



Presentation Brothers College

Code of Behaviour June 2007

Presentation College is a Christian community of students, staff, parents/guardians and management, with a strong tradition of family loyalty. The overriding characteristics of the College are respect, tolerance, compassion and justice. As a community of seven hundred people we work together for over thirty hours each week. We believe it is important to cultivate a positive attitude and a sense of responsibility.

The code of behaviour recognises that the dignity of all, staff, students and parents/guardians, must be afforded the utmost priority and emphasises the right of all students and staff to work in an educational environment free from disruption. Observance of the code of behaviour will help to develop a secure, relaxed and caring atmosphere in the College.

Fundamental Principles

- Presentation College expects all the members of the College community to behave with dignity and to treat each other with courtesy and respect. Each student is expected to respect the authority of staff at all times.
- Presentation College respects the right of each student to study and work in an environment which is secure, happy, and conducive to learning. Students should not deny that right to fellow students.
- At no time should a student's behaviour bring the College into disrepute.
- The rules and regulations help to foster and maintain the College community spirit. Presentation College expects all members of the College community to respect and uphold these rules and regulations.

Regulations

Dress Code

- Full College uniform must be worn during school hours, on school-related activities and on formal occasions. The uniform consists of :
 - ✓ College Blazer
 - ✓ Mid-grey Trousers
 - ✓ White Shirt
 - ✓ College Tie
 - ✓ College Pullover (optional)
 - ✓ Conventional **Black** shoes.

Coats and jackets may not be substituted for the Blazer.

- Students are expected to be neat, tidy and well groomed.
- Dyed hair is not allowed.
- Chains, bracelets, earrings or any other facial jewellery may not be worn in school or at any public school occasion.

Journal

- The school journal must be kept neat and tidy and is the property of the school.
- The journal must be produced on request to any member of staff.

Behaviour

- Students are expected to behave with courtesy and good manners towards College staff and fellow students.
- The College does not tolerate bullying in any form.
- When the teacher is not in class, students shall remain seated at their desks.
- During breaks, students are expected to behave in an orderly manner and obey instructions from staff and prefects.
- Students should cultivate a sense of responsibility towards their own property. They should treat College property and that of their fellow students with respect.

Mobile Phones and Personal Audio Players

A Student who brings to school a mobile phone or any form of personal audio player must:

- Power off the phone or audio player at the entrance to the school;
- Place it immediately in his locker.

The student may not access the phone or audio player until the end of the school day. He may not use the phone or audio player until he is outside the school gates.

A student who is found to have a phone or audio player in his possession during the school day, whether on his person or in a bag, will be asked to hand over the phone/audio player and fined €20 (proceeds to one of the charities supported by the school). The phone/audio player will be held for one week and may be redeemed by a parent or guardian only.

A student who is found in possession of a phone/audio player on more than one occasion can expect a larger fine or other appropriate sanction.

On excursions, team journeys, field trips and any other school events, the policy regarding phones and audio players will be decided by the teacher in charge.

Any student who brings a phone or audio player to school does so at his own risk. The school will not take into safe-keeping any phone or audio player. The student, not the school, is responsible for the security of his locker. The school does not accept any responsibility if a phone or audio player is lost or taken without the owner's permission.

Harassment and Discrimination

- Presentation College is committed to the maintenance of a social environment in which all members of the College community, irrespective of sex, religion, colour or ethnic origin can participate in all activities free from any form of harassment or discrimination of any nature whatsoever.
- All students are obliged to respect the rights of others and to uphold the College's commitment on harassment and discrimination at all times.
- Students shall not infringe the rights of others by engaging in any conduct which causes harassment or discrimination.

The following is intended to give a broad outline of what is meant by 'Harassment':

- Any behaviour, deliberate or otherwise, directed at an individual or a group, that is offensive or objectionable, and which creates an intimidatory, hostile, or offensive environment.
- When an individual or group of individuals is subject to unwanted or unprovoked attention.
- It can include verbal or written comments, graffiti, and gestures, and can extend to physical abuse.
- Whatever the intent, harassment has a direct and disturbing effect on the person who is the target of this behaviour.

'Discrimination' is when an action is taken which inappropriately differentiates between individuals or groups of individuals on grounds of race, nationality, sex, sexual orientation, religion, disability, age and class.

Attendance

Under the terms of the Education Welfare Act, the College is obliged to inform the Education Welfare Board of students who have been absent for a total of 20 days or more and of students who have an irregular attendance record. The Act states that a school cannot approve of students being withdrawn from school for holidays and for non-medical reasons during the school year.

Students are expected to arrive at the College in good time for the 8.35 am class each morning. If a student is late, a note may be required before a student attends class. If a student is more than 10 minutes late he will have to sign in at the school office before he attends class. A note is required in this case.

A roll call is taken during the first class period each morning. A student who misses the roll call must report to the Deputy Principal or the School Office. Failure to do so may result in a student being marked absent for the entire day.

If a student is absent, a phone call informing the College of the absence is required before 10.30 am on that day.

When a student returns from absence, the appropriate form in the student journal must be completed. This must be shown to the Deputy Principal before a student returns to class.

A note/letter explaining a student's absence will also be required by subject teachers and class teachers.

Students may not leave the College grounds during school hours without the permission of the Principal or Deputy Principal. After permission has been granted, the student is required to sign out at the School Office.

Safety, Health and Hygiene

- Bins and wastepaper baskets are provided for litter, and should be used. Littering and disfigurement of the College premises, indoors and outside, is not acceptable.
- Students should never, under any circumstances, descend to the river.
- The Café, its immediate surrounds and the yard, are the only places for eating. Students may not eat in classrooms or corridors.
- Smoking is not permitted within the College and its grounds. The prohibition on smoking extends to the vicinity of the College.
- Students who drive to school are expected to exercise extreme caution and to drive courteously.
- At the discretion of the Board of Management/Principal, parking may be permitted within the College grounds. All vehicles are parked at the owner's risk and the college does not accept any responsibility for any damage howsoever caused.

Access

- The College provides two student entrances/exits and in the interests of safety, students use these and these only.

Note: Parents and pupils are asked to recognise that it is not possible to detail every rule governing pupils' behaviour in the school. However attendance is conditional upon the acceptance of the overall spirit of the rules and regulations for pupil conduct.

The College reserves the right to change all or any of the above as circumstances warrant.

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