



ST. BRIGID'S

PRESENTATION SECONDARY SCHOOL

CODE OF BEHAVIOUR

Reviewed:	Ratified by B.O.M
May 2024	27 th May 2024

MISSION STATEMENT

Our school is a Voluntary Catholic Secondary School for girls only under the Trusteeship of CEIST.

We strive to be a centre of growth and development.

Our aim is an education for life and living, which is realistic and challenging.

Our inspiration is the Christian vision,

which fosters the dignity and value of every human being.

We aim to ensure that the day-to-day running of the school is conducted in the light of the Presentation ethos, the School's Mission Statement and the CEIST charter.

General principles underpinning the Code of Behaviour

The philosophy of Presentation Education as outlined in the Mission Statement of St. Brigid's Presentation Secondary School and the ideals of CEIST are embodied in the Code of Behaviour which has been prepared by the Board of Management after consultation with the Principal, Teachers, Parents' Council, and Student Council.

THE AIM OF THE POLICY

THE EDUCATION ACT SECTION 23, SUBSECTION 2 C

The Principal shall “be responsible for the creation together with the Board, parents/guardians of students and the teachers, of a school environment which is supportive of learning among the students, and which promotes the professional development of the teachers”.

The Code of Behaviour of St. Brigid’s Presentation Secondary School is in accordance with the directives of the Department of Education and Skills as stated in The Education Act 1998, the philosophy of Presentation Education and the ideals of CEIST.

Purpose of the Code

The Code of Behaviour is the set of programmes, practices and procedures that together form the school’s plan for helping students in the school to behave well and subsequently learn well. The Code of Behaviour assists the school community to promote the school ethos, positive relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The Code of Behaviour assists teachers, other members of staff, students and parents/guardians to work together for a happy, effective and safe school. The Code of Behaviour expresses the vision, mission and values of St. Brigid’s Presentation Secondary School and translates the expectations of staff, parents/guardians and students into practical arrangements that will help to ensure continuity of quality instruction to all students. It helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported. The Code of Behaviour enables school authorities to strike an appropriate balance between our duty to maintain an effective learning environment for all and our responsibility to students whose behaviour presents a challenge to the teaching and learning process and safety of themselves and others. The Code of Behaviour is a key tool in enabling the school to support the learning of every student in the school.

PHILOSOPHY

Discipline and rules are necessary in order to:

- create structures to ensure safety and to facilitate students to learn efficiently
- function effectively as a school
- provide a pleasant atmosphere in which students can learn and teachers can teach
- support the needs of students
- recognise achievements and positive behaviour

We endeavour to administer rules in keeping with natural justice and out of an understanding for each individual as a member of the school community. Rules will be administered in a spirit of fairness to all. It is the misdemeanour that will be penalised and not the individual. Every reasonable chance and encouragement will be given. Bearing in mind that students and teachers may have a different outlook on the same situation, parents/guardians will have the right to make representations to the school on behalf of their daughter(s) and the school will facilitate this process. The Principal will have the right to make representations to the Board of Management on behalf of the staff and students.

OBJECTIVES

Mission Statement

“Our inspiration is the Christian vision, which fosters the dignity and value of every human being.”

In line with our mission statement there are two fundamental principles underpinning our Code of Behaviour

- Respect for myself
- Respect for others

STUDENTS

The Code of Behaviour applies to all students when:

- (1) in school
- (2) wearing the school uniform or school P.E. uniform within and outside of designated school times and school grounds
- (3) attending events organised by the school e.g.
 - Work experience
 - Field trips
 - School outing/tours
- (4) attending events where they are representing the school.

PARENTS/GUARDIANS

St. Brigid’s Presentation Secondary School acknowledges the pivotal role of parents and legal guardians in the operation and development of the Code of Behaviour. It is an expectation that parents/guardians support the Code of Behaviour and actively encourage their daughters to uphold it. We expect parents/guardians:

- To sign the acceptance of the School’s Code of Behaviour when their daughter is being admitted to the school. (In the event of non-cooperation, the school will adhere to the Code in dealing with indiscipline).
- To inform us of any trauma which may affect their daughter’s performance or behaviour at school.
- To inform us about their daughter’s ill health and any absences connected with it. This information must be communicated via the school registration form or in writing to the student’s Year head. All absences must be notified to the school via the ‘Absentee form’ on the school app.
- To provide the school with a contact telephone number where they or another named responsible adult designated by them may be contacted. It is the responsibility of the parent/legal guardian to notify the school if they change their contact details. The admin system and school app will be updated accordingly.

- To provide the school (if parents/guardians should be away from home) with the name and telephone number of an adult who has responsibility for the student.
- To inform the school of any behavioural difficulties the student may be experiencing at home which may impinge on the harmony of the whole school community.
- Not to contact their daughter(s) by mobile phone at any time during the school day. Contact with the student may be made through the main office.

Parents/guardians and students are advised that school policies are essential elements of the Code of Behaviour. By enrolling their daughter in this school parents/guardians are acknowledging acceptance and support of the Code of Behaviour. A revised Code of Behaviour is published annually on the school website and parents/guardians are asked to confirm their acceptance and support of the revised Code of Behaviour via the school app.

The school will endeavour to achieve good home school liaison by:

- Promoting a welcoming environment within the school.
- Supporting the Parents' Council in its endeavours.
- Giving parents/guardians regular constructive comments on their daughter's work and behaviour.
- Encouraging parents/guardians to attend various events during the year e.g., Parent/Teacher meetings, Parents Council meetings, Subject Choice Information Meetings, Graduations, school performances, workshops etc.
- Keeping parents/guardians informed of school activities via the school app, letter, website and other forms of communication.
- Involving parents/guardians at an early stage in any disciplinary problems.
- Facilitating meetings with Year Heads and /or Guidance Counsellor.

STAFF

St. Brigid's Presentation Secondary School acknowledges the contribution of all staff (Teaching, Administrative, SNA's, Caretaking, Canteen, Cleaning and those involved in Extra-Curricular Activities) in the day to day running of the school. Each member of staff has a part to play in the successful operation of our Code of Behaviour. In particular, staff have a responsibility to respond to and/or report incidents of misbehaviour and examples of positive behaviour, which they witness.

Breaches of the Code of Behaviour will be recorded using an Incident Report Form (IRF) by the teacher who observes it. The IRF is shared with the relevant Year Head.

- Where 3 incidents of Unacceptable Behaviour have been recorded the student will be issued with a detention by her Year Head. Parents/guardians will be notified of the detention date and time by the Year Head via the app/phone call.
- Where 1 incident of a Serious Violation has been recorded the student will be issued with a detention by her Year Head. Parents/guardians will be notified of the detention date and time by the Year Head or by the main office via the app/phone call.
- Extreme violations will be reported to the Principal. Extreme violations may lead to additional sanctions up to and including suspension and expulsion.

All teachers will follow the procedures laid down in this Code of Behaviour.

Only recorded incidents will be dealt with at meetings concerning indiscipline between parents/guardians, Principal and/or Board of Management representatives.

BOARD OF MANAGEMENT

The Board of Management is the decision-making body of St. Brigid's Presentation Secondary School. The school acknowledges its role in the development and operation of our Code of Behaviour. All policies are developed with the authority of the Board of Management and must be approved by its members before becoming official school policy. While members of the Board of Management are not involved in day-to-day administration, they are the body to whom parents/guardians and students over 18 may appeal in cases of suspension or expulsion.

The Board of Management reserves the right to modify the Code of Behaviour to deal with unforeseen circumstances. The Board of Management reserves the right to deal with behaviour that in any way may damage the reputation of St. Brigid's Presentation Secondary School or pose a potential risk to the Health and Safety of members of the school community. Anonymous complaints or unsubstantiated complaints will not be tolerated.

Reinforcing Positive Behaviour

- Anti-Bullying charter printed in the student diary and displayed in the school
- Positive verbal recognition by Teacher/Deputy Principal/ Principal
- Note in student diary
- Merit Stickers
- Appointment to Leadership Roles
- Intercom announcements /Website/School App notifications
- Year Head acknowledgement at assembly
- Annual student awards
- Annual attendance award
- Voucher system at discretion of the Principal
- Commendation card posted home following consultation with Year Head
- Mentoring programme for First Year students and new students to the school

Strategies and Sanctions

- Additional work assigned by Subject Teacher
- Penalty sheets assigned by Subject Teacher
- Incident Report Form
- Reflection Sheets issued during detention
- Withdrawal of Privileges
- 5 Day Behaviour Report Card issued by Year Head
- Referral by Year Head to Student Support Team
- Referral to Guidance Counsellor
- Referral to Outside Agencies
- Individual Behaviour Support – target card.
- Participation in extra-curricular activities and outings as well as opportunities to represent the school are subject to approval. Repeated misbehaviour, or an incident of serious misbehaviour, may at the discretion of the Principal be cause for exclusion from participating in these activities.
- School tours and trips are not always part of the prescribed curriculum, therefore participation is often voluntary for students and teachers. Therefore, a history of misbehaviour and a lack of co-operation may cause the school to decline to accept an application for a place on a tour – making an application does not mean that a student can simply claim a right to participate in a tour. Suspension may at the discretion of the Principal be a cause for exclusion from school tours and trips.

- Evening Detention sanctioned by Year Head for Serious Violation or 3 incidents of Unacceptable Behaviour.
- Suspension for extreme violation or accumulation of Incident Report Forms.
- Expulsion for extreme violation or accumulation of Incident Report Forms

GENERAL BEHAVIOUR EXPECTATIONS

Every student is expected:

- To treat other people (fellow students, teachers, non-teaching members of staff and visitors to the school) with dignity, respect and courtesy at all times.
- To follow the instructions of members of the teaching and non-teaching staff.
- To tell the truth.
- Not to amend, modify, forge or mispresent a note to/from parent/guardian or staff member.
- To walk (not run) on corridors, the school yard and on stairs.
- To queue in an orderly fashion
- To board buses in an orderly manner and to avoid loud and rough behaviour whilst in school uniform.
- To never use abusive or threatening language in verbal or written communications or in their use of I.T./phone/ text/social media.
- To never interfere with the belongings of another person or open a locker other than their own.
- Not to engage in physical aggression, repeated verbal harassment or any form of threatening behaviour, either in person or by means of social media.
- Not to engage in, or be complicit in, any form of bullying. Breach of this expectation will be handled in accordance with the Anti-Bullying Policy in the school.
- Not to be in possession of and/or circulate any indecent or degrading material.
- To show care at all times for property, buildings, books, desks and all equipment of the school, of teachers and of other students.
- To take care of their school environment ensuring, by taking personal responsibility, that the school, its environs and classrooms remain litter free.
- To only use I.T. having signed and understood the Acceptable Use of I.T Policy and/or Bring Your Own Device Policy.
- To report any issues of concern to school staff.

Sanctions

Unacceptable Behaviour

- Refusing to follow the instructions of teaching and/or non-teaching staff.
- Littering
- Inappropriate use of the recycling bins
- Amending, modifying, forging or mispresenting a note to/from a parent/teacher.

Serious Violation

- Telling lies to a member of staff
- Intentional damage to property buildings, books, desks and other equipment. It is a requirement that the cost of repair or replacement will be borne by the student(s) and her/their parent(s)/guardian(s).
- Breach of the acceptable use of I.T. Policy.
- Abusive or threatening language.
- Possession of and/or circulation of any indecent or degrading material is forbidden in the school.

- Amending, modifying, forging or mispresenting a note to/from a parent/teacher which leads to the student leaving the school premises.

Extreme Violation

- Theft
- Physical aggression, repeated verbal harassment or any form of threatening behaviour

CLASSROOM EXPECTATIONS

- Students will be on time for class and line up outside the specialist rooms to wait quietly for the teacher to arrive.
- Students will be respectful of the rights of other students especially the right of the students to learn and the teacher's right to teach in an environment free from distraction.
- Students will have all the required books, notes and materials for every class.
- Students will have the official school diary on their desk for the duration of all classes.
- In order to support organised learning, students must record all homework, written and oral, in their school diary.
- Students will actively participate in class cooperating fully with the teacher.
- Students will keep the classroom clean and tidy, return all furniture to its original place at the end of class and close windows at the end of the day.
- Students will endeavour to complete all homework assigned in class to the best of their ability and parents/guardians are asked to support in facilitating this essential element of their daughter's learning.
- Chewing gum is not permitted in class or in the school.
- Should a student wish to rehydrate she may drink from a non-spill reusable bottle and not a single-use plastic bottle.
- Students will complete all tests without consulting with other students and/or notes. (**See Assessment Policy.**)
- Students who find it necessary to interrupt another class for any reason are required to knock prior to entry and ask permission of the subject teacher.

Sanctions

A verbal reprimand from the subject teacher is usually sufficient to correct misbehaviour in the classroom. Alternatively, the subject teacher may choose to assign additional work or a penalty sheet relevant to the subject.

Persistent refusal to complete homework tasks to the best of their ability has a negative impact on the student's academic progress and the subject teacher will schedule an appointment with the student's parent(s)/guardian(s).

Students who lose their school diary will be required to purchase a replacement diary from the school office.

Unacceptable Behaviour

- Misuse, destruction, or defacement of school diary (The student will also be required to purchase a replacement diary from the school office.)

Serious Violation

- Persistent disruption/unsafe behaviour necessitating a student's immediate removal from class.

PUNCTUALITY AND ATTENDANCE

Regular attendance is essential for effective progress and academic achievement. Under the Education Welfare Act the school is obliged to keep a record of each pupils' school attendance.

By law parents/guardians are obliged to inform the Principal of the reason for any absence from school, even an absence for part of a day.

All absences (for a full day or part of a day) must be notified to the school via the school app on the 'Absentee form'. The reason for such absence must be identified. In the case of a parent/guardian not having a phone capable of facilitating the app, a written communication outlining reason(s) for absence(s) will be accepted.

Where a student is under 16/has not completed 3 years second level education accumulates a total of 20 days' absence from school or is not attending regularly, the Year Head / Principal must report this to Tusla Education Support Service (TESS).

Punctuality

Parents/guardians will receive a record twice annually of a student's attendance and punctuality, or more frequently if the school deems it necessary or the parent/guardian requests it.

Roll call for registration purposes is taken by each subject teacher at 9a.m. and at 1.55p.m. (with the exception of Wednesdays when only one registration roll call will be taken due to the earlier finish of 1.15p.m.).

Students who arrive to school after these times are late and must sign in at the main office using the digital sign in/sign out system. In advance of their arrival, their parent/legal guardian should send a 'Late Note' on the school app explaining the reason for their lateness.

The student's diary will be stamped, and the student will be required to present their diary to the subject teacher on entry to class.

Students are also required to sign in at reception on their return to school after an appointment etc. using the procedure outlined above.

Not signing in or out affects the student's attendance record and has serious implications for establishing the student's whereabouts, for health & safety as well as for security. The school will contact parents/guardians if concern is expressed about a student's absence.

Permission to Leave School/Signing Out

In the event that a student needs to leave the school at any time during the course of the school day, the parents/guardians are requested to send a 'Permission to Leave' note via the school app in advance of collecting their daughter. The request will be approved by school personnel. The student will then proceed to the main office at the designated time and sign out using the digital sign in/sign out system. The parent/guardian will receive a push notification on their phone informing them that their daughter has signed out and at what time.

Permission to leave school should be received in advance of 8.45 a.m.

In exceptional circumstances where a student needs to leave school and prior notice is not possible, a parent/guardian must phone the school office to arrange same. The student will not be permitted to leave the building unless a member of staff has spoken to a parent/guardian. In this case, the Record of Signing Out when permission was not sought via the school app' page in the student's diary will be stamped and signed by school personnel.

Only 6th Year, 5th Year and TY students have permission to leave the school during lunch break.

Frequent absence from class has an adverse effect on academic attainment.

Absence from Timetabled Class or Activity without Prior Approval from Teacher

Students are required to attend all timetabled classes and activities. Students may be absent from class only for the purpose of approved extra-curricular or co-curricular activities. Staff will be aware of these in advance through the calendar on Microsoft Office 365.

In exceptional circumstances should a student or group of students wish to leave class to engage in a project, fundraiser etc., the timetabled subject teacher must be informed of this absence beforehand and must approve same using the *Permission to Leave Class to Engage in Co-Curricular Activities* page in the school diary. The timetabled subject teacher may refuse to give permission for the student to be excused from class.

Should a student have occasion to have a meeting with Principal/Deputy Principal/Year Head/Guidance Counsellor/SEN teacher, the staff member will provide the student with a note of explanation on her return to class.

Sickness/Accidents

Parents/guardians are requested not to send students to school while they are genuinely ill.

Should a student become ill while in school she should report to her subject teacher who will ask her to proceed to the main office.

If the illness is such that the student needs to go home, school personnel (**not the student**) will contact the parent/guardian who will be asked to collect their daughter or give permission for another named responsible adult to take her home.

In the event of an accidents, parent(s)/guardian(s) will be contacted as soon as possible. If the student requires medical attention and the school is unable to bring her to see her own doctor, she will be taken to one of the local doctors.

Parents/guardians should ensure that they have completed the necessary information on the registration form authorising the school authorities to seek medical attention for their daughter in an emergency should they not be contactable.

Sanctions:

First offence Not signing in/out at the main office: the student is reprimanded and advised of the seriousness of the matter.

Unacceptable Behaviour

- 3 recorded incidents of unexplained lateness to class (IRF issued by Subject Teacher).

- Absence from timetabled class or activity without prior approval of the timetabled subject teacher.

Serious Violation

- Second offence not signing in/out at school reception.
- First offence truancy.

Extreme Violation Truancy

Second offence truancy

HEALTH AND SAFETY

- Students are expected to be vigilant at all times so as to ensure their own safety and that of the school community or persons visiting the school.
- As per Department of Education requirements, supervision is provided in the school each morning from 8.45a.m. Students who enter the premises prior to this time will not be supervised and do so at their own risk.
- Students are expected to use the appropriate bins and recycling bins for all items including sanitary waste.
- It is our expectation that each member of the school community will act in a manner which promotes the dignity of all members of the school community.
- Microwave popcorn is not permitted in the school as it can trigger the fire alarms.
- Energy drinks/Drinks containing high levels of caffeine are not permitted on school grounds or during school activities. Such beverages will be confiscated and disposed of.
- In the interest of health, safety and hygiene students are asked not to eat in the bathrooms.
- No more than one student is permitted in a toilet cubicle at any time.
- It is our expectation that students will not bring any illegal, forbidden or potentially dangerous substances (including e-cigarettes and vaping paraphernalia), implements or objects (as determined by school authorities) to school.
- Students are expected to uphold the Public Health (Tobacco Act 2002) in relation to smoking which is illegal on school premises. They are also expected not to vape or use e-cigarettes.
- Students are expected not to smoke while wearing the school uniform, whether on or off school premises.
- The possession, consumption, inhalation, or otherwise taking of drugs or alcohol or any harmful or mood-altering substances is forbidden under the Code of Behaviour, as is any attempt to encourage or involve other students in such activities. It is required that students uphold the law and/or Code of Behaviour in relation to this.
- Students may not use fire exits other than in times of an emergency or during a fire drill.
- It is our expectation that students will in no way interfere with fire extinguishers, fire alarm systems or other safety devices.
- In the interests of the welfare of all, students must only use equipment and materials as directed by staff, especially in the specialist rooms where health and safety are of particular concern. This also applies to all fieldtrips or attendance at any event organised by the school.
- Students are not permitted to drive and/or park on school grounds. Parking is reserved for staff.
- Students are expected not to facilitate the entry into school buildings of individuals other than students, staff or registered visitors (wearing school identity badge) of St. Brigid's. Students should direct all unauthorised personnel to the main office.
- Students not participating in approved after school activities, supervised study or under the supervision of a teacher, may not remain in the building after 4.10p.m. as no supervision is available. In exceptional

circumstances and having been granted by the Principal/Deputy Principal a student may remain on the premises after 4.10 p.m. but must do so in the Assembly Area only.

Sanctions

Whenever or wherever the safety of any individual in the school is put at risk by a student, that student will be immediately excluded from all classes/activities and will be supervised. Parents/guardians, once contacted, will be required to visit the school, and the student will be permitted to return to class only when she has signed a contract of good behaviour and paid the full cost where damage occurs.

Unacceptable Behaviour

- Use of microwave popcorn.
- Use of fire exits other than in times of an emergency or fire drill.
- Unauthorised presence on school premises.
- Smoking/vaping while wearing the school uniform off the school premises during the school day.
- Consumption of energy drinks or drinks containing high levels of caffeine
- More than one student in a toilet cubicle at the same time.

Serious Violation

- Unauthorised or unsafe use of equipment.
- Facilitating the entry of unauthorised personnel.
- Possession or smoking of cigarettes, tobacco, e-cigarettes or vaping paraphernalia on the school premises.

Extreme Violation

- Possession, consumption, inhalation, or otherwise taking of drugs or alcohol or any harmful or other mood-altering substances and any attempt to encourage or involve other students in such activities.
- Possession of any illegal, forbidden or potentially dangerous substances, implements or objects (as determined by school authorities) in school. Any illegal, forbidden or potentially dangerous substances/objects/implements will be confiscated. Parents/guardians may be required to accompany students when such issues are being dealt with.
- Interfering with fire extinguishers, fire alarm systems or other safety devices.

PERSONAL BELONGINGS

THE SCHOOL CANNOT BE HELD RESPONSIBLE FOR STUDENTS' PERSONAL PROPERTY.

Lockers are available for students to rent but remain at all times the property of the school, and it is a condition of the rental of the lockers to students, that the school reserves the right to open and search students' lockers. The student and/or her parent(s)/guardian(s) will be invited to be present during any search.

The school recommends that all valuable property be placed in the student's locker (which must be locked) immediately on entering the school premises. Students are advised to purchase a quality lock and not share the code/key with any other person.

All personal possessions including uniform, and books should be clearly labelled.

All personal belongings including books found around the school are brought to the Lost Property Office where they can be retrieved upon paying a fine of 50 cent per item. The money collected in this manner is

donated twice annually to a charity of the Student Council's choice. The Deputy Principal with responsibility for lost property frequently catalogues all items and notifies students over the intercom that they have items in lost property. A notification of same may be sent to parents/guardians via the school app.

All unlabelled items are disposed of after one year.

UNIFORM AND PHYSICAL PRESENTATION EXPECTATIONS

St. Brigid's Presentation Secondary Schools insists on high standards with regard to dress and appearance. When students wear the school uniform, they are ambassadors for the school in the community. As such, they should take pride in their appearance and be aware of upholding the traditions and continuity that they represent. Wearing the school uniform helps to further enhance a sense of community and identity.

- Full correct uniform must be worn without modification by every student coming to and going from school. Full school uniform must also be worn by students on school outings or when representing the school or supporting school teams.
- Students are expected to be neat and tidy and take care of personal cleanliness. Should a lack of personal hygiene be evident, it will be discretely brought to the attention of the student and/or her parent(s)/guardian(s) by a member of staff.
- Ravelling of the uniform should be mended without delay.
- The following uniform is obligatory for all students and must be worn without modification each school day.

Item	Requirement
Jumper	Deerpark Royal Blue crested high v-neck jumper with navy, white and gold stripe in the v-neck and on the cuff of the sleeves (30% Wool & 70% Acrylic)
Blouse	Trutex Navy and White stripe blouse (65% polyester and 35% cotton) WRY 890
Jacket	Graduate by Deerpark Navy jacket with school crest OR Elements Amazon (L001/L001NA) by Deerpark Navy jacket with school crest. <u>No other jackets may be worn on the school grounds or during school activities.</u>
Skirt	Anne Fahy by Skippy Royal Blue pleated knee length skirt (67% polyester and 33% viscose) with side zip and waist adjusting runner. <u>No shortening or rolling of the skirt permitted.</u>
Trousers	Anne Fahy by Skippy International in Navy Pinstripe with zip pocket and elasticated waist <u>No other trousers may be worn to school. No rolling or tapering of the trousers permitted.</u> If shortening is required please allow for growth later on.
Shoes	Plain Black shoes only. Canvas shoes are not recommended as students may be walking outside to access the gym and other buildings. <u>(No white or coloured logos/stripes/soles/laces permitted. No boots/ankle boots or shoes with heels or platforms permitted.)</u>
Tights/Socks	Plain black tights/Plain black socks (No colours, patterns or graphics)
P.E. Uniform – required for all P.E. classes	
Item	
Polo shirt	Pale Blue school crested polo shirt.

Tracksuit pants	Plain navy tracksuit pants No leggings, flares, running tights or shorts permitted. No stripes, logos or branding allowed.
Crested Zippie Top	O'Neill's school crested (100% polyester) Navy and Royal Blue with white trim and 3 white stripes across the back and graduating down both sleeves.
Runners	<u>Canvas shoes and converse type shoes/boots are not permitted.</u>

- Muslim students may wear a plain navy or black hijab.
- Students are required to present to all classes before and after P.E. class and extra-curricular activities in full uniform. On occasion the P.E. uniform may be worn for extra-curricular or co-curricular activities, but this will be specified by the organising teacher in advance via notification to parents/guardians on school app. The P.E. uniform is not a substitute for the school uniform.
- In the interests of health and safety it is recommended to keep jewellery to a minimum. Where piercings are worn, they must be small studs. No hoops, bars, drop downs, rings or long piercings permitted. Jewellery may need to be removed prior to P.E. class and other physical activities.
- The wearing of makeup to school is not encouraged but if worn must be discreet. Students wearing excessive makeup may be asked to remove it. The application of makeup is not permitted in school.
- For reasons of health and safety long nails whether acrylic or natural are not permitted in practical classes (Physics, Chemistry, Biology, Agricultural Science, Science, Physical Education, Home Economics etc.) Students with long nails will not be permitted to participate in practical work and will be assigned academic work to complete.
- In the event of a student not wearing full uniform for medical reasons, a note signed by a medical practitioner is required. No other reasons are acceptable. This note must be presented to the Principal/Deputy Principal.
- All personal belongings, uniforms etc. should be clearly marked with the owner's name as no responsibility can be taken by the school authorities for the loss of belongings or money.
- During cold spells of weather students are encouraged to wear additional layers of clothing which should not be visible under their uniform and are not permitted to wear items of clothing (including crested zippie tops) over their uniform in the school buildings.
- Students are expected to wear full uniform during all house examinations.
- Students who are not in full uniform may not leave the school premises at lunchtime and may be excluded from certain school activities.
- On occasion groups of students may be permitted to purchase hoodies (Sixth Years or teams) etc. They may not be worn with the school uniform or as a replacement for an item of the school uniform.
- The school reserves the right to impose a sanction for a uniform infringement, even when parent/guardian has addressed the situation with a note.
- A meeting with parent/guardian of students who persist in not wearing the correct uniform will be arranged to encourage full compliance with this policy.

Sanctions

- If a student is not wearing full uniform, she must present herself to the Deputy Principal/Principal before 9 a.m. or as soon as the student becomes aware that they are missing an item of uniform. The Deputy Principal/Principal will place a 'Uniform Pass' stamp in the student's diary to advise other staff that the uniform violation has been explained. Students not wearing the required uniform will be given the option of wearing a uniform supplied by the school or phoning home for the correct uniform. Should tights be provided, they must be paid for the next day in the main office.

- Items of jewellery and incorrect items of apparel may be confiscated and will only be returned to the student at the end of the term (Christmas/Easter/Summer).
- Students may at the discretion of the Principal/Deputy Principal, be excluded from class if not adhering to the uniform specifications.

Unacceptable Behaviour

- Students out of full uniform and without a uniform stamp in their diary.
- Students wearing additional/unauthorised items of clothing or jewellery.
- Students who attend P.E. class without the correct P.E. uniform.

(Incident Report Form will be issued by the subject teacher or the teacher who encounters them.)

MOBILE PHONES, SMART WATCHES AND PERSONAL ELECTRONIC DEVICES

The use of mobile phones/Smart watches/personal electronic devices at any time during the school day or on the school grounds or within the school building is prohibited unless a staff member gives explicit permission to the contrary.

Students who for personal reasons need to bring a mobile phone to school must ensure that the mobile is switched off before they enter the school premises and then placed securely out of sight. Turned to silent is not sufficient.

The school cannot be held responsible for a student's personal property and recommends that mobile phones/smart watches/personal electronic devices be switched off and placed in the student's locker (which must be locked) immediately on entering the school premises. Students are advised to purchase a quality lock and not share the code for the lock with any other person.

We respect the rights of staff and students to privacy, therefore no photographs, recordings video or audio may be made without the expressed approval of a member of staff (on the school premises or while participating in any school activity) and no pictures should be posted online without the consent and approval of all parties involved.

The school reserves the right to examine the recordings stored on any phone, smart watch or personal electronic device if there are reasonable grounds to suspect that it may have been used to take photographs and/or recordings on the school premises, during school activities and whilst wearing the school uniform.

Sanctions

Unauthorised use of mobile phone/smart watch/personal electronic device

Should a student be found with a mobile phone/smart watch/personal electronic device switched on during the school day the mobile phone (complete with sim-card), personal electronic device/smart watch will be confiscated for 7 days. An app notification will be sent to parents/guardians informing them of the confiscation. The mobile phone/smart watch/personal electronic device can be collected from the school reception by the student after 7 days and must be signed for.

Parents/guardians who in exceptional cases, wish to have the mobile phone/smart watch/personal electronic device returned prior to the expiration of the seven-day period, may on a once off basis seek permission directly from the Principal or Deputy Principal for their daughter to fulfil a two-hour detention after school prior to the return of the mobile phone/smart watch/personal electronic device. **This exception will not apply in the event of any subsequent incident within the school year.**

The school will facilitate parents/guardians who need to contact their daughter. Students who need to contact home during the school day may use the designated phone in the main office at no cost.

Serious Violation

- The unauthorised recording of images and/or sound whilst travelling to or from school, on the school grounds or during a school activity
- Refusal to hand over a mobile phone/smart watch/personal electronic device when requested.

SUSPENSIONS & EXPULSIONS

Suspension & Expulsion are the two most serious disciplinary responses available and will normally be used as a last resort.

SUSPENSION POLICY

The Board of Management of St. Brigid's has agreed the following procedures in relation to the suspension of a student.

1. The purpose of suspending a student from school is:
 - To provide the student with time for reflection,
 - To emphasise the seriousness of specific misbehaviours and
 - To give staff time to plan ways of helping the student to change Unacceptable Behaviour.
2. The Board of Management has delegated authority to the Principal to suspend a student for a period up to and including three days. If a suspension for longer than three days is being proposed, the matter will be referred to the Board. In such a case, having sought approval from the Chairperson of the Board, the Principal may suspend a student for up to five days to allow for time to convene a Board meeting. The Board will not normally impose a suspension of more than 10 consecutive school days.
3. Suspension will be imposed for any extreme violations and/or repeated episodes of Unacceptable Behaviour or Serious Violations of the Code of Behaviour. Such misbehaviour may include:
 - 2nd Offence Truancy.
 - Theft.
 - Physical aggression.
 - Threatening behaviour.
 - Possession/consumption/inhalation/taking of drugs/alcohol/harmful or mood-altering substances.
 - Possession of unauthorised/dangerous implements or objects.
 - Interfering with safety devices.
 - A threat to the safety of self/others.
 - Disruption of teaching and learning.
 - Deliberate damage to property.
 - Misuse of technology.
 - Substance misuse.
 - Persistent breaches of the Code of Behaviour which have not been rectified by the normal school interventions.
(*This list is not exhaustive.*)
4. Before a suspension is imposed the Principal will have considered:
 - The seriousness and context of the behaviour;

- The impact of the behaviour on the other members of the school community;
- The interventions that have already been tried with the student involved where relevant;
- The likely impact of the suspension on the particular student.

Care will be taken to ensure that the academic progress of the student will not be adversely affected by the suspension.

Suspension Procedures:

Following a thorough investigation of the incident, if the Principal decides it is appropriate to suspend a student, the following procedure will be used:

- The student will be informed and given an opportunity to respond.
- The student's parents/guardians will be contacted, and the matter will be explained. The suspension will not be implemented until the parents/guardians have been fully informed of the circumstances of the incident and of their right to appeal the decision to the Board of Management.
- Every effort will be made to request and to facilitate the student/parent(s)/guardian(s) to meet with the Principal and /or Deputy Principal at a specified time acceptable to all parties so as to afford them a full opportunity to comment on the disciplinary action being considered.
- In the event of the student/parent(s)/guardian(s) attending such a meeting, and if having heard the student/parent(s)/guardian(s), the Principal considers that it is proper and necessary that suspension be imposed, s/he may suspend on such terms as s/he considers appropriate.
- If the student/parent(s)/guardian(s) fail to attend such a meeting and fail to provide a reasonable explanation for not doing so, the matter will be determined in their absence and the suspension carried out.
- The student/parent(s)/guardian(s) will be informed in writing that the suspension has been imposed, the date from which the suspension takes effect and the period of the suspension.
- Without prejudice to the foregoing, where the Principal has been notified of an alleged extreme violation and where immediate suspension is deemed necessary for Health and Safety reasons, the Principal, without having interviewed the student and without prior notice to the students/parents/guardians, may suspend a student with immediate effect for such a period as is deemed appropriate, pending investigation of the allegation of an offence. In such a situation a parent/guardian will be asked to remove the student from the school.
- Official notice of such suspension will be confirmed in writing to the student/parents/guardians and the period of the suspension indicated.
- The Principal will, as soon as practicable, notify the student of the allegations made, investigate the matter and interview the student, keeping detailed written records of all interviews. The interview shall give the student a full opportunity to comment on the allegations made. Following that interview, the Principal shall decide whether the student has committed an offence that warrants suspension. The relevant procedures outlined above will be followed.
- All decisions regarding suspensions will be notified to the Board of Management and suspensions of more than 5 day's duration will be notified to TUSLA.

Returning to school after a suspension:

On the day of return the student is required to present to the Principal/Deputy Principal with a parent/guardian and once again undertake, in the presence of her parent/guardian and the Principal/Deputy Principal, to abide by the School Code of Behaviour before being allowed into class. The school will ensure that a student returning to school following a suspension will be supported in catching up on work and in developing an understanding of the initial reasons for the suspension. The Year Head & Guidance Counsellor will play a pivotal role in this process.

Appeals:

A suspension imposed by the Principal can be appealed to the Board of Management as follows:

- An appeal should be submitted in writing to the Secretary of the Board of Management within 5 school days of the imposition of the suspension and should set out the parent's/guardian's case against the suspension.
- At its next meeting the Board will nominate two members, neither of whom should have any involvement in the case, to investigate the issue and report back to the Board with its findings and recommendations.
- If this investigation recommends that the Board remove the suspension, the record of the suspension will be removed from the student's file. If the investigation approves the suspension, then the suspension will stand.
- There is no further right to appeal unless the student's cumulative suspensions in any one year exceeds 20 days, in which case there is a right to appeal to the Secretary General of the Department of Education and Skills. The Principal must inform the parents/guardians and TUSLA if this 20 day limit has been reached.

EXPULSION POLICY

The Board of Management of St. Brigid's Secondary School has agreed the following in relation to the expulsion of a student.

1. Only the Board of Management has the authority to expel a student. This authority will not be delegated.
2. Expulsion of a student is a very serious step and will only be taken by the Board in cases of extreme violations of the Code of Behaviour and/or repeated suspensions or as a last resort after interventions have failed as follows:
 - Significant disruption to the learning of others or to the teaching process.
 - A serious threat to the health and safety of the student themselves, other students or members of staff.
 - Actual violence or physical assault.
 - Supplying illegal drugs.
 - Sexual assault.
 - Deliberate serious damage to property.
 - Serious misuse of technology.
3. In most cases before considering expulsion the school will have taken significant steps to address the student's behaviour. These steps may include:
 - Meeting with parents/guardians and the student to try and find ways of helping the student to change her behaviour.
 - Making sure that the student understands the possible consequences of her behaviour, if it should persist.
 - Ensure that all other possible options have been tried to bring about a change in behaviour.
 - Seeking the assistance of support agencies (e.g. National Educational Psychological Service, TUSLA, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).
4. However, there may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. Due process and fair procedures will be followed in all cases and the principles of natural justice will apply.

5. The following are the procedures for the investigation of misbehaviour which may lead to expulsion:
- The Principal will ensure that there is a thorough investigation of the incident. The student may be suspended from school while this investigation is taking place.
 - The Principal will inform the student/parent(s)/guardian(s), in writing, of the details of the alleged misbehaviour and the possibility that it could result in expulsion.
 - The student/parent(s)/guardian(s) will be given every opportunity to respond to the complaint before a final decision is made. If the final decision is that the Principal intends to recommend expulsion to the Board of Management, then the student/parent(s)/guardian(s) will be invited to a meeting with the Principal before the recommendation is taken to the Board.
 - The Principal will provide the student/parent(s)/guardian(s) and the Board of Management with records of the allegations, the investigation and also the grounds on which the Board is being asked to consider expulsion.
 - The student/parent(s)/guardian(s) will be notified of the date of the Board of Management hearing and will be invited to attend. They will be given adequate notice of the meeting and will be informed that they may make a written and oral submission to the Board. The written submission may be made in advance.

6. The Board of Management Hearing:

- The Board will ensure impartiality and a Board member who has had any involvement in the circumstances of the case will not take part in the hearing.
- At the hearing the Principal and the parent(s)/guardian(s), or a student who is eighteen years or over, will put their case to the Board in each other's presence.
- Students/parent(s)/guardian(s) may wish to be accompanied at such hearings and the Board will facilitate this; legal accompaniment is not acceptable at this stage.
- Neither Principal nor student/parent(s)/guardian(s) will be present when the Board is making its decision.

7. Following the Board Decision:

- Where the student and her parents/guardians attend the meeting with the B.O.M., and the Board, having heard the student and/or her parent/guardian, form the view that it is necessary and proper to impose the sanction of expulsion, the Board, before making the decision to expel the student, will notify, in writing, the Educational Welfare Officer of its opinion and the reasons therefore, in accordance with Section 24(1) of the Education (Welfare) Act, 2000.
- If the student and her parent/guardian fail to attend the meeting with the B.O.M. and fail to provide a reasonable explanation for not doing so, the B.O.M. may determine the matter in their absence. Before making a decision to expel the student, the Board will notify, in writing, the Educational Welfare Officer of its opinion and the reasons therefore, in accordance with Section 24(1) of the Education (Welfare) Act, 2000.
- Where it is decided to impose the sanction of expulsion, the student and her parent/guardian will be informed by letter from the Board that the sanction of expulsion has been imposed and the date from which the decision will take effect. The student will not be expelled from the school before the passing of 20 school days following the receipt by the Education Welfare Officer of the notification. In the interim, the Board may, in accordance with section 5 of the Education (Welfare) Act, suspend or make other arrangements to ensure that 'good order and discipline are maintained in the school'.
- The student/parent/guardian may appeal the decision to expel to the Board of Management within 20 days of the notification of the decision.

8. Involvement of the Education Welfare Officer:

- Within this twenty-day period, the Education Welfare Officer will convene meetings with relevant parties to ensure that arrangements are made for the student to continue in education.

- While these negotiations are taking place, and before the expulsion is finalised, the Board may consider it necessary to continue the student’s suspension from school.
- After the twenty days has elapsed, where the Board remains of the view that the student should be expelled, the decision will be formally confirmed to the parent(s)/guardian(s) and the student in a registered letter signed by the Chairperson and the Principal.
- The student/parent(s)/guardian(s) will be told about the right to appeal and supplied with the appropriate form. This appeal is made to the Secretary General of the Department of Education and Skills.

This policy is informed by and compliant with the following legislation:

- Education Act 1998
- Education Welfare Act 2000
- Education (Miscellaneous) Provisions Act 2007
- Equal Status Act 2000
- Education for Persons with Special Education Needs 2004
- The Safety, Health and Welfare at Work Act 2005

It is also guided by the NEWB: “**Developing a Code of Behaviour: Guidelines for Schools**” (2008).

Signed: _____

For and behalf of Board of Management

Date: _____