create a safe and respectful environment.**

2.11.2 Anti-social acts against any member of the school community such as bullying, cyber-bullying (which includes texting or posting information or comments about another individual on mobile or social media sites), intimidation, extortion, harassment (because of gender, marital status, family status, religion, age, disability, race, ethnicity, or sexual orientation) teasing and exclusion are not acceptable in the context of a school which promotes the dignity of each individual in our school. **Breach of this rule will be handled in accordance with the Anti-Bullying Policy in the school.**

The school does not tolerate bullying. Any alleged bullying that is reported will be immediately investigated and the procedure will be as outlined in the Anti-Bullying Policy will be followed. Parents are expected to cooperate. Incidents of bullying will be reported to the Board of Management.

2.12 Physical Fighting

Should a student become involved in a physical fight on the school premises, while wearing the school uniform or representing the school at any function, the student will be taken home at the earliest possible opportunity.

Having had time to reflect on her behaviour she will be requested to visit the school with her parents to meet (if possible) with the Class Teacher, Year Head, Deputy Principal and Principal. If she wishes to return to the school, she will be required to sign a contract of good behaviour.

2.12.1 Any act of assault or violence against any member of the school community will be considered a grave offence. (Blue Card, a suspension/expulsion)

Sanction

The Behaviour Management Team will investigate any incident of assault or violence

Suspension or Expulsion may apply.

2.13 Mobile Phones

The recording of sound and images on the school premises without the permission of management and staff is forbidden.

To protect the privacy of students and staff, the taking of pictures without prior permission of the person being photographed is not allowed on the premises

2.13.1 Due to ever increasing incidents of bullying and threatening of others through the use of mobile phones, and for the following reasons:

- Invasion of Privacy/camera phones uploading to the internet and the effects of cyber-bullying;
- The adverse effects on teaching and learning in the classroom;
- The effect on the student's concentration;
- Interference with study

‘The possession and/ or use of mobile phones at any time during the school day or on the school grounds or within the school building is prohibited’.

2.13.4 In the event of a student refusing to hand up her phone she will be withdrawn from class. Her parents will be immediately sent for. A refusal to hand over a phone may will lead to detention or suspension depending on the student behaviour

Mobile Phones / Electronic Equipment

- Mobile phones must be switched off and placed in lockers or school bags as soon as students arrive in school every morning.
- Phones **MUST** remain in lockers or school bags until the end of the school day.

- Students MUST NOT use their phone and/or have their phone on their person during the school day.
- Students in breach of this rule will have their phone confiscated until the end of the school day.

Cameras, Camera-Phones & Media Devices

- Using a phone/camera/media device to take pictures/recordings during school time or on school activities without specific permission from a teacher, is an infringement of privacy and is therefore not permitted.
- Students must not use/publish/upload images, comments and/or photos of other students or staff without specific consent from the individual(s) concerned.

It is our expectation that students will not engage in any of the following behaviours:

- Sending or posting abusive, threatening, harassing, humiliating or embarrassing messages about another person via text, social networking sites/apps, websites, email or other electronic applications.
- Spreading rumours or lies about others via text, social networking sites/apps, websites, email or other electronic communication applications.
- Forwarding personal emails, messages, pictures or videos to others without permission.
- Taking, sending or posting embarrassing, degrading or “fight” videos involving other via text, social networking sites/apps, websites, email or other electronic communication applications.
- Sending provocative or sexual messages, photos or videos, or what has become commonly known as “sexting”.
- Taking, sending or posting sexually explicit images of other children using mobile phone or web applications.
- Using social networking sites/apps, websites, or blogs to post inappropriate photographs about other children or school staff.
- Maliciously excluding children online through emails, chat and social networking sites.
- Making prank calls to another child’s mobile phone.
- Using another student’s mobile phone, school email account, personal email account or social networking profile to send or post material which damages their social status or interaction with others.
- Assuming another child’s identity and creating a false email account, social networking profile or blog to send or post material which damages that child’s social status or relationship with others.

- Assuming a teacher's identity and creating a false email account or social networking profile to send or post material which damages the teacher's reputation.
- Creating a false social networking profile or website of a school to damage the reputation of the students, staff or school.
- Creating gossip pages on social networking sites by posting sexual, abusive, threatening, harassing, humiliating or embarrassing messages about other students/staff.

Engaging in any of the above stated activities will be viewed as a very grave offence that will lead to suspension (Blue Card) and possibly expulsion

Valuables

Students are advised not to bring valuable items to schools. (Including valuable jewellery, equipment, clothes and footwear)

Parents/guardians who need to contact students while they are in school **MUST** do so via the School Office. Students who need to contact parents while they are in school **MUST** also do so by using the phone in the School Office.

The school will facilitate parents/guardians who need to phone or text the school with a message for their daughter. **The school office phone number is: 068-21452.** A student will also be facilitated by the school office should she wish to phone or text a message to a parent/guardian in an emergency.

2.13.5 The Board of Management expects the full co-operation of parents in this matter and has requested that both the student and the parent sign the Behaviour Acceptance form and return it to the school office on the first day of term (See the Appendix)

2.14 Stealing

As stealing is a criminal offence should a student be found stealing, a Blue Card will be given and the incident may be reported to the Garda Siochana.

2.15 Internet Usage:

The school's Acceptable Use Policy is explained to all. Students are expected to adhere to it. It is available by request at the school office. Copies can also be handed or emailed to students and parents

Sanction: Computer privileges will be removed from students (At the discretion of the Principal).

Misuse of the Internet: See School Policy

Misuse of the Internet will result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

2.16 Substance Misuse

Smoking, (including cigarette/ Vaping) Drugs, Solvents

2.16.1 Smoking

As smoking in public buildings is prohibited, students found smoking (**including ecigarettes/vaping**) on the school premises may be dealt with according to the law. It is our expectation that students will uphold the Public Health (Tobacco) Act 2002 in relation to cigarette smoking which is illegal on school premises.

Section 47(b) of the Public Health (Tobacco) Act, 2002 states that fines of up to €3,000 can be incurred by persons smoking in a prohibited area. Such an action will be considered a grave offence.

Smoking is forbidden whenever and wherever the student is wearing the school uniform, or attending a school function. Should a student be reported by a member of Staff for smoking on any of these occasions home will be informed and it will be recorded in the student's file.

Students found in possession of cigarettes while on the premises, while wearing the school uniform or attending school functions will warrant a Blue card. The student will also be required to give the cigarettes to the teacher in charge. Home will be informed in writing, it will be recorded in the student's file and the student may be prohibited from participating in extra-curricular activities for the remainder of the school year.

2.16.2 Alcohol

Should students be found in the possession of alcohol or under the influence of alcohol on the school premises or at a school function, parents will immediately be contacted and requested to visit the school.

The student will be prohibited from participating in extra-curricular activities for the remainder of the school year.

2.16.3 Drugs/Solvents

It is our expectation that students will uphold the Misuse of Drugs Act in relation to possession, consumption, inhalation or otherwise taking of drugs or alcohol or any harmful substances. Any attempt to encourage or involve others in such activities is strictly forbidden. Breach of this rule will be considered to constitute a grave offence. (*c.f. the school Substance Abuse Policy for a full account of procedures in relation to the use/abuse of controlled substances.*)

Should students be found taking drugs, passing drugs or in the possession of drugs while on the school premises, while wearing the school uniform, or at school functions, parents will be contacted immediately and the Gardai will then be informed. (Cf. Section on suspensions)

Should a student be found misusing solvents parents will be sent for immediately?

Sanctions will be imposed immediately if a student:

- Attends school while under the influence of alcohol/drugs.
- Supplies illicit drugs to another student.
- Brings drugs into the school.
- Uses drugs in the school.

Sanction

The offence is serious, the student will be given a Blue card which in this case will involve suspension or, in extreme cases, expulsion.

SECTION 3

Behaviour Management Structure

3.1 Conduct Procedure

Where, however, a pupil acts in a manner prejudicial to the learning situation, good order or the interest of others, the school has a right and duty to intervene and, where necessary, impose sanctions.

Behaviour Management is initially the responsibility of the individual teacher in the classroom. All teachers carry the same rights and responsibilities regarding the initiation of behaviour management procedures.

It is our expectation that all students are dealt with in a fair manner.

The principles of fair procedure will always apply.

3.2 Discipline Procedures

Teachers will record in writing on Microsoft Office One Note all offences committed by a student. Only recorded incidents will be dealt with and these may be used at meetings concerning discipline between Parents, Principal or Board of Management.

Breaches of Discipline are normally dealt with and recorded by the teacher who observes them. All teachers will follow the procedures laid down in this Code of Behaviour.

In instances of extreme concern or in urgent cases referral to the Principal will be necessary.

Parents and students are advised that policies on Anti-Bullying, Substance Misuse etc. are an essential aspect of the Code of Behaviour. By enrolling their child in this school parents are acknowledging acceptance and support of the Code of Behaviour.

The Board of Management reserves the right to modify the Code to deal with unforeseen circumstances. This Code will be revised annually at the conclusion of the school year. Anonymous complaints or unsubstantiated complaints will not be tolerated.

Sanctions are classified as follows:

YELLOW Card	RED Card	Blue Offence
Late for class	Persistent minor disruption	Forging notes and signatures
Incorrect uniform	Major disruption of class	Dishonesty
Chewing gum	Cheeky behaviour eg. back answering/ disrespectful language	Serious damage to school property
Persistent incompleteness of homework	Failure to follow instructions on school outings	Alcohol; Smoking; Drugs
Ill-equipped for class (books, equipment, locker key etc.)	Failure to cooperate with teachers	Mitching school
Minor disruption of class	Damage to school property	Racial; discriminatory remarks
Failure to provide absence note	Disruption of class resulting in prevention of learning	Disrespectful language/ Slander
Copying school work	Mitching Class	Dangerous weapons
Eating/drinking in class without permission (including chewing gum)	MOBILE PHONE (see policy)	Actions likely to bring the school into disrepute Refusal to hand over a mobile phone
Minor breach of safety	Misuse of the internet	Major breach of safety
Graffiti (minor)	Graffiti (major)	Physical fighting
Damage to school books		Bullying including cyberbullying
		Stealing

All students have the right to a positive learning environment in class. Persistent misbehaviour which prevents other students from learning will result in withdrawal from class.

3.3 Yellow and Red Cards:

Teacher completes appropriately coloured incident sheet on Microsoft Office and forwards to Class Teacher **Tutor**. The Year Head is informed about all yellow and red cards issued. 3 Yellow Cards will merit a lunch time detention

The Deputy Principal will send a letter to parents and pupils will be placed on 1 lunch time detention. A student may be placed on detention after school if they have accumulated 3 lunchtime detentions.

Yellow Card	Red Card	Blue Offence
<ul style="list-style-type: none"> • Verbal warning from Class Teacher • 3 Yellow Cards = lunch Detention 	<p>Immediate lunch Detention</p> <p>Repeated offences may lead to evening detention</p>	<p>Meeting with Behaviour Management Team</p> <p>The Principal and Deputy Principal (in the capacity as Acting Principal) are the only individuals who can suspend a student</p>

3.4 Blue Offences:

Parents officially informed of misdemeanour.

Student and Parents meet with Behavioural Management Committee consisting of Class Teacher, Year Head and Deputy Principal who will make recommendations to the Principal.

The Principal will decide on the appropriate sanction which will include suspension or exclusion.

3.5 Detention Procedure:

Parents will be informed if their child has been placed on detention. Lunchtime detention takes place from 1:25pm – 1:55pm and is supervised by a rota of teachers.

After school detention from 4pm-5pm may take place when a student has previously been placed on three lunch time detentions. A letter will be sent to parents a week in advance indicating that a student has been given after school detention.

Section Four

Suspension Procedures

4.1 The purpose of suspending a student from the School is to provide the student with time for reflection, to emphasise the seriousness of specific misbehaviours and to give staff time to plan ways of helping the student to change unacceptable behaviour.

4.2.1.a The Board of Management has delegated authority to the Principal to suspend a student for a period up to and including three days. If a suspension for longer than three days is being proposed the matter must be referred to the Board. In such a case, having sought approval from the Chairperson of the Board, the Principal may suspend for up to five days to allow for time to convene a meeting of the Board of Management. The Board will not normally impose a suspension of more than 10 consecutive school days.

4.2.b Suspension will normally be imposed for a grave offence as defined in this policy. Where in the opinion of the Behaviour Team for the student's year and/or Principal or Acting Principal, detention or warning are an inadequate disciplinary procedure for serious offences, or in the instance of repeated serious offences, the sanction of suspension may be imposed

Such misbehaviour may include:

- A threat to the safety of others.
- Disruption of teaching and learning
- Deliberate damage to property
- Misuse of technology
- Substance abuse
- Persistent breaches of the Code of Behaviour which have not been rectified by the normal school interventions.

4.2.c Before a suspension is imposed the Principal will have considered the seriousness and context of the behaviour; the impact of the behaviour on the other members of the school community; the interventions that have

already been tried with the student involved; the likely impact of the suspension on the particular student. Care will be taken to ensure that the academic progress of the student will not be adversely affected by the suspension.

4.2.d Suspension Procedures.

Following a thorough investigation of the incident, if the Principal decides it is appropriate to suspend a student, the following procedure will be used:

The student will be informed and given an opportunity to respond.

The student's parents will be contacted and the matter will be explained. The suspension will not be implemented until the parents have been fully informed both of the circumstances of the incident and of their right to appeal the decision to suspend to the Board of Management.

Every effort will be made to request and to facilitate the student/ parent/ guardians to meet with the Principal and/or Acting Principal and Year Head at a specified time acceptable to all parties so as to afford them a full opportunity to comment on the disciplinary action being considered.

If the student/parents/guardians fail to attend such a meeting and fail to provide a reasonable explanation for not doing so, the matter will be determined in their absence and the suspension carried out.

The student and parents/guardians will be informed in writing that the suspension has been imposed, the date from which the suspension takes effect and the period of the suspension.

In the event of the student/parents/guardian attending such a meeting, if having heard the student/parents/guardians, the Principal considers that it is proper and necessary that suspension be imposed, s/he may suspend on such terms as s/he considers appropriate.

Confirmation in writing will be given to the student/parents/guardians that suspension has been imposed, the date from which such a decision takes effect and the period of the suspension.

Without prejudice to the foregoing, where the Behaviour Team and/or Principal has been notified of an alleged grave offence and where immediate suspension is deemed necessary for Health and Safety reasons, the Principal, without having interviewed the student and without prior notice to the students/parents/ guardians, may suspend a student with immediate effect for such a period as is deemed appropriate, pending investigation of the allegation of an offence.

Official notice of such suspension will be confirmed by post to the student/guardians/parents/ and the period of the suspension indicated.

The Behaviour Team shall, as soon as practicable, notify the student of the allegations made, investigate the matter and interview the student. The interview shall give the student a full opportunity to comment on the allegations made. Following that interview, the Behaviour Team shall decide whether the student has committed an offence that warrants suspension and recommend suspension or otherwise to the Principal. The relevant procedures outlined above will be followed.

- 4.2.e The Principal will notify the Board of Management of the suspension. Under Section 21(4) of the Education (Welfare) Act, 2000, where a student is suspended for a period of not less than six days, the Principal will forthwith so inform the Educational Welfare Officer by notice in writing.
 - 4.2.f Following a period of suspension, the student, accompanied by his/her parent/guardian, is required to present himself/herself to the Principal or Deputy Principal on returning to the school, before going to any class. At this meeting the Principal/Deputy Principal will review the case decide what structures are required to support the student in returning to school and in addressing the behaviour which led to the suspension.
- 4.3 Appeals of suspension
- A suspension imposed by the Principal can be appealed to the Board of Management as follows:
- 4.3.1.a An appeal should be submitted in writing to the Secretary of the Board of Management within 5 school days of the imposition of the suspension and should set out the parent's case against the suspension.
 - 4.3.1.b *At its next meeting the Board will meet with the parents/guardians (students if over 18) to hear the appeal*
 - 4.3.1.c *If the Board decides to remove the suspension, the record of the suspension will be removed from the student's file. If the Board approves the suspension then the suspension will stand.*
 - 4.3.1.d There is no further right to appeal unless the student's cumulative suspensions in any one year exceed 20 days, in which case there is a right to appeal to the Secretary General of the Dept. of Education and Science. The Principal must inform the parents and the NEWB if this 20 day limit has been reached.

4.4 Review

The Board will monitor the frequency of the use of suspension as a disciplinary measure and will regularly review the procedures to ensure that it is being used fairly and appropriately and in the best interests of the entire school community.

Expulsion Procedures

5.1 Only the Board of Management has the authority to expel a student. This authority will not be delegated.

5.2. Expulsion of a student is a very serious step and will only be taken by the Board in extreme cases or as a last resort after intervention have failed as follows:

- Where there is significant and continuing disruption to the learning of others or to the teaching process.
- Where there is a serious threat to the health and safety of the student themselves, other students or members of staff.
- Where the pupil is uncontrollable and is not amenable to any form of school authority.

5.3 Where parents refuse to exercise their responsibility for the pupil in accordance with this Behaviour Code

- i. Where the pupil's behaviour is detrimental to sustaining the ethos of the school In cases of specific behaviour such as:
- ii. Actual violence or physical assault.
 - Supplying illegal drugs.
 - Sexual assault.
 - Deliberate serious damage to property.
 - Grave misuse of technology.

5.4 Before considering expulsion the school will have taken significant steps to address the student's behaviour. These steps may include:

5.4.1 Meeting with parents and the student to try and find ways of helping the student to change his behaviour.

5.4.2 Making sure that the student understands the possible consequences of his behaviour, if it should persist.

- 5.4.3 Ensuring that all other possible options have been tried to bring about an improvement in behaviour, including IBP intervention
- 5.4.4 Seeking the assistance of support agencies (e.g. National Educational Psychological Service, South West Counselling Centre, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

5.4.5 However there may be exceptional circumstance where the Board of Management forms the opinion that a student should be expelled for a first offence. Due process and fair procedures will be followed in all cases and the principles of natural justice will apply.

5.5 Procedure for expulsion

5.5.1 The Principal will ensure that there is a thorough investigation of the incident. The student may be suspended from the School while this investigation is taking place.

5.5.2 The Principal will inform the student and the parents, in writing, of the details of the alleged misbehaviour and the possibility that it could result in expulsion.

5.5.3 The student and parents will be given every opportunity to respond to the complaint before a final decision is made. If the final decision is that the Principal intends to recommend expulsion to the Board of Management then the parents will be invited to a meeting with the Principal before the recommendation is taken to the Board.

5.5.4 The Principal will provide the parents and the Board of Management with records of the allegations, the investigation and also the grounds on which the Board is being asked to consider expulsion.

5.5.5 The parents will be notified of the date of the Board of Management hearing and will be invited to attend. They will be given adequate notice of the meeting and will be informed that they may make a written and oral submission to the Board. The written submission may be made in advance.

5.6 The Board of Management Hearing

5.6.1 The Board will ensure impartiality and a Board member who has had any involvement in the circumstances of the case will not take part in the hearing.

- 5.6.2 At the hearing the Principal and the parents, or a student who is eighteen years or over, will put their case to the Board in each other's presence.
- 5.6.3 Parents may wish to be accompanied at such hearings and the Board will facilitate this; legal accompaniment is not acceptable at this stage.
- 5.6.4 Neither Principal nor parents will be present when the Board is making its decision.

5.7 Following the Board Decision

- 5.7.1 Where the student and his parents/guardians attend the meeting with the B.O.M., and the Board, having heard the student and/or his parent/guardian, form the view that it is necessary and proper to impose the sanction of expulsion, the Board, before making the decision to expel the student, will notify, in writing, the Educational Welfare Officer of its opinion and the reasons therefore, in accordance with Section 24(1) of the Education (Welfare) Act, 2000.

Where the student/parents/guardians do not attend the meeting:

If the student or his parent/guardian fail to attend the meeting with the B.O.M. and fail to provide a reasonable explanation for not doing so, the B.O.M. may determine the matter in their absence. Before making a decision to expel the student, the Board will notify, in writing, the Educational Welfare Officer of its opinion and the reasons therefore, in accordance with Section 24(1) of the Education (Welfare) Act, 2000.

- 5.7.2 Where it is decided to impose the sanction of expulsion, the student and his parent/guardian will be informed by letter by the Board that the sanction of expulsion has been imposed and the date from which decision will take effect. The student will not be expelled from the school before the passing of 20 school days following the receipt by the Education Welfare Officer of the notification. In the interim, the Board may, in accordance with section 5 of the Education (Welfare) Act, suspend or make other arrangements to ensure that 'good order and discipline are maintained in the school'.

5.7 Involvement of the Education Welfare Officer

5.8.1 Within this twenty day period, the Education Welfare Officer will convene meetings with relevant parties to ensure that arrangements are made for the student to continue in education.

- 5.8.2 While these negotiations are taking place, and before the expulsion is finalised, the Board may consider it necessary to continue the student's

suspension from school. This task may be delegated to the Principal or Chairperson.

5.8.3 After the twenty days has elapsed, where the Board remains of the view that the student should be expelled, the decision will be formally confirmed to the parents and the student in a registered letter signed by the Chairperson and the Principal.

5.8.4 The parents will be told about the right to appeal and supplied with the appropriate form. This appeal is made to the Secretary General of the Department of Education and Science.

6. Review and Evaluation

6.1 Yearly Review

6.1.1 The Code will be reviewed on a yearly basis by school management in conjunction with the Behaviour Management Teams, staff and the Parents' Association. The views of the Student Council will also be taken into account

A major review of the Code will take place every three years

Appendices

The Education Welfare Act 2000(Section 18)

Notification of a child's absence from school

“where a child is absent from the school at which he or she is registered during part of school day, or for a school day or more than a school day, the parent of such child shall in accordance with procedures specified in the Code of Behaviour prepared by the school under Section 23, notify the Principal of the school of the reasons for the child's absence.

School attendance records (Section 21)

1. The Principal of a recognised school shall cause to be maintained in respect of each school year a record of the attendance or non-attendance on each day of each student registered at that school.
2. A record maintained under subsection (1) shall specify the following, that is to say
 - Where a student attends at the school concerned on a school day, the fact of his or her attendance, or
 - Where a student fails to so attend, the fact of his or her failure and the reasons for such failure.
3. A record to which this section applies shall be maintained at the recognised school concerned and shall be in such form as may be specified by the Board.
4. Where
 - a. A student is suspended from a recognised school for a period of not less than 6 days

- b. The aggregate number of school days on which a student is absent from a recognised school during a school year is not less than 20
- c. A student's name is, for whatever reason, removed from the register referred to in section 20 by the Principal of the school concerned, or
- d. A student is, in the opinion of the Principal of the recognised school at which her or she is registered, not attending school regularly,

The Principal of the school concerned shall forthwith so inform, by notice in writing, an educational welfare officer.



BEHAVIOUR ACCEPTANCE FORM 2019/2020

Name: _____

Year: _____

Has read the Code of Behaviour of Presentation Secondary School Listowel and has discussed it with my parent(s)/ guardian(s).

I will abide by it fully.

Signed: _____

Date: _____

I/we, the parent(s)/guardian(s) of _____
have read the Code of Behaviour with _____. We accept
that she is enrolled into the school in accordance with the terms of the Code.

Signed: _____

Date: _____

PLEASE RETURN THIS FORM TO YOUR CLASS TUTOR



ACCEPTABLE USE POLICY 2019/2020

Internet Use and Access is considered a school resource and privilege. Therefore if the School's Acceptable Use Policy is not adhered to this privilege will be withdrawn and appropriate sanctions – as outlined in the Acceptable Use Policy will be imposed.

Permission Form

School Name: *Presentation Secondary School, Listowel, Co. Kerry*

Name of Student: _____

Year: _____

Student

I agree to follow the School's Acceptable Use Policy on the use of the Internet. I will use the Internet in a responsible way and obey all the rules explained to me by the school.

Student's Signature: _____ Date: _____

Parent/Guardian

As the Parent/Legal Guardian of the above student, I have read the Acceptable Use Policy and grant permission for my daughter to access the Internet. I understand that Internet Access is designed for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety and the school cannot be held responsible if students access unsuitable websites.

Parent/Guardian: _____ Date: _____

Address: _____ Telephone: _____

PLEASE RETURN COMPLETED FORM TO YOUR CLASS TUTOR



ANTI-BULLYING POLICY ACCEPTANCE FORM 2019/2020

Name: _____

Year: _____

Has read the Anti-bullying Policy of Presentation Secondary School Listowel and has discussed it with my parent(s)/ guardian(s).

I will abide by it fully.

Signed: _____

Date: _____

I/we, the parent(s)/guardian(s) of _____
have read the Anti-bullying Policy with _____. We accept
that she is enrolled into the school in accordance with the terms of the Policy.

Signed: _____

Date: _____

PLEASE RETURN THIS FORM TO YOUR CLASS TUTOR



DATA PROTECTION/PERMISSION TO USE PHOTOGRAPHS & VIDEOS OF STUDENTS ACCEPTANCE FORM 2019/2020

Name: _____

Year: _____

Has read the Data Protection/Permission to use photographs & videos of Students of Presentation Secondary School Listowel and has discussed it with my parent(s)/guardian(s).

I Agree to photographs/videos

I Disagree with photographs/videos

Signed: _____

Date: _____

I/we, the parent(s)/guardian(s) of

have read the Data Protection/permission to use photographs & videos of students, with
_____. We accept that she is enrolled into the school in
accordance with the terms of the Policy.

Signed: _____

Date: _____

PLEASE RETURN THIS FORM TO YOUR CLASS TUTOR



SCHOOL TRIPS POLICY ACCEPTANCE FORM 2019-2020

Name: _____

Year: _____

Has read the School Trips Policy of Presentation Secondary School Listowel and has discussed it with my parent(s)/ guardian(s).

I will abide by it fully.

Signed: _____

Date: _____

I/we, the parent(s)/guardian(s) of _____
have read the School Trips Policy with _____. We accept that she is
enrolled into the school in accordance with the terms of the Policy.

Signed: _____

Date: _____

PLEASE RETURN THIS FORM TO YOUR CLASS TUTOR



MOBILE PHONE POLICY ACCEPTANCE FORM 2019/2020

Name: _____

Year: _____

Has read the Mobile Phone Policy of Presentation Secondary School Listowel and has discussed it with my parent(s)/ guardian(s).

I will abide by it fully.

Signed: _____

Date: _____

I/we, the parent(s)/guardian(s) of _____
have read the Mobile Phone Policy with _____. We accept that she is
enrolled into the school in accordance with the terms of the Policy.

Signed: _____

Date: _____

PLEASE RETURN THIS FORM TO YOUR CLASS TUTOR

