Presentation College
Carlow

Pastoral and Disciplinary Systems – Code of Behaviour

Introduction

Presentation College is a Catholic, coeducational, voluntary secondary school which caters for students of all religions and backgrounds in accordance with current equal status legislation. The Pastoral and Disciplinary Systems Policy, including the Code of Behaviour, has been developed following consultation between staff, parents, students, Principal and the Board of Management. In this policy document the term 'parent' is taken to include 'guardian'.

Mission Statement

Presentation College is, by choice, a truly coeducational school. We aim to prepare all of our students, girls and boys alike for the challenges, responsibilities and experience of adult life. All members of the school community - students, parents, teachers and other staff - are held in very high regard and their dignity, worth and individuality are respected. We strive to build a sense of community based on Christian values. The school's Code of Behaviour acknowledges this and aims to promote a culture of respect throughout the school. It recognises that good discipline enables good teaching and allows good learning to take place.

Presentation College is under CEIST Trusteeship. 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 parent. 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

Inspired by the vision of Nano Nagle, Presentation College provides the conditions and experiences which will promote the development of the full potential of each person including the spiritual, moral, physical, social, aesthetic, intellectual and vocational development.
We strive to ensure that every member of the school community is held in very high regard and their dignity, worth and individuality are respected. We aim to build a sense of community based on Christian values.

The management authority of Presentation College will comply with all legal requirements as outlined in:

- The Education Act 1998.
- The Education (Welfare) Act 2000.
- The Equal Status Act 2000.

and any other legislation relevant to the education sector.

The school's Code of Behaviour has been prepared in accordance with the requirements of the Education (Welfare) Act 2000 and the associated 'Guidelines for schools on developing a

Code of Behaviour' published by the National Educational Welfare Board (2008). To comply with these requirements the Code of Behaviour addresses:

- The standards of behaviour expected in the school
- The plan for promoting good behaviour
- The ways in which the school responds to unacceptable behaviour
- The plan for implementing the Code of Behaviour
- School procedures for the use of suspension and expulsion.

Our Pastoral and Disciplinary Systems, including our Code of Behaviour, are focused on striving to achieve the following goals:

- Creating a climate that encourages and reinforces good behaviour
- Creating a positive and safe environment for teaching and learning
- Encouraging students to take personal responsibility for their learning and their behaviour
- Helping students to mature into responsible participating citizens
- Building positive relationships of mutual respect and mutual support among students, staff and parents
- Ensuring that the school's high expectations for the behaviour of all the members of the school community are widely known and understood.

We believe that our teachers care for their students and that our students' education takes place in a genuinely caring atmosphere. The key features of a positive approach to discipline are observed:

➢ An emphasis on positive rather than negative statements.
➢ Regular and sustained use of praise and rewards.
➢ Teaching students the social skills they need to be successful.
➢ Redirecting students towards success rather than highlighting their mistakes.

The school's Guidance Counsellors are available for all students and parents throughout the school year. Two Student Support Teams, which include the Principal, Deputy Principals, Year Heads, AEN Coordinators and Guidance Counsellors, closely monitor each student's overall formation, progress and happiness in the school.

Roles and Responsibilities

As a school, we acknowledge the contribution of all members of our school community, and we promote good behaviour and positive interactions with all members.

Board of Management

- To provide a safe and comfortable learning environment
- To ratify the Code of Behaviour
- To support the Principal and staff in implementing this policy

Students

- To adhere to and uphold the Code of Behaviour
- To show respect to all members of the school community at all times.
- To follow the values represented in the CEIST Charter
- To be on time for their classes
- To have relevant class materials/charged iPads (AUP)
- To wear the correct uniform

Teachers

- To manage the behaviour of students in his/her class
- To implement the school Code of Behaviour and relevant procedures.
- To encourage their students to participate to the best of their ability.
- To uphold the values represented in the CEIST Charter.
- To use the journal effectively

Parents

- Parents are recognised as the primary educator of their child.
- The school needs the support of parents in the day-to-day business of the school
- Parents will promote the values as outlined in the CEIST Charter.
- Parents should be familiar with the Code of Behaviour and the expectations as outlined in the school journal.
- Parents should check their child's journal regularly.
- Parents should attend Parent-Teacher meetings/information meetings and check VSware for relevant information.

Students will be informed of the pastoral and disciplinary systems in place in the school. Students at all times are expected to comply with the Code of Behaviour and are encouraged to behave in a positive manner. Each student is ultimately responsible for his or her own behaviour. Recognition and encouragement will be given to positive and cooperative efforts by students.

Positive behaviour by students is strongly promoted at every opportunity. The promotion of positive behaviour helps to create a climate that fosters and reinforces good behaviour and also helps to create a positive environment for teaching and learning. Where such positive behaviour and cooperation are not forthcoming, relevant sanctions may be imposed. Appropriate sanctions are detailed in Appendix 1.

Support for students, through the active teaching of relevant behaviour skills, takes place in a coordinated and uniform manner through Social Personal and Health Education (SPHE) which enable a high standard of teaching and learning to take place.

The student journal is also a source of information and support. Further guidance, and indeed individual supports, are available from the subject teachers, Deans of Discipline, Year Heads, Student Support Teams and outside agencies.

Individual teachers and Deans of Discipline may contact the parents of students involved in misbehaviour to inform them of the situation and to work together to resolve it for the benefit of all concerned. It is expected that parents would take an active and supportive role in finding solutions to these incidents of misbehaviour. Early participation by parents can lead to the early solution of problems.

The Principal may refer a case to the Board of Management for consideration. Such cases would generally consist of incidents of very serious misbehaviour or ongoing serious misbehaviour. Significant disruption to the teaching and learning process in the school will not be tolerated. The educational needs of a student whose behaviour is unacceptable will be balanced with the educational needs of other students in the school. Parents will be fully notified and informed of all relevant procedures and meetings. It should be noted that the expulsion of the student concerned is a possible outcome of such a referral to the Board of Management.

The focus of the Code of Behaviour is to promote a positive and safe working environment for staff and students, which enables high quality teaching and learning to take place. Students are required to behave in accordance with the following Code of Behaviour as to create an orderly, harmonious and non-threatening environment for all members of our school community. A Contract of Good Behaviour might be adopted in relevant circumstances.

Code of Behaviour:

- Students are expected to work to the best of their ability in order to achieve their full potential. Students are obliged to use a student journal, available from the school, to record written, digital and oral homework. Failure to present or complete homework may be recorded through the use of Homework Slips.

- Students must always be on time and well prepared for classes. Students arriving late to class may be recorded through the use of Late Slips.

- Students arriving to class without the necessary text books, e-books, copies or other essential class materials may be recorded through the use of Class Materials Slips.

- Students may not use AirPods, wireless earbuds or other headphones. Breach of this rule may be recorded through the use of AirPod Slips.

- If students bring a mobile phone to school, they should store it securely in their locker for the duration of the school day. Breaches of this rule will be dealt with in line with the Mobile Phone Policy.

- A student will be required to attend for Detention upon receipt of six Slips (Homework Slips, Late Slips, Class Materials Slips, Uniform Slips, Mobile Phone Misuse Slips, AirPod Slips). The 'Six Slip' system is available to view on VSware for all parents in relation to their child/children.

- All students must comply fully with the Acceptable Use Policy in the responsible and ethical use of technology, including rules regarding use of internet, Wi-Fi, iPads, and other digital technologies. Taking photographs or video recordings without permission is strictly prohibited.

- Students using iPads and e-books must comply with the following rules and regulations- further information available from school AUP.

- Bullying in any form and/or aggressive behaviour towards others is totally unacceptable in the school. It is strongly recommended that all members of the school community familiarise themselves with the school's Bí Cineálta Policy.

- Full attendance is always expected. The school sees regular attendance at school as essential if students are to achieve their potential from an educational point of view. The Year Heads closely monitor student attendance and consult with the local Educational Welfare Officer where a student's absenteeism causes concern.

- Unauthorised absence is a serious offence. Students must remain on the school premises during class time and during morning break-time. First Year, Second Year and Third Year students must remain on the school premises for the duration of the school day.

- All notes requesting special permission for students to leave school should be dated and signed by a parent and given to the relevant Year Head as soon as possible that morning. If the Year Head is not available, the note must be presented to a Deputy Principal or to the Principal. Notes explaining absences must be presented by the student on the day of his/her return to school or entered on VSware by a parent upon return to school for previous absences. The Year Head will contact parents to query frequent or prolonged absences. The regulations and spirit of the Education (Welfare) Act, 2000 will be applied to all students in the school.

- A student who becomes ill during the school day must inform the subject teacher who will arrange for the parent to be contacted by the Year Head, to arrange the collection of the student. For child protection and safeguarding reasons students are not permitted to make their own arrangements with parents to be collected from school. A member of school management must contact the parent on the student's behalf.

- It is imperative that parents ensure that students wear the full school uniform at all times, including on the way to and from school. The full school uniform is described in Appendix 2. Breach of uniform regulations may be recorded using Uniform Slips. It is strongly recommended that students have a spare uniform.

- Students who arrive to school in breach of uniform regulations may be sent home. Please note that the wearing of a non-school jacket also constitutes breach of uniform regulations, as does the wearing of the school skirt shorter than below the knee. Exceptions to the uniform regulations will only be allowed on presentation of appropriate medical certification.

- Jewellery and hairstyles must be discreet, as determined by the Principal, and in keeping with the school ethos and uniform. No garish hair colouring is allowed. Students may not wear make-up. Students may wear one pair only of stud earrings, one in each ear. Students may not wear jewellery for facial or tongue piercing. Excessive or indiscreet jewellery may be confiscated.

- Gel nails and nail 'tips' are prohibited for hygiene, health and safety reasons. Nails should be kept short and clean. Nail varnish is not allowed. Students may not have visible tattoos when wearing school uniform or on school activities. False eyelashes may not be worn Students may be sent home if cooperation in this area is not forthcoming.

- Students are expected to show respect for other students' property and for school property. Property damaged or broken, whether accidental or deliberate, will have to be replaced by those responsible. Tampering with fire extinguishers, the fire alarm, the defibrillator, electrical, gas or water equipment is considered an extremely serious offence as it endangers the safety of students and staff.

- All students' property should carry their names – this is particularly relevant in relation to school jackets which should always be stored in the student's school locker. Students may not wear jackets in class. Large sums of money or valuables should be deposited in the Office for safekeeping. The Management of the school cannot accept responsibility for lost or stolen property.

- Students are not permitted to bring chewing gum to school. Students are not permitted to eat or drink in class. Students are required to keep all areas clean and litter free. Students are not permitted to bring energy drinks to school. Non-cooperation from students in this matter may lead to the student being required to perform 'Clean Up' duties.

- In line with the Mission Statement of the school and having regard for individual dignity and respect for all in the school community, students are expected to behave appropriately towards each other at all times.

- In school, in the vicinity of the school, on the way to or from school, in school uniform or while in the care of school personnel the following are <u>absolutely forbidden for students</u>:

(I) In possession, involved in the supply, or under the influence of alcohol or illegal substances/materials. Infringement of this rule will lead to automatic suspension and referral to the Board of Management.

(II) Smoking / vaping in school, or on school grounds, is illegal under the Public Health (Tobacco) Act 2023 Consequently, smoking / vaping (observed or evidenced by a clear odour of smoke on exhaled breath or other equipment) or the possession of smoking related materials such as cigarettes, e-cigarettes, vaping materials, tobacco, matches and lighters is prohibited in the school. Infringement of this rule incurs a €40 school fine, Detention, notification to parents and reassignment to the Designated Toilet for the remainder of the

Any students found smoking in the school will be placed on a Record of Breaches which will be made available to any Investigating Officer from the Health Service Executive or Health and Safety Authority who have the authority to initiate proceedings which could result in the maximum fine of €3,000 being applied to an individual. It is strongly recommended that all members of the school community familiarise themselves with the school's Substance Use Policy.

- The Code of Behaviour will be applied in the case of all students whose behaviour in or outside the school, or on the journey to/from school, or at any time before or after school hours, or during weekends and school holidays which may bring the school into disrepute.

- Detention during recreation time, after school, including Friday afternoons, may be enforced for misbehaviour.

- Suspension and expulsion are enforced in cases of serious and very serious misbehaviour.

- A student's previous discipline record may affect their eligibility for entry to Transition Year and participation in co-curricular and extra-curricular activities and educational outings and tours.

Attendance by students in this school implies **acceptance** by them and their parents of the Code of Behaviour of this school. Each student is **entitled to remain as a student** as long as he/she accepts and obeys the Discipline and Code of Behaviour of this school.

Ratified by the Board of Management on: 14/5/26

Signature (Chairperson): _____

For and on behalf of the Board of Management

Presentation College
Carlow

Appendix 1 – Sanctions/Measures

- Reasoning with the student.
- Reprimanding the student, including advice on how to improve.
- Letter from teacher to parents detailing student's misbehaviour.
- Verbal and/or written apology from the student to be signed by his/her parents at the teacher's discretion.
- Prescribing additional work.
- Relevant written punishment exercise to be signed by the parents at the teacher's discretion.
- Temporary separation from peers, friends or others.
- Loss of privileges.
- Break-time or lunchtime 'Clean Up'.
- Issuing of Late Slip/Homework Slip/Class Materials Slip/AirPod Slip/Behaviour Slip
- Note from parents stating awareness of or the reasons for their child's actions.
- Confiscation by teacher of prohibited/dangerous items in student's possession.
- Referral to Dean of Discipline.
- Placing of student 'On Report' (One or all subjects).
- Detention during recreation time or after school hours, including Friday afternoons. During Detention the student will be required to complete written work and/or 'Clean Up'.
- Referral to Principal, relevant Student Support Team, support agencies or Board of Management.
- Suspension.
- Expulsion.

Presentation College
Carlow

Appendix 2 – School Uniform

All students are expected to wear full school uniform at all times.

The uniform consists of:

Girls	Boys
Navy and green plaid kilt* or Air Force blue trousers **Navy V-neck jumper with red stripe and crest incorporated** **Light blue blouse** **Dark navy tie** **Plain, navy blue or black tights or socks** **Black/Navy shoes** - Please note that runners, coloured shoes, boots or canvas shoes, are not acceptable. **School Jacket**	**Air Force blue trousers** **Navy V-neck jumper with red stripe and crest incorporated** **Light blue shirt** **Dark navy tie** **Plain navy blue or black socks** **Black/Navy shoes** - Please note that runners, coloured shoes, boots or canvas shoes are not acceptable. **School Jacket**
PE Uniform – Girls and Boys: **PE specific round-neck, navy T-shirt** with school crest incorporated. **PE specific half-zip, navy top** with school crest incorporated. **PE specific navy tracksuit bottoms** with school crest incorporated. **PE runners.**	
***Note re Kilt:** **The kilt length should be below the knee.** It may be necessary to purchase a kilt three to five centimetres longer than this to allow for growth during the year.	

ALL ITEMS OF UNIFORM AND JACKETS MUST BE MARKED WITH THE STUDENT'S NAME. THE SCHOOL JACKET SHOULD BE STORED IN THE STUDENT'S LOCKER DURING THE SCHOOL DAY.

The school uniform and school jackets are available from
www.schooluniformsdirect.ie

Appendix 3 – Suspension Policy

This policy is included with the school's Code of Behaviour in line with Section 23(2) of the Education (Welfare) Act 2000.

A student may be suspended from school – required to absent himself/herself from school – for a specified limited period of school days for breach of the school's Code of Behaviour. Suspensions will be enforced in line with this policy and the school's Code of Behaviour.

The Board of Management of the school has the authority to suspend a student and this authority has been delegated to the Principal.

Suspension will only be enforced as a proportionate response to the student behaviour that is causing concern. As a general rule other interventions and supports will have been tried before suspension is enforced.

Grounds for suspension may include:

- Accumulation of Detentions.
- The student's behaviour has had a seriously detrimental effect on the education of other students and on the teaching and learning process of those students.
- The student has been defiant, abusive or threatening to teachers, students or other members of the school community.
- The student's continued presence in the school constitutes a threat to the safety of others in the school community.
- The student has been responsible for serious damage to school property.
- The student's behaviour constitutes a threat to the good order and conduct of State Examinations and the right of other students to do their examination in a calm and harmonious atmosphere.

The parents of the student concerned will be notified in advance by the Principal by post, and also occasionally by telephone, of the forthcoming suspension and of the reasons for the suspension. This gives parents the opportunity to respond to the school before the suspension is implemented and to discuss the behaviour of their son/daughter and any relevant factors that may be deemed appropriate for consideration. However there may be instances where an immediate suspension is considered warranted by the Principal for reasons of safety of the student, other students, staff or others. In these instances parents will be notified and arrangements made with them for the student to be collected from school. The Principal's decision to suspend a student may be appealed to the Board of Management.

The suspension may provide a respite for the student, his/her fellow students and staff. It is also an opportunity for the student to reflect on the link between his/her actions and their consequences and also gives staff time to plan ways for helping the student to change unacceptable behaviour. The suspension will also impress on the student and parents the

importance the school places on the teaching and learning process in the school, respect for all members of the school community and that unacceptable behaviour will not be tolerated.

Parents are requested to accompany their son/daughter to school upon return from suspension to meet with the Principal/Deputy Principal. This allows for the need for good behaviour on the part of the student to be stressed and an opportunity for the student to commit to this good behaviour before parents and the school authority.

Upon return to school the student will be placed 'On Report' by the Dean of Discipline. This serves as a support measure for the student and a means of home/school monitoring of the student's behaviour. It also allows for the promotion of positive behaviour by the student's subject teachers. The student may also be referred to the relevant Student Support Team.

A suspension will normally consist of three school days, except in exceptional circumstances where the Principal considers that a longer period is needed. The Principal will be guided by the Board of Management in this regard. The Principal will report all suspensions to the Board of Management. Suspensions will also be reported to the National Educational Welfare Board as required.

Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents, or a student aged over eighteen years, may appeal the suspension under Section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007. The parents/guardians and student will be informed of this right of appeal when being notified of such a suspension.

A suspension may be removed if the Board of Management decides to remove the suspension for any reason or if the Secretary General of the Department of Education and Skills directs that it be removed following an appeal under Section 29 of the Education Act 1998.

If a student has received three Detentions and is then reported for a detainable offence, the student may be suspended for three school days. If the same student receives a further two Detentions subsequent to his/her return to school and is again reported for another detainable offence then that student may again be suspended for three school days. The process will continue in this manner as required.

Upon receipt of three suspensions, and after consultation with the relevant Dean of Discipline, the Principal may refer the student's file to the Board of Management for consideration. Such a referral may lead to the student's expulsion from the school.

The school will monitor, review and evaluate this policy and all related work and procedures on an on-going basis to ensure legal compliance and the maintenance of best practices. The Board of Management will review the policy as part of its normal school planning duties.