

KILLINA PRESENTATION SECONDARY SCHOOL -

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 accommodated while affirming the right of each student to education in a relatively disruptive free environment.

Ethos:

Killina Presentation Secondary School is a community of pupils, teachers, and other staff members, Presentation Sisters, parents and management which endeavours to maintain a sense of community based on Christian Values. The code reflects the high regard that is placed on the dignity, based on Christian Values, of each member of the school community.

Rationale/Aims:

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

- It aims to:
- (1) create an atmosphere in which effective teaching and effective learning can occur.
 - (2) train students in self discipline.
 - (3) encourage students to have respect and consideration for one another.
 - (4) prepare students for the responsibilities of adult life.
 - (5) to promote positive behaviour among the students

The above can only be achieved through good behaviour, effort and work. Bad behaviour hinders the development of the individual and of the group.

Code of Behaviour

It is the understanding of the school that, when a pupil is enrolled in Killina Presentation Secondary School, this implies an acceptance of the schools ethos, code of behaviour, rules and systems of discipline and correction.

Attendance and Punctuality:

Absences, which should be minimal, should be explained by a note from a parent/guardian which shall be handed into the office on arrival at 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 same. They must also have an explanatory note from a parent/guardian. Pupils must not absent themselves from class or from the school grounds without permission. Students who become ill may be brought home or collected at the school. Students who are seeking 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. 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.

Girls: A tartan pleated skirt, light blue blouse, navy round Neck Jumper with School Crest, Navy socks or tights, Black or navy Shoes. From November to March - school designated navy trousers are an option for girls.

Doc Marten type boots or runners are not acceptable.

P.E. Uniform: Navy tracksuit bottoms, white polo shirt with the school crest, the usual school jumper and runners.

The wearing of jewellery must be kept to the prescribed minimum. (one watch, one small finger ring, one small earring per ear for girls 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. It follows then that students, in coming to Killina Presentation Secondary School, accept the judgment of the Principal, the teachers and the Board of Management, as final, in matters of dress and appearance at 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.

Homework:

All students must have the school journal. All homework, written and/or to be learned must be noted at the end of each class period. All homework 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.

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, alcohol, illegal substances, correcting fluid, markers, 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. keeping to the left and operating the school one-way system - where appropriate.

Students must not leave the school premises between 9.00 a.m. and 3.45 p.m. without permission and must not be in the gym, home economics room, construction studies room, technical graphics room, science room, computer room, art room or 4th year 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 must not use school 'phones without permission. 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 to bring them into the school. 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, (physical, verbal, intimidation, exclusion or e-bullying) is not acceptable and will not be tolerated. (Refer to Policy regarding Bullying Behaviour among students)

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. Parents will be involved in the resolution of disciplinary problems and their support will be sought at an early stage. Repeated or serious breaches of discipline will be recorded.

The Board of Management delegates to the Principal over-all 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.
Note to parents.
Phone call to or sending for parents.
Putting pupil on report.
Lunch-time detention.
Detention after school
Community Service.
Isolation/Separation within classroom.
Removal to another classroom.
Additional written work.
Reprimand from school authorities.
Loss of privileges - tours, etc.
Suspension.
Exclusion.

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

Temporary withdrawal from all classes.

Temporary withdrawal from subject.

This list is not exhaustive.

Structures and Procedures:

Breaches of discipline will initially be dealt with by the teacher concerned. Repeated 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. (Starting at this stage, pupils may be put on report).
- Involvement of the Class Tutor and school Guidance Counsellor in a supportive role.
- Referral to the Deputy Principal.
- Referral to the Principal.
- The matter(s) may be referred to the Board of Management. The Board of Management may consider a range of sanctions, up to and including exclusion.
- The matter may be referred to relevant outside agencies eg. Social workers, educational psychologists etc. (with parental consent).

Procedures to be followed in the event of a Suspension

1. The matter will be very serious; either a pattern of persistent misconduct or a serious once-off incident.
2. The matter will be investigated by the school authorities, all sides of the story will be examined, and a written record kept.
3. Parents will normally be advised in writing of a decision to suspend. The letter will include the following
 - Notification of the decision and reason(s) for same.
 - The effective date and duration of the suspension.
 - A clear statement that the student is under the care of the parents/guardians for the duration of the suspension.
 - Expectations of a student while on suspension.
 - If the NEWB has been informed, this should be stated
 - Rights of appeal (if any) e.g. Section 29 Appeal if applicable
 - If consideration is being given to exclusion as a sanction in this instance, the letter must state this unambiguously.
4. The Principal may suspend a student for up to 3 days which will be reported to the Board of Management. There is no appeal against such suspension.

5. Suspensions longer than 3 days will normally be considered by the Board of Management, except in the case of a very disruptive student who has already been suspended, or for a very serious once off incident. In this case the principal may suspend for up to one week. The parents will be given an opportunity to make their case to the Board of Management or Principal.
6. Where the cumulative number of days suspension for a student exceeds twenty in any one school year the parents will be informed of their right to appeal the decision to the Department of Education and Science under Section 29 of the Education Act.
7. Grounds for removing a suspension: Following a suspension the parents/guardians (or student over 18 years) may seek a meeting with the Principal to discuss the matter further and to make further representations. Where the school is satisfied that new circumstances have come to light that have a bearing on the matter, the decision to suspend may be reviewed (by those who made the decision) and an alternative sanction imposed if deemed appropriate.

In the event of an exclusion being considered, the procedures outlined below will be followed:

1. A detailed investigation carried out under the direction of the Principal.
2. A recommendation to the Board of Management by the Principal.
3. Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing.
4. Board of Management deliberations and actions following the hearing.
5. Consultations arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel.

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:

Following consultation with teachers, pupils and parents the above code was formally adopted as the official Code of Behaviour of the school on **8th June 2010** by the Board of Management of Killina Presentation Secondary School.

Review:

This Policy will be reviewed in 2012/2013 school year or earlier if requested by staff or the Board of Management.