

CODE OF BEHAVIOUR

Introduction:

In devising this code consideration has been given to the particular needs and circumstances of this rural secondary school. The aim is to ensure that the individuality of each student is respected and cherished while affirming the right of each student to education in an orderly and safe learning environment. The Code of behaviour relates to students of the school and activities that they are engaged in/with, connected with the school. Sanctions can be applied for unacceptable behaviour that occurs outside of school time, eg unacceptable behaviour while travelling to and from school, unacceptable behaviour while in school uniform or representing the school, unacceptable online behaviour, behaviour that undermines the schools ethos or brings the school into disrepute, while on school tour, this list is suggestive and not exhaustive

Ethos:

Killina Presentation Secondary School is a community of pupils, teachers, and other staff members, and parents which strives to maintain a sense of community, based on Christian Values. The code reflects the high regard that is placed on the dignity and respect, and is rooted in CEIST and Presentation Values.

Rationale/Aims:

The code of behaviour is aimed at securing harmonious relations and co-operation between staff, students and parents.

- It aims to:
- (1) create an atmosphere where learning flourishes.
 - (2) encourage students to be independent learners.
 - (3) encourage students to have respect, take responsibility and show consideration for others.
 - (4) prepare students for the responsibilities of adult life.
 - (5) to promote positive behaviour among the students

Code of Behaviour

When a pupil is enrolled in Killina Presentation Secondary School, parents and students accept of the schools ethos, code of behaviour and rules and systems of discipline and correction. Parents and students are expected to uphold the school ethos and accept the schools code of behaviour

Attendance and Punctuality:

Attendance each day is expected. All absences must be explained by a note in the journal (not a phone call) from a parent/guardian which shall be handed into the office on return to school. Where a parent is aware that a student is going to be absent for a period they should inform the school.

Pupils must be on time for school each morning and for each class. Pupils, who arrive late for any reason, must sign a book in the office stating the reason for being late. They must also have an explanatory note from a parent/guardian in their journal. Students who arrive unexplained late (without a note) to class will be recorded in the student Journal and these counts towards detention. Students who arrive late to school in the morning may not be admitted to class, so as to minimize disruptions to learning.

Pupils must not absent themselves from class or from the school grounds without permission.

Students who become ill, must report to the school office, contact can only be made with home through the school office, and not by the student. Students who are being collected to leave early must be signed out by a parent/guardian.

Dress Code:

Pupils must be neat and tidy and must wear the full prescribed uniform in school and while engaged in school related activities. Students are responsible for maintaining their uniform in an acceptable fashion throughout the day. Instances of incorrect uniform will be recorded in the student Journal and this counts towards detention.

The school uniform consists of the following:

Boys: Navy Blue Trousers, Light Blue Shirt, Navy Round Neck Jumper with School Crest. Black or navy shoes (plain black/ navy leather polishable).

Girls: A tartan pleated (school pattern, unaltered) skirt, light blue blouse, navy round Neck Jumper with School Crest, Navy socks or tights, plain black or navy polishable shoes.

While girls can choose to wear the pants or skirt, all girls must have a school skirt. It will be required to be worn for certain school activities.

The wearing of jewellery must be kept to the prescribed minimum. (one watch, one small finger ring, one small earring per ear for girls only as prescribed at assembly). Body piercings are prohibited.

The school reserves to itself the right to decide what is becoming and acceptable in dress, appearance and behaviour.

Students who present to school out of uniform or deemed to not be in compliance with the schools dress code (**See Appendix: Dress Code**), dress code is updated each year and sent to parents at the commencement of the school year) may be refused entry to class, parents may be contacted to collect the student so that the issue(s) can be rectified.

It follows then that students and their parents, in coming to Killina Presentation Secondary School, accept the judgment of the school.

Classroom Behaviour:

Pupils must come to class on time, be properly equipped for each subject and behave in a manner which allows both themselves and others to gain full benefit from the class. Full co-operation with the teacher is required at all times. Teachers will deal with instances of unacceptable behaviour in line with classroom disciplinary procedures. (**See Appendix: Classroom Disciplinary Procedures**)

Homework:

All students must have the school journal. All homework, written, online and/or to be learned must be noted at the end of each class period. All homework (online or hardcopy) assigned must be properly learned/completed and presented neatly. The failure of a student to complete homework must be explained in a note from the parents. Students who fail to complete homework or complete it properly (without a note) will be recorded in the student Journal and these counts towards detention.

Online Behaviour

Behaviour online must be in keeping with the schools code of behaviour and the schools acceptable usage policy. (**See Appendix: Online learning Charter**)

Participation in Physical Education

All students are expected to participate in the schools timetabled Physical Education program. Notes seeking to excuse students from participation in a PE class must be submitted through the journal. Notes seeking to excuse students from participation from PE over a number of classes/ weeks must be submitted through the journal and be backed with appropriate medical certification. If not participating in PE the student remains with the class, under the supervision of their teacher and may be assigned appropriate other work.

Health & Safety:

Having, passing, selling or taking illegal substances in the school uniform, on school premises and / or on school activities may lead to permanent exclusion. It will be automatically reported to the Board of Management for consideration and the local Gardai will be informed.

Possession and/or inappropriate use of tobacco products, e cigarettes, alcohol, illegal substances, solvents, aerosols, chewing gum and sharp objects is not allowed.

Throwing of any type of missile is dangerous and possession of any type of implement the school considers dangerous is prohibited. Students must not run inside the school building, and must adhere to regulations about movement within the school, i.e. operating the school one-way system - where appropriate.

Students must not leave the school premises between without permission and must not be in the gym, home economics room, construction studies rooms, DCG room, science rooms, computer rooms, art room or 4th year rooms, Nagle Centre rooms, unaccompanied by a teacher.

Property:

All school property should be treated with care. Breakages must be reported and paid for by the offending student. Pupils must not litter either the school buildings or the school grounds. Pupils are responsible for all their own property and must not interfere with school, staff or other students' property. Copies, school journal, etc. must be kept in good order.

All books in the book-lending scheme remain the property of the school and must be kept in good condition. Books lost or damaged must be replaced.

The school reserves the right to confiscate property of students, temporarily, where such property is deemed a distraction or unsuitable for a student. The school also reserves the right to request students to open lockers for inspection. School property defaced by graffiti must be restored by the offending student.

Mobile 'Phones:

The use of mobile 'phones disrupt the smooth running of the school and for that reason students are not allowed use mobile phones on the school campus at any time. These 'phones interfere with tape recorders where tape recorders are used for teaching purposes. Messages are sent to students while they are in class and this is a major source of distraction.

When a student is found in possession of a mobile phone, the phone will be confiscated, and either returned to the student at the end of the school term or to the parents/guardians of the student if they wish to call to the school for it. In cases of emergency the school will allow the student to use a school telephone when permission is sought or the school authorities will pass on urgent messages from parents to students.

Digital / Electronic Devices

The use of electronic/digital audio - visual recording storage and playback devices (including gaming communications music/audio video) is prohibited, as they disrupt the smooth running of the school. All such devices will be confiscated and either returned to the student at the end of the school term or to the parents/guardians of the student if they wish to call to the school for it.

Interpersonal Relationships:

Pupils must show respect and courtesy to teachers, other staff, fellow students and visitors. Undesirable language will not be tolerated.

Any form of bullying is unacceptable and will not be tolerated. **(Refer to Anti Bullying policy)**

Killina Presentation Secondary School believes that each student has a right to an education free from fear, annoyance and intimidation.

Promoting Good Behaviour:

Promoting good behaviour is essential so that the aims of the Code of Behaviour can be achieved.

Good behaviour is promoted in the classroom and also across the whole school through the following strategies:

Classroom:

Encouragement

Recognition of progress

Setting out of expectations of behaviour

Positive feedback to students, oral and written
Acknowledgement of effort
Encouragement of participation
Setting of goals
Review of class activities
Respect for individuality
Guidance of disruptive behaviour towards positive behaviour
Promotion of a positive dynamic in classroom
This list is not exhaustive

Whole school:

Participation in Student Council
Involvement of the Student Council in relevant school activities
Parent teacher meetings
End of term reports
Awards night
Assemblies
Creating a positive atmosphere
Participation in extra curricular activities
Clear rules - fairly implemented
Adults model behaviour expected of students
High standards are set in terms of expectations of student behaviour
Displays of students work
Newsletters
Notice boards including electronic notice board
Intercom
Website
Tours/ trips / outings
Mentoring of 1st years
Local media
This list is not exhaustive

Implementing the Code:

Each teacher has responsibility for maintaining school discipline within the school. It is expected that students will accept and respond positively to corrections from members of staff, be it inside or outside the classroom and on school related activities. Parents are expected to co-operate with the school by encouraging their child to abide by the School's Code of Behaviour.

Parental support in upholding the schools code of behaviour is key. Parents should work with the school in ensuring that students (their, son(s)/ daughter(s) learn that actions/ inactions have consequences positive and negative. In this regard, parents are expected to support the school and allow the disciplinary system in the school to deal with breaches of the code. The school reserves the right not to accept the submission of notes on issues eg uniform, punctuality etc as an excuse for the code of behaviour not being upheld.

The Board of Management delegates to the Principal overall responsibility for discipline within the school.

Sanctions:

Sanctions range from reasoning with students to expulsion.

Sanctions, in no particular order, may include:

Reasoning.

Verbal reprimand.

Extra written work assigned.

Penalty sheet.

Note to parents.

Phone call to or sending for parents.

Putting pupil on report.

Teacher detention.

Lunch-time detention.

Detention after school

Community Service.

Isolation/Separation within classroom.

Removal to another classroom.

Loss of privileges - tours, sporting activities etc.

Suspension.

Expulsion.

Temporary confiscation of property including mobile phones, digital/electronic devices, jewellery.

Temporary withdrawal from a class (all classes).

Temporary withdrawal from subject.

Permenant withdrawl from a subject/ class.

This list is not exhaustive.

Detention:

Classroom teachers may use classroom teacher lunchtime detentions as appropriate. Failure to attend a teachers detention will result in a student being referred for a formal school detention.

School detentions:

Students may be assigned lunchtime detention by their Year Head, Deputy Principal, Principal. A record in the student journal of 3 lates, 3 no home works, 3 unexplained lates automatically results in lunchtime detention. Failure to turn up on time or for lunchtime detention will automatically result in after school detention. Disruption of lunchtime detention is an automatic referral to after school detention. A student having served three lunchtime detentions will automatically be assigned an after school detention.

After school detention may be assigned by the Year Head, Deputy Principal, Principal. Failure to turn up on time or for after school detention will automatically result in suspension. Disruption of after school detention is an automatic referral for suspension. A student having served three after school detentions will automatically be referred for suspension.

Structures and Procedures:

Breaches of discipline will be dealt with by the teacher concerned. Breaches of discipline will be recorded in writing and the Year Head will be informed. In the event of serious or repeated breaches of discipline, the following procedures may be used:

- Parental involvement: note in journal, phone call or letter home (by hand or post or both).
- Referral to Year Head. Involvement of the Class Tutor and school Guidance Counsellor in a supportive role.
- Referral to the Deputy Principal.
- Referral to the Principal by the year head for a consideration of suspension.

Suspension/ Expulsion

Suspension is a sanction reserved for the Principal alone (or a teacher acting up as Principal in the absence of the Principal).

Expulsion is a sanction reserved for the school Board of Management. The Principal may refer a student to the Board of Management for a consideration on Expulsion. **(See the schools policy on Suspension and Expulsion).**

Changes to Code:

The school reserves the right to add to, amend, delete from or otherwise vary the school Code of Behaviour at short notice, as circumstances may dictate, and this variation/addition/amendment will be notified to parents and students.

Adoption:

This Code of Behaviour was formally adopted as the official Code of Behaviour of the school on 22nd April 2021 by the Board of Management of Killina Presentation Secondary School