

CODE OF BEHAVIOUR FOR SKIBBEREEN COMMUNITY SCHOOL - JUNE 2017

1. Introduction

It is the aim of the Skibbereen Community School to provide a happy, caring, and safe atmosphere where each member of the School Community can grow as a person. We strive to create an environment, which assists self-development and self-discipline.

Mission Statement

Vision Statement

Skibbereen Community School is a multi-denominational, co-educational school, built upon the Catholic education traditions of the Mercy Sisters, De La Salle Brothers, the Diocese of Cork and Ross and the inclusive ethos of Cork Education and Training Board. The school is open to, and welcomes students of all denominations and none and values each student, made, as they are, in the image and likeness of God. The school will support each student in their faith, in their talents and in their academic potential so that it will live the Gospel maxim that 'I have come so that they may have life and have it to the full'.

Skibbereen CS is dedicated to the pursuit of excellence. In acknowledging the rich traditions from which our school has evolved, we seek to provide a holistic education in a positive environment.

Skibbereen CS aims

1. To facilitate the personal, social, spiritual, intellectual, emotional and physical development of each student in reaching their full potential.
2. To create an inclusive, safe, caring and happy environment open to the wonder of learning.
3. To nurture the self-belief of each student.
4. To develop our school as a community of learners.
5. To nurture active partnership between parents/guardians, students, staff and the wider community.

The Staff recognise the importance of working in partnership with students and their Parents/Guardians in preventing and dealing with unacceptable behaviour in our school. Students are encouraged to recognise their right to be educated in a safe and secure environment. They are also encouraged to recognise the right of others to be treated with respect and tolerance. We endeavour to do this through formal and informal learning (S.P.H.E., R.E., Assembly, Student Support Structures, Pastoral care and Class

Discussion). In our school, disciplinary decisions are taken in a spirit of concern for the individual and the welfare of other pupils.

In compliance with Section 23 of the Education (Welfare) Act 2000, the Board of Management of Skibbereen Community School has prepared and made available a Code of Behaviour for its pupils, staff and parents/guardians, in accordance with *'Developing a Code of Behaviour: Guidelines for Schools', National Educational Welfare Board, 2008.*

The Code of Behaviour details:

1. The standards of behaviour that shall be observed by each pupil attending the school;
2. The whole school approach in promoting positive behaviour;
3. The measures that shall be taken when a pupil fails or refuses to observe those standards;
4. The procedures to be followed before a pupil may be suspended or expelled from the school concerned;
5. The grounds for removing a suspension imposed in relation to a pupil.
6. The school's Anti-Bullying Policy;
7. The procedures to be followed in relation to a child's absence from school.

2. AIMS AND OBJECTIVES

The aims and objectives of the code are:

- To allow the school to function in an orderly way where students can make progress in all aspects of their development
- To create an atmosphere of respect, tolerance and consideration for others
- To promote positive behaviour and self-discipline, recognising the differences between students and the need to accommodate these differences
- To ensure the safety and well-being of all members of the school community
- To assist school staff, parents/guardians and students in understanding the systems and procedures that form part of the code of behaviour and to seek their co-operation in the application of these procedures
- To ensure that the system of rules, rewards, and sanctions are implemented in a fair and consistent manner throughout the school.

3. Whole School Approach

Skibbereen Community School recognises the importance of creating consistent values, policies, practices and relationships that support the Code of Behaviour. Such an environment may only be formed by involving the entire school community and in this respect the Board acknowledges the importance of the roles played by the principal, teachers, ancillary staff and parents in the operation and subsequent review of the Code.

4. Scope of the Code

The Code applies as follows:

1. As students are coming and going home from school
2. Throughout the school day and during after school study.
3. On trips, tours, school outings and for extracurricular activities
4. During Internal and State Examinations.
5. For school events at night.
6. For any event or activity that students from Skibbereen Community School are officially participating in, such as charitable collections and community activities.
7. When appropriate in other pertinent situations where students are involved.

5. The Standards of Behaviour That are Expected From All Stakeholders Include:

- Respect for self, others and others' learning
- Kindness and willingness to help others
- Courtesy and good manners
- Fairness
- Readiness to use respectful ways of resolving conflict
- Forgiveness

Unacceptable behaviour in our school includes:

- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
- Behaviour that interferes with teaching and learning
- Threats or physical hurt to another person
- Damage to property
- Theft

5.1 Students

In our school, we expect each pupil ***'to be the best that he/she can be'***.

The fundamental principle underlying the code of behaviour is that of respect

- **Respect for self**
- **Respect for others**
- **Respect for personal property and that of others, including school property**

General Behaviour

Each student is expected to:

- Be **well behaved** and to **show consideration** for other students and adults
- Show **respect for the property** of the school, other students' property and their own belongings
- **Attend** school on a **regular basis** and to be **punctual**.
- **Do his/her best** both in school and for homework. Bring an explanatory note when homework is not completed.
- **Wear our school uniform** as a sign of belonging. Keep it clean and tidy.
- Avoid behaving in ways which would endanger others.

Classroom Behaviour

Each student is expected to:

- **Listen** – to the teacher and other pupils if they are speaking
- **Work** – to the best of his/her ability and complete homework assigned
- **Respect** – school property and the belongings of fellow pupils
- **Follow** – the direction of his/her teacher
- **Obtain** – his/her teacher's permission to leave the classroom
- **Respect** – staff, other pupils and visitors to the classroom
- **Participate** – in all school activities

6. Rights and Responsibilities

Students Rights and Responsibilities

Students have the right to be treated with dignity, respect and fairness by other students and staff.

They have the right to be provided with a learning environment that is free from physical, emotional and social abuse.

Students are expected to use their abilities and talents to gain maximum learning from their school experience.

Students are expected to comply with the school's expectations, school policies and all regulations, instructions and directions whether written or oral.

Students are expected to take responsibility for their behaviour and to ensure that their behaviour does not damage the educational opportunities of other students.

Staff Rights and Responsibilities

All staff have the right to work in an environment that is free from emotional, physical and social abuse.

Staff should be treated with dignity, respect and fairness by students and parents.

Teachers are expected to implement the Code of Behaviour in a fair and consistent manner.

Teachers should help create a positive and happy school environment that promotes good standards of behaviour and building positive relationships with students.

Parents Rights and Responsibilities

Parents have the right to be informed of the school's expectations for student behaviour within the school, its environs and during school activities.

Parents are expected to support the Code of behaviour through reinforcing the high expectations and standards of behaviour in Skibbereen Community School.

7. PROMOTING POSITIVE BEHAVIOUR

Encouragement and reinforcement is fundamental to success in all aspects of a student's life. In this regard positive behaviour, genuine effort and achievements whether academic or otherwise are recognised and rewarded in the following ways:

- Frequent verbal praise by subject teacher.
- Positive comments on exercises and reports.
- Acknowledgement of good behaviour by Year Head, Deputy Principal and Principal.
- Acknowledgement of good behaviour at assembly.
- Public recognition of achievements on the intercom.
- Photographic record of student achievements displayed in school.
- Displays of work in classrooms and around school.
- Awarding of certificates of attendance.
- Recording of achievements on school website, school newsletter and local media.
- School awards day.

8. School Rules

Another key term which underpins our Code is that of "PRAISE". Praise and encouragement are paramount to get the best out of each student and to make them understand that a good functioning Code of Behaviour creates the "safe, happy and caring environment" which we in Skibbereen Community School aspire to.

P.R.A.I.S.E

1. Punctual
2. Respect
3. Appropriate Actions
4. Image
5. Strive for Excellence
6. Equipped

SCHOOL RULES EXPLAINED.

PUNCTUAL

This means

- That you are in the school building at 8.50am for morning assembly and 1.50pm for afternoon classes
- That you attend school every day unless it is absolutely unavoidable. Leaving the school without permission is regarded as being a particularly serious transgression of the rules and may lead to suspension.
- That if you miss school you bring a note in your school journal from your parent/guardian on your return to school and present to your Year Head and Subject Teachers.
- That if you are unavoidably late, you bring a note from your parent/guardian and sign the Late Book in the office
- That if you are sick during the school day and need to leave the school, a parent (or authorized adult) must collect you.
- That if you must leave school during the day, a Parent/Guardian must sign you out at the office having first produced a note in the Journal at morning assembly.
- That you proceed to all classes without delay and arrive on time
- That you do not go to the toilets/lockers between or during classes without your teacher's permission in your journal.
- That you behave yourself on your way to and from school
- Enter the school through the designated door.
- That you behave on the school buses.

Because

- Time missed is hard to make up
- The school is entitled to an explanation for your absences
- It is expected that a late arrival to school be explained out of courtesy
- Arriving late for class wastes your time, the teacher's time and class time

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- Going to the toilets/lockers during or between classes disrupts class
- The school rules apply on your way to and from school and during lunch break.

RESPECT

This means

- Being helpful and treating other students, all staff and visitors to the school with good manners and respect
- Respecting the instructions of your teachers and staff
- Any form of bullying is unacceptable
- That you should proceed in an orderly fashion around the corridors by following the system.
- That you don't use offensive or abusive language.
- That you use the litter bins in classrooms, in social areas and in the school grounds
- That you respect the school property and the property of other people
- Reporting any accidental damage you may have caused or seen to the main office

Because

- Like you, they are entitled to good manners and respect.
- Teachers are entitled to your respect and co-operation
- Bullying causes fear, hurt and misery
- Rough behaviour can lead to accident or injury.
- Offensive or abusive language shows disrespect and can cause hurt
- Keeping the school environment pleasant and litter free is everyone's responsibility
- You would expect the same respect for your property
- The school authorities might have no other way of knowing if damage is caused to property or equipment

APPROPRIATE ACTIONS

This means

- You proceed quickly and quietly to each class, keeping to the left.
- You wait quietly for your teacher while lining up outside the classroom
- You should avoid loitering in the toilets during break times or at any other times
- That eating and drinking is only allowed only within designated areas at specified times.
- Taking your break in the manner and area specified and obeying the instructions of the teacher on duty
- That you don't break, damage or deface school property
- That you must report to a teacher should you notice graffiti or damage to school property and especially if you notice graffiti on your own desk or chair.
- That chewing gum is totally forbidden in the school building and grounds.
- Water bottles must be kept in school bags.
- That you do not bring cigarettes, lighters or matches to school.
- That there is an absolute ban on knives, lasers and any type of offensive weapons
- Mobile phones and all other electronic devices should be powered off during class time and kept in the student's locker unless specifically requested by a Class Teacher.
- That the production, display or circulation e.g. via Facebook and internet, of written words, pictures or other materials which may intimidate, embarrass or erode the reputation of another person is totally unacceptable.
- Alcohol and illegal substances are totally forbidden.
- You may not photograph or record in school without your teacher's Permission.

Because

- The one way system avoids confusion and accidents
- Lining up quietly is safer
- Loitering in toilets leads to congestion
- Specified times and places for eating/drinking helps to keep the school clean and pleasant
- Obeying break time rules and teachers instructions is safer and helps with supervision
- Others have to use the school property and repairs/replacements are expensive Everyone is responsible for helping to keep the school environment pleasant

IMAGE

This means

- You wear the full school uniform in school at all times except, when otherwise directed by the school
- Full uniform must be worn when representing the school at any event and failure to do so may deny travel.
- You are required to bring the appropriate sports gear for participation in timetabled P.E. classes
- All non uniform items such as coats, jackets, hats, scarves and sweatshirts/hoodies are not permitted in the school building and must be placed in the locker during the school day.
- **Any student found wearing non uniform items will have them confiscated by any teacher and returned at the end of the school day.**
- Smoking is forbidden on the school premises and in the school vicinity. It is also forbidden when representing the school or when engaged in any school activity
- No facial piercing allowed. Boys and girls are permitted to wear stud earrings only in the lower ear lobe. Excessive additional jewellery is not allowed

Because

- You should wear your uniform with pride, be dressed suitably for school activities and be good ambassador when representing the school
- Wearing jewellery can be dangerous – it should be left at home
- Hats and scarves can be a distraction in class
- Smoking is unhealthy and is unlawful in a school and workplace.

Strive for Excellence

This means

- That you listen in class to your teachers
- That you contribute to class and participate in class to the best of your ability
- That you do not interfere with teaching and learning
- That you don't disturb the class
- That you sit in an orderly manner at all times
- That you do your homework each night, written and oral and to an acceptable standard
- That you always have your school journal with you and take down your homework in it (Date, time and Question numbers)
- That you get it signed by your parent/guardian each week
- That if you need to leave your classroom, you must get permission from your teacher with a note of explanation in your school journal.
- If you are required by another teacher, that teacher must note this in your school journal and you must present this note to your timetabled teacher at the start of the class.

- Sign out notes and absentee notes must be shown to Year Head at morning assembly.
- That you help keep your classrooms tidy

Because

- The teacher is trying to help you
- Disturbing the class is unfair to others who wish to learn
- It is dangerous to swing back on two legs of your chair
- Homework is a back-up to the work done in class
- Your school journal helps you remember what you have to do
- Getting your school journal signed lets your parents see how you are getting on
- Getting your school journal signed to leave the classroom helps keep a record of your time missed and lets other teachers know that you have permission to be out of class
- It is important to take responsibility for tidying up after ourselves

EQUIPPED

This means

- That you have the proper pens, books, copies etc required for each class and that you bring in any special materials/equipment needed for class
- All bags, books and homework journal be kept in good condition and free of graffiti
- That you are responsible for your own property

Because

- It only wastes time if you haven't got your pens, books etc. It is impossible to do the subject without the materials/equipment needed
- Having items not needed for class cause distractions and waste time
- Graffiti can offend. Neatness helps students stay organised
- You are old enough now to look after your own property

10. Sanctions

Sanctions are a form of positive intervention. They will be used in a respectful way that helps students to understand the consequences of their behaviour and to take responsibility for changing it. When implementing sanctions, care will be taken to preserve the dignity of all the parties, will be applied in a fair and consistent way and will be closely linked in time to the specific behaviour. Sanctions reinforce the boundaries set out in the code of behaviour and signal to other pupils and staff that their wellbeing is being protected. Pupils with Special Educational Needs may need help to understand the purpose of a sanction imposed and the reason why the behavior is unacceptable.

The following strategies may be used to show disapproval of unacceptable behaviour:

1. Verbal warning.
2. Reasoning with student (including advice on how to improve).
3. Separation from peers e.g. temporary or permanent change of seating arrangement.
4. Assigning additional homework.
5. Requirement for an apology.
6. Loss of privileges (representing the school at an event, trips away, school trainings).
7. Temporary confiscation of non-uniform items.
8. Lunch time and Afterschool detention.
9. Brief note to parents in journal.
10. Complaint Sheet issued.
11. Homework or Behaviour Cards issued
11. Referral to Year Head.
12. Written communication with parent/guardian.
13. Requirement for written apology.
14. Loss of position of responsibility.
15. Community service on the school premises.
17. Report card issued.
18. Removal from representing school in any activity for a nominated period of time.
19. Non-participation in outside school activities.
20. Non-participation in extracurricular activities.

SPECIFIC SANCTIONS

ISSUES AND SANCTIONS

Mobile Phone	Any student caught with a mobile phone will have it confiscated and put in a drawer in the office, name taken and phone returned to them at the end of the day. On the third occasion, parents are called in to collect phone and student is placed on a report card. Any student refusing to hand up a phone will be placed on a report card.
Lateness: (a) School (b) Class	(a) To be dealt with by the Year Head/ Deputy Principal. (b) To be dealt with by subject teacher.
Littering	Community service on the school premises.
Chewing gum	Community service on the school premises.

Uniform Infringements	Any student out of uniform without a valid reason will have their journal signed by the Year Head which must be cosigned by a parent/guardian. After two infringements, parents will be contacted and the student will be placed on a report card.
Defacing or Damaging School Property	Parents will be contacted. Student must pay for the cost of repair or replacement. Student will be placed on a Report Card. Lunchtime or Afterschool Detention Litter duty or similar civic minded activity
Smoking/E-Cigarettes (in or out of school)	1 Day Suspension.
Inappropriate language or behaviour	Behaviour Sheet or Complaint Sheet. Issuing of Report Card.
Abusive language or behaviour	Removal from class or area and referral to Year Head or Deputy. Suspension.
No Journal in class	Behaviour Sheet. New Journal to be purchased. Report Card for 3rd and subsequent offences.
Leaving the school premises without permission	Behaviour Report Card or up to 1 Day Suspension

Clean slate

The student will be given the opportunity and support for a fresh start after 6 weeks once the original issue has been resolved. Although a record is kept of the behaviour and the sanction imposed, once the sanction has been completed the school expects the same behaviour of this student as of all other students.

11. Procedures for Suspensions & Expulsions

11.1 Suspension

Definition of Suspension: *'Requiring the student to absent himself/herself from the school for a specified, limited period of school days'* (Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board)

The decision to suspend a student requires serious grounds such as that:

- The student's behaviour has had a detrimental effect on the education of other students

- The student's continued presence in the school constitutes a threat to safety
- The student is responsible for serious damage to property.
- A single incident of serious misconduct may be grounds for suspension.

Please note that all investigations of alleged misbehaviour will be carried out in confidence, bearing in mind fair procedures based on the principles of natural justice.

Fair procedures have two essential parts: the right to be heard and the right to impartiality.

Where allegations of criminal behaviour are made about a student, these will usually be referred to the Gardaí, who have responsibility for investigating criminal matters.

Authority to Suspend:

The Board of Management of Skibbereen Community School has formally and in writing delegated the authority to impose an 'Immediate Suspension' to the Principal Teacher. An 'Immediate Suspension' may be for a period of one to three school days depending on the severity of the specific Behaviour. In exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

Furthermore, the Board of Management has formally and in writing delegated to the Principal Teacher the authority to impose an 'Automatic Suspension' for named behaviours detailed in this policy. An Automatic Suspension may be for a period of one to three school days depending on the severity of the specific behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

The Board retains its authority to suspend a student in all other cases/circumstances.

Immediate Suspension and Automatic Suspension

An 'Immediate Suspension' will be deemed to be necessary where after a preliminary investigation the Principal reaches the determination that the continued presence of the pupil in the school at the time would represent a serious threat to the safety and wellbeing of pupils or staff of the school. An 'Immediate Suspension' may be for a period of one to three school days depending on the severity of the specific Behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

An 'Automatic Suspension' is a suspension imposed for named behaviours. The Board of Management of Skibbereen Community School having given due consideration to its duty of care as prescribed by Health & Safety Legislation, has determined that the following named behaviours will incur 'Automatic Suspension' as a sanction;

- Physical assault/violence to a student or member of staff
- Smoking on school campus
- Serious damage to school property
- Student who is under the influence of alcohol or an illicit substance
- Student who is found to be carrying an offensive weapon

An Automatic Suspension may be for a period of one to three school days depending on the severity of the specific behaviour, in exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period but in any event will not exceed 5 school days.

Parent(s)/Guardian(s) will be informed of an Immediate or Automatic Suspension by telephone, and arrangements will be made with them for the student to be collected. In no circumstance will a student be sent home from school prior to his/her parent(s)/guardian(s) being notified. Formal written notification of the suspension will issue in due course, but no later than 2 school days after the imposition of the suspension. Such a notification will detail:

- the duration of the suspension and the dates on which the suspension will begin and end
- the reasons for the suspension
- any study programme to be followed
- the arrangements for returning to school, including any commitments to be entered into by the pupil and the parent(s)/guardian(s).

The Board of Management acknowledges that the decision to impose either an Immediate or Automatic Suspension does not remove the duty to follow due process and fair procedures. In this regard, and following a formal investigation, to be completed no later than 2 school days after the incident the Board will invite the pupil and his/her parent(s)/guardian(s) to a meeting to discuss;

- the circumstances surrounding the suspension,
- interventions to prevent a reoccurrence of such misconduct.

Procedures in Respect of Suspension:

In cases other than those of Immediate or Automatic Suspension the following procedures will apply;

Where a preliminary assessment of the fact confirms serious misbehaviour that could warrant suspension, the Board of Management of Skibbereen Community School will observe the following procedures:

- **inform the student and their parents/guardians**, by phone or in writing, about the complaint, how it will be investigated, and that it could result in suspension.
- **Give an opportunity to parents/guardians to respond** before a decision

is made and before any sanction is imposed. A meeting with the student and their parents/guardians provides an opportunity for them to discuss the serious misbehavior and to explore with parents how best to address the student's behaviour.

Procedures in relation to immediate suspension

Where an immediate suspension is considered by the Principal to be warranted for reasons of the safety of the student, other students, staff or others, a preliminary investigation will be conducted to establish the case for the imposition of the suspension. The formal investigation will follow. In the case of an immediate suspension, parents will be notified, and arrangements made with them for the student to be collected.

The Board of Management of Skibereen Community School. acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given;

- i. No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process.

Implementing the Suspension

Where a decision to suspend has been made the Principal will provide written notification to the parent(s)/guardian(s) and the pupil of the decision. The letter will confirm:

- the duration of the suspension and the dates on which the suspension will begin and end
- the reasons for the suspension
- any study programme to be followed
- the arrangements for returning to school, including any commitments to be entered into by the pupil and the parent(s)/guardian(s)
- the provision for an appeal to the Board of Management.

Where a suspension brings the total number of days for which the pupil has been suspended in the current school year to twenty days the parent(s)/guardian(s) will be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 or the Education Act 1998 and will be provide with information on the submission of such an appeal.

11.2 Expulsion

Definition of Expulsion: *'A student is expelled from a school when a Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000.'* (Developing A Code of Behaviour: Guidelines for Schools, National Educational Welfare Board).

The decision to expel a student requires serious grounds such as that:

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to safety.
- The student is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for expulsion.

Authority to Expel:

The authority to expel a pupil is reserved by the Board of Management.

Procedures in Respect of Expulsion:

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion the following procedures will apply:

- A detailed investigation will be carried out under the direction of the Principal (or a Nominee of the Board if required)
- As part of the investigation a written letter containing the following information will issue to parent(s)/guardian(s);
 - o Details of the alleged misbehaviour, details of the impending investigation process, and notification that the allegation could result in expulsion.
 - o An invitation to a meeting, to be scheduled no later than 5 school days from the date of the letter, where parent(s)/guardian(s) are provided with an opportunity to respond.

The Principal (or BoM Nominee) will make a recommendation to the Board of Management.

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

In this event the Principal (or nominee) will:

- i. inform the parent(s)/guardian(s) that the Board of Management is being asked to consider expulsion
- ii. ensure that parent(s)/guardians 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
- iii. provide the Board of Management with the same comprehensive records as are given to parent(s)/guardian(s)

a) Consideration by the Board of Management of the Principal's (or BOM's Nominee) Recommendations & the Holding of a Hearing

If, having considered the Principal's report, the Board of Management decides to consider expelling a student a hearing will be scheduled.

The parent(s)/guardian(s) will be notified in writing

- i. as to the date, location and time of the hearing
- ii. of their right to make a written and oral submission to the Board of Management
- iii. that they may if they so choose be accompanied at the hearing

The Board of Management undertakes that the timing of such written notification will ensure that parent(s)/guardian(s) have enough notice to allow them to prepare for the hearing.

In respect of the expulsion hearing the Board gives an undertaking that;

- i. the meeting will be properly conducted in accordance with Board procedures
- ii. the principal (or BoM nominee) and parent(s)/guardian(s) will present their case to the Board in each other's presence
- iii. each party will be given the opportunity to comment upon the evidence of the other party
- iv. the parent(s)/guardian(s) may make a case for a lesser sanction if they so choose

b) Board of Management Deliberations & Actions following the Hearing

Where the Board of Management, having considered all the facts of the case, is of the opinion that the pupil should be expelled the Board

- i. Will notify the Educational Welfare Officer in writing by registered post of its opinion, and the reasons for this opinion.
- ii. Will not expel the student before the passage of 20 school days from the date on which the Educational Welfare Officer receives this written notification
- iii. Will in writing notify the parent(s)/guardian(s) of their decision and inform them that the Educational Welfare Officer is being contacted
- iv. Will be represented at the consultation to be organized by the Educational Welfare Officer
- v. Will expel the student, if it is deemed likely 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 pupils or staff.

c) 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.

Parent(s)/guardian(s) will be notified in writing that the expulsion will now proceed. They will also be informed of their right to appeal to the Secretary General of the Department of Education and Skills under Section 29 or the Education Act 1998 and will be provided with information on the submission of such an appeal.

The Board of Management of Skibbereen Community School acknowledges the fundamental importance of impartiality in the investigation and decision-making process. In this regard the following undertakings are given;

- i. No person with a vested interest or personal involvement in the matter will be involved in the organisation or implementation of the investigation procedure, nor will such a person be involved in the decision-making process.

12. Notification of a Student's Absence from School

The school will inform the Education Welfare Officer in writing where a student is suspended or expelled for 6 days or more, where the student has missed 20 or more days in a school year, where attendance is irregular and when the student is removed from the school register

13. Keeping Records

13.1 Class Level

- In order that the "Strategies" for responding to inappropriate behaviour be applied in a fair and consistent way teachers are required to record misbehaviours.
- During the school year parents/guardians will be kept up to date regarding any behaviour issues which may emerge (P.T. meetings; incidental meetings and meetings on request).
- The End of the Year Report includes a reference to each pupil's behaviour.
- There is a standard format in operation for the recording of unacceptable behaviour which is kept on file. At the end of each year these records will be stored in the Secretary's Office.

Pupils will be told when a record is being made about their behaviour, and the reasons for keeping a record will be explained. All records will be kept in accordance with the Data Protection Act 1998 and the Data Protection (Amendment) Act 2003.

13.2 Suspension and Expulsion

- The record of letters for suspension and expulsion, sent to Parents/Guardians will be kept in the Principal's Office.
- Formal records with B.O.M. and Outside Agencies will be kept in the Principal's Office.
- Documentation pertaining to suspension, expulsion, appeals will be kept in the Principal's Office.

13.3 Procedures for Notification of Pupil's Absences from School.

- Since regular attendance is vital for the continuing development of student's education parents are required to ensure that students attend school regularly.
- Parents/Guardians should inform the school authorities of any impending absence and especially if a student is absent for two days or more.
- On the student's return after any absence a **note of explanation** in the School Journal is required.
- The school will monitor each student's attendance and are obliged to notify the Education Welfare Board of students who are absent for 20 days in total over the course of the school year.
- If a student is developing a trend of regular absence parents/guardians will be notified by the school in November, February, April and June.
- If students have to leave school for any reason during the course of the school day the person collecting them is required to sign the student out on the Form used for the purpose. This Form is retained by the school administrations section
- A Punctuality Record is also maintained. If there are on-going issues regarding lack of punctuality parents/guardians will be contacted by the Year Head, Deputy Principal or Principal.

Success Criteria

Indicators of the success of the policy include:

- Observation of positive behaviour in classrooms, playground and school environment.
- Practices and procedures listed in this policy being consistently implemented by teachers.
- Positive feedback from teachers, parents and pupils.

14. Implementation and Review

The revised policy will be implemented in September 2017 and will be reviewed in May 2018.

15. Ratification and Communication

This policy was ratified by the B.O.M. in June, 2017.

Parents/guardians may view a copy of this policy by prior appointment with the Principal.

16. Linked Policies-Anti Bullying Policy

APPENDIX 1

Ladder of Referral

SUBJECT TEACHER	<p>Explanation of Class/School rules.</p> <p>Positive Reinforcement.</p> <p>Classroom Management Techniques.</p> <p>Appropriate Sanctions.</p> <p>Use of School Journal to contact parents.</p> <p>Issues Behaviour or Home/Project Form</p> <p>Reports any worthy news items to P.R.O or concerns to Class Tutor.</p>
WELLNESS TEACHER	<p>Reviews School Journals each week.</p> <p>Passes on newsworthy items to Year Head/ School P.R.O.</p> <p>Offers Pastoral advice and support to students.</p>
YEAR HEAD	<p>Monitors Student Behaviour /Homework Sheets and Cards</p> <p>Attends weekly Pastoral and Discipline Team meetings.</p> <p>Offers Pastoral advice and support to students.</p> <p>Communicates to parents</p> <p>Updates Student's Profile Folder.</p> <p>Uses discretion to Issues Blue/Yellow Card/Red Card.</p>
DEPUTY PRINCIPAL	<p>Liaises with Year Head.</p> <p>Attends weekly Pastoral and Discipline Team meetings</p> <p>Reviews Student's Profile Folder.</p> <p>Uses discretion to issue any card Blue/Yellow/Red.</p> <p>Student and Parents meet with Year Head and Deputy Principal before issuing of Red Card.</p> <p>Recommends Suspension to Principal</p>
PRINCIPAL	<p>Liaises with Deputy Principal.</p> <p>Reviews Student's ProfileFolder.</p> <p>MeetswithStudent,Parents/GuardiansandDeputyPrincipal.</p> <p>Issues suspension.</p> <p>Consults B.O.M</p>

HOME/PROJECT WORK CARD:

- This is a sanction.
- Year Head issues the card.

APPENDIX 2

Card System

- Pupil reports to Year Head each day at morning assembly for 5 days and parents/guardians sign the card each evening
- A card replacement sheet will be issued, and student will be placed on detention in the event of failure to present the card
- On completion, Pupil gives Card to Year Head for filing.
- If the pupil is unsatisfactory on the Home/Project work Card, a Parent-Pupil-Year Head meeting is organised. Disciplinary action may ensue.

BLUE,YELLOW RED REPORT CARD:

- This is a sanction.
- Year Head issues the BLUE card for 5 days and informs parents by letter. Parents must sign the card each night.
- Pupil reports to Year Head each day. Pupil completes 1 After school detention.
- A replacement card will be issued and student will be placed on detention in the event of failure to present the card.
- On completion, Pupil gives Card to Year Head for filing.
- If unsatisfactory, Year Head consults with Discipline Team, sends a letter to parents, and the Yellow Card is issued for 5 days.
- Parents must sign the card each evening. Student serves 2 After school Detentions.
- If the Pupil is unsatisfactory on the Yellow card, a Parent/Year Head/Deputy Principal meeting is organised. The issues are discussed; School Rules and acceptable standards of behaviour are reiterated.
- The Student is placed on a Red Report Card for 5 Days and serves 2 After school Detentions. The student may not be involved in any out of class activity or represent the school in any event for that week.
- Pupil takes ownership of their inappropriate behaviour and its effects on others and undertakes in a satisfactory manner to behave in accordance with School Rules.
- If a student's behaviour has not improved on the Red Card, the student and parents/guardians will be called to a meeting with the Principal where a suspension will be issued.
- Any Student who has received multiple report cards will have to attend an end of term behaviour review with their parents/guardians.
- A formal detention system operates each Wednesday from 1.15pm to 2.15pm. Year Heads, Deputy Principal and Principal place students on detention for serious breaches of the Code of Behaviour. Parents are notified in advance. Students who have written legitimate excuses and who cannot attend this detention slot must make up the time of an evening of that week.

AREAS OF SPECIAL MENTION

- Students can only use ICT equipment if they have agreed to the schools Acceptable Use Policy.
- Students can only use ICT equipment using their own Log-in name and password.
- Under no circumstances are students allowed use the computer room unsupervised.
- Food, drink and chewing gum are not allowed in the computer room.
- All students must sign in using their own Log-On ID and sit in their assigned place.
- Teachers instructions must be followed at all times.
- Uploading or downloading of non approved software is not permitted.
- The use of personal storage devices is forbidden.
- Work is never to be saved on the hard drive.
- Bags are not allowed in the computer room. All books, notes etc must be removed at the end of class and the room left in a tidy condition with chairs placed under tables.

Home Economics Department

- Students must follow their teacher's instructions at all times.
- Students should make themselves aware of the location of fire exits, extinguishers and first aid kits.
- If students smell gas they must inform the teacher immediately.
- Students must walk and not run around the kitchen.
- Any accidents however minor must be immediately reported to the teacher.
- Students must wash their hands using soap provided, wear apron, take off jewellery and have hair tied back. Suitable flat shoes must be worn at all times.
- Students must bring in ingredients as instructed. If they are unable to do so they must have a note from their parents/guardians.
- Students must bring in a container to take food home.
- Students must use equipment carefully and safely.
- Students are not allowed to take or borrow school equipment.
- Students should stay at their own unit as much as possible and leave it clean and tidy. All equipment used must be cleaned and replaced in its' correct place. The teacher will inspect unit before leaving.

Science Department

- Students may not enter the science laboratories without permission.
- Students must follow the instructions of teachers at all times and only carry out the experiments assigned to them by their teacher.

- Safety glasses should be worn during all practical classes unless your teacher indicates otherwise.
- Long hair must always be tied back securely.
- Regard all laboratory chemicals as poisonous. Nothing should be tasted, eaten or drunk in the laboratory. Any substance accidentally taken into the mouth must be spat out immediately and the mouth washed out with plenty of water. The incident should be immediately reported to the teacher.
- Take care when handling corrosive liquids. Any chemicals spilt on the skin or clothes must be washed immediately with plenty of water and the incident reported to the teacher.
- Always check that the label on the bottle is exactly the same as the material you require. If in doubt ask the teacher.
- When heating a liquid in a test tube, place the test tube in a beaker of water rather than using a bunsen burner. If heating a test tube, never look in to the mouth of the tube or point the tube in the direction of another person during the heating process. Never use a naked flame to heat a flammable liquid.
- Test for odours of gases by wafting your hand over the sample and sniffing cautiously.
- Never rush around the laboratory.
- No bags or coats are allowed in the laboratory at any time.
- Any accident or injury no matter how slight should be immediately reported to the teacher.
- Before you leave the laboratory, (A) wash your hands thoroughly, (B) wash any glassware you have used, (C) Make sure that all apparatus has been put back in its correct place, (D) Leave your bench clean and dry.

Multimedia Laboratory

- No students may use the multimedia laboratory unsupervised.
- Food, drink and chewing gum are not permitted in the laboratory.
- Students must use equipment carefully.
- Students must use the seat they are assigned by the teacher of each class.
- The multimedia laboratory must be locked when not in use.

Art Department

- No students may be in the art room unsupervised.
- Respect at all times for your own art work and the art work of other students.
- Do not touch or damage any artwork in the room.

- All art materials used during class must be cleaned and tidied away before the end of class.
- No books or art materials may be removed from art room.
- All students are responsible for their own desk, art materials and art work.
- The art room door must be locked when not in use.
- No student may enter the storeroom without permission.

Music Department

- No students may use the room unsupervised.
- No equipment or instruments may be removed from the room without the prior permission of the teacher.
- Students are responsible for their own equipment and instruments.
- Food, drink and chewing gum are not allowed in the room.
- The music room must be locked when not in use.

PE Department

- PE is compulsory for all students up to the end of fourth year. Students must have a note from their parent/guardian if they cannot participate in class. This note must state the reason. Medical cert is necessary for a long term medical condition.
- No student may use the hall, gym, pitch or any PE equipment without permission from the teacher.
- Students must change for PE class in the dressing room.
- A student cannot participate in PE unless they have full PE uniform.
- A student who is not participating in PE will receive a written exercise during class.

Workshop Safety Rules

- Line up outside the workshop in pairs.
- Store bags neatly next to your work bench.
- Remove tools from work bench and place neatly on your desk.
- Never run or misbehave in the workshop.
- No loose clothing and tie back long hair when operating machines.
- Machines should only be used on instruction from the teacher.
- Wear safety goggles at all times when operating machines.
- Report any damaged tools or injuries to the teacher.
- Tidy your workspace at the end of each lesson.

ATTENDANCE

To maximise learning, regular attendance and punctuality are vital. The Education Welfare Act 2000 clearly states the following:

1. It is the duty of the parent/guardian to ensure the child concerned attends school on each school day.
2. Where absence from school is unavoidable, parents must provide written reasons for the child's absence.
3. The school has a legal obligation to report details of any student who has over 20 days absence or whose pattern of attendance is irregular, to TUSLA, the Child and Family Agency.

Please note the following important points

- All absences, no matter how caused, are counted in the 20 days provided for under the Act. Schools do not have any discretion in not counting absences for "bona-fide" reasons.
- Absence from school should be for medical reasons only. Parents/guardians are strongly urged to avoid making routine medical, dental and driving lesson appointments for their sons/daughters during school hours, as valuable learning time is lost when this occurs.
- Excuses such as part-time work, study for tests, term-time holidays, attendance at concerts etc. are not acceptable reasons for absence.
- A student who has been absent is obliged to inform himself/herself of work missed or information given in his/her absence.
- Attendance is compulsory for all house examinations.
- Every day counts: 1 day = 9 classes or 6 hours class time. 1 week = 45 classes or 30 hours class time.

Procedures to follow when:

Absent

1. On the first day of absence parents/guardians should contact the school before 8.45am. The Year Head/Deputy Principal may contact Parents/Guardians regarding unexplained absences after this time.
2. When the student returns to school after any absence, he/she must provide a note. This note must state clearly, the reason for and the duration of the absence and must be given to the Year Head at morning assembly.

Leaving the school during the school day

1. A student may not leave the school premises during the school day without permission from the Principal, Deputy Principal or Year Tutor or Year Head.

2. For this permission to be given, it is essential that written requests from parents/guardians on the "Request to Leave School Slip" at the back of the school journal are given to the Year Head at morning assembly.
3. In these circumstances, the parent /guardian must collect their son/daughter from the main door of the school and both the student and parent/guardian must sign the egress book. If returning to school the student must sign back in.
4. A student may not be permitted to leave school with the parent/guardian of another student without the express written permission of their own parent/guardian.
5. If in unforeseen circumstances parents/guardians need to make contact with their daughter or request that she leaves school during the school day, they should do so through the school office. (3. above also applies in this case).

Absence from class

Absence from class for any reason is not allowed without the permission of the teacher involved.

PUNCTUALITY

School begins at 8.50am with Morning Assembly and finishes at 3.50pm each day with the exception of Wednesday when school ends at 1.10pm. Punctual attendance is required for all classes.

Procedures to follow when:

Arriving late for school

1. All students are required to be on time for Morning Assembly at 8.50am.
2. Any student arriving late must sign the lateness book in the secretary's office and hand in a note of explanation. Those with unexplained absences will have their School Journal stamped. All late students will be issued with a late slip which they must present to their subject teacher on entering the class.
3. A student who is late without a valid excuse and no note of explanation will have their journal stamped which must be signed by a parent/guardian. The student will be afforded two chances before parents/guardians will be contacted and the student placed on a report card.
4. If a student arrives during morning break, lunch break or at change of class time the "signing in" procedure must be followed and the journal presented to the teacher of their next class.
5. It is the responsibility of students to follow this procedure. Students who do not complete the lateness book will be recorded as absent.

Arriving late for class

1. Lateness for class is not allowed. If a student is late for class having been delayed by another teacher, the teacher involved will provide her with a written excuse for her lateness.
2. It is the responsibility of students to follow this procedure. Students who do not have a written excuse will be recorded as late for class and will be dealt with in line with the schools code of sanctions.

UNIFORM

The school uniform is as set out below and no other attire is acceptable.

The uniform consists of:

- Purple Jumper - available only from Gerald O'Brien, Hourihane Sports, Levis & Sweetnams & Sean Murrays, Skibbereen.
- White Shirt - long sleeved
- Black Uniform Trousers / Skirt (pencil skirt)
- Leggings/Yoga Pants are not suitable attire.

Any student out of uniform without a valid reason will have their journal signed by the Year Head which must be cosigned by a parent/guardian. After two infringements, parents will be contacted and the student will be placed on a report card.

- The only shoes allowed are dark coloured, flat soled leather shoes.
- Trainers/ runners or canvas shoes are unacceptable as part of the uniform.
- At present there is no specified school jacket or PE uniform (PE teachers will advise on suitable PE clothes when classes begin)

HEALTH AND SAFETY

The school aims to foster among its students and staff a healthy and safe working environment and expects everyone in the school community to respect the health and safety of all. CCTV is in operation throughout the school and its grounds to protect the health and safety of staff, pupils and visitors. The school Safety Officer has drawn up a Health and Safety Statement for the whole school, which outlines the actions to be taken in emergencies such as fire. The school Safety Officer will draw the attention of management to issues of safety and health in the school environment when he/she becomes aware of them through others or by their own observation. When management are made aware of issues of Health and Safety they will respond appropriately.

Students can help to foster a safe environment in the school by:

- Not behaving in a manner that might endanger the Health or Safety of any person in the school.

- Exercising reasonable care to ensure their own safety and the safety of others.
- Familiarising themselves with emergency exit routes from each room that they use.
- Obeying all instructions given by the staff of the school so that an ordered environment can be maintained.
- Not interfering with any safety equipment such as fire extinguishers, alarm bells etc.
- Observing all safety routines and regulations in place for individual subject areas and the school in general.
- Not driving onto or parking on the school grounds so that accidents can be avoided.
- Reporting any accidents involving persons or school property immediately to a member of staff.
- Walking in an orderly fashion along the corridors so that confusion and accidents can be avoided.

Environment

- Respect for the environment in which we live, work and learn is a cornerstone of our ethos. The school recycles much of our waste. Students play an important role in upholding this ethos by:
- Showing respect for school buildings, furniture, fittings and equipment.
- Using the appropriate recycling bins to keep classrooms and the school in general litter free.
- Not using chewing gum as it has the potential to cause considerable damage to clothing, furniture and floor surfaces.
- Leaving classrooms neat and tidy at the end of the day with all books off the floor and chairs stacked on desks.

Illness/Injury

- It is of vital importance that the school is informed of any ongoing illness/ condition of a student and details of any medication they may be taking.
- Current contact numbers including mobile number must be made available to the school so that a parent/guardian can be contacted in the event of illness/injury. If a parent/guardian is unavailable to take care of a student there must be a person nominated to do so.
- In the event of a change of address or telephone number it is the responsibility of the parent/guardian to inform the school.
- In the event of a student becoming ill, a student must report to a teacher who will arrange for contact to be made with a parent/guardian.
- A student or teacher must not give another student any prescribed or over the counter medicine.
- In case of emergency, the school authorities may feel that the student's condition requires medical attention. In this event the student will be taken to the local doctors surgery or to the hospital. The parent/guardian will have been contacted and will meet the student there. Medical costs are the responsibility of the parent/guardian.

BULLYING

“Bullying is repeated aggression, verbal, psychological or physical conduct by an individual or group against others” (Department of Education and Skills) Bullying in any form is not acceptable and will not be tolerated. Such behaviour affects not only the victim but the entire class, school and outside community. Pupils who feel they are bullied or who observe incidents of bullying behaviour towards others should report the matter to a member of staff. Parents/guardians can inform or make enquiries of the Principal regarding incidents of bullying behaviour. The schools “Anti-Bullying Policy” sets out procedures to deal with bullying behaviour.

(A full copy of the schools anti-bullying policy is available on request)

SUBSTANCE ABUSE

The health, safety and well being of every member of the school community are of paramount importance at all times. The following rules apply in relation to alcohol, tobacco and drug use:

- The school forbids the possession, use or supply of illegal drugs in school or on school related activities by any member of the school community.
- The school forbids the possession, use or supply of alcohol in school or on school related activities by any member of the school community.
- It is forbidden to misuse any solvent-based substance.
- The school forbids smoking or the use of e-cigarettes on the school premises and grounds with no exceptions. This policy applies to all employees, students, parents/guardians, consultants, contractors or their agents/representatives and visitors to the school. This policy also extends to students or employees while on any school related activity.
- A student or teacher must not give another student any prescribed or over the counter medicine.
- A student must not handle or use any chemical material except under a teacher's supervision.
- Students who have in their possession and who take medical drugs in school long term (longer than 1 month) must inform the school.

Breaches of any of these rules may lead to suspension or expulsion.

MOBILE PHONES and ELECTRONIC DEVICES

Mobile phones are disruptive and distracting in the learning environment. However, the school recognises the importance of parents/guardians being able to contact their sons/daughters. For this reason students are allowed possess mobile phones for use before and after school. However, the school does have the following rules regarding mobile phone use:

- Students should bring phones to school only when parents feel that it is absolutely necessary.
- Mobile phones are for use before and after school times only. They must be powered off while on the school premises. The use of phones for photography, accessing social media, texting etc is prohibited at all times (including participating in a school-related activity) due to serious issues in relation to invasion of privacy, bullying and indeed pornography.
- Mobile Phones must be powered off and stored in the student's locker unless requested by a teacher for classwork.
- If parents/guardians need to contact their son/daughter during school times they are welcome to ring the school office. (028-51172) A student may, with the permission of a staff member, use the school phone in the event of an emergency.
- If a Mobile Phone is powered on in a classroom or in the school building without permission, any staff member can confiscate the phone. It will be securely placed in the school office. The student can collect it at the end of the school day. The second time the student is caught the same procedures will apply. On the third and subsequent occasions a parent/guardian will be asked to collect the phone and the student will be placed on a report card. Any student refusing to hand up a phone will be placed on a report card and their parent/guardian contacted.
- All other electronic devices are not permitted in the school at any time without prior permission and will be confiscated if powered on during the school day.

HOMEWORK

Homework is a necessary part of learning. Good quality homework is vital for success in school as it reinforces work done during class time. It is important to review each night all new material presented in class that day. Since each day new material is presented, weekly revision is necessary to prevent material from being forgotten or replaced by new material. If students review on a nightly basis the weekly review will be easier.

Please note the following important points

- Students are required to have correct copies, textbooks and equipment for each class.

- All homework and study assignments must be recorded daily in the school journal.
- All homework assignments, oral or written, must be satisfactorily completed and presented on time.
- A Student who repeatedly fails to complete homework and project work assignments will be placed on a Homework/Project Work Card by their Year Head. This Card is for five school days where each classroom teacher will sign the card and comment on the student's work ethic. The student must get this signed each evening by their parent/guardian. If the student's work has improved the card will finish. If the student's work has not improved, parents/guardians will be invited to meet the Year Head to discuss the student's progress. The student may be placed on a second card or have to follow the discipline procedures.

PERSONAL PROPERTY

- Students must learn to take proper care of their own property. The school authorities do not accept responsibility for any items, which are lost, mislaid or stolen.
- Large amounts of money or non-essential valuable items should not be brought to school. If on occasion this is necessary they should be handed in at the school office for safekeeping.
- Lockers are available and should be used.
- Students should have their name clearly written/marked on all possessions.
- Small amounts of money should be kept in the student's possession at all times
- Students must respect the property of others.
- Lockers are liable to inspection at any time and the cost of replacing locks is the responsibility of the student.

State Examinations

- Deadlines for State Examinations are set each year by the State Examinations Commission. The school is not in a position to change or extend these deadlines in any way. Therefore all project and practical work must be submitted no later than these deadlines.
- Students must present in full uniform for the duration of the State Exams
- Students must be available at all times for testing during the week of the oral Examinations.

Students and part-time work

Effects of excessive part-time work

- Well organised research projects have shown that students working more than six hours per week:
- Do less homework.
- Do poor quality schoolwork – due to tiredness.
- Get lower grades in their examinations.
- Are more likely to be absent from school.
- Are more likely to drop out of school.
- Spend more money on smoking and alcohol.
- Are less likely to be involved in extra-curricular activities.

If you are serious about your examinations, you do not have time to take on a demanding part-time job.

The Law on Part-time Work

“Protection of Young Persons (Employment) Act 1996”

- Students under 15 years of age may not work during term time.
- Students of 15 years may work up to a maximum of 8 hours per week during term time.
- Students under 16 years may only work up to 8 pm at night.
- During term-time 16/17 year old students may work up to 10pm on school days. They may also work until 11pm – where they have no school the next day e.g. Friday and Saturday nights. It is illegal to employ a 16/17 year old student after 10pm from Sunday to Thursday inclusive during the school term.