



CODE OF POSITIVE BEHAVIOUR

Presentation Secondary School
Tralee
Co Kerry
Roll No: 61450C

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Introduction

The school's Code of Positive Behaviour reflects Christian values with an emphasis on forgiveness, compassion and new beginnings.

The purpose of discipline is twofold:

- The immediate goal is to run a well-ordered school, conducive to learning, where each member of the school community feels safe and secure and where each student can achieve academic success in line with her ability.
- The long-term aim is to create the moral climate necessary for the growth of inner personal freedom.

We expect our students to show consideration for others at all times, to be law abiding and to use their common sense.

Courtesy, friendliness and co-operation with management, teachers, support staff and one another are qualities which create a happy atmosphere within the school community. This atmosphere is maintained only by the recognition of the human worth of each person and by respecting the characteristic spirit of Presentation Secondary School, Tralee.

The school reserves the right to implement disciplinary procedures as deemed necessary and appropriate. Conduct out of school hours may be relevant in the application of discipline in the school. Students are expected to show respect to all members of the community both inside and outside school.

The management authority of Presentation Secondary School will comply with all legal requirements as outlined in

- The Education Act 1998
- The Education (Welfare) Act 2000
- The Equal Status Act 2000

And any other legislation relevant to the education sector.

School Mission Statement

Presentation Secondary School, Tralee, is a community of staff, students, parents and management pursuing excellence in all its educational undertakings.

We strive to offer each student the opportunity to develop her abilities and talents and so reach her full potential in a caring and happy environment.

Ceist Charter

The core values of CEIST are intended to support and nourish the lives of the people at the heart of our school: students, staff and parents. Its key principles focus on:

- Promoting spiritual and human development
- Achieving quality in teaching and learning
- Showing respect for every person
- Creating community
- Being just and responsible

Honora "Nano" Nagle founded the "Sisters of the Presentation of the Blessed Virgin Mary" (PBVM) in Ireland (also known as the "Presentation Sisters") and was a pioneer of Catholic education in Ireland.

Aims of Code of Positive Behaviour

- To create a positive learning environment that encourages and reinforces good behaviour
- To promote self-esteem and positive relationships
- To encourage consistency of response to both positive and negative behaviour
- To foster a sense of responsibility and self-discipline in pupils and to support good behaviour patterns based on consideration and respect for the rights of others
- To facilitate the education and development of every child
- To foster caring attitudes to one another and to the environment
- To enable teachers to teach without disruption
- To encourage the involvement of both home and school in the implementation of this policy

Philosophy

Presentation Secondary School endeavours to provide a curriculum, comprehensive in nature, thus affording each student the opportunity to develop her aptitudes and talents fully. We believe academic success to be vitally important and we hold in equal importance the development of the whole person, giving each student a sense of responsibility, confidence, social skills and a set of values which will enrich her personally and also enrich those with whom she associates.

There will be no differentiation in the application of this Code of Behaviour on the basis of gender, family status, marital status, religion, age, race, sexual orientation, disability, or membership of the travelling community.

Roles and Responsibilities

Our school acknowledges the contribution of all members of the school community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimising negative behaviour.

Students: The school expects that students will at all times do their best to uphold the Code of Behaviour of our school.

Parents and Guardians: The school acknowledges the role of parents and guardians in the development and operation of the Code of Positive Behaviour and expects them to support and uphold the Code and to encourage their daughters to uphold it. Help and support of parents is recognised as being one of our most valuable assets. We foster a high level of co-operation between home and school in order to promote effective learning and to nurture the talents and wellbeing of our students.

Staff: The school acknowledges the role of all school staff in the development and operation of the Code of Behaviour. The school recognises that a teacher's main focus is in the area of teaching and learning but that school staff also have a central role to play in behaviour management. Teachers/Guidance Counsellor/Psychological Services, Other Agencies, the Deputy Principal and the Principal all have specific roles to play in upholding the Code.

Board of Management: The Board of Management is the decision-making body of the school. All policies are ratified by the Board of Management.

Promoting Positive Behaviour

In Presentation Secondary School we aim to provide a positive approach to managing behaviour. We promote a calm and caring environment. All students and staff have a right to learn and teach without upset, fear of intimidation, harassment, physical or verbal abuse. We strive to promote behaviour which encourages respect for each individual, the school environment and equipment, co-operation with each other and opportunities for learning and development within a safe and orderly environment.

We will achieve our aim by:

- Offering encouragement and praise to students and rewarding positive behaviour.
- Developing absolute clarity on what behaviours are considered acceptable and not acceptable.
- Agreeing with our students' safe and consistent boundaries and rules and reviewing these on a regular basis.
- Promoting good behaviour through providing positive adult role models.
- Discussing issues with students openly and honestly to develop understanding of acceptable and unacceptable behaviour.
- Resolving conflict at the lowest possible level.
- Promoting responsibility for actions and behaviours.
- Encouraging students to speak to appropriate adults for advice when they have tried to resolve issues without success.
- Providing a caring and safe environment where all students are accepted and feel welcome.
- The implementation of a Restorative Practice approach whereby students are made aware of the effect their behaviour has on themselves and others and become more involved in decision-making and solution finding.

School Structures & Interventions Supporting Positive Behaviour

Year Head: All year groups are allocated a Year Head who takes a particular interest in the welfare, behaviour and progress of students in the year. The Year Head is available to meet with students and parents, by appointment, to promote and support positive behaviour and the development of good habits of attendance, punctuality, work ethos etc.

Class Teacher: Class Teachers are allocated to each class group and liaise with teaching staff and students to promote positive behaviour and to support students in their social and academic development.

Student Induction: Student Induction sessions are undertaken for incoming First Year students and for those entering Senior Cycle. These sessions provide information to students on school life, curriculum content and school expectations regarding behaviour.

Year Group Assembly: The importance of positive behaviour is reiterated during Year Group Assembly. The Principal and Deputy Principal reinforce school expectations, affirm positive achievements & successes and promote a sense of community.

Student Award: Students who do not receive a Student Behaviour Form/detention/suspension throughout the school year receive a letter of commendation and a school award in recognition of their excellent behaviour and contribution to school life.

Referral to Care Team: The Care Team meets on a weekly basis and comprises the Principal, Deputy Principal and Guidance Counsellors. Students experiencing emotional, behavioural, academic or social

difficulties may access guidance support. Referrals to the Guidance Counsellors may be made at this meeting, by teaching staff or through self-referral by students if deemed appropriate.

Mentoring: The school operates a mentoring programme whereby First Year students are assigned Fifth Year mentors to assist and support them in their transition from primary to secondary school. Trained mentors are available to the First Years as peer role-models and to provide advice and assistance in managing the demands of school life.

SPHE Programmes: The Social Personal & Health Education Programme in Junior Cycle emphasises respect, co-operation, community living, tolerance and teamwork with an emphasis on personal responsibility for behaviour. Particular care is taken to incorporate the Code of Behaviour and the school's Anti-Bullying Policy into the curricular content and activities experienced by students.

Extra-Curricular Activities: Involvement in extra-curricular activities promotes wellbeing and contributes greatly to a positive school environment and sense of community. In Presentation Secondary School, students are offered a wide range of activities including; Lunchtime Choir, Guitar Lessons, Athletics, Badminton, Basketball, Gaelic Football, Rugby and Spike ball.

Student Representative Council: Elected by the student body, the SRC plays an important part in supporting positive behaviour in the school. Nominated students from each year group meet on a regular basis to discuss student welfare and plan activities and events that foster student engagement and awareness e.g. Positive Mental Health Week, Anti-Bullying events etc. All students are encouraged to engage with the SRC in relation to relevant issues.

School Sanctions: Behaviour that violates the School Code of Positive Behaviour is subject to a range of school sanctions appropriate and relevant to the level of misbehaviour.

Student Report: Students whose behaviour is not meeting the expected standards may be placed on Student Report by the Year Head or by the Principal or Deputy Principal. This requires the student to seek and receive from each subject teacher a mark and comment on her behaviour during that class. Student reports are reviewed and signed by a Parent/Guardian and by the year Head or Deputy Principal on a daily basis. The immediate feedback provided by such reports is helpful to students in monitoring and changing behaviour.

Individual Behaviour Plans: If deemed appropriate as an intervention, a student may have an individual behaviour plan designed to address particular aspects of behaviour/misbehaviour. Targets for behaviour over a specified period of time are agreed, using a restorative approach, based on the evidence of past behaviour. Improvement in behaviour is acknowledged through praise and encouragement.

Referral to Outside Agencies: When appropriate, students may be referred to agencies outside of the school to address misbehaviour or to provide support in changing behaviour. These agencies may include but are not limited to: NEPS (National Educational Psychological Service); HSE Social Work Department, CAMHS Kerry (Child & Adolescent Mental Health Services), Jigsaw Kerry, Kerry Adolescent Counselling Centre, JLO (Juvenile Liaison Officer), Garda Youth Diversion Project, Springboard, Piéta House. Referrals require the consent of parents/guardians and may involve GP referral.

Expectations

1. Attendance And Punctuality

Preamble: Attendance and Punctuality are a vital part of the success of all members of the school community. Regular attendance is one of the biggest contributors to school success.

Expectations

- Students are expected to be in attendance from 8:55 a.m. every morning and 1:55 (Monday & Tuesday) and 2:10 (Wednesday, Thursday and Friday) to prepare materials for classes.
- If a student is absent a signed and dated note from the parent/guardian is required. Parents are requested to ensure all appointments are made outside school time.
- If a student is **late** for class at 9.00 a.m. and /or 2.00/2:15 p.m. a signed and dated note of explanation is required. Students must sign the Late Book in the office and the student's journal will then be stamped "LATE" accordingly.

Sanctions for lateness

- Note in journal
- 3 lates (per term)– lunch time detention and Reflective Sheet
- 4 lates (per term) – parents contacted to meet with Year Head and a subject teacher, if relevant.
- Every 3 lates after number 4 will result in lunch time detention and meeting with parents, YH and Deputy Principal
- Failure to attend the assigned detention will result in a further lunch time detention.
- Refusal/failure to attend rescheduled detention may lead to suspension.

Procedure for leaving school during the school day

- Students may not leave school during the day without being signed out by a parent/guardian.
- In the event of a student's becoming ill contact will be made from the main office with a parent/guardian.
- Any contact with home during the school day must be through the school office. Please note that students are not permitted to use their mobile phones on school premises.
- Parents/guardians are expected to make arrangements for the collection of their daughter at the school office in the event of a student's being ill or injured.

Sanctions for Truancy

- Any student truant from class will be scheduled for the next lunchtime detention. Parents will be requested to meet with the Year Head and Deputy Principal/Principal.
- If the student is truant for a second or subsequent time it will be viewed as an extreme violation of the school's Code of Positive Behaviour and will result in suspension.
- Any student out of class without permission will be scheduled for the next lunchtime detention.
- The Board of Management cannot accept responsibility for the health, safety or welfare of any student who leaves the school without following school procedures.
- If a student leaves the school without following school procedures her parent/guardian will be contacted at the earliest opportunity.
- Students who are truant are reported to the Educational Welfare Officer

Rewarding Students for Attendance

- Students who have full attendance in any term will be commended at assembly.
- An annual certificate will be presented to students with full attendance in the academic year.

2. School Uniform

Preamble: Our school uniform provides each student with a Presentation School identity and it should be worn correctly and with pride. Parents are requested to ensure that students attend in complete uniform, without modification. School uniform must be clean and well maintained; untidy dress and appearance is not acceptable at any time. Failure to comply with the school dress code is a breach of our school code of behaviour and will be sanctioned accordingly.

Skirt	Jumper	Footwear
Mid-calf length Box pleated – three pleats back and front Check pattern	Navy super-wash wool with School Crest (30% wool) Round neck SHIRT Plain white with shirt collar	Navy or black. No patterned tights allowed. Plain navy or black shoes only, (no boots/runners allowed)

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Headscarf On religious grounds, a navy/black headscarf may be worn by students. Facial covering is not permitted.

P.E. Uniform

- Blue T-shirt and navy track-suit Pants with school crest
- School hoodie with school crest - optional
- Students must have runners appropriate for physical education/sport.
- Sports socks

Home Economics Uniform

- The recommended school apron must be worn for all cookery classes.

Science Uniform

- Lab coats must be worn when participating in practical science classes.

Jewellery

- Students may wear a watch and one stud earring in each ear lobe. Piercings of the eyebrow, tongue and nose are forbidden. Students are not permitted to cover piercings/conceal items of jewellery with plasters/band aids or to wear inserts. Parents/guardians are asked to support School Management in ensuring that their daughters do not wear such items of jewellery to school. It is advisable therefore for students not to have a piercing done during the months August to June

Hair

- It is expected that all students should have a neat and tidy hairstyle.
- Artificial colours (e.g. blue, pink, purple, green etc.) are not permitted
- Hair must be tied up for all practical subjects

Make – Up

- The wearing of makeup is limited to **light** foundation/tinted moisturiser. No fake tan or false eyelashes allowed.
- Gel, acrylic or false nails and coloured nail polish are not permitted.

Procedure to be followed if unable to wear uniform skirt (in exceptional situations)

- Students are required to present themselves to the main office before 9am if they are not in full uniform.
- Students, for medical reasons, who cannot wear the full uniform, must provide a medical note on headed note paper from a doctor. This note should be dated and the duration of the requested medical exemption recorded. In such medical cases students will be required to wear PE crested tracksuit pants instead of the school skirt with black or navy shoes/runners.
- Coats, scarves and hoodies cannot be worn in class or on corridors between class periods. These should be kept in the student's locker at all times. Students are not permitted to change out of uniform at lunch time.

Sanctions

- If a student is not in full uniform including plain black or navy shoes she will be sent to the main office.
- Parents will be contacted to deliver the uniform to the school before she can be allowed access to the class.
- She may be given items of uniform for the day.
- The school reserves the right to refuse entry into class if a student is not in full uniform.
- An SBF will be given if a student refuses to comply with the uniform code of dress. (challenges a teacher when requested to attend in proper uniform.)
- Note is recorded in the student diary and must be signed by a parent.
- Two violations will result in detention. Any further violations will require parents to attend a meeting with the Year Head and Deputy Principal.
- **Non compliance with the wearing of P.E. uniform.** On the third violation students will receive an SBF.
- Any lost P.E. items must be replaced immediately.
- Students will be required to remove make-up, false/gel nails, nail varnish and hair colour deemed to be unnatural. Contact will be made with a parent/guardian to ensure this happens. Failure to cooperate with this request will be deemed as non-compliance with the school code.
- Students who breach the rule regarding jewellery will have the item confiscated, placed in the care of the Deputy Principal and returned at the end of that term.

3. Classroom Behaviour

Preamble Students must commit to a positive teaching and learning environment in each classroom. Good behaviour in the classroom promotes the students' own learning and the learning of others and assists teachers in their roles.

Students are expected to:

- Attend all timetabled classes and be on time.
- Sit in assigned seat without argument.
- Be properly prepared for class with the correct books, materials, ingredients and completed homework.
- Present homework/projects on time.
- Have written permission in journal from teacher to leave the class
- Be respectful towards teachers, SNAs and other students and to be aware of the students' right to learn and the teacher's right to teach.

- *Refrain* from eating and drinking during classes. If a student feels the need to rehydrate she may do so between classes from a bottle stored in her bag.
- Keep desk and its surrounds litter free
- Put chairs on the desks at the end of the school day and keep the area around desks tidy at all times.

Sanctions

- Verbal warning
- Note in journal/contact with home.
- Food/drink confiscated
- Student Behaviour Form
- Persistent refusal to do homework will result in the teacher making contact with parents/guardians.

4. School Property

Preamble Improved standards of cleanliness reflect well on the school, its students and its staff. It enables everyone to work and to study in a cleaner, healthier and more pleasant environment. Safe storage and organisation of her books and materials is the responsibility of each student.

Expectation – Property

- All students are expected to respect school property, personal property and the property of others.
- Students are responsible for their own property. Valuables must not be left in lockers. Any valuables/property found should be handed into the office.

Sanctions

- Deliberately damaging or theft of school property or personal property is considered a serious breach of the code of positive behaviour and will result in the student responsible, or her parents/guardian, being responsible for the financial cost of replacement or restitution.
- Sanctions will include:
 - Payment/replacement or repair/cleaning of property
 - Student Behaviour form/ Detention/ Suspension, as appropriate.

5. The School Journal

Preamble The journal is an important means of correspondence between the school and home and the care and use of the journal as a point of contact is essential. Parents/guardians are requested to view and sign the journal weekly.

- Each student is required to have her journal with her at all times and on the desk for each class to facilitate recording of homework.
- If a student doesn't have her journal for the 9am class she is required to inform her subject teacher who will issue her with a journal sheet for that day and inform the Year Head.
- This sheet must be signed by parents and returned to the Year Head the following day along with her journal.
- Graffiti on school journal is strictly forbidden.
- All absence, late and permission notes are written and signed by a parent in the Journal.
- If a student misplaces her journal, she must inform her Year Head and purchase a new journal from the school office.

Sanctions

- If a student is without her journal:
 - 1st offence – student collects journal sheet from office
 - 2nd and subsequent offence – student receives an SBF
- If a student's journal is in poor condition, the Year Head will make contact with parent/guardian and the student will be required to purchase a new journal.

6. Lockers

Preamble Students should use the lockers assigned to them solely for storing their school materials and personal items necessary for school. It shall be the responsibility of each student to keep the assigned locker clean and undamaged.

- Lockers are available for the use of pupils but remain at all times the property of the school. It is the responsibility of each student to ensure that her locker is secured with a suitable padlock.
- Management is not responsible for articles lost or stolen. Every item brought to school should be clearly marked with the pupil's name. Any valuables/property found should be handed into the office.
- You can access your locker only at the following times; (i) before 1st class, (ii) during morning break (iii) during lunch and iv) after school. At these times you bring all the materials needed for the classes that follow ensuring you are at class on time.

Sanctions

- Where there are reasonable grounds, such as a concern for physical safety or as part of an investigation into the theft of property, the school authorities reserve the right to search lockers.
- Students are entitled to the same personal rights, right of privacy and defence of human dignity as anyone else.
- Accordingly, a search of the school-bag or locker of a particular student will only be undertaken if (i) the Principal, or in the absence of the Principal the Deputy Principal determines there is sufficient evidence to suggest the person may be responsible for theft of property, possession of a dangerous weapon or possession of illegal substance, and (ii) parent/guardian is present during the search or permission has been obtained from parent/guardian

7. Hygiene

Preamble - Everybody benefits from working and learning in a pleasant and clean environment. The school participates in the Green Schools' Programme on an annual basis. Eating/drinking other than in designated areas and at designated times is prohibited. Significant additional expense is incurred when cleaning up food and drink throughout the school building.

Expectation - Littering

- To promote a positive environment littering, either within the school or in the grounds, is not acceptable and is regarded as antisocial behaviour. All litter must be placed in the bins provided.
- To prevent damage to school property Tipp-Ex/correction fluid or chewing gum are not permitted.
- In order to maintain an orderly learning environment, students are expected to keep their classrooms and social areas clean and tidy and to help pick up any litter when they are asked.
- Students are expected to put their chairs up on the desks at the end of the day
- In the interest of hygiene, students must only eat in the designated areas.

Sanctions

- Anyone found littering will be given an appropriate clean up duty. Suitable litter pickers/gloves will be provided.
- Tipp-Ex or other similar products will be confiscated.
- Any student who eats in an area other than a designated area will receive a verbal warning and will be asked to move. If a student persists in this behaviour a note will be sent home for signing by a parent.

8. Out of Class Behaviour

Preamble Good behaviour is expected outside the school premises e.g. on school outings, work placement, when representing the school at games, drama or other activities and when wearing the school uniform outside school hours. Students are expected to observe all school rules and behave in a responsible way, when travelling to and from school, at lunch time and after school, for those who remain for study or extra-curricular activities. Behaviour in breach of school rules will be subject to sanctions.

Expectations:

- Follow all break-time and lunchtime regulations
- Be polite, walk at all times and observe the 'walk-on-the-right' system when moving around the school. The school expects that such courtesies would extend to members of the public, in the town and in the park.
- Accept that name calling and bullying will not be tolerated
- Wear correct uniform, which includes no scarves, no facial piercings etc. – follow directions from staff immediately.
- If out of class, a student must have her journal.
- Do not litter
- Do not use bad language
- Be respectful - inappropriate attitude or comments are not acceptable
- Do not engage in inappropriate behaviour on the corridor e.g. shouting, boisterous behaviour, pushing/pulling.
- Do not use a mobile phone/unauthorised electronic devices/unauthorised personal equipment in the school buildings or on school grounds

9. School Tours and Trips

Preamble The objective of organising educational tours is to provide our pupils with opportunities to develop their educational, intellectual, cultural and social skills.

- When outside the school on trips or outings, students are expected at all times to maintain high standards of consideration for others and, through their conduct and good manners, maintain the good name of the school.
- Students must comply, without question, with all specific and reasonable requirements laid down by those in charge as well as complying with any other rules or regulations set down by the venue being visited. School rules and standards of dress as outlined in the school dress code, or otherwise advised as appropriate clothing, must be observed on all occasions
- The Board of Management reserves the right to allow a student to participate in a school activity.
- Students must not purchase or possess alcohol, tobacco or non-medically prescribed drugs while on a school outing.
- A student may be sent home, at their parents expense, or may be precluded from tour activities and be supervised, for a lesser but serious offence.

10. Health and Safety

Preamble: As a school which offers our students a broad range of healthy activities and options and seeks to educate our students towards making health-promoting life choices we seek to organise our school community in a way where health and safety are the concern of all. All members of our school community are entitled to teach and learn in an area devoid of unnecessary health and safety risk.

Expectations

- It is our expectation that the school building and the property of others are to be treated with care.
- That all students will be vigilant at all times so as to ensure their own health & safety, the safety of the other members of the school community or any visitors to the school.
- Students must not use or interfere with any school equipment without prior permission. This is particularly important in Science Labs, Home Economics Room, Computer Room and Art Room, where the health and safety of students/teachers are paramount.
- In accordance with the public Health Tobacco Acts 2002 and 2004, smoking/vaping is strictly forbidden within the school environment.
- Students are encouraged to maintain a healthy lifestyle. Soft/fizzy drinks, energy drinks and caffeinated drinks are not permitted in the school.

Sanctions

- Interference with fire and safety equipment is strictly forbidden and is punishable by immediate suspension.
- The inappropriate use of any implement or piece of equipment will result in the confiscation of same. If the action is considered dangerous it may lead to suspension.
- Fizzy, energy and carbonated drinks will be confiscated.
- Smoking/vaping within the school premises, on the school grounds or in the vicinity of the school and during school activities will incur immediate suspension.

11. Bullying Behaviour

If it is concluded that a student has been engaged in any form of bullying behaviour she will be informed:

- that she is in breach of the school Code of Behaviour and that she must stop her unacceptable behaviour immediately;
- that her parents/guardians will be informed to support her in changing her unacceptable behaviour
- that her class teacher and subject teachers will be informed
- that support is available in the school from the Guidance Counsellors to enable her to change her unacceptable behaviour
- If the bullying behaviour continues, sanctions will be put in place.

Sanctions if the Bullying Behaviour continues:

- If, after the follow-up meeting, it is established that the bullying activity has not stopped, sanctions will then apply:
- the student will be suspended for two days to reflect on her behaviour;

- on her return, she will be requested to sign an agreement of good behaviour in the presence of her parents and the school Principal/Deputy Principal;
- if she persists with bullying activity, she will be suspended for three days initially, then a further 4 days and then a further 5 days;
- The Board of Management reserves the right to implement sanctions up to and including permanent exclusion, if the bullying activity continues.

12. Internet

- Use of the Internet is for study or for school authorised/supervised activities only.
- The Acceptable Use Policy, in the journal, must be signed by parents/guardians before students can use ICT.
- ICT resources, as authorised by the teacher, must NOT be used for personal purposes.
- Students are expected to respect the work and ownership rights of people outside the school as well as other students or staff. This includes abiding by copyright laws.
- Games may not be downloaded or played on any School ICT equipment.
- All Internet use on ICT resources is monitored on an on-going basis.
- Students need to be aware that e-mails and attached data, sent and received as part of classroom activity are subject to monitoring.

Data Security & Privacy - All Data is stored in accordance with provision of the Data Protection Act: 1998

- Students to protect work by keeping their personal passwords private. Use of someone else's personal logon/name or password is forbidden.
- To protect the ICT network, security on the computers must not be breached or settings on computers altered in any way.
- Network/Computer storage areas and USB keys may be reviewed by staff.
- Students may not examine, copy, alter, rename, or delete the files or programs of another student. System administrators may, as a requirement of system maintenance, delete files that are determined to be non-essential.
- Only relevant information and photographs of students will be used on the School and CEIST website and for promotional material.

13. Mobile Phones

Preamble The misuse of mobile phones and digital electronic media has a disruptive effect on teaching and learning in the classroom. There are inherent dangers associated with the misuse of camera phones. The Board of Management has a duty to protect staff and pupils from any invasion of privacy or harassment associated with the misuse of mobile phones.

- All mobile phones must be turned off and left out of sight during the school day including evening study. It is not acceptable to have a phone on silent during school time or evening study.
- On occasion, under the supervision of the teacher present, students may be permitted to use their mobile phones in class for educational purposes.
- Students should only be contacted (when absolutely necessary) through the school office and not via their personal mobile phones during school hours.
- The school accepts no responsibility for replacing lost, stolen or damaged mobile phones/digital devices. The safety and security of mobile phones/digital devices is wholly a matter for students and their parents/guardians.

- It is strongly advised that students mark their mobile phones/digital devices with their names and use passwords to ensure that unauthorised phone calls cannot be made on their phones.

Sanctions for Misuse of Mobile Phones/Digital Devices

- If a student uses a phone without authorisation by a teacher, it will be confiscated immediately. Phones will be handed into the Deputy Principal's office for five consecutive days. Refusal to comply will be considered an extreme violation and may warrant suspension. On parental request, the phone may be returned to the parent on the payment of a €10 donation to a nominated charity. A second offence will incur a €20 donation.
- Incidents where students use mobile phones/digital devices to bully other students or send offensive messages or calls will be investigated and sanctioned under the Anti-Bullying Policy for Students. It should be noted that it is a criminal offence to use a mobile phone/digital device to menace, harass or offend another person. As such, the school may consider it appropriate to involve the Gardai in such incidents.
- The invasion of a staff member's privacy through misuse of mobile phones/digital devices or social media will be considered an extreme violation of the school's code and will incur immediate suspension
- It is a criminal offence to possess or distribute child pornographic material. The school will involve the Garda Síochána in any such incidents.

Internet Chat

- Students will only have access to chat rooms, discussion forums, messaging or other electronic communication means that have been approved by the school.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
- Usernames will be used to avoid disclosure of identity.
- Face-to-face meetings with someone organised via Internet chat is forbidden.

Procedures and Record Keeping

The procedures for dealing with incidents of unacceptable behaviour/breach of school rules are referred to as our **Ladder of Referral**.

The basic principal of this ladder of referral system is that the more serious the incident, the higher up the ladder it is dealt with.

Step 1 – Subject Teacher

Each teacher has the responsibility for implementing discipline in his/her own classroom. Subject teachers may use sanctions for minor offences. A serious offence or a number of minor offences will warrant reporting to the Class Teacher.

Step 2 – Class Teacher

Each class group is assigned a teacher with special responsibility for it. He/she has a pastoral and minor disciplinary role to play with the class group. He/she monitors the student's behaviour and work through the school journal. He/she will check that the journal is signed on a weekly basis by the parent/guardian.

Step 3 – Year Head

Each year group is assigned a teacher with special responsibility for them. He/she has a pastoral and disciplinary role to play with the class groups that make up this year group.

Step 4 – Principal/Deputy Principal

Students whose behaviour has not improved despite the school’s best efforts will be referred by the YH to the Principal/Deputy Principal. If the Principal/Deputy Principal decides that a suspension is warranted the procedures of our policy on suspension and expulsion must be implemented.

Unacceptable Behaviour

- Talking out of turn
- Laughing to cause disruption
- Eating/drinking/chewing gum in class
- Inappropriate use of journal
- Going to locker between classes
- Graffiti/damage to property
- Failure to present homework/copying of homework
- Disruption of class
- Lateness
- Uniform violation
- First time Truancy
- Any behaviour deemed inappropriate by the teacher
- Horseplay/rough behaviour
- Not having necessary equipment/ingredients/books for class
- Defiant attitude
- Name calling
- Distracting others

Extreme Violation

- Any of the ‘Unacceptable Behaviour’ of a persistent nature
- Forgery of signature
- Bullying/Harassment of another person
- Possession &/or use of contraband/illegal substances
- Any illegal activity
- Tampering with safety equipment
- Theft/Vandalism
- Inappropriate use of social media/ICT
- Defiance/disrespect of any staff member
- Breach of public laws/Smoking/Vaping
- Refusal to attend detention
- Personal Graffiti
- Inappropriate language
- Repeated disruption of class
- Repeated failure to present journal
- Facilitating unauthorised entry to school.
- Repeated Truancy
- Excessive horseplay
- Any behaviour deemed by the teacher to be extreme
- Verbal abuse

- Any audio or video recording of a teacher or student
- Refusal to hand up phone
- Refusal to hand up Sim with phone
- Aggressive, abusive and intimidating behaviour

Sanctions which may be imposed at any time may include the following:

- Verbal warning
- Change of seating position in class or Placement in another class
- Note home in the School Journal
- Telephone call to Parents from Teacher/Year Head/ Deputy Principal/Principal
- Student Behaviour Form
- Placement on Report i.e. requesting a grade-behaviour comment or score from each teacher for every class period
- Lunchtime Detention
- Withdrawal from class to enable other students to learn without disruption. Parents informed by letter and meeting arranged
- Evening Detention
- Compulsory charitable donations.
- Withdrawal of certain privileges e.g. permission to leave school grounds at lunchtime
- Exclusion from group/class trips outside school at the discretion of the school authority.
- Suspension from particular classes or from school for a defined period of time
- Exclusion from the school as per Section 23 of the Education (Welfare) Act 2003 (in extraordinary circumstances and when all sanctions and attempts at remediation of behaviour have proven unsuccessful). Exclusion requires the prior sanction of the Board of Management.

The Purpose of Sanctions is to bring about a change in behaviour by helping students:

- To understand that they have choices about their own behaviour and that all choices have consequences.
- To learn that their behaviour is unacceptable.
- To recognise the effect of their actions and behaviour on others.
- To learn to take responsibility for their behaviour.

The behaviour of students during the school day, when travelling to and from school, during lunch break outside school grounds and when participating in activities off-campus reflects on the students themselves and on the reputation of the school. The Board of Management reserves the right to apply the Code of Behaviour to address misbehaviour during timetabled classes, at social times and when wearing the school uniform outside school premises. The full range of school sanctions up to and including expulsion will apply in these circumstances. All school procedures will be followed and the school authority may report incidents to An Garda Síochána if school management deems this action relevant and appropriate.

Suspension & Expulsion Policy & Procedures

Suspension

For the purpose of this policy, suspension is defined as:

Requiring the student to absent herself from the school for a specified, limited period of school days. During the period of a suspension, the student retains her place in the school.

The purpose of suspension is to allow pupils the time, under the supervision of their parents/guardians, to reflect on their unacceptable behaviour; to accept responsibility for the behaviour that led to the suspension, to think about the link between their action and its consequence and to change their future behaviour to meet the reasonable expectations of the school. Suspension can provide a respite for staff and other students.

The Board of Management formally delegates 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 must be referred to the Board. In such a case, having sought approval from the Chairperson of the Board, the Principal may suspend for up to five days to allow for time to convene a Board meeting.

The Board of Management will not normally impose a suspension of more than 10 consecutive school days.

Suspension will normally be imposed for a serious offence, as defined in the School Code of Positive Behaviour. Such breaches may include but are not limited to:

- Theft.
- Smoking on school premises/property or during school activities on or off-site.
- A threat to the safety of others and/or to self.
- Tampering with or abuse of safety equipment.
- Second truancy
- Serious disruption of teaching and learning and the orderly atmosphere of the school.
- Deliberate damage to property.
- Introducing or facilitating the introduction of non-students into the school.
- Physical assault or verbal assault.
- Misuse of technology in breach of the school's Acceptable Use of ICT/Social Media Policy.
- Possession, use, handling of alcohol/tobacco/drugs.
- Intimidating or threatening behaviour.
- Persistent breaches of the Code of Behaviour which have not been rectified by the normal school interventions.
- Refusal to comply with reasonable instructions/directions given by school management.
- Failure to comply with strategies/interventions/programmes/arrangements put in place by the school to support behaviour improvement.
- Facilitating unauthorised entry to the school

However, where in the opinion of the Senior Management Team including the Principal and Deputy Principal, detention or other school sanctions are inadequate disciplinary responses to serious offences, or

in the case of repeated offences that have not been rectified by usual school interventions, the sanction of suspension may also be imposed.

Other than in the case of immediate suspension, the Principal will consider

- The seriousness, frequency and context of the behaviour
- The impact of the behaviour on the other members of the school community – students & staff
- The interventions that have already been implemented with the student involved including school-based interventions and referral to outside agencies
- The impact of the suspension on the pupil.

Suspension Procedures

1. The alleged incident will be investigated by the Deputy Principal and/or the Year Head to determine the facts of the situation. This will involve an interview with the student(s) in question and any persons witnessing the incident. The principles of a fair hearing and natural justice will apply to all aspects of the investigation and any subsequent meeting(s).
2. If, in the opinion of the Principal following consideration of the investigation report, suspension should be imposed, the following procedures will apply:
3. Contact will be made with the student and her parents to arrange a meeting to discuss the matter. Parents/Guardians are required to ensure that a working contact number is available to the school at all times for immediate communication. All reasonable efforts will be made to contact parents to facilitate this meeting at a time acceptable to all. However, if the student/parents/guardians fail to make themselves available to attend such a meeting and fail to provide a reasonable explanation for not doing so, the matter may be decided in their absence and the suspension imposed.
4. Where a suspension is applied, the student and parents/guardians will be informed in writing that the suspension has been applied, the date from which the suspension takes effect and the period of the suspension. This letter will specify the reason for the suspension, the school's expectations of the student while on suspension and the procedures for re-entry to the school following the period of suspension.
5. Parents/guardians will be informed in the notification letter of their right to appeal the decision to suspend to the Board of Management.
6. A suspension is understood to mean that the student does not have permission to be present in the building and is under the care of her parents/guardians for the day/s in question. It is considered an extreme violation of the School Code of Positive Behaviour if a student enters the school while on suspension.

Immediate Suspension

Without prejudice to the above procedures, where the Principal or Acting Principal has been notified of an alleged extreme violation of the School Code of Positive Behaviour and/or where immediate suspension is deemed necessary for Health and Safety reasons, the Principal or Acting Principal (as per TUSLA guidelines), following an initial report & investigation and without notice to the student/parent/ guardian, is authorised to suspend a student with immediate effect for such a period as is deemed appropriate, pending a full investigation of the alleged offence.

Where a suspension is applied, the student and parents/guardians will be informed in writing that the suspension has been applied, the date from which the suspension takes effect and the period of the suspension. This letter will specify the reason for the suspension, the school's expectations of the student

while on suspension and the procedures for re-entry to the school following the period of suspension. Parents/Guardians will be informed in the notification letter of their right to appeal the decision to suspend to the Board of Management.

Following application of suspension, the Principal will notify the Board of Management of the suspension at its next meeting. If a student is suspended for a period of not less than six days, the Principal will inform the Educational Welfare Officer in writing of the suspension. (Section 21(4) of the Education [Welfare] Act, 2000).

Return to School following Suspension

A student who has been suspended must be accompanied by a Parent/Guardian to the school on the day of return. The student will be required, in the presence of the Principal/Deputy Principal/Year Head and her Parent/Guardian to give a written undertaking to abide by the School Code of Positive Behaviour before being re-admitted to class. This undertaking will be countersigned by the Parent/Guardian and the Principal/Deputy Principal/Year Head. The student will be placed on a five-day or ten-day report from the date of return to monitor behaviour and to support the student in improving her behaviour. Further interventions/referrals/supports may be discussed at this time.

Procedures for Appeal of Suspension

Parents/Guardians or Students aged over 18 years may appeal a suspension imposed by the Principal to the Board of Management as follows:

1. An appeal should be submitted in writing to the Secretary of the Board of Management within 10 school days of the date of the suspension and should outline the grounds for appeal.
2. The Board of Management at its next ordinary meeting will nominate two members, neither of whom should have any involvement in the case, to investigate the matter and report back to the Board with their findings and recommendations.
3. If, following the above investigation, the recommendation is that the Board removes the suspension, the record of the suspension will be removed permanently from the student's file. If the investigation upholds the suspension then the suspension will remain.
4. There is no further right to appeal unless the student's total suspensions in any one year exceed 20 days. In this case, an appeal is made to the Secretary General of the Department of Education and Skills. The Principal informs the Parent/Guardian and the TUSLA Education Welfare Officer if this 20-day limit has been reached.

Expulsion

A student is expelled from a school when a Board of Management makes a decision to permanently exclude her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000. Only the Board of Management has the authority to expel a student. The Principal may not authorise the expulsion of a student.

Expulsion of a student is a very serious step and will only be taken by the Board of Management in extreme cases or as a last resort after all interventions have failed:

1. Where there is significant and continuing disruption to the learning of others or to the teaching process.

2. Where there is a serious threat to the health and safety of the student herself, other students or members of staff.
3. Where the student is uncontrollable and is not amenable to any form of school authority.
4. In cases of specific behaviours such as
 - Physical assault, sexual assault.
 - The possession, supply or distribution of illegal substances.
 - Deliberate serious damage to school or personal property.
 - Serious misuse of technology.
 - Bullying/harassment/intimidation of a member of the school community.

Before the Board of Management will consider expulsion, the school will have taken significant steps to address the student's behaviour. These steps may include:

- The application of procedures outlined in the school Code of Positive Behaviour;
- Meeting with parents and the student to endeavour to find ways of helping the student to change her behaviour.
- Ensuring that the student and her Parents/Guardians understand the possible outcome/consequences of her behaviour, should it be persistent.
- Applying other interventions/strategies to bring about an improvement in behaviour through an Individual Behaviour Plan (IBP).
- Referral to appropriate external agencies which may include but is not limited to: National Educational Psychological Service (NEPS); Child and Adolescent Mental Health Services (CAMHS); Health Service Executive Community Services & Social Work Department; the Special Education Support Service (SESS); the National Behavioural Support Service (NBSS); the National Council for Special Education (NCSE).

However there may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first grave offence. The procedures of fairness and natural justice will be observed in any such case.

Presentation Secondary School is required by law to follow fair procedures as well as procedures prescribed under the Education (Welfare) Act 2000, when proposing to expel a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include:

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

These procedures assume that the Board of Management is the decision-making body in relation to expulsions.

Step 1

A detailed investigation carried out under the direction of the Principal

In investigating an allegation, in line with fair procedures, the Principal will:

- Inform the student and her parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion.
- Give Parents/Guardians and the Student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed. Parents/Guardians will be informed in writing of the alleged misbehaviour and the proposed investigation in order to have a permanent record of having let them know.

This also ensures that Parents/Guardians are very clear about what their daughter is alleged to have done. It serves the important function of underlining to parents the seriousness with which the school views the alleged misbehaviour.

Parents/Guardians and the student will have every opportunity to respond to the complaint of serious misbehaviour before a decision is made about the veracity of the allegation, and before a sanction is imposed.

Where expulsion may result from an investigation, a meeting with the student and her Parents/Guardians is essential. It provides the opportunity for them to give their side of the story and to ask questions about the evidence of serious misbehaviour, especially where there is a dispute about the facts.

It may also be an opportunity for Parents/Guardians to make their case for lessening the sanction, and for the school to explore with parents how best to address the student's behaviour. If a student and her Parents/Guardians fail to attend a meeting, the Principal will write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the inappropriate behaviour. The school will record the invitation issued to Parents/Guardians and their response.

Step 2

A recommendation to the Board of Management by the Principal

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal makes a recommendation to the Board of Management to consider expulsion.

The Principal will:

- Inform the parents and the student that the Board of Management is being asked to consider expulsion.
- Ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion.
- Provide the Board of Management with the same comprehensive records as are given to parents.
- Notify the parents of the date of the hearing by the Board of Management and invite them to that hearing.
- Advise the parents that they can make a written and oral submission to the Board of Management.
- Ensure that parents have enough notice to allow them to prepare for the hearing.

Step 3

Consideration by the Board of Management of the Principal's Recommendation and the Holding of a Hearing

It is the responsibility of the Board to review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures. The Board will undertake its own review of all documentation and the circumstances of the case.

It will ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations (for example, a member of the Board who may have made an allegation about the student).

Where the Board of Management decides to consider expelling a student, it will hold a hearing. The Board meeting for the purpose of the hearing will be properly conducted in accordance with Board procedures.

At the hearing, the Principal and the Parents/Guardians, or a student aged eighteen years or over, put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly. The meeting may also be an opportunity for Parents/Guardians to make their case for lessening the sanction.

In the conduct of the hearing, members of the Board will take care to ensure that they are, and are seen to be, impartial as between the Principal and the student.

Parents/Guardians may wish to be accompanied at hearings and the Board will facilitate this, in line with good practice and Board procedures. There is no right to legal representation at this meeting.

After both sides have been heard, the Board will ensure that the Principal and Parents/Guardians are not present for the Board's deliberations.

If the student or her Parent/Guardian fail to attend the meeting with the Board of Management and fail to provide a reasonable explanation for not attending, the B.O.M. will 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.

Step 4

Board of Management deliberations and actions following the hearing

Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.

Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. [Education (Welfare) Act 2000, s.24 (1)].

The Board of Management will refer to TUSLA reporting procedures for proposed expulsions. The student cannot be expelled before the passage of twenty school days from the date on which the EWO receives this written notification [Education (Welfare) Act 2000, s.24 (1)].

In the interim, the Board may, in accordance with section 5 of the Education (Welfare) Act 2000, suspend or make other arrangements to ensure that 'good order and discipline are maintained in the school'.

An appeal against an expulsion under section 29 of the Education Act 1998 will automatically succeed if it is shown that the Educational Welfare Officer was not notified in accordance with section 24(1) or that twenty days did not elapse from the time of notification to the Educational Welfare Officer to the implementation of the expulsion (Education (Miscellaneous Provisions) Act 2007, s4A).

The Board will inform the parents in writing about its conclusions and the next steps in the process.

Where expulsion is proposed, the parents will be told that the Board of Management will now inform the Educational Welfare Officer (EWO).

Step 5

Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of a notification from a Board of Management of its opinion that a student should be expelled, the Educational Welfare Officer will:

- make all reasonable efforts to hold individual consultations with the Principal, the Parents/Guardians and the student, and anyone else who may be of assistance
- Convene a meeting of those parties who agree to attend (Education (Welfare) Act 2000, section 24).

The purpose of the consultations and the meeting is to ensure that arrangements are made for the student to continue in education. These consultations may result in an agreement about an alternative intervention that would avoid expulsion. However, where the possibility of continuing in the school is not an option, at least in the short term, the consultation will focus on alternative educational possibilities.

Pending these consultations about the student's continued education, a Board of Management may take steps to ensure that good order is maintained and that the safety of students is secured

(Education (Welfare) Act 2000, s.24 (5)). A Board may consider it appropriate to suspend a student during this time. Suspension will only be considered where there is a likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

Step 6

Confirmation of the decision to expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel (this task might be delegated to the Chairperson and the Principal).

Parents/Guardians will be notified immediately that the expulsion will now proceed. Parents/Guardians and the student will be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record will be made of the decision to expel the student.

Appeals

An Appeal to the Board of Management

The parent/guardian of a student, or, in the case of a student who has reached the age of 18, the student, may appeal to the Board of Management against a decision of the Principal that the student has committed a violation of the school Code of Positive Behaviour and /or any decision of the Principal to apply a sanction up to and including suspension.

Parents/Guardians or students over 18 years of age who wish to lodge an appeal must do so in writing, outlining the grounds for the appeal and must make the appeal to the Chairperson of the Board of Management within a period of 10 school days from the date of the decision being appealed.

In determining the appeal, the Board of Management will follow any procedures, which may be prescribed by the Minister for Education and Skills pursuant to Section 28 of the Education Act, 1998 and the current guidelines for Boards in handling any such complaint.

Following receipt of the appeal application, the Board of Management will appoint a sub-committee to deal with the appeal. The sub-committee will confirm the appeal procedures and inform Parents/Guardians of such arrangements. The sub-committee shall investigate the matter and shall arrange a meeting between it, the Parent/Guardian and/or the student and the Principal.

Natural justice and fair process will be followed in the meeting. In the event that the parent/guardian and/or student do not attend that meeting and fail to provide a reasonable explanation for not attending, the appeal will proceed in their absence.

Following the meeting, the sub-committee will inform the Board of Management of its findings and the Board of Management may decide to amend, uphold or revoke the decision that is being appealed. Written notification of the decision will be given to all parties.

An Appeal to the Department of Education & Skills

Pursuant to Section 29 of the Education Act, 1998, there is a statutory right of appeal to the Secretary General of the Department of Education and Skills against a decision of the Board of Management or of a person acting on behalf of the Board to permanently exclude a student from the school or to suspend a student from attendance at the school for a period which would bring the cumulative period of suspension to 20 school days in any one school year.

This right of appeal can be exercised by the parent(s)/guardian(s) of a student, or in the case of a student who has reached the age of 18 years, by the student.

When Parents/Guardians/Students are notified of the decision to expel, they will be notified in writing of the option to appeal and the procedures for lodging such an appeal. Such appeals must be made within 42 calendar days from the date the decision of the school was notified to the Parent/Guardian or student.

The appeals process under section 29 of the Education Act 1998 begins with the provision of mediation by a mediator nominated by the Appeals Committee (Department of Education and Skills). Further details about the Appeals process, including requirements for documentation, and the steps in the process are available on www.education.ie, the website of the Department of Education & Skills.

Accordingly, the appellant and the Board of Management will first consider the matter at local level to determine if an accommodation can be reached. Appeals to the Secretary General of the Department of Education & Skills must be made in writing on the Section 29 Appeals Application Form and addressed, by signed letter, fax or e-mail to the Appeals Administration Unit of the DES.