

**POLICY ON THE CODE OF BEHAVIOUR
OF COLAISTE NA SCEILGE**

November 2014

Signed: _____

Date ratified at the Board of Management meeting: _____

Date Ratified by Kerry Educational Services: _____

The representatives of the following people were consulted:

The Parents Council, the Students and the Staff.

The Policy was communicated to the following people:

Kerry Educational Services, the Board of Management, the Parents Council, the Students Council and the Staff.

Date of review: _____

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Marino Policy Website

The Marino Policy Website provided some resources in the formation of this policy.

(www.marinopolicy.ie)

The National Educational Welfare Board (NEWB)

The National Educational Welfare Board (NEWB) provided some resources in the formation of this policy.

(www.newb.ie)

Code of Behaviour of Colaiste na Sceilge

INTRODUCTION

This policy applies to students of Colaiste na Sceilge and relates to all school activities both during and outside of normal school hours. This policy was drawn up in consultation with all the school partners, including Kerry Educational Service, the Board of Management, the Staff, the Parents and the Students. The Code of Behaviour has been drawn up in accordance with the requirements of the Education Act 1998 and the Education Welfare Act 2000 as well as the values expressed in the school's mission and ethos statements.

Relationship to the Mission Statement of Colaiste na Sceilge.

This policy has been developed in line with the Mission Statement of Colaiste na Sceilge (see Appendix I). The school strives to provide a safe secure learning environment for the development of our students. Our school code of discipline is based on respect for oneself, for others and for our environment, so that a positive and cooperative school atmosphere prevails.

Rationale

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour, which is ill mannered, annoying, dangerous or disruptive cannot be allowed. Our code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected.

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 behave well and learn well. The Code of Behaviour helps the school community to promote the school ethos, relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The Code of Behaviour helps teachers, other members of staff, students and parents to work together for a happy, effective and safe school.

Objectives

The aims of our code of behaviour are:

- To promote good behaviour and self-discipline through positive affirmation, while encouraging students to take personal responsibility for learning and behaviour.
- To create a safe, secure learning environment for all students by promoting a sense of mutual respect among all members of the school community.
- To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation (see Appendix II).
- To allow for the appropriate involvement of all school personnel
- To ensure understanding by the parents, students, staff and management of The Code of Behaviour and the reasons for it.
- To prepare students for life after school.

- To outline the strategies to be used to prevent misbehaviour and the ways in which positive behaviour is acknowledged.
- To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.
- To outline the interventions to be used when a student repeatedly misbehaves.

The Patron:

Under the provisions of the Education Act 1998, each school has a Patron who carries out certain functions specified in the Act.

The Board of Management manages the school on behalf of the Patron and for the benefit of the students and their parents. The Board must:

- Uphold the characteristic spirit of the school and be accountable to the Patron in this respect.
- Consult with and keep the Patron informed of decisions and proposals.
- Publishes its policies on admissions, participation, suspension and expulsion in a manner that has been agreed with the Patron (Section 15 (d), Education Act 1998).

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. The school expects that students will treat other people with respect and dignity i.e. fellow students, teachers, Special Needs Assistants and non-teaching members of staff.

Students with Special Educational needs

Class teachers and specialist personnel (such as the Learning Support Teacher, Resource Teacher, Special Needs Assistant) should check that standards and rules are communicated in a way that students with Special Educational needs can understand. Teachers may need support in understanding how best to help a student with Special Educational needs to conform to the behavioural standards and expectations of the school.

For some students, visual prompts or pictures may be needed. Some students may need opportunities to practise observing the rules, with feedback on their progress.

Parents

The school acknowledges the role of parents in the development and operation of The Code of Behaviour and expects them to support the code and encourage their sons/daughters to uphold it. The school provides many opportunities for parents/guardians to be familiar with the standards and to understand the importance of expecting students to behave in accordance with these standards.

The school maintains regular communication with parents/guardians and if necessary, parents/guardians will be invited to discuss their child's behaviour, with the objective of achieving an agreed common approach.

Teachers and other staff

The school acknowledges the role of teachers 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 they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this code. A teacher is assigned to each class and year group with special responsibilities for operating the code.

Class Teachers, Year Heads, Guidance Counsellor, Learning Support Teachers, Chaplain, Psychological Services, Other Agencies, Deputy Principal and Principal all have specific roles to play in upholding the code.

The school, and every teacher, should ensure that, in applying any sanction, the duty of care to the student is maintained. The teachers duty of care is a professional duty of care, reflecting the teachers training, skill and knowledge. The duty requires, e.g. that a student is appropriately supervised at all times while at school. Appropriate arrangements must also be made to ensure that child protection guidelines are observed (see Department of Health and Children, (1999) Children First: National Guidelines for the Protection and Welfare of Children)

The school acknowledges the contribution of ancillary staff in the day to day running of the school. They too have a part to play in the successful operation of our code of behaviour. In particular they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.

Board of Management

The Board of Management is the decision making body of the school. The school acknowledges its role in the development and operation of The Code of Behaviour. All policies are developed with the authority of Kerry Education Service/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 the day to day procedures, they are the body to whom parents and students over 18 can appeal, in cases of suspension or expulsion.

OPENING HOURS AND ROLL PROCEDURE

Colaiste na Sceilge is open from 8.30 a.m. each morning and school finishes at 3:35 p.m. each afternoon during school term. Each student must register each morning. Students arriving late to school after 9.04 a.m. should go to the office to be registered by the office staff. Late arrivals will receive a late stamp in their journals and will be put on lunch time detention. Parents may be informed via text message if their son/daughter has not registered for school. A role call will be taken after lunch break and parents will be informed via text message if their son/daughter has not returned to school.

THE STUDENT JOURNAL

The student journal is an essential element of our discipline procedure in the school and students are expected to have their journal with them every day. Students should respect the journal and keep it clean and tidy for inspection by teachers and parents. The journal must be signed and dated by the teacher if the student leaves the class to use the toilet. There are perforated absence slips at the back of the journal. These are to be filled in by parent/guardian if a school day is missed. The journal is to be used for messages to/from home however, the bulk of communication will happen through ePortal. Parents are requested to look at ePortal once per week to monitor their child's progress. If a student damages/loses a journal (s) he/she will be expected to purchase a replacement at a cost of €10. Parents should bring the student journal(s) when attending Parent Teacher meetings in the school.

THE SCHOOL UNIFORM

The purpose of the school uniform is to ensure equity and have uniformity of dress amongst the student body. We trust that you will wear the FULL school uniform at all times. Alternative suitable clothing however should be worn while participating in Games classes. Students are expected to present themselves at all times in a manner deemed appropriate by the school management. **Students are advised to purchase a second pants/skirt and jumper at the beginning of the school year** as this will overcome the problem of students using excuses for not being in full school uniform. Sanctions will be imposed for non-uniform.

Grey trousers or school skirt Pale yellow shirt

Skirt should be knee length Black footwear

Navy school jumper (seniors) Black or navy socks or tights

Light blue school jumper (juniors) No Hoodies

If a student is unable to wear full uniform for medical reasons a note signed by a doctor must be presented to the school (a note from parent/guardian will not suffice).

SCHOOL CANTEEN / EATING HABITS

We encourage all students to have a good breakfast before coming to school in the morning and to eat a healthy lunch while at school. We hope you can appreciate that the 15 minute morning break doesn't allow sufficient time for students to leave school grounds, and therefore all students are required to remain on the school grounds during morning break. The school canteen is open daily.

Canteen Opening Times

Morning: 8:20 - 8:55a.m Break: 11:10 - 11:25a.m Lunch: 1:10 - 1:45p.m

Students are not allowed use the canteen outside of the above times.

We have a beautiful school and grounds. We can all appreciate the value of working/living in a clean fresh environment. We need your help in achieving this goal by using the recycling facilities provided when disposing of litter and waste.

Students are requested to eat food in the canteen or in the Lower Mall area (below the glass wall) and not in any of the other areas around the school.

MOVEMENT AROUND SCHOOL

In the interests of health and safety orderly movement to and from classes is required of all students. Students should walk on the right hand side on the steps and in the corridors. At all times, students school bags must be stored on the bag racks, under or on benches.

THE USE OF TOILETS

We encourage students only to use the toilets before school starts in the morning and during morning and lunch breaks. There is a section in the student journal where an entry is made when a student requests to leave a class. We would encourage parents to monitor this section of the book and check if your son/daughter is abusing toilet visits.

NO SMOKING

It is forbidden by law to smoke anywhere in the school building. Any student found smoking in the school building will be suspended for 2 days. Any student smoking in the school grounds will be suspended for 1 day. (see Appendix III).

MOBILE PHONES

Students are expected to have mobile phones switched off at all stages during the school day except during lunch break and morning breaks. Otherwise the phone will be confiscated and kept in the office for a week. It will have to be collected by a Parent/Guardian. Students are also expected to have I Pods, MP3 players, music devices, game consoles and all electronic gadgetry switched off in class.

A text message will be sent to parents/ guardians informing them that their son/ daughter's phone has been temporarily confiscated.

SCHOOL TRANSPORT

Parents / Guardians need to encourage students to be safety conscious while queuing for, boarding, travelling on and alighting from the school bus. Great care is required of students when crossing the road after alighting from the bus. Good behaviour is expected at all times, as is adherence to bus safety regulations.

RETURNING TO SCHOOL AFTER BEING ABSENT FOR ONE OR MORE DAYS

A student returning to school after an absence of one or more days should have an entry in the appropriate section at the back of the student journal signed by parent/guardian. Reason for absence must be completed by a parent/guardian, as the school must notify the National Educational Welfare Board when a student is absent more than twenty days in a school year and must also provide reason for the absence. The note should be shown to the student's class teacher during registration class. The class teacher will then keep the note and give it to the appropriate Year Head. If a student fails to produce a signed note explaining the absence, the teacher should inform the Year Head at the earliest opportunity.

In order to tackle the problem of school absence the NEWB as set up under the education welfare act 2000. The NEWB has appointed Education Welfare Officers around the country to provide support and advice to parents and schools with regard to student absences from school. Under the Act, each school is obliged to report to the NEWB every time:

- A student has reached 20 absences cumulatively
- A student has been suspended 6 days or more
- A school principal is concerned about a student's attendance

At Coláiste na Sceilge, all school attendance is recorded electronically through ePortal.

ePortal is an online gateway parents can use to access up-to-the minute information on attendance, assessment, performance and behaviour. The system is easy to use and secure, so parents can be sure that their children's personal details are safe. They can log on from work and home to see the latest details of their child's performance and attendance. When the system indicates that the student exceeds 20 days absence cumulatively for the year, a report is sent to the NEWB. Attendance records are also used when filling out a reference for a student or past pupil. It is in the student's best interest to make sure that attendance and punctuality are adhered to.

PROCEDURE FOR LEAVING SCHOOL DURING A SCHOOL DAY

A student should only ask to be signed out under one of the following headings:

- 1) Illness

2) Medical/dental appointment

3) Urgent family matters

Any student who needs to leave school during a normal school day is expected to have the relevant form in the school journal signed in advance by his/her Parent(s)/ Guardian(s). As our school day has become shorter it is more important than ever that signing out is kept to a minimum.

The student must then show the school journal to his/her Year Head prior to leaving the school and get it counter-signed. The school staff can then be made aware of the fact that the student will be leaving the school. The student must sign out at the office before leaving the school.

If the student is unable to contact the Year Head, the student is asked to get the note signed by the Pincipal/ Deputy Principal.

If a student becomes ill during the school day or forgets to bring in a signed note, it is essential that phone contact is made by the Year head/Principal/Deputy Principal to confirm the student has permission to leave the school

This procedure is to ensure the well-being of the students during school hours. A student must not leave the school grounds without following the procedure laid out above. Any student who leaves the school grounds without permission will be suspended from school.

Junior students are not allowed leave the school grounds at any time during the school day unless they have gone through the correct sign-out procedure.

Senior students may leave the school during lunch-break only. We request that students are safety conscious at all times.

Returning to School after being absent for one or more days.

A student returning to school after an absence of one or more days should have an entry in the appropriate section of this book signed by parent/guardian. Reason for absence must be completed by parent/guardian as the school must notify the National Education Welfare Board when a student is absent more than twenty days in a school year and must also provide reasons for the absences.

At Coláiste na Sceilge we record all our school attendances on ePortal.

SHOW RESPECT FOR ONESELF AND FOR OTHERS

This is a rule of Colaiste na Sceilge because having respect for oneself and for others, promotes a respectful, caring atmosphere where the rights of all are upheld.

There are 2 restorative practice worksheets, worksheet 1 and 2 for Junior and Senior Cycle. (see Appendix X and XI).

RESTORATIVE PRACTICE

We began using Restorative Practice at Colaiste na Sceilge in 2009/2010 and have had a great deal of success with it.

We understand restorative practice to be a process which seeks to involve all of those who are affected by specific offence: offender/s, victim/s, families, teachers and so on, and to collectively identify and address harms, needs, and obligations, in order to heal and put things right as possible.

Some of the key questions asked in this process are: What happened? Who was affected? How can the harm be repaired? Who should repair the harm?

Key finding: Human beings are happier, more productive and more likely to make positive changes in their behaviour when those in positions of authority do things with them rather than to or for them.

BULLYING

All cruel and abusive behaviour, especially that which is persistent and pervasive is unacceptable in the school. Bullying behaviour, by its very nature, may cause psychological harm and damages the educational process. The school believes that students have the right to learn in a supportive, caring and safe environment without the fear of being bullied. Bullying can occur through several types of anti-social behaviour. It can be:-

a) PHYSICAL

A person can be physically punched, kicked, hit, spat at, etc.

b) VERBAL

Verbal abuse can take the form of name calling. It may be directed towards gender, sexuality, ethnic origin, physical/social disability, or personality etc.

c) EXCLUSION

A person can be bullied simply by being excluded from discussions or activities even with those they believe to be their friends.

d) DAMAGE TO PROPERTY OR THEFT

Pupils may have their property damaged or stolen. Physical threats may be used by the bully in order that the pupil hand over property to them.

e) CYBER-BULLYING

In an even more technologically advanced world, a new strain of bullying has emerged amongst young people, which utilises web pages, e-mails, and text messaging to abuse, intimidate and attack others, either directly or indirectly i.e. rumour mongering.

Be aware that bullying can often take place on the internet. In order to protect yourself, remember the following:

- Never post photographs of yourself of 'Bebo' or 'FaceBook'
- Never send photographs of yourself or others to mobile phones even those of your friends
- Never reveal your real name, mobile phone number, e-mail address or any other personal details on websites such as 'MSN'. You have absolutely no control over where and how these details may be used.

WHAT IS EXPECTED OF THE STUDENT OUTSIDE THE CLASSROOM

These guidelines are given in the Student Journal (see Appendix IV).

WHAT IS EXPECTED OF THE STUDENT IN THE CLASSROOM

These guidelines are given in the Student Journal (see Appendix V).

SCHOOL OUTINGS

During the school year students may be involved in school organised outings. It is vital that student behaviour on these trips is of a high standard, as otherwise teachers could not be expected to volunteer to participate in such activities. The following guidelines are considered in Colaiste na Sceilge prior to student outings:

- A student's record in the school and on previous outings.
- An acceptance that good behaviour is expected at all times.

- An acceptance of the instructions of teachers / leaders at all times in the interest of health and safety.
- An acceptance that the use of drugs, including alcohol and cigarettes, is forbidden.
- An acceptance that in situations of serious misbehaviour, parents may be contacted to discuss the matter and if necessary, arrange for student's return home at parent's expense.

We want school outings to be occasions of enjoyment for students and teachers and hope that you will appreciate that implementation of the above procedures is designed to increase the enjoyment of everybody rather than being restrictive in any way.

Full school uniform must be worn for all school outings with the exception of:

- Subject field trips
- Cappanalea/cross country

A student may be asked to stay in school if he/she is not wearing uniform.

“I request that my son/daughter to be included in relevant school outings. I agree to accept the conditions and to support the school in implementing the conditions outlined above.”

Students and their parents will be expected to sign a form similar to this in order for the student in question to be allowed take part in school organised outings during the course of the school year.

PREVENTATIVE MEASURES

In Colaiste na Sceilge, students will be encouraged in their endeavours to uphold the Code of Behaviour by use of the following measures:

- (a) The Code of Behaviour is circulated to the parents of all new entrants into the school and they are asked to read it and to sign their agreement with the content. By doing so, they acknowledge their support and co-operation with it. This is to ensure that parents and students understand what the rules are, why they must be adhered to and what procedures will be followed if the rules are not upheld.
- (b) At the start of Term One each year, as part of our induction process, each class is brought through the Code of Behaviour and any amendments to it are highlighted. This is done so as to remind students of the content and to take account of the fact that they have been out of the school's environment for three months.
- (c) School rules and the reason for them are discussed as part of the schools pastoral care programme or as part of Social, Personal and Health Education (SPHE). The notion of tolerance for others, self-control, a sense of fairness and the principles of natural justice are discussed as part of the Religious Education programme in the school. Some of this work also takes place in Civic, Social and Political Education (CSPE) class, since it is the foundation of good citizenship.

(d) Issues such as Bullying, Racism, Sexism, Harassment, Violence, Substance-misuse etc. are discussed with the students during their time in the school, using current legislation, current affairs and / or outside speakers. This is to help the students to have a better understanding of these issues so that they can base their thinking, understanding and action on factual information.

DISCIPLINE

One of our aims is to educate our students to take responsibility for themselves and to learn that they are accountable for their own actions.

Recognising the good

We do this currently through:

- A Students Award Night
- Positive comments in the students journal
- Displaying students' achievements
- Mall TV
- School announcements
- School Reports
- Parent/Teacher/Student meetings
- Graduation Ceremonies
- The School Magazine
- Reward Draw each term for having a clean Journal

and making amends for the bad

Our approach to discipline is very much guided by the restorative practice process as outlined on Page 14.

Your involvement as a parent/guardian is essential to the successful implementation of discipline. You will appreciate that where students break school rules sanctions will ensue, including loss of privileges and detention. The student journal and ePortal are very important elements in the discipline process. Parents should check their son/daughter's journal and ePortal records on a regular basis and sign where appropriate.

- Mis-behaviour is initially dealt with within the classroom through a verbal reprimand and/or an entry in the student journal.
- For persistent/serious mis-behaviour the teacher puts an entry on ePortal, in the students journal and informs the Year Head.
- If the mis-behaviour continues and a student has been given further entries, the student will be given detention after school from 3.45 p.m. – 4.45 p.m. Parents will be informed prior to this detention and will organise transport home for their son/daughter after the detention.

- If the mis-behaviour still continues and a student has been given further entries, the student along with parents/guardians may be requested to attend a meeting in school regarding the matter.
- In some cases a student may be put on a report “Red Card”. This card has to be signed by a teacher at the end of every subject period during the school day. The card should be signed by the parent/guardian at home each evening. This procedure should continue until there is a marked improvement in behaviour. Alternatively a computerised version of the Red Card will be used and this can be monitored on ePortal.

Other Measures

- A student may be referred to the Deputy Principal or Principal.
- A verbal disciplining from a member of senior management e.g. Principal or Deputy Principal.
- A telephone call to Parent(s) / Guardian(s) by Year Head, Deputy Principal or Principal.
- A meeting with Parent(s) / Guardian(s).
- Carry out a useful task in the school
- Detention
- Withdrawal of privileges
- Exclusion from a favoured activity.

Suspension

- If a student has been suspended the parents will be informed by the Principal, Deputy Principal or Year Head. The parents/guardians will be expected to accompany the suspended student to the school on the day of return to school to discuss the student’s future at Coláiste na Sceilge and to give an undertaking that the student will observe school rules and procedures.
- In some circumstances it may be a condition for his/her return to school that a student avail of the school counselling service or services provided by outside ‘caring’ agencies.
- A student with frequent suspensions of two or more suspensions of more than a day in close proximity to each other will be requested to attend with his/ her parents/ guardians a meeting of the subcommittee of the Board of Management to see how resolutions to the difficulties might be achieved.

- In some instances, suspension may be used automatically at the discretion of the Principal. Offences that may warrant automatic suspension include the following:
 - o Leaving school grounds without permission
 - o Repeated truancy in school
 - o Interfering with fire safety/health and safety equipment in school
 - o Fighting/physically assaulting other student(s)
 - o Use of un-acceptable language directed at a member of the
 - o school staff or in the presence of a staff member
 - o Smoking in school building
 - o Vandalism
 - o The Year Head has the discretion to suspend students for 1 day
 - o Any other offence deemed adequately serious by the Principal

The Year Head has the discretion to suspend students for 1 day

If a student interferes with the Health/Safety devices in the school (cameras, fire alarms, fire hoses ...), (s) he will be fined to a minimum of €50 per device or may be asked to pay for repair/replacement of damaged equipment. The Guards may be contacted by the school and asked to investigate the incident.

A student may be withdrawn from a subject on a temporary or permanent basis if he/she refuses to cease disruptive behaviour with that class.

Parents/guardians are expected to read and make themselves familiar with the contents of the school journal. Failure by parents/guardians to do this will not diminish or negate the rights of the school to implement the school rules, guidelines and procedures.

It is a condition of enrolling your son/daughter in Coláiste na Sceilge that you accept the standard of behaviour outlined in this journal and that you will support and co-operate with the school in the investigation of incidents of alleged mis-conduct on the part of students. A suspension imposed by the school Principal may be appealed by the student to the Board of Management of the school.

- In some circumstances it may be a condition for his/her return to school that a student will avail of the school counselling services.
- Exclusion from school.

The Fines

If a student interferes with the Health and Safety devices in the school (cameras, fire alarm, fire hose...) (s)he will be fined a minimum of €50 per device or may be asked to pay for repair / replacement of the damaged equipment and will receive an automatic suspension.

RECORD KEEPING

The Year Head keeps the perforated slips signed by Parent(s) / Guardian(s) giving the reason for the student's absence from school (see the end pages of the Student Journal).

The names of students, on Friday evening detention after school, is noted by the Year Head, Deputy Principal or Principal in the detention folder, which is kept in the Deputy Principal's office (see Appendix IX, page 26).

INTERVENTIONS

In Colaiste na Sceilge the following interventions are used to assist students from re offending and to give specific help to those students who find it particularly difficult to uphold the Code of Behaviour.

Interview between the student and a member of staff, usually the Class Teacher initially.

The purpose of this interview is:

- To establish an understanding in the student of the rule(s) he / she has broken. The student may be asked to fill a Restorative Justice Worksheet.
- To bring the student to an understanding of the effects on him / herself of the breach as well as on other members of the school community.
- To bring the student to an understanding of how to act / react differently so as not to be in breach of the rule / rules.
- To administer a sanction, if one is required and to get the student to see the need for one. (Often this process is sanction enough, especially in the case of a new / younger student or a student who has genuine behavioural difficulties.)

Coláiste na Sceilge requires Parent(s) /Guardian(s) to co-operate with the school in the investigation of an incident of alleged misconduct on the part of the student.

Referral to the School/Guidance Counsellor or Chaplain

If a student has a problem that is contributing to their inability to uphold the Code of Behaviour then the school/guidance counsellor or chaplain is available to assist them with the problem. A student may need regular contact and the school/guidance counsellor or chaplain is available to them. Referrals may also be made to him / her by the Year Head, Deputy Principal or Principal.

A referral maybe requested by the school, to an out of school centre for assistance in behaviour modification.

Referral to the school psychologist for testing and/or help in behaviour modification may be required depending on the individual needs of the student.

SUCCESS CRITERIA

The following indicators will be used to gauge the effectiveness of the policy:

Is the policy document accessible to the Students Council, the Parents Council, the Staff the Board of Management and Kerry Educational Service?

Are the procedures fair and adequate?

Are the procedures efficient?

Feedback from the Parents Council, the Students Council, the Year Heads, Teachers and Staff, will be sought by the Principal.

MONITORING PROCEDURES

Kerry Educational Service, the Board of Management, the Parents Council, the Students Council, the Principal, the Year Heads, Teachers and Staff will all be responsible for monitoring the policy in Coláiste na Sceilge

The Students Council will make suggestions and recommendation to the Principal, Year Heads and to the Parents Council whenever they consider it appropriate.

The Parents Council will make suggestions and recommendation to the Principal and the Board of Management whenever they consider it appropriate.

The Principal and Year Heads will evaluate the policy annually.

REVIEWING

The process of reviewing The Code of Behaviour is part of a continuous cycle arising from the use of this code in the school. A review follows the audit and looks at how a particular aspect of The Code of Behaviour is working. It draws an arrange of sources of information and evidence, including the experience and views of, students, the Staff, the Principal and the Year heads in Coláiste na Sceilge, will be reviewed one year after its initial implementation.

Any amendments, which are considered necessary, will be made in keeping with the general philosophy of the Code of Behaviour. Amendments will be communicated to the members of the school community in writing.

A major review will be carried out no later than five years after the date of implementation and will involve consultation with the Parents, the Students, the Staff, the Principal, the Year Heads, the Board of Management and Kerry Educational Service.

IMPLEMENTATION

All registered students of Colaiste na Sceilge will receive a copy of the Code of Behaviour by hand. The Code of Behaviour is also available from the school upon request. A summary of the Code of Behaviour is displayed in the classroom (see Appendix VII). The full code is available in the student journal.

When the major review is carried out, the resulting amended Code of Behaviour will be circulated to all the stakeholders in written format.

TIMEFRAME

The process was begun in November 2004. The code of behaviour was piloted in the period from December 2004 to April 2005 and some adjustments were made for September 2005. This policy was further revised and updated by a subcommittee representing students, parents and staff in April 2006 and September 2006. Policy was reviewed in 2011 and in November 2014.

Appendix I

Colaiste na Sceilge's Mission Statement

Colaiste na Sceilge is committed to creating a community in which everyone is a partner, where everyone and everything is respected, where everyone has an opportunity to develop in a challenging, caring and happy environment, creating people who are aware of their valuable and lifelong role in building a better community.

Appendix II

Relevant Legislation

The following legislation and relevant documentation inform the guidelines for this Code of Behaviour:

Article 42 of the Irish Constitution.

The United Nations Convention of the Rights of the Child.

Circular Letter M33/91.

Sections 28 and 29 of the Education Act 1998.

Section 23 of the Education (Welfare) Act 2000.

The Equal Status Act 2000.

Task Force on Student Behaviour in Second Level Schools June 2005.

Public Health (Tobacco) Act, 2002((Section 47) Regulations 2003

Ban on smoking in the workplace.

Appendix III**Public Health (Tobacco) Act, 2002(Section 47) Regulations 2003****Ban on smoking in the workplace**

From 29th March, 2004 you are not allowed to smoke in an enclosed place of work in Ireland.

Appendix IV
OUTSIDE THE CLASSROOM
Student's Journal.

Students are expected to:-

- Walk in an orderly and brisk fashion during change of class.
- Remain within designated areas. Area outside rooms T11-14 is out of bounds during all breaks, as is the stairs leading to the balcony of the hall.
- Go to lockers at break and lunch-time only.
- Refrain from visiting the office unless otherwise instructed by teacher.
- Be courteous at all times to fellow students, school staff and visitors.
- Avoid congregation in mall area between classes.
- Stay with a class group even on occasions when you are not studying a particular subject (the mall is not to be used for study at these times).
- Comply with legal requirements and avoid smoking.
- Dispose of litter in bins and make use of Can-Bank.
- Remember that liquid tippex, jewellery and chewing-gum is forbidden.
- Remember that bad language and bad behaviour is not acceptable.
- Avoid entering the staff-room at all times.
- Wait outside locked classroom pending the arrival of the teacher.
- Be on time for school at all times
- Behave properly on school buses.
- Co-operate with school staff at all times.
- Wear full uniform at all times (except during P.E. / Games).
- Fill in the absenteeism record in this book when appropriate and have it signed by Parent(s) / Guardian(s) and Year Head.
- Avoid bringing the name of Coláiste na Sceilge into disrepute.

Appendix V
WITHIN THE CLASSROOM
Student's Journal.

Students are expected to:-

- Be on time for class.
- Have one's Student Journal on the desk at all times during class.
- Sit quietly at designated seat with required books open.
- Be responsible for one's own table, chair and classroom equipment.
- Raise hand for teacher's attention.
- Be attentive and make a genuine effort at learning.
- Be respectful to fellow students, school staff and visitors.
- Keep classroom tidy and safe.
- Put your chair on your desk at the end of day.
- Adhere to given guidelines in the case of an emergency.
- Knock politely before entry to classroom and get permission to join or address class.
- Stay in assigned classrooms.
- Be prepared fully for class.
- Enter and exit classrooms in an orderly fashion.
- Ensure that not more than one person is speaking at any given time.
- Refrain from eating, drinking or using chewing-gum.
- Avoid using liquid tipex, jewellery, nail varnish, mobile phones and electronic gadgetry i.e. iPods, iPads, tablets etc.
- Refrain from unruly behaviour at all times.
- Enter all homework in diary and complete as directed.
- Not possess or take tobacco, alcoholic drink or any other prohibited substances.
- Respect school property and be responsible for it (students may be asked to make good any damage caused).

Appendix VI

Thursday After-School Detention in T1 4:00 p.m. to 5:00 p.m.

Date _____

Student on Detention	Year & Class	Year Head Signature	Reason for detention	Student Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

N.B. Student should not be detained if the Year Head signature is not signed-in above.

Supervisor's Signature _____ (Please get students to sign above and return this folder to the staff room)

Appendix VII

Lunchtime Detention in M2 Date _____

Student on Detention	Year & Class	Year Head Signature	Reason for detention	Student Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

N.B. Student should not be detained if the Year Head signature is not signed-in above.

Supervisor's Signature _____ (Please get students to sign above and return this folder to the office)

Appendix VIII
Code of Behaviour
(Displayed in the Classroom)

- **TREAT EVERYONE IN SCHOOL WITH RESPECT**
- **BE PUNCTUAL AND HAVE ALL NECESSARY BOOKS AND MATERIALS WITH YOU**
- **ENSURE YOUR STUDENT JOURNAL IS ON THE DESK AT ALL TIMES**
- **HOMEWORK MUST BE COMPLETED AND SUBMITTED ON TIME AND MUST BE TO AN ACCEPTABLE STANDARD**
- **FULL UNIFORM MUST BE WORN CORRECTLY**
- **EATING & DRINKING IS CONFINED TO THE LOWER MALL AND CANTEEN DURING BREAKS**

Appendix IX**Coláiste na Sceilge Restorative Justice Worksheet 1****Junior Cycle**

Name _____ Date _____

Restorative Justice Asks:**What happened? Who was affected? How can the harm be repaired? Who should repair the harm?**

1. What happened?

2. What were you thinking at the time of the incident?

3. Who do you think was affected by this incident?

4. How were **each** of the people listed above in (3) affected by the incident?

5. What could you have done differently?

6. What needs to be done to make things right for **each** of the people listed in 3 above?

7. How will people know you are making things right?

8. How can others help you in your decision to take responsibility for your actions?

9. What have you learned from this experience?

Appendix X**Coláiste na Sceilge Restorative Justice Worksheet 2**

Name _____ Date _____

Restorative means “making up for the harm done” “not just saying you’re sorry but showing that you are”.

Restorative Justice Asks:

1. What happened?
2. What were you thinking at the time of the incident?
3. Who could you have done differently?
4. How would people know you are making things right? (visible repair)
5. Who can help you in your decision to improve/ change?
6. What have you learned from this experience?

Parent’s/ Guardian’s signature: _____ Date: _____