SALESIAN COLLEGE CELBRIDGE

CODE OF BEHAVIOUR

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SUMMARY

INTRODUCTION

Mission and Statement of Partnership

Our School

We, the trustees, management, staff, parents, guardians and students of Salesian College, following the ideals of Don Bosco, are committed to creating and maintaining a caring Christian environment, which fosters respect for self, for each individual, especially the disadvantaged, for all creation and for truth, and in which all our students can develop to their full potential and become responsible citizens, equipped with the skills that they need to successfully meet life's challenges.

The Characteristic Spirit of the school was passed on by St. John Bosco, the founder of the Salesian congregation. In short, the essence of this Spirit is to create Good Christians and Honest Citizens.

The aim of Salesian Education is to create an environment which is warm and hospitable within which young people can experience a fully human, spiritual and educational formation.

This environment requires all stake holders - that is Parents/Guardians, Teachers, Students, the Minister for Education and Trustees in the school community to respect others, be responsible and cultivate a caring community.

The school endeavours to have at its core the key elements of the Salesian Charter. We hope that these elements will influence our work and help us influence the education of our students.

Salesian Charter:

- Family Spirit
- Good Christians and Honest Christians
- Empowerment
- Spiritual Journey
- Joy and Celebration

The School Crest:

The logo of the Salesians of Don Bosco is made up of two images:
In the background a stylised 'S' (Salesians) in white formed within a sphere like a globe.
The image in the centre of the globe bridging the 'S' road symbolised Don Bosco and the Salesians walking with the young though the world. This symbol can also be seen as a family home.

Our History

Salesian College was established in 198l. The school is an all boys only voluntary secondary school with over 700 attendees in 2009.

The School Community

The school community is the students, teachers, parents, management, secretarial and ancillary staff of Salesian College, Celbridge.

Parental involvement

- The school places a strong emphasis on partnership with parents to ensure the best possible progress of each student. Education is viewed as a joint effort between student, parents and school.
- As a consequence, great emphasis is placed on mutual co-operation.
- Contact with parents is maintained through regular parent/teacher meetings and by means of formal reports issued twice yearly. Parents are welcome to meet any teacher by prior arrangement.
- This Student Journal is used as a means of ongoing communication between school.

STUDENT LEARNING AND BEHAVIOUR CHARTER

The Salesian ethos is based on the "preventive" system. Therefore as a school we set high standards of good behaviour and will endeavour to always promote, acknowledge and encourage good behaviour, attitude and development. With this in mind we have developed our Positive Code of Behaviour.

As a student in Salesian College you are required to be:
• Caring to others
• Committed to your study

Salesian College is committed to respect and sensitivity in the manner in which information about students and families is received, shared, stored and accessed. In all communication we encourage mutual trust, respect, listening, patience, willingness to reach consensus and co-operation. The staff is committed to supporting students and families who may be experiencing difficulties at particular times.

School Aims
Salesian College aims to:

1. Help educate young people and give them the personal and academic skills to become successful adults
2. Empower students, giving everyone in our school community a voice and showing them how to use it effectively for the benefit of all
3. Teach our students the value and importance of their role in society and the effect they can have on the environment and society in which they live
4. Identify the personal strengths of each individual and help them fulfil their potential

Every student at Salesian College is expected to:

1. Do their best at their studies
2. Play an active role in promoting Salesian College within their community
3. Play an active role within the school and their community
4. Develop and maintain a peer-support network within the school that emphasises the dignity of each student
5. Set personal goals for each year and work consistently to achieve them

Academic & personal excellence

- Students at Salesian College are encouraged to become active and well rounded citizens who excel in their academic and personal lives.
- The school endeavours to identify and develop the strengths of all students, whether they be gifted vocationally or academically.
- At the same time there is a strong emphasis on developing well-rounded and goal orientated individuals.

Homework
Homework is an integral part of the learning process. It is considered educationally beneficial as it promotes:
• the practice and consolidation of work done in class;
• independent study;
• self-discipline in time management;
• methods of research and working not possible in class.

- **We encourage all parents/guardians to provide a suitable environment at home for students to study in.**
- **For further directives please consult the school's Homework Policy, available in the School Office.**

Building Social Skills
All students in Salesian College undertake personal development through such courses are CSPE and SPHE. We aim to develop students with strong social skills which will assist them in becoming active members of the school community and good local citizens. Below are ten recognised social skills which we seek to develop.

PERSEVERANCE - never give up

FRIENDSHIP - make one another feel special

HONESTY - speak the truth, keep your promises,
be sincere in both actions and words

COMPASSION - show sympathy and concern, be kind and thoughtful

RESPECT - respect others' opinions, take care of the environment, take care of personal and public property; obey people in positions of authority

CO-OPERATION - find ways to work together to achieve a goal

ACCEPTANCE - appreciate differences in others, listen to and respect a different point of view, look past outer appearances, enjoy what others have to offer

SELF-DISCIPLINE - practice self-control, set long-range goals and achieve them, make good choices, follow Salesian College's school rules

RESPONSIBILITY - be trustworthy, be reliable, complete an obligation, accept your share of the work that needs to be done, accept responsibility for your mistakes

GENEROSITY - give to people in need, be kind and unselfish

PASTORAL CARE
Aims of Pastoral Care
The Principal aim of the pastoral care programme at Salesian College is to nurture, affirm, challenge and inspire the students to be young adults of the highest integrity who use their spiritual, intellectual and physical gifts for themselves and for the communities in which they live.

Spiritual care for students aims to encourage students to engage with the spiritual dimension of their lives.

Academic care for students aims to recognise and develop the different gifts of each student so that they may achieve to the best of their ability.

Physical gifts — through the wide range of curricular and extra-curricular activities offered by the school, each student can develop their individual talents and abilities.

Structure for pastoral care
Each student has a designated year head and form teacher with whom they meet with as a group and individually. The following personnel also provide support for students:

- Chaplain
- Guidance Counsellor
- Coordinator of SPHE & Pastoral Programmes
- Pastoral Care Team

POSITIVE BEHAVIOUR CODE

Students in Salesian College are encouraged to make a positive impact on the school community through positive behaviour.

In Salesian College, discipline is considered to be training which enables students to make appropriate choices in a supportive environment. There is a set of clearly defined school and classroom rules which recognise good behaviour and which apply sanctions when necessary. At Salesian College we place a strong emphasis on recognising and commending appropriate behaviours.

Code

As a student at Salesian College you are expected to:

- Respect yourself
- Respect the authority of all staff
- Follow instructions immediately
- Speak in an appropriate and respectful manner
- Respect other students
- Use appropriate language
- Be courteous and polite
- Work and play in a safe and responsible manner
- Follow classroom, playground, and school rules
- Respect property
- Use school equipment and materials properly
- Treat other students' possessions with respect
- Display a positive attitude

Promoting Positive Behaviour

- Salesian College Celbridge is focused on promoting positive behaviour by various means including:
- Verbal affirmation
- Commendation at school assemblies and daily announcements
- Use of our web-site and public display in school foyer
- Positive notes in the Journal and regular checking of journals by form teachers
- School newsletter – once a term
- School reports
- Our internal school structure and support teams
- Commendation Cards
- Star / Class Award System
- Student Council
- **Ceangail Team /Cinnirí**
- SPHE Programme
- Outdoor trips
- Extra-curricular activities which promote and encourage involvement and participation
- Our Annual Road Race
- Evening Information Meetings – First Year Parents evening, LCA & Transition Year Programmes,
- Parent Teacher Meetings
- Awards Night

STUDENTS JOURNAL

- Our school journal is one of the most important means of communication we have, which enables both the school and our parents to monitor progress and work.
- Students should use the journal to record homework - both written and learning work
- We ask Form teachers and parents/guardians to sign the journal every week.
- As a means of monitoring their first year in Salesian College Celbridge we ask all first year students to have their journals signed every night.
- Teachers may use it to record marks and comments.
- It should be kept neat and tidy, up-to-date and should not be defaced.
- It should be brought to all classes and must be handed over to teachers or other authorised persons on request. Replacement journals have to be paid for.
- The journal must be brought home every day.

- Notes from parents/guardians regarding absences from school, uniforms, sickness, etc. shall only be recorded in the journal. Separate notes should not be submitted on these matters.
- Personal communication on less routine matters to the class tutor or other office bearers in the school shall normally be communicated by sealed letter.
- The journal serves as a means of communication and is not a student's private document.
- If necessary, the school reserves the right to request the replacement of a journal or to confiscate a journal

UNACCEPTABLE BEHAVIOURS

Students who consistently display negative behaviour are encouraged by teachers to adopt more positive behaviour patterns.

Examples of unacceptable behaviour

The following behaviour is deemed to be unacceptable in school:

- Defiance of authority or deliberate disruption
- Fighting - verbal or physical threat or action against another person
- Theft
- Vandalism - deliberate destruction of, or damage to, property
- Harassment or intimidation of students or staff, like name calling, writing/passing notes, body actions, etc
- Foul language - offensive or coarse language
- Failure to avail of learning opportunities

Sanctions and Interventions

There are times when students do not observe the school's Positive Behaviour Code. When this occurs, one or more of the following interventions may be carried out:

- Verbal warning from school personnel
- Communication with parent/guardian Note in journal / Phone call home / Formal letter home
- Form Teacher / Year head Discipline and Pastoral Care Supports and Interventions
- Daily report - where a specific area of concern may be targeted for recording improvements and good efforts on the student's part.
- Behaviour Card
- Subject Specific report- a targeted report for a particular subject where specific work is not being carried out or aims not being achieved – i.e. a project or materials not brought in
- Analysis of student needs
- Which type of support / intervention is needed? (Academic / Social / Personal)
- Referral to Year head
- Meeting with parent/guardian
- Evening detention

- Behaviour contract with Year head
- Referral for evaluation of suspected learning, behavioural or emotional problem
- Care Team- meet once a week – referral by a teacher – but the Year head must be informed
- Guidance Counsellor Referral
- Mentoring Team
- Restitution of damage to property
- Saturday morning detention
- In-school suspension during school holidays or a mid-term break.
- Suspension from school
- Referral to social service agency or Gardaí, NEPS, EWO, Piéta House, NBSS
- Referral to Board of Management for expulsion

These interventions will be documented on the student's school record and kept on file.

This list is not exhaustive or in any prioritised order.
It will be at the school's discretion to decide which intervention should be used.
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Daily report Card

- A Student may be put on a daily report card by the Year head.
- Each teacher will give a report on the student for their class.
- In consultation with the student the Year head will decide what areas need to be improved on such as punctuality, homework, class work, cooperation or any particular area that the Year head deems appropriate.

Behaviour Card System

- When a student's behaviour in class is not satisfactory (as evidenced by three disciplinary notes in the journal) he may be put on a Disciplinary Card by the Yearhead.
- Over a two week period, his behaviour and performance in class is monitored by the Year Head and by parents/guardians.
- If an "unsatisfactory" remark is put on the report card, the teacher must write a clear and precise report describing in full detail the explanation of the unsatisfactory behaviour.
- If there are further disciplinary problems after two cards a student may be suspended.
- Parents/guardians are always notified when a student is put on a Card and must come to the school meet the Year head.

- Only two types of comments will appear on a Disciplinary Card – Satisfactory or Unsatisfactory.
- Two unsatisfactory comments in a five day period *may result* in a suspension of up to three days.
- Students who are suspended while on the Card will continue on the Card on their return to school.

- When a student is put on a card for the first time the Year head will check that relevant resources are available to the student to help him cope with and adapt to school rules and procedures.
- Parents/guardians will be asked to come to the school to review their son's progress.
- If a student is put on a card for a second time in the course of an academic year, the parents/guardians must come to the school to meet the Year head.
- When a student is suspended for disruptive behaviour the Board of Management is informed.
- If a student continues to be disruptive and non co-operative, the parents /guardians may be requested to meet with the Deputy Principal or Principal following a detailed report from Yearhead.
- Based on a report from the Principal the Board of Management may decide to invite the student's parents/guardians to a meeting.
- The Board of Management has the option of permanently excluding a student from the school if the student's behaviour is deemed by the Board to be of an exceptionally serious nature.

Parents will be invited to attend a meeting with the Board of Management before the Board decides to permanently exclude a student.
The school will adhere to its Suspension and Expulsion Policies in relation to such matters.

Such report cards are a valuable tool to monitor the intentional good efforts of students to make improvements and to progress and also as a positive record for both the student and parents.
Any student who is placed on report must ensure that the report is signed daily by the Year head and also by parents.
This ensures a combined support structure for the student.

GENERAL RULES

- Safety is a consistent concern of management and teachers.
- Messing and horse-play within the school premises is not tolerated.
- Bad language is always unwelcome. It sets a tone which is aggressive and can lead to an undermining of respect and civility. Use of bad language may lead to a sanction.
- Books should only be taken from lockers before assembly, at mid-morning break and during lunch break - not between individual classes.
- Visits to the toilets between classes require permission.
- It is important for students to move quickly from classes to avoid wasting time.
- To facilitate quick and orderly movement in the corridors students should walk (never run) on the **LEFT**.
- Personal effects that cannot be stored in the locker and school bags must be brought home each day. A €1 penalty is imposed to retrieve articles left in school overnight.
- Students are **not** allowed to bring chewing gum to school.

Bullying

- Bullying is repeated aggression, verbal, psychological or physical conducted by an individual or group against others.
- Isolated incidents of aggressive behaviour, which should not be condoned, can scarcely be described as bullying.
- However, when the behaviour is systematic and ongoing it is bullying (DES Guidelines).
- The Anti-Bullying Policy and Programme in the school details how Salesian College we endeavour to prevent this unacceptable behaviour.

Cyber bullying

- Cyber bullying is repeated cyber-communication or publication posted or sent by a pupil by instant messenger, e-mail, website, diary site, online profile, interactive device, handheld device, mobile phone or other interactive device, or cyber bullying by proxy, that is intended to frighten, embarrass, harass, or otherwise target another individual.
- It will be dealt with very seriously.

Each child has a right to an education free from fear and intimidation, irrespective of gender, race, ethnic background, family status religion, sexual orientation, aptitude, marital status, age. (Equal Status Act, 2000).

Sexual harassment

- Sexual harassment is unwanted conduct of a sexual nature or other conduct based on a person's sex which affects the dignity of men and women at work or at school.
- Examples of sexual harassment include:

(a) Unwanted physical or verbal advances
(b) Unwanted touching or physical gestures
(c) Comments and remarks of a sexual or discriminatory nature

(d) Unwelcome comments about personal appearance
(e) Demands of sexual favours
(f) Displays of pin-ups and pornographic material
(g) Innuendoes of a sexual nature or based on a person's sex

- Sexual harassment is illegal under the Employment Equality Act (1998). The Labour Court has determined that "freedom from sexual harassment is a condition of work which an employee of either sex is entitled to expect".

SCHOOL UNIFORM

Wearing of uniform

- Students must always be in full school uniform.
- There is needless time and energy spent with students who do not cooperate with this requirement.
- Failure to be in full school uniform brings students to teachers' attention for the wrong reasons.
- Students shall be required to wear the prescribed school uniform coming to school, throughout the day and leaving for home and to mark their names on each item of uniform with indelible pen.
- We appeal to all parents/guardians to ensure that their sons are always in full school uniform.
- Students should present themselves for class neat and tidy and wearing full school uniform.
- Jackets should not be worn in class or around the school during class times.
- Students should only wear the school uniform and will be asked to remove any items which are not part of the specified uniform.
- Students are not permitted to wear any other type of clothing-hats, scarves and material on the head included.
- Body piercing, jewellery such as earrings etc, are not allowed.
- Items of school uniform, sports gear etc. should be clearly labelled with the owner's name.
- Appropriate rain gear should be worn when necessary so that the students do not arrive in school with wet clothes.
- Items of jewellery worn in association with body piercings constitute a health and safety concern.
- New piercings should only be obtained during school holidays.
- This must be done in order to ensure that the piercing has fully healed during the holiday period.
- In effect, this means that new piercings should be confined to the summer holidays.
- The wearing of jewellery directly related to body piercing is not allowed and the school will enforce its policy and request the removal of such jewellery.
- If a student refuses to remove such jewellery then the student will be sent home until the jewellery is removed.
- In addition any 'covering up' of studs etc. that are worn to keep a new body piercing 'open' by using plasters etc. is not allowed.

School Uniform for Junior Cycle: School grey trousers, grey shirt, junior school tie, maroon jumper with school crest and polishable uniform shoes (not runners or other forms of sports footwear).

School Uniform for Senior Cycle (Transition Year, Fifth & Sixth Year): School grey trousers, white shirt, senior school tie, official school jumper with school crest and polishable uniform shoes (not runners or other forms of sports footwear).

Runners

- The wearing of runners causes a significant amount of disruption during the school day.
- Students must not bring runners to school, except on those days when they are needed for sporting activities.
- Students failing to comply with this face an after school detention or a €5.00 fine.

ATTENDENCE & PUNCTUALITY

Absences from School

The Education (Welfare) Act, 2000, No. 18 States:

"Where a student is absent from the school at which he is registered during part of a school day, or for a school day or more than a school day, the parent of such a student shall, in accordance with procedures specified in the code of behaviour prepared by the school under section 23, notify the Principal of the school of the reasons for the student's absence"

- A note from parents/guardians written in the journal should be given to the class teacher at class assembly on the date a student returns to school after a period of absence.
- Notes to get off early, recorded and signed in the journal, shall be presented to the class teacher.
- If for any reason a student cannot return after lunch, the school should be contacted by phone before 2.00 p.m. at the latest.
- No student is allowed to leave school during school hours without permission.
- Students may not absent themselves from class unless permission has been given.

- Consent forms for students who wish to go home for lunch daily must be completed by parents/guardians at the beginning of each school year.
- This permit is solely for the purpose of going home for lunch.
- It does not give permission to leave the school for any other purpose, including going to shops.
- Students who leave the school premises without permission will be assigned a Saturday detention. If this is repeated students will incur a suspension.
- In addition, in any individual case the school reserves the right to withdraw permission to leave the school.

Reporting and monitoring of Absences.

- In an effort to encourage good punctuality and full attendance, the school will contact parents / guardians and students when a pattern or large number of absences are recorded.
- Once a term parents / guardians of students who have accumulated more than 10 days of absences will be notified in writing of this.
- On the accumulation of more than 20 days the school is obliged to forward this information to the NEWB.

Truancy

- Truant students will be given a Saturday morning detention**.**
- The Department of Education & Science, Educational personnel and society at large have begun to scrutinise discipline in schools.
- Punctuality is seen as a very important element in the overall approach to discipline issues.
- Punctuality is about being on time for school and for class.

- Students are required to be present at five to nine (8.55 a.m.) each morning to get their books ready and take their places for class assembly at 9.00 a.m.
- Students who arrive late for class in the morning should report to the form teacher up to 9.05 a.m. and any later must report to the Deputy Principal's Office.
- A note of explanation or a phone call from parents/guardians is required from students arriving after the first class has ended.

- Students who arrive late to school after the 1st class period has ended must report to the Deputy Principal's Office in order to receive a note for his parents/guardians.
- If no satisfactory written explanation is received by the form teacher at the following day's assembly, the student will receive an automatic after-school detention.
- After school detention is imposed for 3 'lates' in a fortnight.

- Students who are persistently late - 5 times in a four week period – will be given a Saturday morning detention. Either course of action will be preceded by a written note to parents/guardians.
- A late arrival to class is recorded as a late note.

Unfortunately some students are persistently late and when there is no acceptable reason (such as a medical issue) for this, the matter will be referred to the Board of Management. If the problem is not addressed by the student and his parents/guardians he may face possible permanent exclusion from the school.

SCHOOL ENVIROMENT

General rules

- We seek to keep the school environment clean and put in place *'good practice'* with regard to the disposal of litter.
- We aim to keep a green school and promote recycling.
- Students are given designated areas to eat their lunch.
- No eating or drinking is allowed in any other part of the school building.
- Bins are provided for the disposal of litter.
- We wish to encourage everybody to use a lunchbox to bring food and drinks to school.
- Permanent markers and correcting fluid (e.g. Tippex) can cause a lot of damage to school property. It is not necessary for any student to bring permanent markers or correcting fluid to school. The school reserves the right to confiscate such items.

Lockers and Student Equipment

- Permission is granted to use the lockers in the morning, at lunchtime and after school has finished.
- Books and any other equipment necessary for all classes must be ready in the morning and at lunchtime.
- Students are not allowed to use lockers between classes and during classes.
- Students will take care and maintain their lockers.
- Students are requested to store their bags on the baggage racks in the resource areas, the hall and in the PE storage lockers.
- Students will be issued with a bag tag. Unnamed and bags not stored properly will be removed to the Deputy Principal's office.

Mobile Phones

- The use of mobile phones has caused significant disruption, and stress, to teachers, in recent years.
- Calls being made to students when they are in class and texting in class are some of the difficulties. Consequently, the school has put the following directive in place:

- The use of mobile phones is not permitted between 8.50am (first bell) and 4.00 p.m. (final school bell – on Wednesday and Friday 3.20 p.m.), save with the permission of a teacher.

- **Breach of this rule will result in immediate confiscation of the phone for the rest of the day.**
- **The phone will be returned at the day and a sanction of either a €45 fine or 1 day suspension will be imposed.**

- Personal music players are brought to the school at the owner's risk.

Camera Phones

- Camera phones potentially present very serious harassment, bullying and issues of privacy.
- The Board of Management is charged with the duty to protect all members of the school community.
- The directive the Board has put in place is as follows:

- There is a complete ban on the use of camera phones.
- Any person found using such a phone faces an automatic one day suspension or a €45 penalty where it is a first offence.
- The term 'using' includes the activities of either sending or receiving messages, accessing digital content or accessing information on the phone.
- Second and subsequent offences will result in an automatic one day suspension.

Personal Music Players

- Personal music players are brought to the school at the owner's risk.
- They may only be used prior to morning assembly and during the two regular school lunch breaks.
- They should not be brought to the classroom.
- If a student disregards this rule the personal music player (including headphones) will be confiscated for three days.

HEALTH AND SAFETY

Salesian College Health and Safety Procedures

All members of the school community must adhere fully to all our health and safety rules and regulations in accordance with accepted good practice, as laid out by teachers in particular in practical classrooms and the Health and Safety statement.

- Parents / Guardians shall inform the school of any relevant health matters or disabilities relating to their child.
- Students shall immediately report to a teacher any accident or illness that occurs at school.
- Students are not allowed to be out of class while sick. If a student is sick, the parents will be informed by phone to make arrangements for the collection of the student.
- Students shall follow directions given by teachers at all times on safety matters.
- Students shall not interfere with resources or equipment provided for safety.
- It shall be a serious offence to interfere with fire fighting equipment or with the school alarm system.
- Students are not allowed to be out of class while sick. If a student is sick, the parents will be informed by phone to make arrangements for the collection of the student.

Tobacco, alcohol, drugs and substance abuse

- In keeping with legislation, smoking is prohibited in school.
- Possession of cigarettes and lighters by students is expressly forbidden.
- Students shall not smoke while in the school; while in school uniform; while in the care of the school.
- Students shall not have alcohol in their possession nor shall they consume alcohol either in the school or in any other circumstances while under the care of the school.
- Students shall not have drugs or solvents in their possession, nor use either, nor offer either for sale nor purchase either at any time whether in the school or in any other circumstance while under the care of the school.

Lunchtime Pass

- At the beginning of the year, students may apply for a lunchtime pass.
- Only students who have this pass may leave to go home during lunchbreak.
- This pass does not mean the student has permission to go to shops in the local area or simply to leave the premises.
- Students leaving the school may be requested to produce their pass by teachers on lunchtime supervision.
- Students who fail to do this will be asked to return to school.
- Students outside the school at lunchtime without a pass will be deemed to have left the school without permission and will incur initially a Saturday morning detention.

Out-of-bounds

The following areas of the school are **out-of-bounds** to students:

- School offices unless accompanied by a teacher and with permission
- Staff room
- Maintenance & storage rooms
- Practical rooms & laboratories
- Any class room without authorised use and / or supervision
- Front of the school
- Back of the Salesian House residence
- The Scouts field
- Playing pitches, when the ground is excessively wet or when students are informed that the pitches are out of bounds for whatever reason by the school authorities.
- Students found on the roof will get a sanction – A Saturday morning detention or a €25 fine
- Students may not leave the school premises without permission.
- Students are not allowed leave the school premises at break time.

Travelling to and from School

- The school cannot give the same care and protection to students on their way to and from school as it does when the students are in the school environment.
- However the school expects students to come and go from school in an orderly and respectful manner.
- The School Rules are based on justice and fairness for everybody.
- Should the school become aware that a student behaves in an unacceptable manner with another student/teacher/member of the public on his way to or from school he will face consequences, including possible exclusion. Students and parents should note that the school expects all its students to respect the school code of behaviour at all times, up to an including when wearing the uniform and travelling to and from school and when at school activities.

Cars, Mopeds & Bicycles

- Bicycles left in the school grounds must always be locked.
- The school cannot accept any responsibility for the theft of bicycles from school grounds or for damage done to bicycles on school grounds.
- Students who wish to bring mopeds onto the school grounds must seek the Principal's permission and sign a letter guaranteeing responsible behaviour.
- Students are expressly forbidden to drive cars onto the school grounds during school hours.

School Environment / Litter

- Students are encouraged to have a positive attitude towards the environment.
- To this end great care should be taken of furniture and fittings and all school equipment.
- A student found to have damaged school property will have to repair or repay the damage done.
- If the damage is exceptionally serious and malicious sanctions may be considered up to and including permanent exclusion
- The whole school community should share a responsibility for keeping the school litter free.
- All students are requested to use bins to dispose of litter.

	Rules	**Sanctions**
1.	**Personal Music Systems** Use of Personal music systems are not permitted in the classroom, including afterschool and supervised study. Earphones should not be visible on school uniform at any time.	Confiscated for 3 days Teacher will place personal music system in an envelope, seal it and write name of student & date and leave in the school office. Students may collect it after 3 days
2.	**Roof** Students are not allowed on the roof.	€25 fine or Saturday morning detention.
3.	**Mobile Phones** Complete ban on the use of mobile phones, – on the school premises, or at a school activity or in possession of a camera phone. Students should keep their mobile phones in their lockers. The school is not responsible for the loss or theft of any personal items such as mobile phones.	1 day suspension or €45 fine 2nd or subsequent offences - automatic 1 day suspension.
4.	**Punctuality** Pupils must be punctual – to school and to class.	Three lates in a fortnight – after school detention Five lates in a four week period – Saturday morning detention.
*Persistent lateness where there is no acceptable reason will be referred to the Board of Management.		
*Students who arrive after the end of the 1st period must report to the Deputy Principal's office. A written explanation for the absence must be presented to the Form tutor and checked the following day.		
5.	**Uniform** (a) Uniform includes: maroon/black jumper with crest, grey/white shirt, junior/senior tie, grey trousers and polishable shoes (not runners).	Students not in uniform should have a note signed by parents/guardians explaining the situation.
	(b) The wearing of jewellery related to body piercing is not allowed. Any 'covering up' of studs etc. that are worn to keep a new body piercing 'open' by using plasters etc is not allowed.	If a student refuses to remove the item he will be sent home until it is removed.
*Jackets and extra jumpers in class constitute a breach of uniform code. In addition students should not wear jackets between classes.		
6.	Litter / chewing gum / non- co-operation with cleaning and maintaining school in a clean state. There are clear signs around the school indicating the designated eating areas	€5 fine or evening detention for littering and eating in non-designated area – same for chewing gum.
7.	Smoking Smoking is strictly forbidden and is illegal in the school, in front of the school, on the grounds or in	Students will be sent home immediately and subsequently suspended for 3 days.

	school uniform.	Students who repeat this offence will be suspended for 5 days and reported to the Environmental Protection Agency and a request will be made to enact the Anti-Smoking legislation. Students will also be advised to seek intervention and support through a smoking cessation programme.
8.	**Journals** Journals should be presented at assembly and must be in student's possession at all class times. Journals must be signed once a week by parents / guardians. Students are requested to cover their journals with a protective cover such as contact. First year students must have their journals signed every night. Journals must be presentable. Graffiti or offensive material is not allowed. Students will be given a replacement journal sheet for a day in the event of not having their journal. This sheet must be stapled in to the journal the following day.	If a teacher requests a journal and none is available this should be noted and reported to the Year Head and it will incur an after school detention, in addition to any sanctions the class teacher may impose for the original incident. Students who do not maintain their journals in a clean and good state or write graffiti or offensive material may incur an afterschool detention and will be asked to remove / cover graffiti. Student must pay for a new journal if it is not kept up to standard. A new journal should be obtained from the student's Form Teacher.
9.	**Absences** Student must provide a note to his Form Teacher after a period of absence. No student is allowed to leave the school or be absent from class without permission.	If a student is absent/leaves school or is not present in class without permission he will receive a Saturday morning detention. Repeated unauthorised absences from the school may incur a suspension.
10.	**Detention** Detention is a serious sanction. Parents will have notice of detentions.	Students who do not attend detention will be given an additional detention. Second offences will be given a Saturday detention. Sanction for non attendance of Saturday morning is an automatic two day suspension.

11.
Suspension
Can only be imposed by the Principal. Before this parents are informed of the reason for suspension, and the requirements needed for re-instatement. Where students have accumulated suspensions totalling 6 days or more the Welfare Board is informed. The school will follow its Suspension and Expulsion Policy in relation to such matters.

Teachers and students have a right to work and study in an environment free from disruption and harassment. On very rare occasions and always as a last resort, the Board of Management may decide to exercise its right to permanently exclude a student from the school because his behaviour is adversely impacting on the rights of his teachers and fellow students. Every effort is made to counsel, advise and direct a student whose disciplinary record has the potential to lead the Board to exclude him from the school. Parents/guardians are asked to give every co-operation with school personnel when their son's behaviour in school is disruptive.

LEGISLATION & OTHER SCHOOL POLICIES WHICH ALSO ENSURE THE EFFICIENT ORGANISATION OF SALESIAN COLLEGE CELBRIDGE

The various legislative acts lay down criteria which should be met to ensure that the different stake holders can work in a dignified environment which is caring and respectful of their rights. Everybody has a right to work, study and relax in an atmosphere free from bullying, (which includes cyber bullying) abuse and harassment of any kind. All stake holders have a responsibility to ensure that the rights of others are fully respected. Given that the culture we live in puts much emphasis on rights without being equally emphatic concerning responsibilities, the Board of Management asks all members of the school community to fully inform themselves with regard to their responsibilities. In that regard, the Board of Management reminds all stake holders of the duty of care, enshrined in legislation elsewhere, owed to teachers and students alike.

In recent years, various legislative acts set out with particularity, the rights and responsibilities of all citizens in the work place, including those who are part of a school community.

The vast majority of students accept the guidelines laid down for the proper managing of the school. Those who do not accept such guidelines are initially counselled, but if they continue to disregard the Code of Behaviour, they will be obliged to face the consequences of their actions. On very rare occasions, the Board of Management is required to adjudicate upon and effect the proper balance between the rights of the student to an education and the rights of other students to study in an appropriate environment and the rights of teachers to work in a context which gives dignity and respect to their work.
The school's Code of Behaviour has its basis in section 23 of the Education (Welfare) Act, 2000. The Code of Behaviour draws its criteria from the school's Characteristic Spirit and different legislative Acts passed by the Oireachtas.

The Board of Management has a responsibility to preserve and promote the characteristic Spirit in accordance with Section 15 (2) (b) of the Education Act 1998.

Salesian College Celbridge will also refer to it's other school policies as listed below in relation to behavioural matter.

- Suspension and Expulsion Policies
- Anti-Bullying Policy/code and Statement
- Statement of Partnerhip
- Learning and Behaviour Charter
- Subject Polices
- Homework Policy
- Health and Safety Policy
- Acceptable Internet Use Policy
- Special Needs Policy
- Substance Abuse Policy
- Tours Policy
- Admissions Policy
- Data Protection Policy

SUMMARY

No school code of behaviour could possibly describe and pre-empt all possible behaviour scenarios. The list of unacceptable behaviours in not exhaustive. It is at the discretion of the school to merit / deem / be of the opinion that a “behaviour” is unacceptable. We will endeavour to implement these rules and regulations in as fair and as consistent way possible. However we understand and will at all times be considerate and understanding of specific circumstances.

The aim of this code is to ultimately promote and ensure good and cooperative behaviour from all of the school community. This code has been developed and designed following consultation, input and discussion with all the partners in education, teachers, parents (through the Parents Association) and students (through the Student Council) and the NEWB .This code will be reviewed on an annual basis.

Enrolment in Salesian College Celbridge infers an acceptance of this Code of Behaviour.

This policy was ratified by the Board of Management:

Date: 10-06-2013