

PRESENTATION COLLEGE BRAY
CODE OF BEHAVIOUR
September 2019
(Appendix I - COVID 19 - added 2020)

1. INTRODUCTION & SCOPE OF THE POLICY

This code of behaviour is the result of a co-operative approach by the school community of Presentation College Bray, the students, parents and staff. The Code of Behaviour helps teachers, other members of staff, students and parents to work together for a happy, positive effective and safe school.

2. Mission Statement

Presentation College is a Catholic Boys' School. The staff, students and parents of Presentation College, Bray, seek to promote a safe, caring environment and a well-balanced student-centred curriculum which encourages self-reliance, respect and responsibility.

Parents are recognised as the primary educators while teachers nurture and develop student learning. In partnership, we hope to enable all students to leave school with the skills necessary to participate fully in society and to live independent and fulfilled lives.

3. Rationale of the Policy

The College Code of Behaviour:

- Provides clarity on the schools expectations about how each member of the school community will help to make the school a good place for teaching and learning.
- Affirms that everyone's behaviour matters.
- Focuses on promoting good behaviour.
- Balances the educational needs of a student whose behaviour is unacceptable with the educational needs of other students in the school.
- Recognises that the quality of relationships between teachers, students and parents have a powerful influence on behaviour in the school.
- Focuses on personal responsibility.
- Promotes fairness and equity.
- Promotes equality.
- Recognises educational vulnerability.
- Attends to the welfare of students.
- Attends to the welfare of staff.
- Promotes safety and freedom from threat.

This Policy has been framed in compliance with the following relevant legislation:

- The Constitution of Ireland
- The European Convention on Human Rights (1950)
- The UN Convention on the rights of the Child (1989)
- Education Act 1998
- Education (Miscellaneous Provisions) Act 2007

- Education (Welfare) Act 2000
- Equal Status Legislation
- Ombudsman for Children Act 2002
- Education of Persons with Special Needs Act 2004
- Non-fatal offences against the person Act 1997
- Health and Safety Legislation
- Data Protection Act, 1988
- Data Protection (Amendment) Act 2003
- Age of Majority Act 1985

4. Aims of the policy

- a. To enable each student to work to the best of his ability and to allow teachers to teach in an atmosphere of order and attention, the College Authorities insist that each student:
- i. Shows courtesy, consideration and good manners to all in the College.
 - ii. Attends class regularly and punctually.
 - iii. Has all necessary books and materials for classes.
 - iv. Records and completes homework to the satisfaction of his teachers.
 - v. Strives for excellence.
 - vi. Shows respect for College property and the property of others.

The College Authorities will strive:

- i. To foster an atmosphere which promotes self-esteem, honesty, justice and respect for others.
- ii. To encourage students to develop a respect and tolerance for other ways of life and different opinions.

Students of Presentation College, Bray, are expected to observe the College Code of Behaviour at all times while on school property, while travelling to and from school and while attending any school activity including school tours, sporting and cultural events.

5. Regular Attendance

Students are expected to attend school regularly and to attend all classes. Good attendance helps students to achieve academic goals and to benefit from all the activities that the College provides. Students must register first class each morning, in their subject classroom. If a student is late for first class, they must register at the reception office hatch. Failure to register attendance will result in an official school detention.

Students in 1st & 2nd year are not permitted to leave the College grounds during lunch time.

Any student who needs to leave school during the school day, must sign out in the Secretary's office. To do this he must have a note of explanation from a parent/guardian on the day he wishes to leave early. This note should be in his school journal. If he is returning later, he must sign in again at reception. Failure to sign out

if leaving school before the official school day will result in an official school detention. (See Appendix 1 for procedures relating to notification of a student's absence from school).

No student is allowed to leave the school for any period of time without permission. Leaving the school, for any length of time, without permission is considered to be a serious breach of the Code of Behaviour and may result in suspension.

If a student feels ill during the school day it is essential that contact with home is made through the school office. *Under no circumstances should the student contact home by mobile phone or text.* By reporting to the office, it ensures that we are aware when a student in our care is ill.

6. Punctuality

Students are expected to be on time for school and for each class. Late arrival to class inconveniences both teachers and students.

- **If a student is late for school in the morning or after lunch, he must register at the office hatch.** He must then get the necessary books etc. from his locker and proceed to class. He should knock on the door of the classroom and enter quietly. He should show the class teacher that he has a late stamp in his journal.
- If a student is late after after period one, he must sign in at the Secretary's office, otherwise he will be marked absent and parents will be notified.
- **Failure to sign in will result in an official school detention.**
- Every student is allowed one late per term. Any subsequent lates will result in an official school detention.
- **Students are expected to be on time for every class period.** Failure to do so will result in a late entry being made on the roll for that class period.
- If a student has a note from their parent/guardian explaining their late arrival, the detention sanction will not normally apply. However a continuous pattern of late arrivals will result in the matter being investigated and sanctions may apply at the discretion of the school authorities.
- An amnesty may apply in the event of major traffic problems on any particular morning.

7. Work Habits

Good work habits are essential for the successful development of students. They are very beneficial to students after they leave secondary school.

Students are expected to be prepared for, and to work in each class. It is the student's responsibility to have all necessary text books and class materials with them. Students should make every effort to complete class work and homework on time and be prepared and present for all tests and examinations.

8. Lockers

Each student is responsible for his own property which should be stored carefully in his locker. The lockers are the property of the school and are leased to students on the

understanding that they will be used properly and available for inspection at any time, by the school authorities. Students are required to keep their lockers and locker area clean and tidy. Items should never be placed in front of lockers.

All locks must be purchased from the school office. No other type of lock may be used. It is the responsibility of the student to keep his locker locked.

Students may only access their lockers at the permitted times – before school, at small break, at the beginning and end of lunchtime and directly after school. Using lockers at other times causes disruption to the classes in the vicinity.

9. The School Journal

The School Journal is an essential component in communication between parents and the school and in developing the students' organisational skills. Students in 1st, 2nd and 3rd years must have their journal signed weekly. All students and parents must sign the College Code of Behaviour at the start of the journal.

Students are required to have their journal with them for all classes. The journal remains the property of the College at all times.

Students are expected to treat their journal with care and respect. Students must not interfere with, deface or remove material from either their own journal or that of another student.

Any student who does not have his journal in his possession in class may incur a Friday detention. Students who do not have their journal in school with them must inform the Deputy Principal before 8.55am. They will then be issued with a note to cover them for that day and with notice of their detention where applicable.

If a student loses his journal, a replacement will be provided on payment of a fine of €10. The loss of the journal will lead to a full review of the student's progress by the Class Tutor and/or Year Head.

10. Health & Safety

The College is committed to providing a safe and supportive environment for all students and staff. The deliberate causing of distress, whether mental or physical, to another individual is always unacceptable. Students are expected to show concern for the personal safety of themselves and others at all times.

Students should not engage in any activities where others may be adversely affected. This includes play or 'mess' fighting, running inside the school building or engaging in conduct potentially harmful to themselves or others.

Entrance to the College grounds is through the official entrances only. Entry or exit by any other route will be treated as a serious offence.

Students may park in the school grounds (subject to available space) once they have a **full driving licence** and have registered their vehicle details and a copy of their

licence with the Deputy Principal. It is against the law for learner drivers to drive a vehicle unless accompanied by a person who has been in possession of a full licence for at least two years. Therefore, students with a Learner Permit licence are not allowed to drive on school grounds unless accompanied by an suitably experienced, fully qualified driver.

Students must park in the designated parking spaces. Any form of dangerous driving, speeding, etc. will result in permission to park in school grounds being withdrawn. Vehicles are parked at the owner's risk.

Students who drive to school and who are late will forego their parking space after two lates. Students (drivers) who skip class and leave the school grounds during school hours will forego their parking space with immediate effect.

Students cycling to school should wear a helmet. Cycling within the school grounds is not permitted except as part of a journey to and from school. Similarly, on the ground of public safety, skateboards are not allowed in the school grounds at any time.

11. Respect for Staff

Students are expected to be courteous and respectful to all staff. Staff includes office staff, caretakers and other support staff. Respect for authority is necessary for the proper functioning of the College.

12. Smoking and Vaping

Students are not permitted to smoke or vape (e-cigarettes) on the College grounds and property or in the school environs. Smoking in the workplace is illegal. From a health point of view, we strongly advise that students do not smoke or vape.

Sanctions:

1st Offence: Official school detention and phone call to parents.

2nd Offence: Suspension for a day from school and phone call to parents.

13. Alcohol and Drugs

Students must not attend school under the influence of or in possession of alcohol or prohibited drugs. Students must not possess or traffic in alcohol or prohibited drugs while in the care of the College. Any involvement with illegal substances is a breach of the College Substance Use Policy and will result in suspension. The matter will be referred to the Board of Management where the question of exclusion will be considered.

Habitual alcohol or prohibited drug use is very detrimental to health and academic achievement. Possession and trafficking in illegal drugs is against the law.

14. Academic Honesty

Students are expected to submit work that represents their own efforts. In the case of practical components of State Examinations, the work should be original. Honest effort coupled with independent thinking will be very beneficial to the educational advancement of students.

15. Computer Honesty

The school's information and communications technology resources are provided for educational and academic research purposes. These resources are provided as an educational tool, the purpose of which is to enhance teaching and learning. Students must respect and protect the privacy of themselves and others.

The safety of each member of the school community is a prime concern. Access to ICT resources is allowed only under the direct supervision or direction of a teacher. (See Acceptable Use Policy).

Any student using ICT for the purpose of bullying a fellow student, insulting or defaming a teacher or any other member of staff associated with the school, or any other violation of the rules of this policy, may result in disciplinary action, including in extreme cases, suspension or expulsion.

Students are not permitted to connect privately owned devices to any school network.

The College has a responsibility to the School Community to ensure that the schools information and communications technology resources are used for teaching and learning and that students do not misuse electronic mail, or have access to internet sites that violate any aspect of this code.

Students should check their computer at the beginning of class and report any problems to teacher.

Students must not visit web sites other than those assigned by the class teacher.

Before leaving any Computer Room, students must log off and shut down their computer properly.

16. Mobile Phones & Personal Audio Equipment

We strongly discourage students from bringing expensive, personal items to school.

- a) Where a student brings a mobile phone to school, the phone must be switched off and kept out of sight during school hours and while inside the building. It may not be used for any purpose within the school building, except with the permission of a member of staff. Phones may be used outside the school buildings, but only at break times.
- b) Parents should not text, whatsapp, or otherwise contact their son during class times. If they must contact their son, they can do so through the school office.
- c) Students found in contravention of (a) will be dealt with according to the Mobile phone policy infringement:

First offence = a warning recorded in the appropriate section of the student's journal.

Second offence = 1 hour detention

Third offence = 2 hour detention

Fourth offence = the mobile phone (including sim card) will be confiscated for 1 week.

Fifth and subsequent offences = the mobile phone (including sim card) will be confiscated for 2 weeks.

All of the above will also be recorded in the student journal.

- d) No photographs can be taken or recordings, video or audio, made with mobile phones. Using phones in such a way can seriously infringe on people's rights and appropriate sanctions may be imposed. The school may refer any such incidents to the Board of Management.
- e) It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardaí in such incidents.
- f) The school accepts no responsibility for replacing lost, stolen or damaged mobile phones. The safety and security of mobile phones is wholly a matter for students / parents.
- g) It is strongly advised that students mark their mobile phones with their names and use passwords to ensure that unauthorised phone calls cannot be made on their phones.
- h) It is essential that the school receives the full co-operation of parents/guardians in terms of the sanctions imposed. ***We would ask parents/guardians not to make special requests to have confiscated phones or sim cards returned during any part of a period of confiscation. Students are aware of what is required in terms of usage to ensure that such a situation does not arise. Such requests completely undermine the College Policy on mobile phone usage.***

While the College accepts that it is a student's right to have a mobile phone, it is essential that rights and dignity of all the members of the school community are preserved. It is vital that phones are switched off completely in the school premises, so that teaching and learning can be carried on and proper order can be maintained.

17. Respect for Property

Everyone in the school is responsible for the care of the school premises. Students and staff are encouraged to feel a sense of ownership for the school and its environment.

- Each student is responsible for his own property which should be stored carefully in his locker. The lockers are the property of the school and are leased to students on the understanding that they will be used properly and available for inspection at any time, by the school authorities. Students are required to keep their lockers and locker area clean and tidy. Items should never be placed in front of lockers.
- It is the responsibility of the student to keep his locker locked.

- Students are advised not to bring unnecessary items of value to school.
- All belongings, including uniform items, must be clearly marked with the student's name.
- Belongings which cause an obstruction on corridors have serious implications for health and for fire safety. Causing such obstructions will be viewed as a breach of the Code of Behaviour.
- The school management is not responsible for the loss, theft of, or damage to personal belongings.
- Students are expected to treat all school property and the property of others with care and are expected to use the bins provided to dispose of litter. Littering of the school building and or school grounds is a form of vandalism and is disrespectful, unacceptable behaviour. Special care should be taken at breaktimes.
- Graffiti or other damage to property is a serious offence.
- Eating and/or drinking in classrooms, on corridors or stairwells is not allowed.
- In the case of an alleged larceny of property, it is the responsibility of the student/parent/guardian to file a report with the Gardaí.

18. Uniform & Appearance

Full school uniform is obligatory and must be worn during school hours and at school functions. (See school uniform policy). Uniforms should be clean and in good condition. No frayed hems or cuffs on trousers, jumpers or shirts.

The wearing of earrings or other facial piercings is not allowed. Hairstyles should be neat, tidy and well maintained. Any visible tattoos will not be tolerated and will be considered to be a serious breach of the College Code of Behaviour.

The College reserves the right to decide whether a particular hairstyle is acceptable or not.

The school uniform is an essential part of the College identity and is therefore considered to be very important by the College community. (See School Uniform Policy for further details).

Any student who is not in full school uniform will incur a detention and may be sent home.

19. Bullying and Harassment

All members of the School Community have the right to be treated with dignity and courtesy. Students should not engage in any activity that could be interpreted by others as harassment, intimidation or bullying, including homophobic bullying.

Presentation College aims to provide a safe and secure environment that is conducive to learning. We seek to promote habits of mutual respect and courtesy. Conduct that is damaging to the mental and or physical well-being of any member of the school community will not be tolerated. Any form of harassment, which is any unwelcome behaviour, has no place in the College. (See Anti-Bullying Policy).

20. Parents

Parents should support the College authorities in upholding the Code of Behaviour. Parental support for school policy in areas such as punctuality and attendance, homework, anti-bullying, mobile phones, school uniform, school journal, behaviour, academic effort is essential.

It is also very important that parents show general respect for all members of staff/management.

Parents/Guardians have the primary responsibility for the care and welfare of their children within sport. Parents/Guardians should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. They should always remember that children play sport for their own enjoyment not that of the Parents/Guardians.

Parents/Guardians will ideally work in partnership to promote good practice in children's sport and to support against, emotional, physical or sexual abuse in sporting activities.

Parents/Guardians should remember that children learn best by example. To assist in the promotion of good practice with the College **they should:**

- Be aware of relevant sports leaders and their role within the College.
- Show appreciation and respect for sports leaders and their decisions.
- Encourage their children to play by the rules.
- Behave responsibly on the side line.
- Focus on their son's efforts rather than their performance.
- Focus on the fun and participation of their son in the activity.
- Liaise with the sports leaders in relation to the times/locations of training sessions, medical conditions of their sons and any requirements for their son's safety.

Parents/Guardians **should not:**

- ignore or dismiss complaints or concerns expressed by a student which relate to his involvement in sport.
- ridicule or yell at a student for making a mistake or losing a game.
- put undue pressure on their son to please or perform well, including forcing a boy to participate when ill, injured or suffering from a concussion.
- take safety for granted.
- treat the College as a child-minding service.

21. Teachers

The Code of Behaviour from the teachers' viewpoint aims to promote respect for students, parents, colleagues, school management, co-professionals and all in the

school community. They should interact with them in a way that does not discriminate and that promotes equality.

Good teacher-student relationships are fundamental to engagement in the teaching/learning process. These are developed through communication which is built on mutual respect and trust.

Teachers recognize that differences in students' backgrounds and identities can shape their experience and impact on learning. They respect, value and accommodate diversity. They apply their knowledge of students; backgrounds, identities and experiences (responsibility of parents to inform school) to their teaching. Concern for the overall good and development of the class will be paramount in all cases.

Teachers appreciate that parents are the primary educators of their children. They should actively communicate and collaborate with them in the education of their children. They should exercise their professional integrity and judgement in communicating with students and parents.

Links to other College policies:

1. Attendance and Participation
2. Homework
3. School Journal
4. Health & Safety
5. Mobile Phones
6. I.C.T. - Acceptable Use Policy + Room Usage Rules
7. Uniform Policy
8. Anti-Bullying Policy
9. Admissions and Participation Policy
10. School Tours Policy

SUPPORTIVE MEASURES FOR STUDENTS

At Presentation College Bray, good teacher-student relationships are fundamental to the development of mutual respect and trust. When dealing with incidents of misconduct, we are aware that it is the behaviour and not the person that is the problem. When students have difficulty in upholding the College Code of Behaviour we offer various measures of support. These are viewed as corrective measures.

- Correction and encouragement to change behaviour by class teacher
- Discussion with class teacher/parents.
- Referral to Class Tutor
- Referral to Year Head
- Issuing of Incident Report forms
- Referral to the Pastoral Care Team
- Referral to Board of Discipline
- Referral to Deputy Principal
- Referral to Guidance Counselor
- Referral by the College to an outside agency for assistance.

REWARDS FOR POSITIVE BEHAVIOUR

Our expectations of all our students are extremely high. We promote and encourage the personal growth of each student, and we believe that every student should become self-reliant and take responsibility for his own development. Rewards for positive behaviour are an integral part of our support for our students.

A student may be awarded an official commendation for many different facets of school life, i.e. schoolwork, behaviour, school spirit etc. The award of the commendation is registered in his journal. Parents/Guardians are asked to sign to acknowledge their awareness and approval of the commendation. When a student receives 6 commendation slips, the Year Head is informed. The Year Head is also informed when a student receives 12, 18 and 24 commendation slips.

An annual awards ceremony is held at the end of the school year where the various achievements of the students across the full spectrum of school life are acknowledged and rewarded.

REWARDS FOR POSITIVE BEHAVIOUR include:

1. Praise from staff for good work, effort, behaviour, etc.
2. Responsibilities given.
3. Displaying work in classrooms, corridors and general purpose areas.
4. Timeout from class – class trips, etc.
5. Awards: Sport, Spirit of Pres, Year group.
6. Celebration of Spirit of Pres week.
7. Commendation report/forms.
8. Awards Night.
9. Interviews for leadership.
10. Interviews for mentor/prefect/students councils.

Unacceptable Behaviour – this includes failure/refusal to comply with staff instructions, including:

- i. Personal Assault
- ii. Foul Language/swearing
- iii. Damaging property
- iv. Answering back, rudeness, aggression to staff, other students, other adults etc.
- v. Stealing
- vi. Absence from class or school without permission
- vii. Leaving class or school without permission
- viii. Bullying
- ix. Harassment
- x. Substance misuse
- xi. Racist and other offensive remarks
- xii. Threatening Behaviour
- xiii. Bringing the school into disrepute
- xiv. Forging notes and signatures
- xv. General, persistent class disruption

SANCTIONS

The college may apply a range of sanctions appropriate to the circumstances and seriousness of each individual case. They are tiered to ensure a just and equitable approach that respects the dignity of all involved and depends on the seriousness of the breach of discipline in question. These sanctions are viewed as corrective supports rather than just punishment. The purpose is to promote positive behaviour and a safe learning environment for the whole school community.

Sanctions will be:

- Appropriate
- Proportionate
- Used consistently
- Clearly communicated
- Part of a plan to correct behaviour
- Based on the principles of natural justice

Occasional minor misbehaviour should be attended to effectively by the class teacher. He/She is responsible for discipline within the class and will attempt to modify behaviour to ensure a positive, happy, learning environment within the classroom.

Procedures for a class teacher dealing with discipline issues include:

- Verbal reprimand/warning
- Meeting and discussion of the issues with the student
- Moving the student's place within the classroom
- Additional classwork or homework
- Personal detention
- Communication with parents/guardians via note in weekly section of the Journal (to be signed by parent/guardian)
- Contact with parent/guardian by means of letter, phonecall, email or meeting
- Repeated misbehaviour may result in an Incident report form (red note) being issued in the student's journal – to be signed by parent/guardian
- Referral to Class Tutor – this will occur when a student reaches 6 Incident report forms

Tutor procedures may include:

- Meeting and discussion with student
- Contact with parent/guardian by means of letter, phonecall, email or meeting
- Tutor reprimand/warning (1st to 3rd year)
- On report to Tutor
- Referral to Year Head

Serious incidents and recurring minor misbehaviour will be referred to the Year Head whose course of action may include one, or a combination of, the following procedures:

- Year Head reprimand/warning
- Referral to pastoral care team
- Referral for Guidance/Counselling
- Contact with parent/guardian by means of letter, phonecall, email or meeting
- Friday afternoon detention

- On report to Year Head
- Exclusion from activities
- Referral to Board of Discipline
- Referral to Principal/ Deputy Principal

Referral to the Principal/Deputy Principal may result in one, or a combination of, the following:

- Time out – removal from the scene of an incident
- Meeting and discussion with student
- On report to Deputy Principal/Principal
- Contact with parent/guardian by means of letter, phonecall, email or meeting
- Referral for Guidance/Counselling
- Detention – Friday afternoon
- Detention – Saturday morning
- A community task
- Referral to Board of Discipline
- Suspension
- Referral to Board of Management with recommendation for Expulsion/Exclusion

In serious situations the Principal/ Deputy Principal may be directly involved from the outset.

APPENDIX 1

– Standards of Behaviour expected of students regarding COVID 19

Students in Presentation College, Bray are expected to help prevent the introduction or spread of COVID - 19 in the school.

Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff;
- wearing a face covering. Face coverings should be plain in colour and must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.
- performing hand hygiene with a hand sanitiser on entering the school;.
- repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;
- maintaining good respiratory-hygiene. In this regard students should:
 - cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
 - cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
 - keep contaminated hands away from the eyes and nose
 - carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials]

- not spit or deliberately cough, sneeze or shout at or towards any other person in the school;
- not sharing materials or stationery, such as pens, calculators, rulers, etc. with other students;
- not engaging in verbally or physically aggressive behavior which increases the risk of COVID-19 infection for staff, other students or visitors to the school;
- complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.

Students are expected to follow all instructions from staff which aim to prevent the introduction COVID-19 into the school and minimise its spread

Students should be aware that the above is a non-exhaustive list.

Failure by a student to comply with the standards of behaviour expected to help prevent the introduction and spread of COVID-19 will constitute a breach of the Code of Behaviour of Presentation College, Bray and he may be subject to sanction up to and including suspension or exclusion.

DECLARATION

Having read the Code of Behaviour of Presentation College, Bray, I hereby declare that I am willing to abide by and comply with the conditions as outlined within.

SIGNED _____
PARENT

DATE: _____

SIGNED _____
STUDENT

DATE: _____