

CHRISTIAN BROTHERS SECONDARY SCHOOL

MITCHELSTOWN, CO. CORK

CODE OF BEHAVIOUR

1. AN INTRODUCTION TO OUR SCHOOL

Christian Brothers' Secondary School (CBS) Mitchelstown is a Catholic Secondary School for boys under the trusteeship of the Edmund Rice Schools Trust (ERST).

The Code of Behaviour has its basis in Section 23 of the *Education (Welfare) Act 2000*. It is informed by and is compliant with the *Education Act 1998*, the *Education (Welfare) Act 2000* and the *Education of Persons with Special Education Needs Act 2004*. It is guided by "Developing a Code of Behaviour: Guidelines for Schools", published by the National Educational Welfare Board (NEWB).

The Code is informed by the ERST Charter. The ERST Charter has five key elements:

- Nurturing faith, Christian spirituality and gospel-based values.
- Promoting partnership in the school community.
- Excelling in teaching and learning.
- Creating a caring school community.
- Inspiring transformational leadership.

The Code of Behaviour is implemented within the context of the school's Mission Statement, which states:

"Mitchelstown C.B.S. is a Catholic School in the Christian Brothers' tradition, where Christian values are seen to be not only cherished but also practised. It is a school where:-

- the pursuit of excellence in all areas of school life is encouraged and expected;
- a genuine partnership exists between the school community, the home and the parish;
- there is a real caring concern for all, especially the weak."

2. THE RATIONALE BEHIND OUR CODE OF BEHAVIOUR

The Code of Behaviour aims to provide for the effective and safe operation of the school, creating an environment of care and respect – respect for self, others, property and environment – so that a positive and co-operative atmosphere of learning is created.

It encourages a spirit of partnership and mutual respect between parents, pupils and students, in accordance with the ethos of Edmund Rice schools.

3. HOW OUR CODE WAS DEVELOPED

The responsibility for this Behaviour Code rests with the Board of Management. The Board has prepared the policy in consultation with the Principal, staff and parents of students of the school (through the Parents' Council). The policy replaces all previous policy statements on student behaviour. The policy was submitted to the Trustees for their approval and adopted by the Board of Management.

4. WHEN AND WHERE DOES OUR CODE APPLY?

This Code applies to all pupils of CBS Mitchelstown and relates to all school activities including extra-curricular activities during and outside normal school hours, and both on and off the school

premises. Pupils must show respect towards school staff both inside and outside of school hours. Courtesy and respect must be shown to staff, visitors and fellow students at all times. Students may be held liable for deliberate damage caused to the property of the school or others (when engaged in school related activities).

5. PROMOTING POSITIVE BEHAVIOUR

In keeping with the ERST charter and the school's Mission Statement, we seek to promote positive behaviour and reward positive contributions to school life. Praise and reward have a considerable importance within the school. Such positive behaviour and contributions include good academic work and effort, positive contribution to school activities, good behaviour and adherence to the Code of Behaviour.

The following strategies are followed to promote positive behaviour:

- Verbal praise of student. Students are encouraged to work consistently well and to their potential. Teachers will recognise good effort and improvement, in students' work or behaviour, and will endeavour to acknowledge this appropriately.
- Positive written comment by subject teacher on homework or tests where effort and/or standard of work in particular deserve comment.
- Recording positive behaviour in the Student Journal for the attention of parents/guardian. Reports of positive behaviour may also be given to class teacher/Deputy Principal/Principal by subject teacher or other staff member.
- Letter of commendation to parents/guardians to recognise positive contribution to the school community. Examples of such behaviour include voluntary effort outside of class time, students showing a high level of responsibility and community/school spirit, students who show exceptional concern for others.
- Assemblies with each year group will be used to reinforce expectations and to reward positive behaviours.
- Highlighting achievements on notice boards in school, on the intercom system, in local media or on school website.
- Displaying student work in the school.
- Awarding certificates to students who have an outstanding or excellent attendance record in the academic year.
- Recognition of achievements at annual awards ceremony. The Awards ceremony will recognise high academic performance in both the state and school exams. It will also recognise performance and achievement in extra-curricular activities and will honour exceptional community spirit/social justice.

6. SCHOOL STRATEGIES TO ENCOURAGE POSITIVE BEHAVIOUR

(a) Reward scheme for junior students

Class tutors will nominate a Student of the Week, based on consistently positive work effort and performance.

(b) Reward scheme for junior classes

A reward scheme for junior classes will be co-ordinated by the Year Heads. Each half-term, the winning class will be recognised with either a class raffle or an event for the class group.

(c) Promoting good attendance

Each half term, the names of students with full attendance for that half-term will be entered in a raffle.

(d) Individual Behaviour Plan

A student may be required to develop an Individual Behaviour Plan with the aid of the Deputy Principal and/or Principal. The plan will include acknowledging the behaviour that is not acceptable and the setting of specific aims and targets. The aim of the plan is to affect a change in the behaviour of the particular student.

(e) Student Support team

Where a need has been identified by the student or his parent/guardian, by teachers, Deputy Principal or Principal, a student may be referred to the Guidance Counsellors. He/she will interview the student to ascertain his specific need and determine how best to proceed.

(f) Counselling

Where a need is identified, the student may be referred for specific counselling. Permission from parent/guardian will be sought. Counselling may be offered in school or sought from outside agencies.

(g) Anti-Bullying Code

All students are required to sign and abide by the school's anti-bullying code. Specific focus is given to this on Induction to the school and in SPHE class.

(h) Contract of behaviour

Following suspension, or where a pattern of behaviour is causing concern, a student may be asked to sign an individualised Contract of Behaviour. Parents will be invited to attend a meeting with the Principal and/or the Deputy Principal as part of the process. The contract will target specific behaviours, with the aim of increasing the student's awareness of what is acceptable behaviour. A breach of the contract is deemed to be a serious breach of discipline.

7. SCHOOL RULES

It is a condition of enrolment that parents and students accept the school rules.

(a) General behaviour

To ensure best standards of behaviour in an environment of respect and good manners:

- Students are expected to behave in a respectful and courteous manner to all members of the school staff, to students, and to visitors to the school.
- Students should cooperate in an appropriate manner with all school staff, following instructions as soon as they are given.
- Students must show due respect for fellow pupils and staff members. Bullying, harassment or threatening behaviour in any format is not tolerated and will be thoroughly investigated and appropriately dealt with. All students are required to sign and abide by the school's Anti-Bullying Code.
- The use of foul, offensive, abusive or homophobic language or gestures is particularly objectionable and is not acceptable.
- Students should play their part in upholding the good name of their school and family during and outside school hours.

(b) Classroom behaviour

To ensure a positive, co-operative and focussed learning environment:

- Students are expected to respect the rights of students and teachers to learn and work by contributing positively to the learning environment, being attentive, carrying out the directions of the teacher and obeying classroom rules.
- Students are expected to apply themselves diligently to their studies and to work to the best of their ability. Homework is to be completed to the best of one's ability, and handed up on time.
- In the event of absence the onus is on the student to attempt to find out what work was covered and to complete homework assignments given.

(c) Attendance and punctuality

Because attendance is a fundamental for success in education, and the highest standards of punctuality are required to prevent disruption of teaching and learning:

- Students should attend school each day the school is open. If this is not possible, a note in the Student Journal on his return is required.
- Students should be punctual for all classes. Students should be present at 8.45am in the morning and in class by 8.50am. Students not on time must sign in at the office prior to reporting to class.
- Students should move quickly to class and by the most direct route to ensure punctuality. Access to rooms is through the school. Students should not take external routes unless exiting through the front door to go to the prefabs or old building
- Permission to leave the school during the school day must be obtained prior to leaving, and correct sign-out procedure must be followed. Non-attendance or absence from any class or from school without permission is regarded as a serious breach of school rules.
- Any student who feels ill and unable to remain in school must report to the school office and ask for his parent/guardian to be contacted.
- Students and parents are expected to familiarise themselves with the full Attendance and Punctuality policy. **(c.f. Appendix 1)**
- For morning break, students must remain in the new school building or in the school yard. Other areas (including the old school building, the monastery and pathways) are out of bounds.

(d) Uniform

To promote the good image of the school and of each individual student, and to create a sense of pride in our school:

- Students must wear full and correct uniform in a neat, presentable and clean condition. Black shoes are required. Runners and runner-styles shoes (completely black only) are acceptable.
- Additional outer garments other than the uniform are not permitted in class.
- Students may wear a watch, but any other jewellery, including facial jewellery, is not permitted.
- The zip of the school half zip must be worn open during school time.
- Students not wearing the school shirt and tie as required will be supplied with a uniform set by the school for that day. Full uniform is required for attendance in class.
- Students and parents are expected to familiarise themselves with the Uniform Policy. **(c.f. Appendix 2)**
- Within the school rules the school authorities are the arbiters of acceptable standards of dress, hairstyle and grooming.

(e) Health and Safety

The safety of all members of the school community is a priority and consequently:

- Students are expected to behave in a way that does not place their own health and safety, or that of others, at risk.
- Students should be mindful of their own safety and the safety of others when coming to school, at all times and locations regarding school activities, and when leaving the school/grounds.
- The possession, use or consumption of tobacco, nicotine, alcohol or any banned substance is prohibited. Students and parents/guardians are expected to familiarise themselves with the school's policy on Alcohol, Tobacco and Drug Use.
- When not in the classroom, bags must be safely stored either on racks, under tables or in designated areas. Each student is responsible for his own bag(s) and must be mindful of the safety of others.
- Only materials required for class and for school activities during the day are permitted. Items deemed to be unsafe may be confiscated.
- Students must not interfere with the school security systems, fire alarm systems, fire extinguishers, or other safety or first aid equipment. Any interference with these may lead to immediate suspension.
- Students must adhere to instructions regarding the safe use of internet.

(f) Corridors

To ensure a safe and orderly environment:

- Students should walk in an orderly manner at all times, keeping to the right hand side of corridors and stairs. Students should line up in an orderly manner outside the classroom and wait to be admitted by the teacher.
- Students may not use the lift without permission from the school authorities. Permission will be given to students with genuine medical needs.

(g) Property and the environment

To ensure respect for our environment and for the property of others:

- The property of students or staff, school property, furniture and environs should be treated with respect and care. Graffiti or any other form of damage is prohibited.
- Chewing gum or littering is not allowed.
- Students are responsible for disposing of their litter in the appropriate bins, whether recycling or general waste.
- The school operates a bar coding system on books in the Book Rental scheme. Bar codes must not be removed or defaced.
- It is recommended that students label their books and equipment appropriately in order to minimise the risk of them being misplaced, lost or stolen.
- Students will be responsible for replacing lost/damaged/defaced books.

(h) Equipment

To be prepared for class and prevent disruption of the learning of others:

- Students should have the appropriate textbooks, notebooks, equipment and writing materials with them for each class.
- At all times, students must have their Student Journal in class. Not having the journal available is regarded as a breach of school rules.

(i) Lockers

To promote organisation and order and help create a safe environment:

- Lockers, which are the property of the school, may be assigned to students on a yearly basis. They should be used to store bags and school materials, and should be kept locked.
- First Year locker area is for use by First Year students only.
- Students should keep their lockers and surrounding area tidy and in good order.
- Students may access their lockers before 8.45am, from 10.50 to 11.00am, from 1.05 to 1.35 and after 3.40pm. Access to lockers at other times is not permitted.

(j) Toilets

- Students should visit the toilets before 8.45am, at morning break 10.50 to 11.00, at lunch break 1.05 to 1.35pm.
- Where a genuine need exists during class time, students may ask the class teacher for permission to leave the room. Journal will be signed by the teacher. Toilets are not open between classes.
- Parents are asked to make the school aware if their son has a medical condition that influences his patterns of toilet use.

(k) Mobile phones

To prevent disruption of teaching and learning, and to prevent phones being used in bullying:

- The use of mobile phones, smart watches, Personal Stereo Devices, gaming consoles by students is not permitted in the school between 8.30am and 3.45pm, unless specifically allowed by class teacher. Phones should be off and out of sight unless required for class use by teacher.
- Teachers may instruct that phones be handed up for the duration of class. Students must follow any such instruction.
- Breach of this regulation will result in confiscation of the phone or other device – for a first offence, for the day; on a second offence for the day and parents will be notified. Further offences may result in detention, and the phone or other device will be returned to parent/guardian only. Failure to hand up the phone (including SIM card) or other device is a serious breach of discipline. The school takes no responsibility for any loss or theft of any mobile phone or device.
- The use of the picture image and/or recording capability of a mobile phone or other device is strictly forbidden at all times. Failure to comply and/or misuse of a mobile phone or other recording device is a serious disciplinary matter which may result in suspension or expulsion.
- In the event of emergency, students may request to use the phone at the main office.

(l) Food and drink

To promote a healthy, safe and hygienic environment:

- Food and drink may only be consumed in designated areas and only at break times. The canteen is the main dining area.
- Eating areas must be left tidy, and rubbish put in the appropriate bins (recycling bin or general waste bin).
- Eating or drinking (except water) is not permitted in class.
- For health and safety reasons, food and drink is not permitted in the hall during the school day, or on the stairs. It is also not permitted in practical subject rooms or I.T. rooms.
- The completion of written homework in the canteen is not allowed.

8. HOW OUR SCHOOL RESPONDS TO BREACHES OF SCHOOL RULES

Respect is our core value – respect for self, for all members of the school community, for visitors to our school, for property and for the environment. Our school rules set out the standards we expect of our students in order to achieve this and protect the rights of all, and in the interest of safety and good order.

Our aim is that we all work together in an environment which is mutually respectful.

Where a breach of the Code of Behaviour occurs we aim to work with the student to help him take responsibility for his behaviour, understand why the behaviour is not acceptable and how to amend for the future.

Breaches of the Code of Behaviour may incur sanctions. Sanctions are necessary to support the Code of Behaviour.

(a) Carding System

(i) Report Card

Students whose behaviour gives cause for concern may be put on a Report Card by their Year Head, by the Deputy Principal or Principal. The aim of the Report Card is to encourage and motivate the student to focus on required behaviour standards in each class. The student must present the Report Card to his teacher at the start of each class. The teacher fills in the Report at the end of the class, thereby giving immediate feedback to the student. The student is responsible for ensuring that his parent/guardian signs the Report card daily. Loss of the Report card is a serious breach of discipline. The duration of the period on Report will depend on the student's behaviour.

(ii) Attendance Card

A student who has absented himself from class/school without permission may be put on Attendance Card by the Year Head, Deputy Principal or Principal to monitor his attendance and punctuality, in addition to the sanction applied. The aim of the Attendance Card is to focus the student's attention on being on time for each class. Lateness or absence without permission will be dealt with in line with the Code of Behaviour. Specific monitoring of attendance may also be done on the school's VShare system.

(iii) Monitoring Card

Where concerns are raised by subject teachers, a student may be put on a specific report card, for example to monitor homework, by the Year Head, Deputy Principal or Principal.

(b) Staff intervention

(i) The subject teacher/supervisor

The subject teacher/supervisor is the front-line source of help for students. The subject teacher/supervisor will deal with routine incidents of misbehaviour through classroom management strategies, thus minimising the need for other interventions where possible. The teacher/supervisor will speak to the student about the misbehaviour and he will be encouraged and given the opportunity to improve. Additional strategies that may be used by the subject teacher/supervisor include:

- Cautioning student
- Relocating student in the room
- Giving additional work
- Contacting parent/guardian, for example by note in the Student Journal.
- Referring to Thursday detention (1.05-1.35pm) (Stage 3 onwards)
- Confiscating non-class/school materials
- Requesting a verbal or written apology for poor behaviour

- Assigning Community Duties
- Referring student to the Year Head.
- Referring student to the Deputy Principal for serious breaches of the Code of Behaviour.

(ii) The Year Head

The Year Head works with his/her year group to promote a positive and supportive learning environment as per the school's Code of Behaviour, to foster a sense of belonging and community and form a relationship of trust with the group. The Year Head monitors reports of positive behaviour in his/her year group. The Year Head works with the Principal, Deputy Principal and staff members in encouraging his/her year group to behave in a respectful manner in keeping with the Code of Behaviour. He/she will also deal with breaches of the Code of Behaviour as appropriate.

The Year Head may also:

- Contact the parent/guardian to discuss the student's behaviour
- Put the student on Report Card to monitor behaviour
- Refer the student to the Student Support team
- Refer the student to the Deputy Principal.

(iii) The Deputy Principal

The Deputy Principal will work with staff members to promote a positive and respectful climate in the school, and to ensure that the Code of Behaviour is implemented in a fair and consistent manner.

The Deputy Principal may:

- Consult teacher of a student
- Refer student to a period of detention
- Put student on Report
- Temporarily withdraw student from class and/or extra-curricular activities
- Refer student to the Pastoral Care /Student Support team
- Contact parent/guardian
- Request a meeting with parent/guardian
- Refer student to the Principal
- Recommend suspension of the student to the Principal

(iv) The Principal

The Principal has overall responsibility for the Pastoral and Discipline systems within the school. He/she has final responsibility for the day to day running of the school, and will take under serious review any case referred to him/her.

At any time any matter of a serious nature may be referred directly to the Deputy Principal/Principal or their designated representative. In the event of gross misbehaviour the Board of Management empowers the Principal to sanction immediate suspension of a student or take whatever action he/she deems appropriate.

In exceptional circumstances it may be necessary to expel a student from the school. A decision to expel a student will only be taken by the Board of Management, and only after a full investigation. Procedures as set out in the *Education (Welfare) Act 2000* and the school's policy on Suspension and Expulsion will be followed. In any such case, the parents/guardians will be informed in writing of the reasons or facts that may give rise to expulsion, and will be given the opportunity to meet with the Board of Management to respond to the Board on the issue as they may wish.

In all cases the parents/guardians have the right to appeal a decision of the Board of Management as per Section 29 of the *Education Act 1998*.

(c) Referral Steps

Our focus in dealing with misbehaviour focuses on two aspects:

- (i) Working with the student to foster understanding of the impact of the poor behaviour and how to improve
- (ii) Appropriate sanction

We have high expectations of our students regarding their behaviour standards. In cases where behaviour does not meet the required standard we expect our students to work with us in addressing the issue and preventing it arising again.

While our primary focus is on rectifying behaviour, sanctions appropriate to the misbehaviour also serve to remind the student of his responsibility and the impact of his behaviour on himself and on the school community.

The following list is not exhaustive and is for illustrative purposes only:

Minor misbehaviour

- Late for class recorded by teacher 3 times
- No books/materials recorded by teacher 3 times
- Continuous minor disruption of class
- Misbehaviour on premises at any time
- Not having journal when asked for it in class
- Uniform infringement
- Mobile phone on/in use during school time. The phone may also be confiscated.

More serious misbehaviour

- Persistent disruption of class
- Insolence/disrespect
- Behaviour that puts safety at risk
- Absence from class/part of class/school without permission

- Smoking/vaping
- Repeated referrals for poor behaviour
- Damage to property (Student may also be required to pay for cost of repair/replacement)

Gross misconduct

- Behaviour which puts health and/or safety at risk
- Behaviour which has a serious detrimental impact on teaching and learning
- Serious affront to a teacher
- Threat or use of violence
- Striking another student
- Theft
- Refusal to adhere to school Code of Behaviour
- Possession of illegal substances or weapons
- Attendance under the influence of illicit substances or alcohol

Dealing with incidents of misbehaviour

Stage 1

The class teacher/supervisor will correct the student in the class situation or wherever necessary. This may be followed by speaking privately to the student so as he understands why he is being corrected and how to improve. The student may also be warned that a continuation of the poor behaviour will result in referral to Year Head.

Stage 2

The class teacher/supervisor will issue a yellow card. The student will be responsible for getting this signed/acknowledged by his parent. Failure to do so will be seen as a further breach of the school Code of Behaviour.

The class teacher/supervisor will also speak to the student regarding his behaviour, its impact on himself and the school community and how to improve. The teacher may advise the student of how to avail of help within the school eg. Guidance Counsellor, Year Head, Student Support team.

The class teacher/supervisor may issue a sanction appropriate to the misbehaviour, as listed under Staff Intervention (above).

Stage 3

Repeated incidents of minor misbehaviour (2 yellow cards) will result in the student being referred by the teacher/supervisor to Thursday detention (1.05pm-1.35pm) and to the Year Head. The Year Head will speak to the student regarding his behaviour and how to improve it.

The Year Head may meet with the student subsequently to monitor behaviour and improvement. The Year Head may also put the student on Report Card for up to one week. The Report card must be presented by the student to the subject teacher, and must be signed by parent/guardian each

night. Failure to complete a report card in this circumstance will lead to immediate referral to Stage 4.

Stage 4

Any further yellow card (further incidents of minor misbehaviour) will result in the student being referred to Thursday detention (1.05-1.35) and to the Year Head. The Year Head will speak to the student regarding his behaviour, how to improve it and the consequences of the ongoing misbehaviour. The Year Head will put the student on Report Card for a minimum of one week. The Report card must be presented by the student to the subject teacher, and must be signed by parent/guardian each night. Failure to complete a report card in this circumstance will lead to immediate referral to Stage 5.

Incidents of more serious misbehaviour will be referred to the Deputy Principal. The Deputy Principal will decide whether the incident should be dealt with by him under Stage 4 or Stage 5 of the referral ladder.

For any issue being dealt with at Stage 4, the Deputy Principal may meet with the student and his parent(s) subsequently.

Stage 5

For more serious breaches of the Code of Behaviour or on receipt of any further yellow card a student will be referred to the Deputy Principal. The Deputy Principal will refer the student to after-school detention and may request a meeting with the students and parent(s).

Parent/guardian will be informed of the detention and the reason in advance. Students will be required to attend on time. Any student arriving late will be detained for an equivalent period after the arranged period. Mobile phones must be switched off and put on the supervisor's desk. Work will be assigned and the student is expected to complete it to the best of his ability. Failure to report to detention, without prior explanation and permission, will be regarded as a serious offence for which suspension may apply. Behaviour is expected to be of the highest standard. Failure to do so will result in a further detention and/or suspension. It is the duty of the parent/guardian to arrange transport for the student.

Stage 6

Where a student's behaviour fails to show improvement, or where a single breach of the Code of Behaviour is of a very serious nature (where health and/or safety is at risk, where there is a detrimental impact on the education of others or where there is serious damage or threat of damage to property), a period of suspension may be imposed, in accordance with the school's Policy on Suspension.

Stage 7

Serious breach of the Code of Behaviour by a student, or ongoing failure to comply with the Code of Behaviour such that the educational, health or safety rights of others are breached, may lead to expulsion, in accordance with the school's Policy on Expulsion.

Dealing with issues relating to Homework/Organisation of materials

Homework is essential for the reinforcement of work done in class, promoting understanding of classwork and broadening the experience of the timetable. Organisation is a requirement so as students can get maximum benefit from their class time and homework.

We work with students collectively (assemblies, Student Skills workshops etc.) and individually (open-door policy regarding access to Guidance Counsellors, Deputy Principal and Principal, individual Mentor programme as required etc.) with the aim of equipping them with the skills needed. We encourage students and parents to be proactive in dealing with any concerns and to contact the Student Support team at the earliest opportunity.

Every student is expected to give his best effort at both his work and organisation so that he gives himself every opportunity to achieve his academic potential.

We seek to work with the student and with his parent(s)/guardian(s) to achieve this; therefore support and assistance will be our first response in the event of any difficulties. To that end, the Guidance Counsellors and Student Support team will be actively involved. Our expectation is that the student will engage positively with such support and will focus actively on dealing with the issue.

In the event of lack of co-operation and engagement from the student, and with continuing evidence of lack of improvement, the focus will move to a discipline approach.

1. Subject teacher

- a. For the first two such incidents, the class teacher/supervisor will talk to the student regarding the work/organisation regarding how to remedy the situation for the future. The teacher may set a new date for completion of work, give additional appropriate work or alert parents by way of note in the relevant week section of the Student Journal.
- b. On a third instance of lack of homework/materials, the teacher will note this in the relevant page at the back of the Student Journal. It is the responsibility of the student to get this note signed by his parent.

2. Class Tutor

- a. The Class Tutor will monitor the Homework/Organisation section of the Student Journal.
- b. In the event of a student receiving 2 notes in this section, the Tutor will refer the student to a Guidance Counsellor.
- c. The Tutor will encourage the student to work on the strategy developed in conjunction with the Guidance Counsellor.
- d. In the event of a student receiving 4 notes in the Homework/Organisation section of the Student Journal, the Class Tutor will refer the student to the Deputy Principal.
- e. In the event of a student receiving 6 notes in this section, the Class Tutor will again refer the student to the Deputy Principal.

3. The Guidance Counsellor

- a. The Guidance Counsellor will meet with the student to ascertain the reason(s) for the issue and to develop a strategy to bring about improvements.
- b. The Guidance Counsellor may bring the issue to the Student Support team if further intervention or support is required.
- c. The Guidance Counsellor will be consulted by the Deputy Principal if a student is further referred to him.

4. Deputy Principal

- a. The Deputy Principal will consult with the Guidance Counsellor regarding work done to date with the student.
- b. Having received referral for 4 notes the Deputy Principal will contact parents regarding concerns around homework/organisation and how best to address this.
- c. On receipt of the second referral (6 notes) and in the absence of any genuine improvement, the Deputy Principal will deal with the issue as a matter of discipline. After-school detention will be assigned.

Parent/guardian will be informed of the detention in advance. Students will be required to attend on time. Any student arriving late will be detained for an equivalent period after the arranged period. Mobile phones must be switched off and put on the supervisor's desk. Work will be assigned and the student is expected to complete it to the best of his ability. Failure to report to detention, without prior explanation and permission, will be regarded as a serious offence for which suspension may apply. Behaviour is expected to be of the highest standard. Failure to do so will result in a further detention and/or suspension. It is the duty of the parent/guardian to arrange transport for the student.

- d. In the event of any further incidents regarding homework/organisation, the issue will be referred to the Principal.

9. SUSPENSION

(a) Overview

If, following the application of interventions and sanctions, a student's behaviour is still in serious breach of the Code of Behaviour or Rules, the Principal (or in his/her absence, his/her Deputy) may suspend the student for a period of up to five (5) days. This suspension may be internal or external. The Board of Management may increase this.

In some circumstances, the Principal (or his/her Deputy on the authorisation of the Principal) may suspend a student immediately.

Such circumstances would be of a very serious nature and would include situations where a student's behaviour has had a serious detrimental effect on the education of other students

or the student's behaviour could constitute a serious threat or affront to others, e.g. serious affront to a teacher, the striking of another student, the use or threat of violence, the possession of illegal substances or weapons, other very serious misdemeanours.

In the event of any suspension, parents will be notified and informed as soon as possible. In the event of a student being suspended from class or the School, and/or while he is waiting to be collected by parents, the student must wait in the School in the area designated by the teacher or Principal.

The student may not leave the School until given permission by School authorities to do so. The student being suspended and his parents will be informed of the reason(s) for the suspension, and will be afforded an opportunity to respond to the allegations made against the student.

Certain conditions may be imposed on a student before he will be accepted back to the School after a suspension.

Such conditions may include: a written apology; a written undertaking of good and appropriate behavior (Contract of Behaviour); the completion of assignments; a formal meeting with the student and his parents/guardians.

In the case of a suspension of six days or more of a student, or an accumulation of twenty days or more of suspensions in a school year, the Educational Welfare Officer will be informed.

(b) Appeal to Board of Management

The principles of natural justice demand that a right of appeal to a higher authority is available. Parents/guardians, or a student when the student is over the age of eighteen years of age, may appeal a suspension to the Board of Management. The school may insist that the pupil remain at home while the appeal proceeds. The Board will hear such an appeal and will decide to either uphold the appeal or to approve the suspension. In the event that an appeal is successful, the suspension will be lifted.

In the event of a successful appeal against a suspension, the Board will delete any reference to the suspension from the student's file and may impose another sanction on the student instead of suspension, or may decide to impose no further sanction on the student

(c) External appeal

In accordance with Section 29 of the Education Act 1998, an appeal can be made to the Secretary General of the Department of Education and Skills where a student is, among other things, suspended from attendance at the school for a period which would bring the cumulative period of suspension to 20 days in any one school year. Further information and the Appeals Application Form are available from the Section 29 Appeals Administration Unit, Department of Education and Science, Cornamaddy, County Westmeath – telephone (0906) 483600 – www.education.ie.

(d) Grounds for removing a suspension

A suspension may be rescinded in the following circumstances:

- Successful appeal to the Board of Management or successful External Appeal.
- New circumstances come to light after the suspension has been applied that would have mitigated the sanction had they been known beforehand.
- Other mitigating factors consistent with the application of the principles of natural justice.

10. EXPULSION

(a) Overview

In cases of the most serious misbehaviour and breaches of the School's Code of Behaviour and Rules, and/or following the unsuccessful application of interventions and sanctions, the Board of Management may expel a student from the School.

Expulsion will be sanctioned only following the most rigorous examination by the Board of Management of the circumstances surrounding the case, and will be exercised in accordance with the principles of natural justice, and in conformity with the relevant legislation and the School's Code of Behaviour.

Before the Board of Management will consider and make a final decision on a case that may incur the penalty of expulsion, parents/guardians will be informed of the details of the case and the seriousness of the situation, and will be invited to make a submission to the Board and/or to meet the Board to hear the allegations made against their child and to present their response.

In the case of the expulsion of a student, the student's parents/guardians, or the student when that student is over the age of 18 years, will have the right to appeal the decision of the Board of Management to the Secretary General of the Department of Education and Science. Such appeal should be made within forty-two days of the expulsion order having been made. In the case of the expulsion of a student, the Educational Welfare Officer will be informed.

(b) External appeal

In accordance with Section 29 of the *Education Act 1998*, an appeal can be made to the Secretary General of the Department of Education and Skills where a student is, among other things, permanently excluded from the school. Further information and the Appeals Application Form are available from the Section 29 Appeals Administration Unit, Department of Education and Science, Cornamaddy, County Westmeath – telephone (0906) 483600 – www.education.ie.

11. REVIEW OF THE CODE OF BEHAVIOUR POLICY

The Board of Management of the School, in consultation with the relevant partners, will review this policy from time to time as appropriate, but in any event at the start of each new Board's term of office.

The Board may, subject to relevant legislation, and subject to Department of Education and Skills regulations, alter or amend any section of this policy as appropriate.

The Code was reviewed and approved by the Board of Management on 18/06/2019.

Signed: _____

Chairperson, Board of Management,

CBS Secondary School, Mitchelstown, Co. Cork

APPENDIX 1

Attendance and Punctuality

Education (Welfare) Act 2000

The purpose of the *Education (Welfare) Act 2000* is to encourage regular school attendance and participation in education and training for as long as possible. It is desirable that every child stays in school and completes the Leaving Certificate.

Under the Act, every child must attend school regularly up to sixteen years of age and complete at least three years education in a post-primary school, whichever comes later.

The school is obliged to notify Túsła if a student is absent for 20 days or more from school, or where the absence gives rise for concern. Túsła Education Welfare Officers work to support school attendance and follow up on students who are not attending school regularly.

In order to encourage good attendance and punctuality, the following procedures are followed in Mitchelstown CBS for all students:

- Attendance on each day the school is open is expected. Attendance is taken for each class.
- Supervision of students on the premises begins at 8.15am and ends at 4pm. Students on the premises outside of these times (and not involved in an extra-curricular activity organised by the school) are not under the supervision of staff, and the school has no liability from such pupils being on the premises.
- Students are required to be in the school at 8.45 for morning classes and at 1.35 for afternoon classes.
- Students must be punctual for all classes. Morning classes begin at 8.50am. Classes after lunch begin at 1.40pm.
- For health and safety reasons, students arriving at school after 8.50am must sign in at the office prior to reporting to class. The Student Journal will be stamped at the office, and the arrival time noted. This must be shown to the subject teacher when reporting to class.
- Persistent lateness will not be tolerated as it disrupts teaching and learning. Persistent lateness or lack of punctuality will involve disciplinary measures.
- In the event of a student feeling unwell, he is expected to report to the school office. Contact will be made by the school with parent/guardian, if necessary. Students must not use their own mobile phones to contact home in such cases.
- Leaving the premises without permission, or being absent from any class or part of class without permission, is regarded as a serious breach of school rules and will involve serious disciplinary measures.

- Students are permitted to leave the school grounds during lunch break (1.05 – 1.35) but not at morning break.
- Parents/guardians should note that students are not under the control or supervision of staff if they leave the premises, and the school has no liability arising from such pupils being out of the school.
- The notes section of the CBS Student Journal provides blank notes for:
 - a. Unavoidable lateness
 - b. Absence from school
 - c. Permission to leave school early

Students under the age of 18

- In the event of late arrival to school a note explaining the reason for lateness, signed by parent/guardian, is required. Blank notes for this purpose are supplied in the Student Journal.
- Parents/guardians are requested to make medical, dental or other such appointments outside of class time.
- We request the co-operation of parents in ensuring that students are not given permission to leave school unless for exceptional circumstances. In this case, the note from parent must be given to the Deputy Principal by the student before 8.50am class. Blank notes are provided at the back of the Student Journal. In the event of a student having to leave the school during the school day for an appointment or other reason, he must sign out at the office (permission having been granted by the school authorities).
- Students must sign in at the main office on their return from appointment.
- A note from parent/guardian, stating the dates and reason for the student's absence, must be handed to the Deputy Principal /office/8.50am teacher on the first day back following absence. All notes will be filed and kept for the use of the Education Welfare Officer. Blank notes for this purpose are supplied in the Student Journal.
- We request the co-operation of parents and students in ensuring that these requirements are met.

Students over 18

We recognise the changed rights that students over 18 have and may choose to exercise. This brings about required changes in how we deal with student absence and punctuality. Additional responsibilities accompany these additional rights, and the following are our expectations of students over 18 in this regard:

- As a matter of courtesy to parents, we ask that students supply us with written agreement from their parents that they are happy for the changes as listed below to apply to their son.

- We request and expect the co-operation of students that they will not seek permission to leave school unless for exceptional circumstances. Where such is necessary, the student must obtain permission from the Deputy Principal or Principal prior to 8.50am class, providing at that time a written note regarding their request. Blank notes are provided at the back of the Student Journal. In the event of a student having to leave the school during the school day for an appointment or other reason, he must sign out at the office (permission having been granted by the school authorities).
- Students must sign in at the main office on their return from appointment.
- The student must provide a note, stating the dates and reason for absence, to be handed to the Deputy Principal /office/8.50am teacher on the first day back following absence. All notes will be filed in the student's personal file in the school office. Blank notes for this purpose are supplied in the Student Journal.

APPENDIX 2

Uniform

We thank you for your full co-operation in this matter as we work to foster self-respect and to instil a sense of pride in our school image.

The CBS Mitchelstown school uniform (stocked by local drapers) is:

- Light blue shirt
- Navy tie
- School half-zip (ordered directly from school) or Navy v-neck jumper with school crest
- Navy tailored pants – no slits
- Black shoes- runners and runner-styles shoes (completely black only) are acceptable.

Please note that the school half-zip was introduced in a spirit of collaboration with the Student Council. It was agreed that the shirt and tie would not be replaced as a result. Students are requested to wear the half-zip in the appropriate manner (i.e. the zip of the half-zip top must be open). Failure to do so will result in permission to use the half-zip revoked.

Each student is expected to present himself at all school functions and at all school days in full school uniform. Particular attention ought to be given to the correct wearing of the school tie and black shoes.

Students are not permitted to wear any additional outer garments in class other than the uniform.

For health and safety reasons the wearing of jewellery (with the exception of a watch) is not permitted. This includes studs and any other form of facial jewellery/piercings. Pupils in breach of this rule will be asked to remove them. Failure to do so will be viewed as a serious breach of school rules.

Hair must be neat and tidy. Extremes of hairstyle/artificial colouring are not permitted. Students are expected to be neatly groomed.

Uniform should be clean, neat, tidy and presentable at all times.

It is recommended that parent/guardian label students uniforms in order to minimise the risk of them being misplaced, lost or stolen. Students are responsible for the safety and upkeep of their uniform and personal items of clothing e.g. coats etc.

In all cases the school authorities are the arbiters of acceptable standards of dress, hairstyle and grooming.

Repeated breach of uniform regulations will lead to sanctions under the school's Code of Behaviour.