

## **CBS CHARLEVILLE CODE OF BEHAVIOUR**

### **Introduction:**

C.B.S. Charleville has a clearly set out code of behaviour for its school community which reflects the values of Edmund Rice as clearly expressed in the Edmund Rice Schools Charter. It encourages active participation by all partners in this community – the students, the parents, school management and staff, - to ensure this code of behaviour works to the benefit of all and creates an environment in which the welfare of all is protected.

The school's Code of Behaviour is rooted in our Mission Statement which states that:

***As an all boys secondary school in the Edmund Rice tradition, C.B.S. Charleville aspires to the intellectual, moral, spiritual, physical and social formation of all members of our school community.***

***We seek to inspire our students to reach their potential, to foster integrity, inclusivity and a spirit of service for the greater glory of God.***

The five key elements of the Edmund Rice Charter within which our school mission, ethos and expectations are grounded are:

- ***Nurturing Faith, Christian spirituality and Gospel-based values***
- ***Promoting Partnership***
- ***Excelling in Teaching and Learning***
- ***Creating a caring school community***
- ***Inspiring transformational leadership***

The elements of the charter are at work in our school as students are encouraged to take responsibility for their own behaviour and learning, and to help create a healthy, safe and happy environment, in which everyone can learn and develop. Student leadership and

innovation are encouraged and promoted. The school partners seek to promote personal dignity and safety so that all members of the school community may work and learn together, free from harassment, bullying or disruption. The school promotes a disciplined work ethos and rewards initiative. It seeks to assist students to develop their talents and skills for the benefit of all. The school acknowledges, affirms and appreciates the genuine efforts and endeavours of the entire school community to make it a better place for everyone.

This Code is achieved through three principles for all members of the school community:

- **We Care**
- **We show Respect**
- **We are Responsible**

### **Creating a positive school environment**

The Board of Management and staff in C.B.S. Charleville strive to maximise the likelihood of positive student behaviour. This is done by:

- Creating a clear set of expectations, rules and routines that are outlined in the code and taught to the students
- Having high expectations of the students
- Staff modelling respectful behaviour
- Offering relevant programmes, a wide range of extra-curricular activities, thus encouraging the engagement of all students
- Subject teachers communicating with parents about positive and negative behaviour patterns
- Being aware of relevant and appropriate factors in students' lives
- Showing fairness
- Working to ensure excellent staff collaboration and staff induction

- Providing effective student support services including Pastoral Care Team, Guidance team, Class tutor and Year Head system, SEN team
- TY Links mentoring programme
- Having a comprehensive First Year Induction Programme
- Having a positive ethos/atmosphere in the school
- Showing an interest in the pupils' achievements outside school
- Maintaining a clean/tidy environment

## **PROMOTING POSITIVE BEHAVIOUR**

**We believe that noticing and affirming positive student behaviour is essential.**

Teachers promote positive behaviour by using the following strategies:

Noticing positive behaviour

- Tutor feedback
- Thumbs up
- Term report
- Note/Merit in journal
- Call home
- Positive comments at individuals

Acknowledging extra-curricular achievements

Using a reward system in class that acknowledges effort, participation, achievement and improvement regarding class work and behaviour

Homework pass

**Whole school strategies to encourage and promote positive behaviour**

- Awards day – recognises progress, achievement, participation and effort in school.
- Variety of sports, reports on matches/events
- Encouraging students to take leadership roles in the school including Student Council, mentoring
- Public speaking and debating
- Class Rewards
- Outdoor pursuits and adventure trips
- Various class visits/trips/tours
- School teams entered into school competition
- Recognition of achievement on School Newsletter/Website/Local Media/School Social Media accounts

## **School Expectations and Standards**

**These are the expectations for our school community to ensure a positive and hard-working teaching and learning environment within which every student can reach their potential.**

- 1. That you show respect, courtesy, consideration and good manners in your dealings with teachers, other staff members, visitors and the local community**

### **This means**

Full cooperation with your teachers/supervisors in the classroom

Full co-operation with teachers and supervisors on the corridors, in the canteen and on school grounds

Full co-operation with teachers and supervisors on any school related activities.

Not being aggressive or defiant in behaviour or language

Not using foul language in your daily interactions with students or teachers or in the presence of any members of the school community

Carrying out instructions without demur

Respectful behaviour to our community – particularly for senior students who have lunchtime privilege of going to town.

### **Because**

Smooth running of the school environment demands it

The opportunities for learning need to be maximised

Mutual respect is important

Students who bring discredit to the school by their behaviour outside the school may be subject to disciplinary action within the school

**2. That you have respect and consideration for other students**

**This means**

Being fair to everyone

Helping other students if they need help

Not using foul or aggressive language with other students

Not picking on or bullying others

Not fighting in or out of school

You respect the property of others

**Because**

Mutual respect is important

Everyone has the right to be treated with respect

Bullying can cause fear, hurt and misery. We want our school to be a safe place

It could cause serious injury or accidents

Defacing/damaging school property is destructive and shows a lack of respect for the school community of which the student is a member

**3. That you come to school every day and arrive on time**

**This means:**

That you attend every day unless it is absolutely unavoidable

That if you miss school you bring a note in your journal and present it to the teachers of classes you have missed

That if you leave school during the day, you bring a a note to the Principal/Deputy Principal in the morning for permission to sign out in the school office – students who enter the school premises in the morning may not leave the school without permission.

That at the beginning of the morning and afternoon session, you are in your place on the second bell

That you arrive at all classes/school events on time and not delay on the way at lockers or in toilets

Toilets and lockers to be used at designated times (until 8.55am, 11-11.12am, 1.15 – 1.45pm and at the end of the school day)

That if you arrive late you must sign in at the school office with a note of explanation from your parents/guardians

**Because:**

Time missed is hard to make up.

The school is entitled to an explanation

The school is responsible for you during school time

It shows courtesy and respect to your teachers

Good attendance and good timekeeping helps all students do well.

Late arrivals impact on the teaching and learning environment

**4. That you come to school in full uniform, clean and tidy**

**This means:**

That you wear the cream school shirt, school tie, school jumper with crest (Maroon colour for Juniors, Green colour for Seniors), grey slacks and black shoes only (no runners or other footwear) during school hours and during school-related activities including trips unless otherwise specified. The school jacket is compulsory for all students.

That students are expected to be neat and tidy in their appearance.

That no added garments such as T-shirts, football shirts or jackets (including the school jackets or sports tops) are allowed in class.

That you do not wear jewellery or earrings or other piercings on your person

**Because:**

This is the uniform agreed to by parents, students and the school authorities – Students should wear it with pride

We all have a responsibility to maintain the image of the school

Final decisions on acceptable standards of appearance and dress rest with the school management because they have to make decisions on what is best for the image of the school.

**5. That you do your best to work both in class and at your homework**

**This means**

That you listen to and cooperate with your teachers

That you do not disturb or disrupt the class

That you do your homework each night, reading, written and oral

That you always carry your journal and take down homework in it

**Because**

The teacher has a right to teach

Other students have a right to learn

It supports the work done in class

It helps you to organise your homework so that you will have success in school

It ensures a positive teaching and learning environment to achieve success

**6. That you come properly prepared for your subjects**

**This means**

That you have proper books, pens, copies etc

That you respect and care for all the books and equipment issued to you through the Book Rental Scheme

That you bring any special equipment needed e.g. P.E. gear, drawing equipment etc

That you have completed projects and assignments as per deadlines

That you go to your locker at designated times – mornings until 8.55, break 11- 11.12, lunch 1.15-1.45 and after school only

**Because**

You waste time if you have not got them

You cannot do the subject without them

You should not disrupt the running of the classroom

**7. That you respect the classroom and school environment**

**This means**

Keeping the school clean and free of litter

Litter must be placed in bins

Eating and drinking is allowed only outside or in the school canteen provided for such purpose – No drinks or food are allowed in classrooms or on corridors

No liquid typex

No chewing gum

Not returning to the school grounds after school hours/weekends/holidays

Not marking or interfering with school furniture

You do not enter classrooms without permission

**Because**

Everybody benefits from working in a pleasant environment

The health and safety of all members of the school community is important

Chewing gum is unhygienic

C.B.S. Charleville is Private Property

It is respectful to all members of our school community to have a clean learning environment

It is important to recognise and respect the work of ancillary staff in maintaining a clean school environment

**8. That you have your school journal with you at all times**

**This means**

Your journal is visible on your desk for all classes

You use your school journal to record all homework/classwork or study as required by each subject teacher.

All signed notes for absences are presented in your school journal

You have your journal signed by your teacher if you have permission to leave class for any reason

You may be asked by any staff member to present your journal

You do not deface your journal or any other journal with inappropriate or personal markings in any way

If the journal is lost you must report to your Year Head and a new journal purchased.

**Because**

The school journal helps you stay organised and remember the work for all your subjects

The school journal is the primary means of communication between your teachers and home

The school journal may be inspected by the DES inspectorate at any stage during the school year

**9. Electronic devices such as MP3 players, laser devices and smart watches etc. are strictly forbidden on the school premises. The school reserves the right to specify further items and if necessary this will be communicated to parents.**

**This means**

All such items are left at home

The classroom is respected as a learning space where the teacher directs the use of technology

### **Because**

The school cannot except responsibility for valuable items

The school is a learning environment in which students should be fully engaged

Students should not distract other students learning with non-school related items

10. **The school Substance Use Policy forbids possession or use of cigarettes (including e-cigarettes) , alcohol or drugs on the school premises or while engaging in school activities. This applies also when students are in school uniform.**

11. **Mobile phones must not be used on the school premises.**

### **This means**

Mobile phones must be powered off, not simply silenced, on entering the school grounds

Students are not allowed to have their mobile phones on their person once they have entered the school. It must be turned off and locked in their locker. This extends to all school related activities.

Mobile phones must be left of for the duration of the school day – including break time and lunch time

Any contact (including report of illnesses) between a student and their parents must be made through the school office

**The school management does not accept responsibility for loss or damage to any phones in any circumstances.**

### **Because**

This forms part of the school's Anti Bullying Policy

School is a learning environment and should not be disturbed or disrupted in any way

Access to technology is teacher directed

## **SANCTIONS**

**PLEASE NOTE: Sanctions are a response to help students change behaviour. They are necessary to show disapproval of, and to discourage unacceptable behaviour. They help students to understand that they have choices for their own behaviour and that all choices have consequences.**

**A refusal to co-operate with sanctions under the School Code of Behaviour is deemed a breach of the School's Code.**

**In accordance with *Developing a Code of Behaviour* (NEWB 2008), sanctions should be proportionate to the nature and seriousness of the behaviour. Certain factors will be considered such as:**

- **The frequency, duration and persistence of the behaviour**
- **Whether it is part of an escalating pattern of poor behaviour**
- **The context of the behaviour, including a student's personal circumstances**

**For students who have been sanctioned under the School's Code of Behaviour, up to and including suspensions, the privilege of attendance on school excursions will be reviewed.**

**The following sanctions do not represent an exhaustive list of inappropriate or unacceptable behaviour and each individual case will be dealt with on its merits by the school authority. Although every case will be dealt with on its merits, the school management may take account of previous records of good and/or poor behaviour in the school.**

**In some cases a number of sanctions may be issued in response to student breaches of the school code.**

**A sanction is a form of positive intervention. Sanctions are used as part of a wider plan to help the student to learn. They are used in conjunction with pastoral support in line with our Pastoral Care Policy.**

**When any sanction including suspension is completed, a student should be given the opportunity and support for a fresh start.**

**On breach of school rules:**

1. Students will be issued with a verbal warning by teacher.

As a response to a verbal warning a teacher may:

- a) Quiet word with student
  - b) Reminder to student of choice and consequence of behaviour
  - c) Assign new seating arrangements,
  - d) Assign extra subject based work
  - e) Confiscate contraband items eg earrings/phones
  - f) Students presents apology/work before the next class with the subject teacher
  - g) Liase with Class Tutor, Guidance Counselor or Year Head as appropriate if ongoing concerns on student's engagement with classwork
2. On a further breach in the class or over a period of time, the teacher will issue a note in the student's journal that must be signed by parents. It is the student's responsibility to return the signed note to the issuing teacher at the beginning of the next class. Failure to produce signed note may result in a Behaviour Slip.

3. A behaviour slip is issued by the teacher if the behaviour does not improve. On this slip the teacher notes the previous infringements and outlines the actions taken to resolve the issue. The slip is presented to the relevant Year Head. Teacher makes note of the issued behaviour slip.
4. If a student has accumulated 3 Behaviour Slips, the Year Head can issue a Yellow Card. This is communicated to parents and a sanction will be served by the student as a result of the Yellow Card and will be decided by the Year Head/Principal/Deputy.
5. For a serious misdemeanour – **see Appendix 1** – a student may be issued with a Yellow Card. A sanction will be served by the student as a result of the Yellow Card and will be decided by the Year Head/ Principal/Deputy.

Sanctions that may imposed on students by the Year Head, Principal or Deputy following breaches of the school code include:

- Contact with parents
- For students who have been sanctioned under the School's Code of Behaviour, up to and including suspensions, the privilege of attendance on school excursions will be reviewed.
- Repair or replacement of property damaged by students must be paid for by them. This includes books provided under the school's Book Rental Scheme. Money or valuables should not be left in school bags, lockers or unattended. Student lockers should be locked at all times.
- The privilege of being allowed off campus for Senior students will be reviewed.
- Verbal Warning
- Report Card
- **Lunchtime detention –**

A student can only be placed on lunchtime detention by the Principal, Deputy Principal or Year Head. In normal circumstances lunchtime detention will only be applied after the student has received a number of verbal reprimands. Normally a student will be informed a day in advance of their detention and it will be noted in their journal. However, an immediate detention may be imposed if the situation warrants it.

Detention lasts 25 minutes. Students are allowed 5 minutes at the beginning of their lunchbreak and are allowed 5 minutes at the end. The detention room will be supervised by a teacher who will record all who are present in the detention book and assign work for them to complete. This work must be attempted and handed back up to the teacher. Students must present their school journal to the supervising teacher to have it signed. Students who fail to turn up for detention, or arrive late, or do not follow the direction of the teacher in charge, or in any way disrupt the detention room may be faced with serving a further sanction.

- **After School Detention –**

A student can only be placed on after school detention by the Principal, Deputy Principal or his Year Head. A standard letter is issued to parents notifying them of the date and time of the detention. Copies of the relevant documentation that led to the sanction being issued are kept on the students file. In normal circumstances afterschool detention will only be applied after a number of lunchtime detentions have been served, however in cases of serious breaches of the school Code of Behaviour the student can be placed on afterschool detention without having served lunchtime detention.

Afterschool detention lasts 2 hours and begins 15 minutes after the end of the school day. The detention room will be supervised, the names of those present will be recorded and work will be assigned for students to complete. This work must be attempted and handed back up to the person in charge. Students who fail to turn up for detention, or arrive late, or do not follow the direction of the person

in charge, or in any way disrupt the detention room may be faced with serving a further sanction up to and including suspension.

- **Saturday Detention –**

A student can only be placed on Saturday detention by the Principal or Deputy Principal. A standard letter is issued to parents for the Saturday Detention and copies of the relevant documentation that led to the sanction being issued are kept on the students file. Parents will be informed as to why their son has received the sanction and when it will take place. They may also be invited to the school in an effort to resolve the poor behaviour being displayed by their son. In normal circumstances Saturday detention will only be applied after a number of afterschool detentions have been served or that the student has been “on report” for some time. In cases of serious breaches of the school Code of Behaviour the student can be placed on Saturday detention without having served afterschool detention or having been “on report”.

Students who fail to turn up for detention, or arrive late, or do not follow the direction of the person in charge, or in any way disrupt the detention room may be faced with serving a further sanction up to and including suspension.

## **Suspension and Expulsion:**

**TÚSLA (formerly NEWB) Guidelines 2008 will be followed in respect of Suspension and Expulsion**

### **Suspension –**

In line with TÚSLA guidelines, normally, other interventions will have been tried before suspension. The decision to suspend a student requires serious grounds such as that:

- The student’s behaviour has had an effect on the education of other students

- The student's continued presence in the school at this time constitutes a threat to safety
- The student is responsible for serious damage to property

A serious incident of serious misconduct may be grounds for suspension.

Following suspension the school will support the reintegration of the student to assist in improving behaviour.

### **Expulsion –**

A proposal 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 serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, school authorities have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour.

## **Attendance and 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.

1. Students who are absent from class (for a full day or part of the day) must bring a note from their parents/guardians to the teacher in charge of their attendance. This note should be produced on the day that they return to school.
2. 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.
3. Parents/guardians must give the school a telephone number for emergency use e.g. When a student becomes ill and has to be sent home, we must contact the parents/guardians wherever they are.
4. Supervision of students begins at 8:45am. No responsibility is accepted for students arriving before this time. Students are expected to be in school by 8:55am and 1:50pm. Repeated lateness will result in detention.

The same level of courtesy and respect which we demand from the students in school is required at all times while travelling or waiting for the bus. Any misdemeanors will result in sanctions.

## **Appearance and Dress**

The uniform is considered to be an essential part of life in C.B.S. Charleville because it symbolizes all this school stands for – the

dignity of the person and all that is conducive to the full development of your child as a worthwhile person. It is visual evidence of the shared responsibility we have for the education of your child, a responsibility shared between home and school.

The uniform is:-

### **Junior Students**

- **Maroon V-Neck School Jumper with school crest**
- **Cream School Shirt**
- **Maroon/Grey School Tie**
- **Grey School Trousers**
- **Black Shoes (trainers, boots or other footwear are not allowed).**
- **School Jacket**

### **Senior Students**

- **Green School Jumper with school crest**
- **Cream School shirt**
- **Grey school trousers**
- **Bottle green/Grey school Tie**
- **Black Shoes (trainers, boots or other footwear are not allowed).**
- **School Jacket**

Hair styles must be neat and tidy and conform to the standards of the school as decided by the school authorities.

Students must wear their uniform to and at school and at all school related activities (unless otherwise directed.) If a student cannot wear his uniform on a particular day, he should have a note from his

parents/guardians and should inform the Principal/Deputy Principal of this fact. Failure to produce a note may result in detention.

### **School Property and Environment**

1. Students are allowed go to the canteen at the following times.  
11:00 – 11:15am and 1:15pm – 1:50pm
2. We are all responsible for litter. Students are expected to help in achieving a hygienic and pleasant environment in and around the school. To this end students are asked to recycle waste and litter in the appropriate bins.
3. Students who are deemed to be guilty of defacing school furniture or school property either inside or outside the school during school time will be subject to serious sanction up to and including suspension.
4. Students are not allowed retrieve footballs from the stream or roof or neighbouring premises unless under supervision.
5. All students may be requested on occasion to participate in the school's Green Flag initiative or other Civic initiatives to promote a clean working environment for the school and the local community.

### **Supervised Study**

1. Study will begin promptly at 4:05pm and conclude at 6:00pm from Monday to Thursday. On Friday study will run from 1:50pm – 3:50pm
2. Eating and drinking is not allowed during study.
3. Students must have all their own books for study and be silent at all times.

Supervised study is an integral part of the school's programme and every student who enrolls for supervised study automatically

accepts the above rules. Any student who is in breach of these rules may be excluded from study during the current term with loss of deposit and not permitted to apply in the terms following

I have read and agree to this code of behaviour.

Signed: \_\_\_\_\_  
(Parent)

Signed: \_\_\_\_\_  
(Student)

Ratified by Board of Management June 21st 2017

Signed : *Jacqueline Morrissey – Chairperson*

This code will be reviewed in May 2018.

## APPENDIX I

**The School:** This should specify that the “School” includes school buildings, grounds, play areas, public areas where students congregate coming to and going from school, and any other specific area that might apply.

**Parents:** For the purpose of the policy, Parents should be defined to include natural parents, foster parents, step parents, or guardian of the student concerned as applicable, or any person acting in loco parentis, either on a temporary or permanent basis, on the date of an abuse incident.

### **Serious breaches of the Code of Behaviour include, but are not limited to:**

- Endangering the safety or health of any member of the school community.
- Disrespect or defiance towards or harassment or intimidation of a member of staff or the bullying of another member of the school community.
- Possession, use, or supply of prohibited substances (including alcohol, drugs, or associated paraphernalia) in the school, on school trips, or in the course of any school-related activity. Exception will be made only for legitimate medicinal use with the prior notification of the school authorities.
- Deliberate vandalism, including the writing of graffiti, in relation to school property or the property of a member of the school community.
- Interference with or persistent disruption of teaching and learning.
- Refusal to obey clear and reasonable instructions of staff members on a repeated basis.
- Smoking anywhere inside or in the immediate vicinity of the school grounds.
- The use of obscene, abusive, or otherwise inappropriate language.

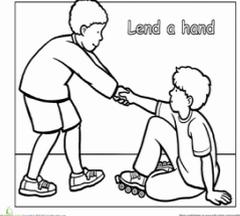
- Stealing, fighting, or the possession of offensive weapons. In addition to being serious breaches that incur suspension, these are criminal offences that will be reported to the appropriate authorities.
- Tarnishing the good name and reputation of the school.
- Truancy.

**Less serious breaches of the Code of Behaviour include,**

**but are not limited to:**

- Eating or drinking in class or other areas not designated for food and beverage consumption.
- Failure to complete assigned homework.
- Such classroom disruption as inattention, talking without permission, passing notes, and failure to have the books and equipment required for class.
- Running, shouting, or horseplay of any description anywhere in the school.
- Tardiness for school or classes.
- Use of ordinary mobile phones or possession of a picture phone on the school premises.
- Congregating in the toilets.
- Not wearing the full school uniform.
- Wearing of jewellery, including rings and earrings.

## OUR SCHOOL RULES

WE CARE		
<p>Listen respectfully to others</p> 	<p>One Voice at a time</p> 	<p>Look out for others</p> 

WE SHOW RESPECT		
<p>Be in classes on time</p> 	<p>Have all equipment</p> 	<p>Full Uniform</p>

WE ARE RESPONSIBLE		
<p>Do your classwork and homework to the best of your ability</p>	<p>Follow instructions staff</p>	<p>Allow others to work</p>