

Code of Behaviour

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Rationale

Presentation Secondary School Clonmel strives to be a community inspired by the Gospel values and the spirit of Nano Nagle, in which the dignity of each student, staff member and parent / guardian is honoured and reflected.

The school code of behaviour is based on a system of positive rules, rewards and sanctions that are clearly set out. It is designed to facilitate good teaching and promote positive learning.

Good discipline requires a partnership between parents/guardians, school and students.

Aims

The aims of the Code of Behaviour are:

- To create a safe environment in which every student can learn and strive to achieve their full potential
- To encourage self-discipline in our students
- To facilitate our students in learning to take responsibility for their own behaviour

School Statement on Conduct and School Rules

Many people work together in the school each day. To ensure that the school is a happy and safe place for all, a high level of courtesy and consideration for others is essential.

The School Rules listed below

- are based on the recognition of the rights and responsibilities of all members of the school community
- attempt to create an environment in which the safety and welfare of all is protected
- promote an environment in which teaching and learning can proceed effectively for the benefit of all
- help students make more responsible choices regarding their behaviour
- promote order, safety, fairness, justice and harmony for all members of the school community.

The students must obey the following set of rules and parents / guardians are required to co-operate fully with the school in the implementation of the school rules

School Rules

Conduct:

Students are required to:

- conduct themselves in a quiet and orderly manner at all times throughout the school day
- to show respect for other members of the school community in their behaviour, their attitudes and in their choice of language.

Co-operation:

- Students must work in complete co-operation with all members of the school staff at all times.
- Good manners towards one another and towards all members of the school staff is required.

Punctuality:

- Students learn to take responsibility for their punctuality, as this is good training for life after school.
- Students are expected to be on time in the morning and the afternoon and for all classes.
- In order for students to be organised for the day they must be in school at the very latest 10 minutes before the start of the first class in the morning and the afternoon.
- Students who arrive late will not be allowed to disturb another class to get books etc.
- Lack of punctuality will be dealt with in line with the school code of sanctions.

School Day	Monday to Friday:	8:40 – 13.05pm
	Lunch	13.05 – 14.00pm
		14.00 pm- 16.00pm Mon-Tues
		14.00 pm – 15.20pm Wed-Fri
	Break each day:	10:50-11.05 am

Attendance:

Under the provisions of the Education and Welfare Act 2000 the school Principal has a legal obligation to inform the Education Welfare Officer if a student is absent from school for 20 days.

The school's own attendance officer checks absences daily and makes contact with parents when necessary.

- Attendance at all classes must be punctual and regular.
- Students must bring all necessary materials to class with them.
- A written explanation of any absence should be sent by the parent / guardian to the school on your daughter's return to school.

Dental, optical and medical appointments should be kept to a minimum during school time. Students will only be permitted to these appointments when in possession of written permission.

Smoking:

- Smoking is forbidden in the school or on the school grounds due to Health and Safety regulations
- Carrying of matches/lighters or any other items which could be a source of ignition is forbidden

Property:

The students are requested to show respect for:

- the school property
- their own property
- the property of all other members of the school community.

Those responsible for malicious damage to school property or to the property of any other member of the school community, will be expected to bear the full burden to repair / replacement.

The school does not accept responsibility for loss or damage to any article left in the school by the students.

Hygiene:

- Students are required to be hygienic in person and tidy in dress at all times

Electronic Devices

e.g. mobile phones, cameras, ipods etc

- Use of electronic devices is not permitted on the school premises.
- If a student is found using any such electronic device, it will be confiscated and held in the school office.

All of the above items will be returned only with the consent of the Principal in person to parent / guardian at the end of the school day. Parents who need to contact students in an emergency may contact the school office (052) 6123587 / (052) 6123090

Uniform:

- The uniform is a public symbol of membership of our school.
- Students are expected to wear their uniform with pride and to behave in a dignified manner at all times while in uniform.
- Students should be clean and neatly groomed at all times.
- Hairstyles must be neat and tidy and conform to the standards of the school as decided by the school authorities.
- Students are expected to come to and leave school in full uniform.
- Students must also wear the appropriate uniform when representing the school at outside activities.
- P.E. uniform may be worn only during P.E. time and may not be worn coming to school or going home from school.
- Runners may not be worn in the school building.
- Repeated uniform offences will be dealt with in line with the school's Code of Sanctions
- The recommended supplier of the school uniform (except for the white shirt) is **Barrett's Drapery Mitchell Street, Clonmel.**

Official School Uniform

<u>Skirt:</u>	Colour: plain navy. Length: to the top of the knee. Slit: only a short slit in centre back seam. No pleats.
<u>Pants</u>	Colour: navy Style: <u>Only one style available. This is not to be altered in any way.</u>
<u>Jumper:</u>	Correct school jumper with school logo. Juniors red. Seniors Navy with red neckband stripe
<u>Shirt:</u>	White cotton shirt – polo shirts are NOT allowed
<u>Tie:</u>	Juniors: navy. Seniors: navy/red/white striped
<u>Shoes:</u>	Colour: black - no sling back, platform or runner type shoes or boots may be worn. In the interests of your daughter's health and safety, shoes must be low heeled or flat. Maximum heel height: one and a half inches. Sketch of suitable shoe type available from school.
<u>Tights/Socks:</u>	Navy only.
<u>Jacket:</u>	Regatta reversible jacket navy / red with school crest (available in Barrett's Drapery)

P.E uniform: Plain navy tracksuit bottoms, red T-shirt with collar and runners must be worn for all P.E classes. PE top is also available from the school

Note:

A uniform check will take place every morning at the start of the first class. Parents/Guardians will be notified in writing if their daughter is out of uniform without written explanation.

In the event of a student being out of uniform, it will be necessary to supply a separate note for each day.

Students should only be out of uniform in emergency situations and for the shortest period of time possible. The school may provide the use of some items of uniform in emergency situations

Jewellery:

- Students may only wear one pair of stud earrings, and one ring.
- Students who come to school with inappropriate jewellery will be asked to remove same and leave it in the office in a sealed envelope for collection at the end of term.

No eyebrow, nose, tongue or facial studs of any kind are permitted at any time. Covering these with a dressing is not allowed. Please note that if your daughter has facial jewellery inserted during holiday time, she must remove these prior to her return to school.

Areas for Special Mention

In addition to the above rules of conduct, teachers in charge of laboratories, kitchens and other specialised classrooms will inform pupils of additional regulations concerning the correct and safe use of apparatus and equipment. Additional rules and regulations may also apply while students are representing the school at Extra-Curricular Activities such as games, trips etc. or while on Work Experience.

Home Economics Department:

- Students must follow their teacher's instructions at all times
- **Students must wash hands, wear apron, take off jewellery and have hair tied back.**
- Students must bring in ingredients as instructed. If they are unable to do so they must have a note from their parents/guardians.
- Students must bring a container to bring food home. They are not allowed to take/borrow school equipment.
- Students must use equipment carefully and safely.
- Students must walk and not run around the kitchen.
- Students should stay in their own unit as much as possible and leave it clean and tidy. All equipment used must be cleaned and replaced in its' correct place

Physical Education Department:

- P.E. is compulsory for all students and they must have a note from their parent / guardian if they cannot participate in class. The note must state reason. Medical certificate is necessary for a long-term medical condition.
- No student may use any P.E. equipment without the teacher's permission.
- Students must change for PE. class in the dressing room. Changing in the classroom or toilets is not permitted.
- A student cannot participate in P.E. unless they are in full P.E. uniform and students have reasonable time at the beginning of class and at the end of class to change.
- Students must have proper runners as shoes which mark the floor are not permitted in the Gym Hall
- A student who fails to produce a written note for not participating in P.E. will receive a written exercise during class and if this continues for three consecutive times contact will be made with her parents.
- No food or drinks are permitted in the Gym Hall.

Science Department:

- Students may not enter the Science Labs without permission.
- Students may not use any equipment unless permitted to do so by the teacher.
- Long hair must always be tied back securely.
- Always wear eye protection when instructed to do so
- Always check that the label on the bottle is exactly the same as the material you require. If in doubt ask the teacher.
- Nothing must be tasted eaten or drunk in the laboratory.
- Any substance accidentally taken into the mouth must be spat out immediately and the mouth washed out with plenty of water. The incident must be reported to the teacher
- Any chemicals spilt on the skin or cloths must be washed immediately with plenty of water and reported to the teacher.
- Always wash your hands after practical work.
- Follow instructions of teachers at all times.
- No food or drink is allowed in the laboratory at any time
- No bags are allowed in the laboratory at any time.

Art Department:

- Respect at all times for your own art work and the art work of other students
- Do not touch or damage any artwork in the room
- No bags allowed into the art room.
- A maximum of four students may sit at each table
- No students allowed into the storeroom unless instructed by the Art teacher
- All art materials used during class must be cleaned and tidied away before the end of class.
- No books or art materials may be removed from the art room
- The students are not allowed to touch or open the kiln at any time.
- All students must have an A2 folder in which to store their own work
- No students may be in the art room unsupervised
- All students are responsible for their own desk, art materials and artwork.
- The art room door must be locked when the room is not in use

The Library

- Students must have permission from the school Librarian to use the library
- Food and drink are not allowed in the library
- Reference books may not be removed from the library
- A teacher's permission is required to use the computers in the library.
- Students must sign the log book when using computers
- All computers, printers and scanners must be turned off after use

The Computer Room

- Food and drink are not allowed in the computer room
- All students must sign the log book at the start of class
- Students may only use the computer room when a teacher is present
- Teachers instructions must be followed
- Uploading and downloading of non-approved software is not permitted
- The use of personal floppy discs or CD-ROMs is forbidden
- All books, notes etc must be removed at the end of class and the room left in a tidy condition

Use of the Internet

- Use of the internet will be strictly supervised and student usage will be regularly monitored
- Students must observe good etiquette on the internet and must not undertake any actions that may bring the school into disrepute
- Students must not visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials
- Students must use the Internet for educational purposes only
- Students must never disclose or publicise personal information
- Students will use approved class email accounts under supervision by or permission from a teacher
- Students must not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person

- Students must not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.

Sanctions

Breaches of the school rules will result in the implementation of the school's Code of Sanctions. The following strategies may be used to show disapproval of unacceptable behaviour:

- Verbal warning
- Reasoning with student (including advice on how to improve)
- Separation from peers e.g. move to another desk
- Giving extra homework
- Detention during break time, lunch hour or after school hours
- Community service on the school premises
- Issuing of report card to student
- Communication with parents
- Temporary removal from classroom
- Referral to class monitor, year head, course co-ordinator, deputy principal, principal as appropriate.
- Temporary suspension
- Exclusion as per Section 23 Education and Welfare Act 2000.
- Exclusion from the school shall require the prior sanction of the Board of Management.

The school reserves the right to implement discipline procedures as deemed appropriate.

Conduct outside of school hours may be of interest to the school authorities. Students should show respect to all members of the community both inside and outside school

The seriousness of the violation will determine the sanction to be applied

Appeals

Section 29 of the Education Act 1998 gives parents and students (aged 18+) the right to appeal certain decisions made by the school's Board of Management or by a person acting on behalf of the Board of Management.

Criteria for appeal:

- Expulsion
- Cumulative suspension of 20 days
- Refusal to enrol
- In general, Appeals must be made within 42 calendar days from the date the parent / guardian or student was notified
- Parents have the right to appeal an expulsion to the trustees and / or DES

Details of the appeals procedure and application form may be obtained by contacting the school's Principal at 052-6123587.

Unacceptable Behaviour

The examples listed below are for illustrative purposes only and do not constitute a complete list

A: Minor Misbehaviour and/or Misbehaviour of an isolated and/or intermittent nature

- Disruption of the educational process of class by any of the following:
- Talking
- Laughing
- Eating/drinking/chewing gum in class
- Leaving class before being dismissed
- Failure to present homework
- Lack of punctuality
- Uniform violations
- Back answering

B: More Serious Misbehaviour

- Any of the above (category A behaviours) of a persistent nature
- Truancy
- Theft
- Vandalism
- Breach of Public Laws (e.g. smoking)
- Serious disobedience i.e. refusal to obey clear reasonable instructions
- Serious disrespectful behaviour
- Verbal abuse
- Aggressive/Threatening Behaviour
- Harassment (race, disability)
- Bullying

C: Gross Misconduct

- Any of the above offences listed under A or B which are repeated or persistent
- Physical Assault
- Contraband or illegal substances or breaches of the school rules in relation to substance misuse as outlined in the Substance Misuse Policy
- Any illegal activity

Discipline Procedure

The class teacher/supervisor/person in charge is responsible for creating an environment conducive to good discipline within the school. He/she will insist on observance by the student of correct uniform, tidy classroom, punctuality and observance of all school rules. Sanctions appropriate to the misbehaviour will be applied by the relevant teacher/supervisor/person in charge at each stage.

Dealing with misbehaviour.

Stage 1

The class teacher /supervisor /person in charge will correct the student in the class situation or wherever necessary. This may be followed by speaking privately to the student and outlining how the student can improve. The student will also be warned of the possibility of being issued with a white card if the misbehaviour is not corrected.

Stage 2

Following from stage one a **white card** will be issued to the student for multiple occurrences of the following: All forms of disruption; Homework incomplete; Homework not done; Unprepared for class; Late for class.

It is the student's responsibility to bring the card home, to get it signed by her parent / guardian and to return it to the teacher next day. The purpose of this card is to make parents aware that there is a problem with the student's behaviour and co-operation.

Stage 3

If a student accumulates **three white cards**, her parents / guardians will be contacted by letter (**Behaviour Letter A**). It is important that parents / guardians speak to their daughter about their on-going misbehaviour at this stage. Receipt of this letter must be acknowledged by post. A reply slip will be included with the letter for this purpose.

Stage 4

In the event of further misbehaviour, **Behaviour Letter B** will be issued. Receipt of this letter must be acknowledged by post. The class monitor and relevant staff member will meet the student to advise on changes of behaviour that are necessary. The purpose of this meeting will be to encourage the student to reflect on her behaviour and to suggest ways by which her behaviour can be improved.

Stage 5

Failure to improve, following Stage 4, will result in **referral to the Year Head / Course Co-ordinator**. The Year Head / Co-ordinator will contact parents / guardians by letter to request a meeting. The purpose of this meeting will be to review the student's behaviour to date and to devise a strategy to help pupil to amend offending behaviour. The student will be involved in this review and will be expected to give a written undertaking to improve their behaviour. This agreement must be signed by student and her parent / guardian.

Stage 6

Failure to improve will result in the student being referred by the Year Head / Course Co-ordinator to the **Deputy Principal**. Contact will be made by phone and letter with the parent / guardian to arrange a meeting as soon as possible. The purpose of this meeting is to point out the very serious stage that the student is now at. Previous attempts to encourage the student to take responsibility will be reviewed. Possible next step i.e. suspension is outlined.

Stage 7

Referral of student to the **Principal** by Deputy Principal. Suspension at the discretion of the Principal. Principal reports to the Board of Management.

Stage 8

Possible exclusion as per Education and Welfare Act 2000, at the discretion of the Board of Management.

Misbehaviour outlined in Category B (More Serious Misbehaviour) and Category C (Gross Misconduct) will be dealt with by the Deputy Principal / Year Head. The seriousness of the violation will determine the sanction to be applied. This may include referral to the Principal with a recommendation for suspension or referral by the Principal to the Board of Management with a recommendation to consider expulsion.

Rewards System

To reinforce the positive aspects of the school code of behaviour, students are rewarded in the following ways: frequent verbal encouragement, positive comments on exercises and reports, acknowledgement by

management and staff, school awards, public recognition on the intercom, newsletter, local media and class assemblies, photographic record of student achievement displayed in school.

Policy on Bullying

Every member of the school community has the right to work in an environment free from bullying. These rights are protected under the Anti-Bullying Policy and Procedures of the Presentation Secondary School, Clonmel, Co. Tipperary – see Policy on Bullying.

Statement on Health and Safety

The school aims to foster among its students and staff a healthy and safe working environment and expects everyone in the community to respect the health and safety of all.

The school Safety Officer has drawn up a Health and Safety statement for the whole school that outlines the actions to be taken in case of an emergency such as fire etc (available on request)

The school Safety Representative will draw the attention of management to issues of safety or health in the school environment when s/he becomes aware of them through others or by their own observation. When Management are made aware of issues of Health or Safety they will respond appropriately.

The Promotion of a Healthy and Safe Environment in the School:

The students can help the school foster this by:

- Walking in an orderly fashion along the corridors so that confusion and accidents can be avoided.
- Students should not leave their classrooms between classes unless a classroom change is absolutely necessary.
- Students should confine themselves to the classroom they are allocated to so that access along the corridors is kept as free as possible and everyone has a sense of order.
- Classrooms and corridors should be kept litter free at all times and bags and coats must be put tidily away so that accidents can be avoided.
- Students should follow the instructions given by school staff at all times so that an ordered environment can be maintained.

Policy on Illegal Substances

The Presentation Secondary School, Clonmel, Co. Tipperary does not accept the possession, use or supply of any drugs in the school, during any school activity or during non-school time by any member of the school community. The only exception is for legitimate medicinal use where the school has been informed. (for more details see Substance Misuse Policy.)

Policy on Lost Property

Students take a large amount of property to school each day (books, equipment etc.). They must take care of their own property in a responsible way and they must respect the property of others. All property and uniform must be clearly labeled. Lost property may be reported to the teacher in charge of lost property. However, the school authorities do not accept responsibility for theft, loss of, or damage to any article.

Policy on Homework

The School authorities require each student and her parents/guardians to arrange for definite times for study and homework. As a minimum the School suggests the following study times per evening:

Year Group	Suggested minimum study time per evening
First Years	1 ½ hours
Second Years	2 hours
Third Years	2 ½ hours

Fifth Years	3 hours
Sixth Years	3 ½ hours

The school provides a supervised study period each evening in the school at the times indicated below. The cost of this study period is borne by the students or their parents/guardians

Monday to Friday: 3.50pm – 5.50pm

Part-time work, during the school term can have a detrimental effect on the educational welfare of students. Please ensure that any such work does not interfere in any way with either the time or energy needed for effective study.

Communication

Communication is a two way process and the following are channels of communication between school and parents / guardians

Parents/Guardians

Documentation:

- Parents / Guardians supply information to school re their daughter's health, permission to leave school during the school day etc. in (1) forms filled out at the start of the year, (2) letters to school.
- School provides parents / guardians with information on behaviour code for students.
- The newsletter gives parents an overview of what happened in the school during a particular term.
- School reports give details of progress.

Personal Contact:

- Parent/teacher meetings allow all parents/guardians to meet the teachers of their daughters.
- Parents/guardians informed by phone/letter if there is a discipline issue or other cause for concern regarding their daughter and invited or requested (depending on circumstances) to come to meet with teacher/monitor/year head/Deputy Principal/ Principal as appropriate.
- The Home School Liaison Teacher visits homes and organises in school activities for parents.
- Information nights for parents/guardians are organised regularly throughout the year.
- Graduation Ceremonies
- The parents council gives parents the opportunity to contribute to the decision making process in the school.
- The two parent's representatives on the B.O.M. are at the heart of the decision-making and policy formation for the school.
- Parents are welcome to contact the school office by phone to set up an appointment with any teacher, Deputy Principal or Principal to discuss any issue relating to their daughters education.

Students

Documentation

- Notices displayed in classrooms, corridors and social areas inform re Health and Safety, calendar and upcoming events.
- Through their School Reports the students are informed re progress in subject areas.

Personal Contact

- The student receives help and guidance from the class teacher during class.
- Teachers speak to the child outside the classroom setting if progress or conduct is causing a problem, or if the student seems to have a problem.
- The teacher will if necessary refer the student to their monitor / Year Head, who may in turn refer the student on to the counselling service in the school.
- The Intercom keeps students informed re achievements and events.
- Class Monitor meetings take place every week. There will also be assemblies for each year group. These allow for two-way communication between students and staff.

- The Student Council gives students the opportunity to express their opinions and have a role in the decision making process.

Illness / Injury

- It is vital that the school is informed of any on-going illness/condition.
- **Current contact numbers must be made available to the school so that a parent / guardian can be contacted immediately in the event of illness/injury. Parents/guardians permission is necessary for students to sign out. If a parent or guardian is not available to take care of student there must be a person nominated to do so. In the event of a change of address or phone number it is the parent / guardians responsibility to inform the school secretary.**
- In the event of a student becoming ill, a student must report to a teacher who will arrange for contact to be made with parent / guardian.
- In case of emergency, the school authorities may feel that the student's condition requires immediate medical attention. In this event the student will be taken to doctor that is nominated on the student's confidential form or to the hospital. (The parent / guardian will have been contacted and will meet the student there.) Medical costs are the responsibility of the parent.
- Medical appointments should be made for outside school hours to avoid absence from classes.

Pastoral Care, Counselling and Mediation

The school aims to provide an excellent Pastoral Care service and a healthy and safe environment for all students. This service is provided by The Pastoral Care Team which comprises: Principal; Deputy Principal; Year Head; Home School Community Liaison teacher; Student Counsellor and the school's Attendance Officer.

The school Guidance Counsellors are responsible for the planning and implementation of the school guidance programme. The counselling service offered within the resources of the school also provides support to pupils in connection with their educational, social and personal development and adjustment. During an interview, the counsellor creates a confidential atmosphere, in which the student can have the confidence to seek advice. What is told to the counsellor is confidential except when what is heard is thought to be of harm to the student or any other person.

The students may request the counselling themselves or may be referred by parents and / or teachers. The Guidance Counsellor acts as the designated link person with NEPS. (National Educational Psychological Services).

As well as personal interviews, the Guidance Counsellor also takes formal classes with students to give career information. In the process, the Guidance Counsellor guides pupils to make their own career choices based on self-understanding and self-knowledge.

Record Keeping

Information relating to each student is kept in her file in the school office. The files are confidential and access is restricted. Under the Freedom of Information Act 1997, members of the public have a right of access to information held about them by the school. Requests to access such information must be made in writing to the school authorities.