



Pastoral and Disciplinary Systems – Code of Behaviour

Introduction

Presentation College is a Catholic, co-educational, voluntary secondary school which caters for students of all religions and backgrounds in accordance with current equal status legislation. We aim to provide our students with an education that equips them for life and living in the modern world. We aim to challenge students to share with us the Christian vision of life. We have drawn up a Mission Statement that describes the kind of school we wish to be. We hope that every member of the school community will attempt to live by it and we intend that all of our decisions are informed by it and our school development plans based on it. 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 co-educational 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 is 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.

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 school's Guidance Counsellors are available for all students and parents throughout the school year for educational and career guidance and counselling. Two Student Support Teams, one for Junior Cycle and one for Senior Cycle, which include the Principal, Deputy Principals, Year Heads, Deans of Discipline, SEN Coordinator and Guidance Counsellors, closely monitor each student's overall formation, progress and happiness in the school. Students are encouraged to approach the members of this committee if they wish to discuss any area of particular concern. Individual teachers may also refer cases to the relevant Student Support Team.

Each subject teacher is responsible for managing the behaviour of students in his/her class and will set high standards in relation to application to work, the overall performance of his/her students and the promotion of good behaviour. The subject teacher will make every effort to establish a good rapport with students, to prepare lessons well, to set appropriate assignments and to assess students' work. The teacher will make every effort to communicate clearly to students what his/her expectations are with respect to coming into the classroom, bringing books, copies and equipment to class, respecting the teaching and learning process for everybody in the classroom, getting on with the work in class and completing homework.

As adults and professionals, teachers have a strong capacity to develop good relationships with students, and a greater responsibility for the relationship. Our teachers understand that the quality of relationships between teachers and students is a powerful influence on student behaviour in school.

Parents and a supportive home environment play a crucial role in shaping the attitudes which produce good behaviour in school. The school needs the support of parents and can more easily implement a policy on behaviour and discipline if it has the active support and involvement of parents. Parents are requested and encouraged to co-operate with the school by encouraging their children to abide by the school code and to actively support the teaching staff in the application of the code. The school climate and atmosphere are created by the actions and behaviour of everyone in the school community. The behaviour of the adults in a child's life, including parents and teachers, is a significant influence on how a child acts.

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 co-operative efforts by students.



Positive behaviour by students is strongly promoted at every opportunity. The benefits of positive behaviour are extolled on a daily basis by subject teachers, Year Heads and Deans of Discipline. This is reinforced at Year Group Assemblies by the Principal, Deputy Principals, Year Heads and Deans of Discipline. Positive student behaviour is promoted and rewarded through student participation in extensive and varied co-curricular activities, the Transition Year Programme, Student Council, Meitheal Leader and Prefect programmes, daily school announcements, school website and end of year certificates for achievement. This 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 – our Whole School Evaluation (WSE) report of January 2010 speaks of a ‘very positive and welcoming atmosphere permeating throughout the school’. More recently, the 2017 WSE-MLL Inspection Report spoke of the ‘provision of a broad curriculum and an inclusive school community and a positive climate of security and well-being in the school.’ The Inspection Report also confirmed that ‘Students articulated the positive relationships and good atmosphere in the school’ and that ‘The broad range of co-curricular and extra-curricular activities supports students’ holistic educational development.’

Where such positive behaviour and co-operation are not forthcoming relevant sanctions may be imposed. Appropriate sanctions are detailed in Appendix 1. Should difficulties persist the teacher may refer the student to the Dean of Discipline, Year Head or the relevant Student Support Team. Incidents of serious misbehaviour may be referred directly to the Deputy Principals or Principal. The relevant Student Support Team will monitor students who present with difficult behaviour. Its role is to assist and support the Principal in the implementation of the Pastoral and Disciplinary Procedures. In consultation with the relevant Student Support Team the Principal will decide the appropriate sanctions and/or support required for the student concerned.

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). A ‘charter agreement’ of good behaviour and respect for others is developed which leads to the promotion of general classroom rules 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 so as to create an orderly, harmonious and non-threatening environment for all members of our school community.

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 using a mobile phone, for any reason, without the consent of a teacher may be recorded through the use of Mobile Phone Misuse Slips.
- A student will be required to attend for Detention upon receipt of six Slips (Homework Slips, Late Slips, Class Materials Slips, Mobile Phone Misuse Slips, Uniform Slips). The 'Six Slip' system is available to view on VShare 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, WiFi, iPads, mobile phones and other digital technologies.
- Students using iPads and e-books must comply with the following rules and regulations:
 - i) Only iPads which comply with the technical specifications as determined by the ICT Coordinator may be used. No other device may be used.
 - ii) The iPad should be fully charged before arriving at school each day.
 - iii) The iPad camera must not be used during school hours except with the permission and supervision of a teacher, and no aspect of school classes or activities should be recorded or photographed without a teacher's permission. It is strongly recommended that all members of the school community, including parents, familiarise themselves with the school's Acceptable Use Policy.
 - iv) Only subject-specific apps may be used during class time.



- v) Outside of class time, students may only use their iPad in the school Hall, Library or Computer Room, subject to the conditions above.
 - vi) Students must store their iPad in their locker when not in use.
 - vii) Inappropriate use of the iPad will be recorded by means of a Behaviour Slip.
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- 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 Anti-Bullying Policy.
 - Full attendance is expected at all times. 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 considered to be 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. 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 / Year Head who will arrange for the parent to be contacted by school management 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 through the use of 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 co-operation 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 may bring their mobile phones to school and must store them securely in their school bags / lockers / pockets. The phones must be powered off throughout the school day (including break times), unless a teacher requests students to use their mobile phones for educational purposes. Once such sessions are finished, student mobile phones must again be powered off and returned securely to school bags / lockers / pockets. Students are not permitted to have a mobile phone powered on in 'Silent' and/or 'Vibrate' mode – mobile phones must be fully powered off while on school grounds. Students and parents are required to fully familiarise themselves with the school's Acceptable Use Policy. Breach of mobile phone regulations may result in the students' phone being confiscated for up to seven days.

- 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. Non co-operation from students in this matter may lead to the student being required to perform 'clean-up' duties.

- Students are not permitted to bring Tipp-Ex or markers to school. Teachers may confiscate any item in the possession of students that is deemed to be inappropriate, a hazard to the health and safety of others, or potentially damaging to the fabric of the school.

- 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 absolutely forbidden for students:

(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 2002. 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 school year. Failure to pay the fine will lead to suspension until the fine is paid. Monies received in this way will be donated to appropriate charities.

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, 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.

THE 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 ONLY AS LONG AS HE/SHE ACCEPTS AND OBEYS THE DISCIPLINE AND CODE OF BEHAVIOUR OF THE SCHOOL.

Ratified by the Board of Management on: 27th September 2018. Modified 29.4.19 and 30.10.21.
Reviewed and ratified 10.11.2022

Date of next review: November 2023

Signature (Chairperson): _____

For and on behalf of the Board of Management



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/Mobile Phone Misuse 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, 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.



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	Air Force blue trousers
Navy V-neck jumper with red stripe and crest incorporated	Navy V-neck jumper with red stripe and crest incorporated
Light blue blouse	Light blue shirt
Dark navy tie	Dark navy tie
Plain, navy blue or black tights or socks	Plain navy blue or black socks
Black/Navy shoes - Please note that runners, coloured shoes, boots or canvas shoes, are <u>not</u> acceptable.	Black/Navy shoes - Please note that runners, coloured shoes, boots or canvas shoes are <u>not</u> acceptable.
School Jacket	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.	
*Note re Kilt: <u>The kilt length should be below the knee.</u> 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 is available from Haddens, Tullow St., Carlow.

School jackets are available from

www.schooluniformsdirect.ie or

<https://www.schooluniformsdirect.ie/secondary-schools/presentation-college-carlow>



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 Care 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.