



PRESENTATION SECONDARY SCHOOL, BALLYPHEHANE

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Presentation Secondary School, Ballyphehane

Code of Behaviour

1. Introduction and Objectives

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

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

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

(i) Promoting Spiritual and Human Development

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

(ii) Achieving Quality in Teaching and Learning

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

(iii) Showing Respect for Every Person

We respect the unique and intrinsic value of every person.

(iv) Creating Community

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

(v) Being Just and Responsible

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

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

- Creating a positive and safe environment for teaching and learning.
- Encouraging students to take personal responsibility for their learning and behaviour.
- Help students to understand the consequence of misbehaviour and the disciplinary procedures involved.
- Building positive relationships of mutual respect and mutual support among students, staff and parents.

- Ensuring that the Presentation Secondary School's high expectations for the behaviour of all the members of the school community are widely known and understood.

Striving for Excellence in a Christian Environment

2. Our Mission Statement

We at Presentation Secondary School, Ballyphehane strive for excellence in a Christian environment. We seek to promote a caring and committed school community where learning is nurtured, where gifts are recognised and the dignity of each person is valued.

3. Charter of Student's Rights

Each student of Presentation Secondary School, Ballyphehane has the right:

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

4. Charter of Students Responsibilities

Presentation Secondary School expects each student:

- To value and respect themselves and have respect for all others (Teaching staff, ancillary staff, students, visitors and all members of the school community)
- To assist in the creation of a positive and respectful atmosphere.
- To allow uninterrupted teaching and learning to take place in the classroom.
- To be honest.
- To be confident enough to report any incident which may be a cause of concern,
- To apply him/herself diligently to the furthering of their education.

5. Unacceptable Behaviour

- Bullying Behaviour - behaviour that is hurtful (e.g. name calling, exclusion, etc.), either verbally or online.
- Behaviour that interferes with teaching and learning
- Threats or physical, mental or emotional hurt to another person
- Intentional damage to school property or the property of the school community.
- Theft
- Use, possession or distribution of cigarettes, including E-Cigarettes, alcohol, illegal drugs or legal drug substitutes for illegal drugs
- Unauthorised absence
- Intentionally and carelessly making untrue statements either verbally or in writing about any student or member of the school community.
- The creation, sharing, and possession of explicit images, either of self or others
- Any inappropriate behaviour outside of school that may bring disrepute to the school

6. Attendance

- All absences should be explained in writing by parents on the day the student returns to the

school. (Please use the appropriate section of the school journal) This note is to be handed to the Deputy Principal before 8.40 or placed in her post box.

- If a student is absent for more than one school day, parents should contact the school secretary by telephone.
- The Deputy Principal may contact parents/ guardians at their discretion, if absence is less than 3 days.
- If a student is absent for more than 3 consecutive days, the Deputy Principal or Yearhead may make contact with the parents / guardians of that student.
- Once 20 days are missed by any student under the age of 16, in any academic year, it is a legal requirement for the DP to report the absenteeism to TUSLA.
- Persistent absences will result in the parents being asked to come to the school to meet with the Principal and/or Deputy Principal, to work collaboratively to secure better educational outcomes for the student.

7. Leaving school during the school day.

If an appointment (with a doctor, dentist etc.) is to be arranged, it should, where possible, be arranged after school time. If this is not possible, the following procedures apply:

- For appointments during school time, a note of explanation is required from parents/guardians. This note must be shown to the Deputy Principal before 8.40am on the date of the appointment or put into their post box. The Deputy Principal will sign this note to acknowledge permission for the student to be released to the care of the parent / guardian.
- Parent / Guardian or a nominated person must sign the students out at the school foyer, when they are leaving the school. If they are returning, they must sign back in.
- If a student has **not given a note of explanation** to the Deputy Principal, and a parent wishes to take their child out of school during school time, then the parent / guardian must speak with the Principal / Deputy Principal.

8. Students who feel unwell

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

9. Lunchtime

- Students may not leave the school grounds at lunchtime.
- Chewing gum should not be consumed anywhere in the school.
- Students are strongly encouraged to be mindful of their health. The school operates a healthy eating policy.
- Students may not consume crisps, fizzy drinks or energy drinks anywhere in the school.

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10. Late arrival for school

- **Students should be punctual at all times. School starts at 8.40am**
- Supervision of students on premises takes place between 8.15am and 3.45pm. No responsibility is accepted for students on premises outside these times, except for involvement in official school activities.
- Any student arriving late to school should come with a written explanation from parents/guardians.
- A late note stamp on the journal is required for entry into class.
- If a student is late on more than 3 occasions without explanation, they will receive a -1 on VSware

11. **The school uniform is as follows for all students (Except students who enrolled in 1st Year on or after September 2024. See separate Uniform Policy for this uniform)**

- Green V-Neck jumper with crest
- Green skirt
- School shirt
- Black/grey socks / black tights
- Black shoes
- Official School Jacket
- Optional Extra – Official grey school trousers

P.E Gear

- School half-zipped tracksuit top
- White polo shirt
- Black tracksuit pants – no stripes or motifs
- Proper trainers **not** canvas shoes for Health and Safety reasons
- PE Gear to be worn for PE lessons and agreed school activities.
- If, for any reason, the uniform cannot be worn, a student must come with a note of explanation and for that day only, wear the P.E. uniform. For any subsequent day that the student comes to school without a uniform, the school will lend the student a uniform to be worn at school until the issue with their own uniform is resolved.
- If a student does not present in correct school uniform, without an explanation, they will be sent to the Principal or the Deputy Principal.

12. Personal Appearance

- The wearing of makeup, tan and artificial eyelashes must be kept to a minimum.
- Piercings are limited to the wearing of stud earrings. All other piercings or visible tattoos must not be worn.
- Hair is to be tidy and of natural colour.
Students are expected to present themselves in a clean and tidy manner at school and school events.
Students should note that, while in uniform, they should not involve themselves in any inappropriate behaviour that may bring disrepute to the school.
- Male students are expected to have clean-shaven or neat facial hair.
- Hair should be well kept, neat and tidy and may have to be tied up for some subjects.

13. School Property

- Students should have respect for all school property
- Parents/guardians will be required to pay for any damage caused by their child.

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14. Lockers

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

15. Books and Equipment

- Students should ensure that they have all the books and equipment needed for a particular class.
- Books, equipment and resources that are given to a student on loan will need to be returned to school when requested. If an item needs to be replaced, it is the parent/guardian's responsibility to replace the item.
- All books and equipment should be clearly marked with the students name and class

16. Homework

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

17. Assessment / School Examinations

- Ongoing assessment is used in all subjects to measure student's progress
- Students are encouraged not to miss class tests and crucial end of term/year examinations.

- A student may be requested to sit an end of term / year examination, upon their return to school.
- Missed tests will be recorded by the teacher.
- The school encourages parent(s) / guardian(s) to attend parent-teacher meetings, as they are an essential procedure in monitoring and advancing student's general progress.

18. School trips / tours

- Parental permission is required for school trips / tours.
- Students participating are required to comply with the rules set out by the organisers / teachers.
- School policies and Code of Behaviour apply while away.
- Respect, politeness and courtesy should be shown: by students to each other, to teachers and all other personnel associated with the trip, as well as the general public.
- Permission for individual students to travel on a school tour / trip is at the discretion of school management and the organisers.
- Should a student breach the code of behaviour, whilst on school tour, parents may be required to remove them from the tour at their own expense.
- The school staff on a tour may take whatever disciplinary action necessary to ensure the smooth running of the tour.

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19. Mobile Phones and any Recording Devices

- Mobile phones must be switched off once on school premises / grounds.
- Camera phones may not be used at any time during school or school related activities, unless instructed otherwise by individual teachers to support learning.
- Breach of this rule will result in the phone being immediately confiscated and may be retrieved from the main office at the end of the day or subsequently.
- Contact between student and parents may only be made through the main office
- Devices may not be used during school hours.
- **The school does not accept responsibility for loss or damage of devices.**

20. Computer and Internet Use

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

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

- Students may not use the computer room, unless a teacher is present.
- Students may only access websites under the instruction and guidance of the teacher.
- Food or drink are not to be brought into the Computer Room consumed while using school laptops or devices.
- Students should log off after each class and shut down the computer at the end of each afternoon class.
- The Computer Room should be left tidy after use, with all chairs placed against the

tables.

- If there is a problem with a computer/device, this must be reported to the teacher present.

21. Substance Abuse

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

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

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

2. Right to Search

If there is reasonable belief that a student is in possession of stolen goods, illegal substances or weapons, they may be requested to empty their pockets or the contents of their bag by the Principal, Deputy Principal or any person acting in charge. The student will be invited to have present his/her parent or a teacher / student of their choice. The search will be carried out in the presence of the Principal or Deputy Principal with another teacher to act as a witness to the event. If a student refuses to turn out their pockets / bag, they may be prompted to do so by their parents / guardians.

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

22. Health and Safety

- Students must at all times take reasonable care to ensure their own safety and that of others.
- In specialised rooms/areas (science, home economics, computer, basketball courts etc.) all regulations relating to these areas must be obeyed.
- Students should familiarise themselves with the particular safety regulations of each classroom that they use.
- In the interest of safety, parents are asked to drop and collect their child at Friars Walk Entrance gate and not drive into the school car park.
- Hot food and drinks may only be consumed in the lunchroom for Health and Safety reasons
- Students must use the Friars walk gate when entering and exiting the school grounds via the science lab exit

When they enter or exit the school buildings during the school day they must use the front door.

23. Emergency Regulations

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

- Familiarise themselves with the exit route from each room that they use.
- Familiarise themselves with the route to the congregation and counting area. •

On hearing the fire alarm, students should:

- Stand up in perfect silence
- Follow the instructions given by the teacher
- Walk quickly and quietly, in single file to the assembly point.
- At the assembly point, line up in their subject class, of that time.
- If a student is not in class when the fire alarm sounds, they should proceed immediately to the assembly point and join their base class.

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

DISCIPLINE PROCEDURES AT PRESENTATION SECONDARY SCHOOL

Student's behaviour is recorded in the 'Merit Sheet' section of the Student Journal, which parents are requested to sign on a weekly basis. Persistent misdemeanours are recorded, using a points system on our internal VS Ware system.

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

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The Merit Sheet

- Subject teachers will record minor misdemeanours on the merit sheet with an 'x'. Such misdemeanours may include: incomplete homework – h/w, punctuality – l, incorrect uniform - u, not presenting with all books/materials – b
- On the 3rd occasion, in which a minor misdemeanour is recorded, the student will receive -1. This is recorded both on the merit sheet and on VS Ware.
- Subject teachers will also contact parents to inform them of same, through the student journal. • -1 or -2 may be given immediately for more serious breaches: Continuously talking in class, disrespectful behaviour, late for school, use of mobile phone in class, behaviour outside of school which could bring the school to disrepute, behaviour that is hurtful, behaviour that interferes with teaching and learning.
- These points are recorded both on the merit sheet and on VS Ware.
- Three negative points will result in detention.
- Parents are requested to sign the Merit Sheet on a weekly basis.
- Class teachers will monitor the Merit Sheet record.

Tracking Positive Behaviour

- The **Merit Sheet** is also used to track Positive Behaviour
- If a student **does not** receive a mark in the Merit Sheet, they will receive a 'Clean Sheet' stamp from their class teacher.
- A 'Clean Sheet' indicates that a student is getting on with their day to day business and is always punctual, has class materials, completes homework and behaves as is expected.
- Parents are requested to sign 'Clean Sheets' on a weekly basis and to acknowledge the

achievement at home.

- An accumulation of 'Clean Sheets' will result in rewards. This may also be done at home.
- Students may be nominated for a 'One Step Beyond' award for going the extra mile, having a positive and friendly attitude, having made a significant improvement and being helpful to others. These are awarded twice annually at a school assembly.

Possible Rewards and Sanctions

Rewards	Sanctions
Verbal Praise	Verbal reprimand
A positive note in her journal	A mark in the Merit Sheet
A homework pass	Parents contacted
A lunch voucher	Referral to Class Teacher / Year Head / DP/ Principal / Student Support Team
A Certificate of Achievement sent home	Student put on a weekly behaviour report and/or a weekly daily positive behaviour plan, aimed to improve behaviour
A One Step Beyond Award	Detention: lunchtime / after school
A call home	Suspension / Expulsion

If a student receives three negative points, the student is placed on class teacher, year head or deputy principal report. Detention may also be imposed whereby the student must report to a specified area in the school for a specified period of time. The student will be supervised by a teacher and an assignment will be given which must be handed up to the supervising teacher at the end of the period.

Suspension and Expulsion

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

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

• Natural Justice

This means that a student and his/her parents are fully informed about an allegation and the processes that will be

used to investigate and decide the matter; and that they must be given an opportunity to respond before a decision is made and serious sanction is imposed.

- The right to impartiality.

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

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

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

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

Designated Liaison Person: Mr. Barry O Shea, Principal

Deputy Designated Liaison Person: Ms. Gillian Murphy, Deputy Principal

Review

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

Supplementary Policies to the Code of Behaviour

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

Student Contract

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

Signed: _____

Parent / Guardian

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

- Ensuring excellent attendance and punctuality and informing the school promptly about any reason for absence.
- Encouraging and supporting our/my child in regard to school work.
- Supporting the policies of the school including discipline and good order.
- Attending parent/teacher meetings and school functions in which my child is involved, and attending any special appointments if requested.

- Checking homework and signing the homework journal merit sheet at the end of each week. •
- Providing them with the required uniform and accessories.

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

Date: _____

Signed: John Culhane

Date: 9/4/24

