

Code of Behaviour 2019-2020

The purpose of schooling should be to teach young people to teach themselves – how to live, how to pray, how to work, how to direct their lives, how to shoulder responsibility. School rules and regulations must have this as their objective. Unless we discipline ourselves we cannot achieve our goals; young people must learn the value of discipline if they are to succeed. Students are expected to show respect for themselves and for all other members of the school community. Bullying, racism, sexism, harassment and violence will not be tolerated.

Parents and a supportive home environment play a crucial role in shaping attitudes which produce good behaviour in schools. This in turn helps to mature students for adult life by fostering in them the essential senses of self discipline, self esteem, respect for others and their property and allegiance to their communities.

The code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected and this is kept in mind when implementing the Code.

While the Code of Behaviour cannot possibly legislate for every eventuality it should be noted that the school reserves the right to take all reasonable action to ensure that teaching and learning continues.

We ask for your full co-operation in implementing the Code of Behaviour.

Aims of the Code:

1. To ensure the school operates smoothly and efficiently for the benefit of all staff and students.
2. To create a positive learning environment based on mutual respect, so that every student can realise his full potential.
3. To help students achieve self-discipline and encourage good behaviour both inside and outside the school environment.
4. To promote a caring environment where high standards of co-operation, behaviour and discipline are fostered and maintained.
5. To comply with relevant legislation ensuring CBS High School is a safe environment, free from discrimination, inequality, harassment, etc.

The expectations and encouragement of all staff in achieving these aims will be underpinned by the system of discipline that exists in the school.

Organisation of School Discipline

<p>Board of Management Principal Deputy Principals Year Head Teachers Ancillary Staff</p>

The subject teacher is responsible for the classroom management within their lesson. The Year Head plays a central role in our school. They look after a particular year, hold assemblies and deal with discipline and pastoral issues. They are available to students, parents and teachers to support them in their roles.

The Principal and Deputy Principals are the final arbitrators in the disciplinary process in the school before going to the Board of Management. In addition to the above, in order to support students and parents in the school, the Pastoral Care Team includes the Guidance Counsellors, Learning Support, Special Needs Assistants and external agencies as required.

Role of Parents:

The support and cooperation of parents is essential to the effective operation of the Code of Behaviour. If teachers and parents are not working in harmony, pupils inevitably suffer. On the school's part, the policy is to keep parents informed of any problems before they escalate. Parents are asked:

- Keep in contact with the school and maintain up to date contact details
- Ensure that pupils attend regularly and punctually
- Regularly check all homework is being recorded
- Provide written explanation for unavoidable absences or lateness
- Answer any communication from any staff member
- Inform teachers if problems are encountered relating to homework
- Attend parent/teacher meetings
- Support school activities organised for parents
- Work with the school to ensure their son(s) receive the best education possible

If at any time a student is experiencing personal difficulties, such as those caused by serious illness at home, bereavement or if he has any other cause of anxiety, parents are urged to inform the school so that teachers may be understanding and sympathetic in dealing with any problems at school which may result from these difficulties.

Parents who need to speak to a staff member should contact the school office on 052 6124459

Expected Behaviour & Relationships

Many people work together in school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour which is ill-mannered, annoying, dangerous or disruptive cannot be allowed. Bullying of any type will not be tolerated. All members of the CBS High School are expected to treat each other with respect, good manners and courtesy at all times.

In-Class Behaviour

The school is a learning environment. It is important, therefore, that a high standard of discipline is maintained so that all students can benefit from their courses.

1. Parents/Guardians should understand that **authority within the classroom rests with the staff member in charge of the classroom**
2. Students should respect the right of other students to learn and must not disrupt the progress of classwork
3. Bad language and offensive or disruptive behaviour will not be tolerated and may be subject to interim suspension.
4. Students should come to class on time with all books and/or equipment required for the lesson in question.
5. Students should enter and leave classrooms in an orderly manner. They must not leave class without permission
6. School jackets should be removed before class begins.
7. Students should make a genuine effort with work and behaviour at all times.
8. Students should complete homework assignments neatly and on time.
9. Students should address staff politely.
10. Students must not be in classrooms without a teacher present.

11. Equipment in practical classes e.g. Scissors, blades etc are the property of the school and should never be removed. Students are not permitted to carry scissors or any equipment that could be construed or used as a weapon

General Behaviour

1. Smoking, including the use of electronic cigarettes, in school is illegal and is subject to suspension.
2. Students may not chew gum within the school buildings.
3. Students who bring discredit to the school by their behaviour outside the school may be subject to disciplinary action by the school authorities.
4. Students, when using the stairs should do so in single file and keep left when ascending or descending the stairs (up by the wall and down on the railing side). Pushing and rushing on stairs is a health & safety hazard
5. Students may not cycle in the school grounds when entering/leaving the yard.
6. Students must use the Kickham Street gate only.
7. Staff car parks are strictly out of bounds for students.
8. Students are not allowed to go to shops during school time.
9. Students are not allowed to congregate at the Crescent Shop or in the vicinity of the school.
10. Corridors should not be blocked or congested. There should be no congregating and all movement should be in a mannerly fashion with students walking on the left-hand side only.
11. Leaning over the upstairs balustrade is forbidden.

Behaviours on trips & Outings

When on Trips and outings away from school each student is expected to remember that he goes as a representative of his school and must at all times behave in an exemplary manner, complying with all directions of the person/s in charge. All rules remain in force while participating in such trips and outings, including the ban on smoking/vaping or consumption of alcohol and/or illegal substances.

All school rules apply to all students whilst in school uniform and in the vicinity of the school.

CBS High School reserve the right to refuse a student access to an outing/ trip etc where the student has a poor disciplinary record.

The School Journal:

The school journal is for school use rather than a personal diary and must be in a student's possession at all times.

- The journal should always be available for inspection by teachers and parents.
- It should contain the student's timetable and a study plan.
- Students should use the appropriate pages to monitor their academic progress.
- The journal is used for correspondence between home and school- it should act as a record for all absences, illnesses, notes re: behaviour and performance in class, failure to wear full uniform etc. -may be used for discussion at parent teacher meetings.
- No graffiti or defacing of the school journal is permitted.
- Parents should check journals on a regular basis.

Students who lose their journal will have to replace it at a cost of €10.

Dress and Appearance:

The uniform is an essential part of life in the CBS High School. It is visual evidence of the shared responsibility we have for the education of your child, a responsibility shared between home and school. The school expects the full cooperation of parents/guardians to ensure that students are always appropriately dressed. Full uniform must be worn at all times. Every student must have a school jacket. Any student who arrives in school without full uniform should have a written explanation from Parent/Guardian in his journal.

School Uniform:

Junior School

- Grey Shirt
- Grey Trousers
- Maroon V necked Jumper with crest
- School Tie
- Black Shoes
- School Jacket

Senior School

- White Shirt
- Grey Trousers
- Black V necked Jumper with crest
- School Tie
- Black Shoes
- School Jacket

School Uniform is available in Uniform World and 'Mini Me' Clonmel

Students should be neatly groomed and clean shaven. Hair that is dyed a colour,, highlighted, plaited or shaven is not acceptable.No shaved designs in hair are

permitted. Students with long hair must have their hair tied back at all times and must, on health and safety grounds, wear a hair net in **all** practical classes (i.e. art, woodwork, construction studies, all science classes, technology) and any other circumstances deemed necessary by the School Authorities. The principal and deputy principal are the final arbitrators in all matters regarding hairstyle and appearance. The wearing of makeup is prohibited.

Attendance & Punctuality

Progress at school requires the best level of attendance and punctuality, as both are essential for efficient class work. Regular and punctual attendance is therefore required of all students. Parents are expected to adhere to the school attendance policy for Ardscoil na mBráithre.

- It is expected that all students will attend school regularly and punctually
- In cases where parents/guardians know in advance that a student will be absent for a period, they should contact the school by phone. Should you telephone the school explaining your son's absence, **a written note is still expected on his return** for the teacher in charge of school attendance.
- It is recommended that students arrive to school at 8:35 in order to prepare for the day ahead.
- When a student is absent due to illness or any other valid reason, a note must be written in the appropriate section of the journal by the parent/guardian, explaining the reason for absence and giving the dates school was missed. The top copy of this note should be put into the appropriate attendance box outside the office by the student. The copy is retained in the Journal for viewing by teachers.
- If a student misses 20 days the Educational Welfare Officer will be informed (in accordance with the Education Welfare Act 2002). Parents will also be informed of this.
- Students are required to attend class punctually. Late comers interrupt classes and all students then miss valuable class teaching time. Latecomers will be issued with a **Yellow Card** which will be given to the Year Head.
- Students must not leave the school during the school day without a written request from their parents/guardians. They must sign out at the office on leaving the school having obtained permission from the Principal, Deputy Principal or Year Head. **Any student who leaves school without permission may face suspension.** Students are required to sign back at the office on their return to school. In the event of a student feeling ill, a parent will be contacted should the student need to go home. Requests for permission to fulfill an appointment must be made at 8.45am or 9.30am to the Principal, Deputy Principal or Year Head on the day of the appointment.
- Students who are late for school must sign in at the school office.
- Detention may be used as a deterrent for coming late to class or school.

- The school will open to receive students at 8.35am. **No responsibility is accepted for students arriving before this time.** Students are expected to be in school by 8.45am and 1.55pm.
- In the case of students travelling by school bus, the school cannot be responsible for escorting them from the bus to the school, or from the school to the bus. Parents/ guardians who feel that their children may need to be escorted on these occasions should make the appropriate arrangements to ensure that some escort is provided. The same level of courtesy and respect which we demand from the students in school is required at all times while traveling or waiting for the bus. Any misdemeanours will result in sanctions.

Morning Break

Students must leave their classroom and spend break time in their designated yard area, when weather permits.

No ball games, chasing or running around can be allowed due to space and safety restrictions.

Lunch Break

1st & 2nd Year student are **not** permitted to leave the premises at lunchtime. Any student who leaves the school without permission will be subject to suspension. This is a health & safety issue and is taken very seriously. Those who remain in school must eat their lunch in the Atrium. Students are required to co-operate in keeping this area clean and tidy. Tables and chairs are to be left clean by those who use them.

Mobile Phones & Recording Devices

The use of mobile phones is strictly forbidden at all times while on school premises and during all school related activities. Any infringement of this rule will result in the automatic confiscation of the phone (See Mobile Phone Policy & BYOD Policy). Any behaviour falling under the definition of bullying or harassment in any form, including sexual harassment, conducted through mobile phones or other electronic devices will not be tolerated by the school. This behaviour will be severely dealt with by the School Authorities and may warrant suspension and/or a report to the Gardai. This Policy is devised on Child Protection Grounds.

Devices capable of electronic communications such as smart watches and other related devices are strictly forbidden on the school premises.

Should it be absolutely necessary for a student to have a mobile phone, **for use coming to and from school, it must remain switched off (unheard and unseen)**

during school hours. Any breach of policy will result in the automatic confiscation of the phone by the teacher which may only be retrieved after due discussion by a parent/guardian with the school management.

Note: The School Authorities accept no responsibility for the loss of, theft of or damage to mobile phone or any other electronic devices within the school.

Fire Alarm

The fire alarm buttons in the school are installed to save lives. Any student who falsely sets off the fire alarm is liable to receive a suspension and a fine of €100. On hearing the fire alarm students and staff follow the evacuation procedures which are clearly displayed in all rooms in the school. All fines paid go to the school fund for the enrichment of services provided to our students.

Accident & Sickness Procedures:

While the school has an overall concern for the general well being of all students, the medical well being of each and every student is primarily the responsibility of the Parents/Guardians. Contact numbers for all students must be given by parents/guardians to the school as it is **extremely important that they can be contacted** in case the student takes ill during school hours. These may include home and work numbers of Parents/Guardians and the phone number of a person authorised by Parents/Guardians to take responsibility for a student in the event of failure to make contact with the Parents/Guardian to arrange for him to return home.

Parents should inform the school of any medical condition a student may have.

In the case of illness our usual procedure is:

1. Basic First Aid will be administered.
2. Contact made with parents where deemed necessary.
3. In the event of an emergence-an ambulance will be called.

It is expected that a Parent/Guardian will accompany the student to hospital. If in exceptional circumstances this is not possible, a member of staff will go in the ambulance.

Care of Belongings & Property

The school expects each student to respect school buildings, furniture, fittings and computer equipment. Students are expected to help in achieving a clean and pleasant environment in, and around, the school.

Students are responsible for their own belongings. Every item brought to school should be clearly marked with the students name. Any article of value brought to

school in exceptional circumstances should be left in the office for safe keeping. The school will not be held responsible for any articles lost or stolen on the premises.

Lockers: Students are responsible for their lockers by keeping them clean and tidy and locked at all times. We remind students that lockers are the property of the school and can be inspected at any time without the students consent. Students are only permitted to go to their lockers before school starts, at morning break, lunchtime and after school.

Students who take bicycles to school should ensure that they are properly locked.

Litter:

1. Students are not permitted to litter anywhere within or around the school grounds. Students who break this rule will be subject to disciplinary procedures.
2. Eating and/or drinking (with exception of water) in the classrooms, corridors or gym is forbidden
3. Students are asked to use the litter bins located around the school and yard
4. Classrooms should be presentable at all times.
5. Graffiti and damage to school property will not be tolerated.
6. The chewing of gum and/or the use of Tippex is prohibited within school grounds.

It is in all our interests to have a litter free school.

Physical Education & Wellbeing

Physical Education is one of the core subjects in Ardscoil na mBráithre. The school is well equipped with sporting facilities, having an excellent playing field and gymnasium. These facilities emphasise the commitment of the school to an integrated and broad-based education for all our students. Alternative arrangements cannot be made for people not attending P.E. class.

1. Students must have the necessary gear and equipment for physical education classes.
2. Attendance at physical education is compulsory unless excused for medical reasons by a doctor – medical cert required. Any absence from P.E. class must be accompanied by a note for the class teacher.
3. Students are to keep changing areas and showers clean and tidy.

Homework/study

Parents/guardians should take an active involvement to ensure that all homework is attempted to a neat and reasonable standard. The school authorities require each student and his parents to arrange for definite times of study and homework. **We believe a minimum of 2½ hours per evening is essential.**

Students from the same class **may not sit together during a study period – one student per desk, where possible.**

Part-time work during the school term can have a detrimental effect on the educational welfare of students. Please ensure that any such part-time work does not interfere in any way with either the time or energy needed for proper effective study. School work must take precedence over any part-time occupation.

Harassment:

CBS High School is committed to ensuring that:

- the school is free from all forms of harassment
- all staff & students have the right to be treated with dignity and respect.
- harassment of any kind including sexual harassment, towards teachers or students, whether by innuendo, comment or action, will be regarded serious misbehaviour and will incur serious sanction. Homophobic and Transphobic bullying will not be tolerated and will be dealt with appropriately by the school authorities
- all interactions are civil and dignified.

Discrimination:

CBS High School is bound under the Equal Status Act, 2000 to ensure that discrimination is prohibited on the following grounds: Gender, Marital Status, Family Status, Sexual Orientation, Religion, Age, Disability, Race, Membership of the Travelling Community.

Discrimination is defined as less favourable treatment. A person is said to be discriminated against if he/she is treated less favourably than another is, has been or would be treated on any of the nine grounds.

Bullying:

Bullying is repeated aggression- verbal, written, psychological or physical, conducted by an individual or group against others. A clear anti-bullying policy is in place in our school. Any form of bullying is unacceptable and will be dealt with accordingly. It is

essential that anyone, pupil or parent, who is aware that bullying is occurring will make this fact known immediately. Any information received is acted upon with discretion and sensitivity. It is recognised that both bullies and victims have problems which need to be addressed and the cooperation of all parents is vital in dealing with the matter. Our full policy is available on our website.

Child Protection Procedures:

The Board of Management has adopted the Department of Education & Science Policy and Protocol on child protection in our school. We refer our parents to our website to review our full set of documents pertaining to Child Protection.

The Designated Liaison Person is Mrs. Karen Steenson Principal, the Deputy Designated Liaison Person is Mrs. Amy Walsh.

School Policies

All school policies are available on our website or on request. Parents and students play a role in the development of our policies through the council meetings. Policies are regularly reviewed and developed.

Sanctions & Procedures:

CBS High School is an Edmund Rice School and believes in the educational power of relationships. Students are encouraged to take responsibility for their actions and be accountable for their behaviour. This is done through a combination of restorative practices, sanctions and procedures.

Sanctions are sometimes necessary to ensure that good order is maintained in the school. Misconduct will normally be noted in the student journal and when the teacher considers it necessary a white card will be issued. Following repeated misdemeanours, the student shall be referred to the Year Head who will advise on action to be taken. In some cases this may mean immediate withdrawal from class and/or detention. In certain circumstances parents may be invited into the school to meet the Year Head and/or Principal/Deputy Principal in order to inform them fully of the situation and to seek their cooperation in solving the problem

Sanctions we use in CBS High School:

- Reasoning with the pupil
- Reprimand
- Moving position in the class
- Extra work
- Withdrawal from class
- Reflection Sheet
- Phone call home
- White Card

- Withdrawal of privileges e.g. participation in school trips and/or outings, invitation to school events such as graduation etc.
- Letter of apology signed by the pupil.
- Behaviour/Homework Letter
- Apology to the class for the disruption caused by the pupil.
- Student Report Sheet monitored by Year Head.
- Referral to Year Head, Deputy Principal or Principal.
- Lunchtime detention
- Saturday Detention
- Suspension

Report Sheets

Report Sheets are used by Year Heads as a strategy to improve behaviour. Parental involvement is integral in this process. The student must get the Report Sheet from the Year Head at the beginning of the day and present it to the teacher at the beginning of each class. The subject teacher will then report on the student's engagement, behaviour etc. The report sheet is shown to the Year Head at the end of the day and then signed by the parent that evening and returned to the school the following morning.

Behaviour Plans:

It may be necessary for some students to engage in a specific behaviour programme. Should this be the case it will be administered by a member of the SEN department who will work with the student and the Year Head.

Restorative meetings:

At all stages students are encouraged to think about the impact of their behaviour on their relationships with themselves and other people. Punishment alone provides little in respect of accountability, does little to address the victim's needs and does little to address the cause of the wrongdoing. Restorative Practice is an approach to problem solving that is based around 3 basic concepts:

1. When an incident (or wrongdoing) occurs, the focus is on the harm that has been done to people and relationships.
2. When harm has been done, it creates obligations, liabilities and responsibilities.
3. The way forward involves wrongdoers, victims and the school community in efforts to heal the harm and put things right so that all involved can move forward in a constructive way.

Suspensions:

In some circumstances it may be necessary to suspend a student from school. The Principal or Deputy Principal makes the decision on the basis of the reasons set out in the Code of Behaviour and the parameters set out by the Board of Management.

Parents & students will be informed of the decisions and the precise grounds which give rise to the suspension. A formal letter will be sent to parents. Students will never be sent home during the school day unless collected by parents/guardians. (See full Suspensions & Expulsions Policy)

Procedures for the formal re-introduction of the student into the school

- Students must report to the Principal/Deputy principal's office on return to school.
- Undertakings of good behaviour may be requested in writing.
- Agreed conditions (Counselling, referral to NEPS, other pastoral supports) as discussed with Parents & student.

Merit/Achievements:

All opportunities are sought to encourage and promote positive behaviour and engagement in school. The following are examples of some:

- Verbal acknowledgement
- Note in Journal
- Awards Ceremony
- Announcement of achievements
- Acknowledgement on school website and Twitter Page.
- Rewards

In September 2019 the school is introducing an Individual merit or reward system. This will initially be piloted with First years. Students will have a Merit/Reward chart in their Journal. When a teacher notices a student's positive contribution to relationships or school life they will initial the chart. When a student obtains sufficient merits to get a reward it is the student's responsibility to bring his Journal to the Year Head or a member of the Positive Affirmation Committee and claim his reward. Parents are strongly encouraged to build in home-based rewards for their son on reaching agreed targets.