

June 2018

<p>PRESENTATION SECONDARY SCHOOL WEXFORD</p> <p>STUDENT CODE OF BEHAVIOUR</p>

Good discipline in the school is expected to create an atmosphere where each student feels secure and is taught to accept responsibility for her actions.

In co-operation with parents, and in the spirit of Nano Nagle, the school is committed to working to build a sense of pride in the school, and a sense of belonging and to foster respect for the whole school community.

As a student of Presentation Secondary School, Wexford you are required to be:

- **Caring and respectful towards others**
- **Committed to your study**
- **Respectful of the rights of other students to learn and of teachers to teach**

All students, parents, teachers and staff have the right to feel safe in their school. Our school promotes responsibility, respect, good manners and academic excellence in a safe, caring and effective learning environment.

The school, therefore, has the following expectations of all of its Parents/Guardians, Staff and Students.

Parents/ Guardians

The responsibility of parents/guardians includes understanding and supporting the Code of Behaviour and being respectful of all in the school community. It is expected that parents will develop a good working relationship with the school. Parents/guardians will support their daughter(s) by attending to all school correspondence and by attending Parent Teacher Meetings and Parent Information Meetings.

Parents will strive to ensure daily attendance by their daughter(s) and will provide and support a suitable learning environment at home.

Staff

All staff members are expected to understand and support the Code of Behaviour and to promote and develop respectful relationships with all members of the school community.

Teachers will be committed to the highest standards of professional service in their teaching and understand that their primary professional obligation is to their students. Teachers are expected to be familiar with and work within the terms of the Code of Professional Practice and Code of Professional Conduct as set out by the Teaching Council.

VShare Positive Behaviour System

- ❖ Our school rewards system is designed to motivate students by recognising the great things they do. Students are awarded praise points online, making things a lot quicker and easier than the traditional paper-based school reward systems
- ❖ Reward systems are an effective way in which you can celebrate student achievement and positive student behaviour.
- ❖ The use of rewards within the classroom are a form of extrinsic motivation for students, encouraging them to participate cooperatively in academic and social learning experiences.
- ❖ However, it is important to recognise that these rewards systems should be consistent and fair, providing students with motivation and encouragement
- ❖ Our School reward systems is where students are awarded points or commendations for doing something well. This might be for working really hard on a piece of work or based on something like extra-curricular involvement, attendance, grades or sticking to the school rules.
- ❖ Students are rewarded in some way based on how many points they have received.
- ❖ Every student starts with 100 points – points can be added or deducted.
- ❖ Every time a student receives 15 points – they will receive a Well Done Card – if they receive three Well Done Cards – they will receive a prize.
- ❖ Points can also be deducted for various reasons – the usual School Sanctions are still in place – such as Detentions, In-School Suspensions & Out-School Suspensions.
- ❖ Vshare Behaviour System is an add on to promote Positive Behaviour Management and Positive Reinforcement.
- ❖ Parents & guardians have access to our online system and can monitor where their daughter is at, under the behaviour tab.
- ❖ An Assistant Principal is responsible for monitoring and tracking of the year groups.
- ❖ Civic Spirit Awards are given to students at our End of Year Awards, to those students who have gained the most points on the system. As well as this a Class Spirit Award is given to the First Year Class who have accumulated the most points.

Students

	EXPECTATIONS		SANCTIONS
<u>Rule (1)</u>	<p><u>RESPECT FOR SELF AND OTHERS</u></p> <ul style="list-style-type: none"> Students are expected to be mannerly and respectful towards teachers, students and all members of the school community at all times. Bad language will not be tolerated. Outside school times and at school events it is expected that pupils will continue to conduct themselves in a dignified manner thus fostering the good name of the school. Loitering in the vicinity of the school is not allowed. School will close to all student from 4.15pm, with exception of those doing Night Study, or involved in Extra-Curricular activities. 	<u>Sanction</u>	<ul style="list-style-type: none"> Disrespectful/defiant behaviour or abusive language will lead to suspension. Any misconduct that brings the school into disrepute will be dealt with severely. Students may be brought to the BOM Detention
<u>Rule (2)</u>	<p><u>ABSENCE/PUNCTUALITY</u></p> <ul style="list-style-type: none"> All students must have their Journal with them at all times. Students are expected to be present and on time for all classes morning and afternoon and to attend school regularly. A "Reason for Absence Slip" must be completed in the school journal by parent/guardian and presented to all teachers on return from absence from school Students who are late to school are required to get a Late Stamp from Attendance Officer or General Office. Absence from class requires the permission of the class teacher. Student should have a note in their school journal. Students <u>arriving to school late</u> must sign the register at the General Office and complete reason for lateness section. If a <u>student needs to leave the school during school hours:</u> <ol style="list-style-type: none"> She must get permission from Tutor, Year Head, Deputy Principal or Principal. If sick during the day she must have her journal signed in the permission to ring home section. She must have a note of explanation in journal from parent/guardian (except when going home sick). She must sign out at General Office and sign in on return (if applicable), completing all sections of register. Phone calls must only be made through the General Office She must be collected by a family member at the office or make suitable prior arrangement with school management. 		<ul style="list-style-type: none"> Persistent lateness to school and/or class or failure to produce a note will result in detention and/or suspension. 3 records of lateness will result in detention. Failure to attend detention on given day, will result in doing detention the following week. 3 incidences of lateness will merit a detention Students who absent themselves from class without permission may incur detention and/or suspension For students who mitch school the following procedure will apply: <ol style="list-style-type: none"> First incident: parents contacted and student may incur detention and/or in-school suspension. Second and further incidences: suspension.
<u>Rule (3)</u>	<p><u>LUNCHTIME</u></p> <ul style="list-style-type: none"> Students must remain on the school premises throughout the entire school day. 	<u>Sanction</u>	Students leaving the school grounds at lunch-time without permission: parents contacted and student may incur detention and/or in-school suspension.

	<ul style="list-style-type: none"> • 6th Year students are allowed to leave for lunch the 1st Wednesday of each month. • Students do not have permission to ring home from their mobiles for sickness reasons – all calls must be made through the General Office. 		
<u>Rule (4)</u>	<p style="text-align: center;"><u>CLASSWORK</u></p> <p>Each student is expected to</p> <ul style="list-style-type: none"> • Come prepared for class • Work conscientiously • Perform the homework assigned to the best of her ability. 	<u>Sanction</u>	Three incidences of No Homework completed will merit a detention and VSware points deducted.
<u>Rule (5)</u>	<p style="text-align: center;"><u>UNIFORM</u></p> <ul style="list-style-type: none"> • The correct wearing of <u>school uniform</u> during school hours <u>and going to and from school</u> is a strict requirement. • The PE Half-Zip does not constitute replacement of school coat or school jumper • As a sign of respect for oneself and for others a neat, tidy and well groomed appearance is essential. Hair should be neat and tidy and appropriate for school or work. • Uniform checks will be held regularly. <p style="text-align: center;"><u>JEWELLERY</u></p> <ul style="list-style-type: none"> • In the interest of safety only one pair of small earrings and one ring on each hand is allowed. No other visible body piercings are allowed. Spacers allowed for a two week period only. • Plasters are not allowed to cover piercings. <p style="text-align: center;"><u>MAKE UP</u></p> <ul style="list-style-type: none"> • No make-up allowed, only red or clear nail varnish to be worn. • Nail enhancements are not permitted. 	<u>Sanction</u>	<ul style="list-style-type: none"> • Students must report to the Deputy Principal's office if they arrive to school and are not in full uniform. Spare items of school uniform are generally available for students should the need arise. • Students not wearing the correct school uniform will not be allowed to attend class, will be sent to the Study Hall. • Jewellery, other than that allowed may be confiscated for the remainder of day. • Students who have unacceptable piercings may be sent to the Study Hall for the day and parent contacted. Repeated incidences will result in detention and/or suspension. • Students will be asked to remove make-up and/or nail varnish. Repeated incidences will lead to detention.
<u>Rule 6)</u>	<p style="text-align: center;"><u>RESPECT FOR PROPERTY</u></p> <ul style="list-style-type: none"> • Students must keep their classrooms and school grounds tidy. • Because of the damage it causes to valuable property chewing gum is not allowed • Students must respect school security and fire alarm systems. • Students must respect the school property and the property of other students. • Students must take responsibility for the safe keeping of their own property including books and all other valuables. • Lockers must be kept locked at all times. 	<u>Sanction</u>	<ul style="list-style-type: none"> • Students found littering or using chewing gum will incur clean up duty and/or detention. • Any interference with school security or fire alarm is considered to be a very serious offence and may lead to suspension. • Any damage caused to school property will be dealt with severely. • Stealing is considered to be a very serious offence and will incur a serious sanction, may be referred to the Board of Management and the Gardai.
<u>Rule (7)</u>	<p style="text-align: center;"><u>SUBSTANCE MISUSE</u></p> <ul style="list-style-type: none"> • Smoking is illegal at all times in or around school premises and on school outings. Students are prohibited from smoking anywhere in school uniform. This also includes E cigarettes. 	<u>Sanction</u>	<ul style="list-style-type: none"> • Students smoking while in uniform and in or around school and on school outings will be suspended. • Persistent offenders of this regulation will be referred to the Board of Management and may be referred to the Health Board, which

	<ul style="list-style-type: none"> • The possession of drugs or drug paraphernalia or being under the influence of alcohol or any illegal substances on school premises or at school events or anywhere in school uniform is strictly prohibited. 		<p>could lead to prosecution and fine.</p> <ul style="list-style-type: none"> • Any student involved in a drug-related incident, as per the school's Policy on Substance Use, will be referred to the Board of Management who will impose sanctions up to and including expulsion as per the school's Suspension and Expulsion Policy.
<u>Rule (8)</u>	<p style="text-align: center;"><u>MOBILE PHONES</u></p> <ul style="list-style-type: none"> • Phones must be OFF at all times except at break time and at lunch time. • Phones are not allowed to be used between the break of classes at any location in school • They can be used before 8.50 and after 3.50 (Mon) 3.30 every other day. • Cameras or recording devices must never be used in school or on any school-related activities unless in accordance with the terms of the Child Protection Procedures – School Protocols 	<u>Sanction</u>	<ul style="list-style-type: none"> • If a student is found to have a phone powered on at times other than those specified, the phone will be confiscated for the day. It will result in a straight detention. • Unauthorised use of a camera or recording device will incur suspension. This is the case for before and after school on school grounds.
<u>Rule(9)</u>	<p style="text-align: center;"><u>BULLYING</u></p> <ul style="list-style-type: none"> • Bullying of any type is unacceptable. The anti-bullying policy must be accepted by all and adhered to by all. 		<ul style="list-style-type: none"> • Any incidents of bullying will be dealt with as per the policy.
<u>Rule(10)</u>	<p style="text-align: center;"><u>INTERNET</u></p> <ul style="list-style-type: none"> • The Internet Acceptable Use Policy must be accepted by all 		<ul style="list-style-type: none"> • Any offences will be dealt with as per the Internet Use policy.

SERIOUS AND/OR PERSISTENT MISBEHAVIOUR AND/OR BULLYING

Students who seriously and/or persistently misbehave or bully will be referred to the Board Of Management which has available to it sanctions up to and including expulsion. These sanctions will be imposed as per the school's Policy on Suspension and Expulsion which is available on request.

ESSENTIALS OF SCHOOL UNIFORM

- Official bottle green knee length skirt or official school trousers - two recommended. Uniform should be bought to allow for growth in the future.
- V-neck bottle green jumper with school crest – two recommended.
- Two white shirts with collar and revere for seniors / Two Honey Gold shirts with collar and revere for juniors. **Bottle green socks or black socks or plain black tights only.**
- A green school jacket or green school fleece.
- A pair of **flat black or brown school shoes** – no boots and no high or platform shoes allowed. No canvas or pumps allowed.
- Red school scarf only. No other colours or patterns permitted.
- White apron for Home Economics students.
- Care of the uniform is important and it needs to be maintained. Read care labels carefully.
- Students should put their names on the labels of all items including PE uniform and School Coat.

P.E. Classes

All students are expected to come with their gear and participate fully in P.E. class each week. If, as a result of illness or injury, a student is unable to participate then she must have a relevant signed note in her journal from her parent/guardian. Persistent or ongoing illness will require a doctor's certificate.

Students who come unprepared for class:

First incident:	Recorded on Vsware
Second incident:	Recorded on Vsware & PE related task.
Third incident:	Recorded on Vsware, sanction Detention.

P.E. UNIFORM

- Navy track-suit bottoms. No stripes allowed.
- School Sports Top with crest
- School Half-Zip with Crest
- Securely fastened sports runners and sports socks. Canvas shoes are not allowed.
- Sports shorts optional for warmer days - red, navy or white only.
- The Half-Zip does not constitute a replacement for school jumper or school coat. Unless advised by teacher for school trip, school workshops or sport related activity.
- Students who have PE either first class or last two classes can come to school in PE uniform or go home in PE Uniform.

NOTE: In the interest of safety no jewellery may be worn during P.E. classes.

DETENTION PROCEDURES

In the interest of fairness to all students the following procedures apply.

- Parents/guardians will be contacted by post when a student is given detention.
- The student must attend detention on the date stated on the letter.
- If a student fails to turn up for her detention then she will attend detention the following week.
- If the student fails to turn up for that detention then she will be **suspended**.
- Detentions will be held weekly and Parent/Guardians will be notified by post. It will also go on Vsware.

NOTE: If a student is absent on the day of her detention, then her detention will be transferred to another day.

SUPERVISION OF STUDENTS

- The school building and grounds are supervised for 30 minutes before school starts and for 15 minutes after school finishes.
- Due to Insurance reasons the school will close to all student's from 4.15pm every day, with exception of those doing Supervised Study, or involved in any Extra-Curricular activities.
- Room 3 will remain open from 3.50pm (Mon) and 3.30pm (Tues-Fri) until 4.15pm for student's to stay until collected. Room 3 is NOT an Unsupervised Study room, it is a waiting area only. Until 4.15pm.
- Supervised study is available after school. In the assigned study hall, school closes to all students except those doing Supervised Study or involved in extra-curricular activities at 4.15pm.

EDUCATION (WELFARE) ACT, 2000

The provisions of the Education (Welfare) Act, 2000 apply to all students.
Copy available from the school on request or from the Department of Education website
www.education.ie

The Board reserves the right to add to, modify or vary the school rules in the event that unforeseen circumstances arise that require such modification or variation at short notice where the interest of the pupils, staff or the school require it. Any such amendment will be communicated to all members of the school community.

We know that all students and parents/guardians wish to contribute to a caring, respectful learning environment and the Board of Management therefore asks that you show your support for and willingness to abide by the code.

AGREEMENT TO ABIDE BY THE CODE OF BEHAVIOUR

I understand, accept and will abide by the Code of Behaviour of Presentation Secondary School, Wexford. I will support the school staff and management in the development of an orderly learning environment.

Signed: _____ (Student)

Signed: _____ (Parent/Guardian)

Signed: _____ (Tutor)