

Cabinteely Community School



Code of Conduct

Mission Statement

In Our School we strive to;

- ✓ Hold each and every individual in esteem as of right.
- ✓ Provide a wide and flexible curriculum which will meet with the individual needs of all students.
- ✓ Provide all students with a professional teaching service and seek to evaluate the extent to which each individual is successfully maximising his/her natural gifts and opportunities.
- ✓ Assist and encourage all students to develop their moral, ethical spiritual and religious lives, with respect for their consciences and the religious and moral values of their families.
- ✓ Provide all students with an ordered, disciplined, caring and supportive environment which will encourage and develop their self-image, their confidence and their psychological well-being.
- ✓ Provide a wide range of co-curricular activities which will promote and develop the personality, character and social skills of the students.
- ✓ Provide structures for co-operation with parents in carrying out and enhancing their function as primary educators of their children.

Our Code of Conduct is the result of a collaborative effort on the part of parents, teachers, management and senior pupils. It complies with the Department of Education Circular M33/91 “*Guidelines towards a positive policy for School Behaviour and Discipline*” and reviewed in line with Section 23 of the *Education (Welfare) Act* (2000) and the National Education Welfare Board’s ‘*Developing a Code of Behaviour; Guidelines for Schools*’ (2008).

Our school cares for each student. Education is a right and represents opportunity. All students have the right to:

- Do their work in an atmosphere of peace and tranquillity.
- Study and learn in accordance with their own ability.
- Enjoy a learning environment where the individual talents of each person are respected and fostered.
- Appropriate support and guidance when coping with the demands of school life.
- To progress without interference from others.

The good name and reputation of the school as an institution must be nurtured and protected for the benefit of all pupils. Working together in partnership with parents, the teaching staff is committed to the endeavour of providing all students with an education which will enable them to take on the challenges of the adult world with ease and assurance. Each of the partners, teachers, parents and students have roles and responsibilities which must be fulfilled if successful educational outcomes are to be achieved.

Parents: Roles and Responsibilities

The support of parents is vital for the emotional and academic welfare of each student.

Parents are encouraged to help their children by:

- Ensuring that they attend school punctually and well-equipped;
- Encouraging their children to aim for excellence;
- Providing them with a quiet place and the opportunity to study;
- Taking an interest in their daily school life;
- Supporting the authority and discipline of the school, thereby helping their children to achieve maturity, self-discipline and self-control;
- Discouraging them from engaging in outside jobs during the school term since this has such a detrimental effect on the academic progress of all students;
- Keeping in regular contact with the school;
- Contacting the school immediately if anxieties arise in relation to any aspect of a child's life in school;
- Informing the school about any incidents of bullying;

- Attending scheduled meetings.

All parents are encouraged to become actively involved in the Parents' Association which is a vehicle for their voice in school affairs and which, through its nominees on the Board of Management, has a direct input into the management of the school.

We have an "open door" policy in the school and our aim is that all parents should find the school a friendly and inviting place and have no hesitation about coming in to discuss any concerns they may have about their children. The Home-School Coordinator's role is to facilitate informally this easy and open relationship between the home and the school by supporting parents as they carry out their vital role.

Please note that, for reasons of safety and security, all visitors to the school are obliged to report to the school office on arrival.

The Staff: Roles and Responsibilities

The Subject Teacher

While the immediate responsibility of each teacher is to deliver the curriculum in their own subject area, they also have responsibility for classroom discipline.

Teachers and pupils are required to ensure that rules for classroom conduct are maintained by all. All teachers are responsible for ensuring that school rules are observed throughout the school.

The Class Tutor

Each class in the school has a particular teacher who is designated the Class Tutor.

The Class Tutor is expected to develop a particular relationship with the class group and to help students in the class with their day-to-day problems.

The Class Tutor has particular responsibility for:

1. Inspecting and Monitoring the Homework Journal.
2. Ensuring that all students are fully familiar with rules and procedures of the school.
3. Reporting regularly to the year head on the progress of the class.

The work of the Class Tutors in each year group is co-ordinated by the Year Head.

The Year Head

Each year group in the school has a Year Head who has overall responsibility for the class groups in the year.

The Year Head's responsibilities are:

1. To co-ordinate the work of the Class Tutors in the year group.
2. To have regard for the overall conduct and progress of each pupil in the year group.
3. To encourage and motivate pupils. To impose sanctions where necessary.
4. To keep parents informed of all matters relating to their children's education and to be available to meet parents to discuss issues which may be of concern to them.
5. To keep the Senior Management Team fully informed of any problems or difficulties which may arise for the group as a whole or for individual pupils.

Senior Management Team

This group consists of the Principal, the Deputy Principal.

The Deputy Principal

The Deputy Principal has overall responsibility for discipline and student care. His/her particular responsibilities in this regard are:

1. To co-ordinate and monitor the work of the Year Heads.
2. To have regard for the overall standard of discipline throughout the school and to ensure that agreed disciplinary procedures are observed by all concerned.
3. To receive reports from Year Heads on particular matters of discipline and to recommend or undertake appropriate action.
4. To keep the Principal fully informed of any problems or difficulties which may arise for individual pupils or groups of pupils.

The Principal

Final responsibility for all disciplinary matters rests with the Principal. He/she shall, in consultation with a committee consisting of the other members of the Senior Management Team and the Year Heads, maintain a continuous review of disciplinary procedures and problems. Parents and pupils have a right to consult with the Principal on any matters of concern to them.

The Students: Roles and Responsibilities

While the whole educational undertaking is geared towards aiding the student as he/she matures into young adulthood, an essential aspect of this is the development of a sense of personal responsibility. The school promotes the notion that behaviour is based on the principle of personal choice and that students who disregard the rules of the school have chosen to do so and must accept the consequences. These rules are the product of a consensus between parents, pupils and teachers. Students must be aware of clear boundaries between acceptable and unacceptable behaviour. Being a student in our school presumes a willingness to abide by the rules.

Student Representative Council

The Student Representative Council is the voice of the students in school affairs. It meets regularly with senior management and has a direct consultative input into decisions which affect students.

Prefects

Towards the end of each year, the Year Head of fifth year, in consultation with teachers and the Deputy Principal, proposes the names of twelve fifth year students to act as school Prefects for the following year. These students deserve the esteem and respect of the staff and pupils and it is essential that they are given our full support in the exercise of the duties assigned to them. They are entrusted with certain important duties and it is regarded as an extremely prestigious position.

Games Captains

In the month of September each year the Physical Education teachers nominate a boy and girl from Sixth Year to act as Games Captains.

The School Captains

These are the most significant student positions in the school and the choice of candidates reflects the esteem of the students and the staff. In September each year the sixth year students hold among themselves an election for the position of School Captain. From this election they are expected to submit four names to the Principal from which the School Captains are to be selected. These four names are voted upon by staff members in order to make the final selection.

The school Captains represent not just the pupils but the whole school and may be called upon to represent the school on public occasions and to meet with any visiting dignitaries. Therefore, a certain demeanour is expected. The names of the School Captains are engraved in a Roll of Honour in the main Assembly Area .

Attendance

If the school is to be in a position to deliver the highest quality of education for a child, it is essential that high attendance standards should be maintained. Absences from school affect not only absentees but also those who are present in terms of overall morale and the necessity for teachers to repeat material which has been missed. Working together, the home and the school can ensure that pupils will realise their potential by regular attendance.

Parents are asked to:

- Explain absences by a note which should be sent to the Class Tutor. If a student is absent for three consecutive days, a telephone call or message should be sent to the school. Section 18, Education Welfare bill 1999: "Where a child is absent from school during part of a school day or for a school day or more than a school day, the parent

of such child as soon as practicable, but not later than 3 school days after the child's last attendance at the school shall notify the Principal of the reason for the child's absence". Students who return to school without a note following an absence may not be re-admitted. Parents may be advised to take them home.

- Exercise discretion in distinguishing between genuine illnesses which require time off school and minor complaints which do not.
- Make every effort to arrange medical and dental appointments after school hours. In cases where this is impossible, students should be instructed to return to school after the appointment.
- Support your child's education by refusing requests for 'official' days off for activities which might include shopping, holidays or preparation for social events.
- Ensure that your children are not so fatigued from part-time work that time is missed from school.
- Refrain from taking family holidays during school term. The Attendance Officer is obliged to include any such days in the total absences for the year.

The school extols the value of good attendance at every opportunity. At end-of-term certificates are awarded both to those with excellent records and those who have improved. Exemplary attendance is rewarded by certificates from the Principal on Prize Day. School reports notify parents of the number of absences which have been recorded.

Procedures

1. Rolls are taken each morning at Assembly and at the beginning of every class. Teachers are circulated with absentee lists so that the name of any pupil not present in class but officially in attendance may be forwarded to the relevant Year Head.
2. The school operates an Attendance Office which monitors student attendance. Parents may be contacted by the attendance office to clarify matters regarding attendance particularly where it would appear the student is absent from school.
3. Students who are whatever reason have to leave school early, are obliged to sign – out at the Main Office before leaving the school premises.
4. No student may be absent for any reason from class unless permission has been obtained from the Year Head or Senior Management Team.
5. Students who absent themselves from class without permission will be deemed to have suspended themselves from school. They may only return to school after a formal meeting of their parents and Year Head and a written undertaking being given that such behaviour will not occur again.
6. In the event of a repeated absence from school without permission the student will not be permitted to attend school again until both parents and pupil have met with the Deputy Principal or Principal. The Educational Welfare Officer will be informed of this.
7. The school will contact the Educational Welfare Officer where the aggregate number of school days on which the student is absent from school is twenty or more. The

school will also contact the Educational Welfare Officer where a student is, in the opinion of the school, not attending regularly.

8. The Attendance Officer meets the Deputy Principal regularly to consider specific cases and to monitor the progress of pupils whose attendance has been a problem in the past. If a pupil fails to achieve a minimum level of attendance his or her enrolment in the school may be terminated. The Educational Welfare Officer is contacted prior to removing a student from the school register.

Truancy Watch

As a community, the attendance of pupils is all our business and parents are urged to contact the school if they notice any students in the area during school hours. This will be treated as confidential information but will be enable us to provide all pupils with the best educational service.

Punctuality

A good record of punctuality is an essential part of any student's preparation for life as well as being essential to the smooth running of the school and to the continuity of teaching and learning.

1. All students are required to be in school every morning at 8.50a.m. and in class every afternoon at the designated time.
2. Students who arrive late for school in the morning or afternoon must sign the late book and have their Journal stamped before entering class. Failure to sign the Late Book will result in an automatic Wednesday detention.
3. A note of explanation must be provided the day following the late coming and given to the Punctuality Officer at Assembly, who will keep a computerised record of all late comings. Failure to provide a note of explanation will result in an automatic Wednesday detention (1.30pm to 2.30 pm)

The following sanctions may apply to those arriving late for school.

1. Letter home from Year Head reminding parents / guardians of the school's policy on punctuality.
2. Letter from Year Head drawing attention to number of lates. Student will have Year Head's detention (Wednesday 1.30pm to 2.30 pm)
3. Letter from Year Head asking parents / guardians to make an appointment to see him / her. Student will have a Saturday morning detention (10 a.m. to 12p.m.)
4. If the above procedures have not resolved the problem, students will be suspended from school until their parents/guardians have made an appointment to see the Deputy Principal.

Students who arrive late to classes without permission will have sanctions imposed by their Subject Teachers and will be reported to their Year Head if a pattern of late coming develops.

STUDENT BEHAVIOUR

All students in Cabinteely Community School are encouraged to make a positive impact in the school community through positive behaviour.

In Cabinteely Community School, discipline is considered to be training which enables students to make appropriate choices in a supportive climate.

There are a set of clearly of clearly defined school and classroom rules which recognise good behaviour and which applies sanctions when necessary. At Cabinteely Community School, we place a strong emphasis on recognising and commending appropriate behaviours.

POSITIVE BEHAVIOUR CODE

As a student at Cabinteely Community School, you are expected to:

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

UNACCEPTABLE BEHAVIOURS

The following behaviours are deemed to be unacceptable in school:

- Failure to avail of learning opportunities or preventing others from learning
- Preventing staff from working
- Defiance of authority
- Deliberate disruption

- Fighting – verbal or physical threat or action against another person
- Theft
- Vandalism – deliberate destruction of or damage to property
- Harassment and/or intimidation of students or staff, like name calling, writing/passing notes, body actions, etc.
- Foul language – offensive or coarse language

Students who consistently display positive behaviour are recognised by teachers with verbal and written praise, personal recognition from the Year Head, Deputy Principal or Principal, reports, letters home, comments in Journal, Prize Day, etc.

Students who consistently display negative behaviour are encouraged by teachers to adopt more positive behaviour patterns. Negative behaviour has a number of clearly defined consequences.

CONSEQUENCES

There are times when students do not observe the school's positive behaviour code.

When this occurs, one or more of the following interventions may be carried out:

- Extra written work
- Lunchtime detention
- Verbal warning from school personnel
- Communication with parent/guardian
- Referral to Year Head/Deputy Principal/Principal
- Meeting with parent/guardian
- Removal from specified class or activity
- After school detention
- Behaviour contract
- Referral for evaluation of suspected learning, behavioural or emotional problem
- Restitution of damage to property
- Student on report
- Curtailed day
- Saturday morning detention
- Temporary removal from class(es)
- Suspension from school
- Referral to Social Services or Gardaí
- Referral to Board of Management for expulsion

LOSS OF PRIVILEGES

In the interest of health, safety and student welfare, the management reserves the right to withdraw privileges from a student in instances where that student's behaviour would be a cause for concern given his or her record in the school.

Examples of privileges would be school trips, school sports, participation in school shows, attendance at Graduation Ball, etc.

Classroom Code

1. Pupils are expected to attend promptly for class.
2. Each pupil must occupy the place in class assigned by the teacher.
3. Pupils are expected to have all necessary books and material when coming to class.
4. All homework assignments must be completed by each pupil in accordance with the direction of the teacher.
5. Students must not interrupt the conduct of the class without first obtaining the permission of the teacher to speak.
6. Class finishes only when the teacher dismisses the class.
7. Students are expected to keep classrooms tidy at all times.
8. Any student who engages in abusive behaviour or who uses abusive language may be suspended immediately.
9. Tippex may not be brought into school.
10. Mobile phones must be turned off between 8.50 a.m. and 3:35pm. Mobile phones will be confiscated from students who are in breach of this rule and will only be returned to students after one week by the Deputy Principal.

Around the School

1. General movement about the school should be characterised by respect for others and for the buildings. Running on corridors and all forms of rough behaviour within the school buildings and grounds is forbidden.
2. Smoking is forbidden either on the school premises or while representing the school in uniform. Students in breach of this rule will be sent home.
3. Parents will, at the discretion of the principal, be required to compensate the school for any damage caused by their children to furniture or fittings whether accidental or otherwise.
4. Students must always use the proper bins for the disposal of litter. Chewing gum is forbidden. Students found in breach of this rule may be subject to a fine.
5. Lockers are available for students to keep their belongings. These lockers are rented on a yearly basis and remain the property of the school. No student may share or change lockers with another student unless prior permission has been given by the Deputy Principal. The school can accept no responsibility for the personal property of

students. Lockers are liable to inspection at any time by the school authorities and any abuse of the system may result in a student's locker privileges being withdrawn.

6. Students are entitled to have their goods safeguarded. Students found guilty of stealing will be automatically suspended and may, in due course, be subject to expulsion.

School Uniform

The official school uniform is as follows:

Junior Boys: Navy Jacket (only available from the uniform suppliers), grey shirt, grey pants, jade green round-necked jumper with school crest, grey socks, black or brown formal shoes.

Junior Girls: Navy Jacket (only available from the uniform suppliers), navy blouse, jade green round-necked jumper with school crest, tartan skirt, navy socks, black or brown formal shoes.

Senior Boys: Navy Jacket (only available from the uniform suppliers), grey shirt, grey pants, navy round-necked jumper with school crest, grey socks, black or brown formal shoes.

Senior Girls: Navy Jacket (only available from the uniform suppliers), blue blouse, navy V-necked jumper with school crest, tartan skirt, navy socks, black or brown formal shoes.

1. Students who are out of uniform may be sent home from school by their Year Head unless they have a note from their parents. This note will usually apply for one day only except in exceptional circumstances.
2. Denim and hoodies are not considered suitable for school and denim jackets or hoodies worn to school are subject to confiscation.
3. For reasons of hygiene, runners/trainers are not considered suitable in school.
4. Dyed hair (other than natural colour dyes) or other extreme fashions in hairstyle are not allowed. Earrings (other than simple studs or small rings on girls) or the wearing of excessive jewellery is not permitted. The principal will rule on the acceptability of any particular trend or fashion from time to time, as the need arises.

Morning and Lunchtime Breaks

1. Students may not, under any circumstances, leave the school grounds during the morning break.

2. Students may, with their parent's permission, go home for the lunch break. Such permission must be given in writing at the beginning of the school year. Junior students who are not going home are obliged to remain in the school grounds. The surrounding fields are regarded as out of bounds.
3. During lunch break students are expected to eat their lunch in the areas designated to them for this purpose.
4. Students are expected to keep lunch areas clean and tidy. Litter bins must be used for the disposal of litter and students found littering or chewing gum are subject to a fine. A cleaning roster operates whereby students assist with cleaning duties under the direction of Prefects and supervising teachers.
5. In the interests of safety, cycling on the school grounds is totally forbidden.

Outside of School

1. Students are expected to behave in a proper manner when travelling to and from school.
2. Students who, by their behaviour on their way to or from school, bring the good name of the school into disrepute will be subject to disciplinary action.
3. Students travelling in school groups to games or school tours must observe all regulations laid down for the conduct of such events.

Safety and Well-being

In Cabinteely Community School we are committed to addressing the needs of the whole school in relation to alcohol, tobacco and drug use. In so far as possible, the school guarantees a safe environment for all and emphasises that in the discharge of their duties, teachers act in loco parentis (in place of parents) and are conscious of their duty of care. A copy of the schools Policy Statement on Substance Abuse is available to all parents and students on request.

Smoking

Smoking is illegal in public buildings and is therefore forbidden in the school. Smoking or the possession of cigarettes in any part of the school buildings, its vicinity or while in school uniform is prohibited. Those in breach of this rule will warrant suspension.

Drugs and Alcohol

The possession, use or distribution of illegal substances or alcohol will result in immediate suspension and may lead to expulsion. In all instances where a pupil is found to be

distributing substances the Principal will recommend to the Board of Management that the pupil be expelled from the school.

Fire Extinguishers

Interference with fire extinguishers or the fire alarm system is a very serious offence and will have two-fold consequences:

- Automatic suspension;
- Costs are to be met by the student.

The Student Care Team

The school is ever-aware of the ongoing personal problems which many students have to deal with on a daily basis. Many of our students need support and to co-ordinate this, the Student Care Team consisting of the Guidance Counsellor, Chaplain, Home School Liaison Officer, Resource Teacher and the Remedial teacher was set up. The group both discusses general issues in the school which may affect student care and ensures that students who have particular problems always know that they have somebody to talk to.

Bullying

Bullying can be defined as “offensive, abusive, intimidating, malicious or insulting behaviour, or abuse of power conducted by an individual or group against others, which makes the recipient feel upset, threatened, humiliated or vulnerable, which undermines their self-confidence and which may cause them to suffer stress”. Bullying is behaviour which is generally persistent, systematic and ongoing.

Harassment takes place where a person subjects the victim to any unwelcome act, request or conduct including spoken words, gestures, or the production, display or circulation of written words, pictures or other material, which in respect of the victim is based on any discriminatory ground and which could reasonably, be regarded as offensive, humiliating or intimidating to him or her.

Rights

In our school everybody is valued. We have the right to be ourselves and we must remember that everybody else has that right also.

All students have the right to be educated in a safe and secure environment. Pupils cannot satisfactorily do their work if they are burdened with anxiety, humiliation and fear. No one

should have to cope with name-calling, constant slagging, marginalisation or threats of violence.

All staff have the right to work in a safe and secure environment. Staff also have the right to their good name and the right to expect that they will be vigorously defended against unfounded allegations and unwarranted attacks on their character. No one should have to cope with behaviour which undermines an individual's right to dignity at work.

Responsibilities: A whole school approach

We all have a responsibility towards each other. Our school is a "telling school" in which bullying behaviour is not protected by a misplaced code of secrecy among students. The quality of the school is based on the quality of relationships between all of the partners. Teachers are trained to deal with bullying, properly and discreetly and therefore students can approach them in confidence and trust in their sensitive handling of the situation.

Parents know their children best and can quickly recognise when all is not well. We urge parents to support the school community by encouraging their children to tell teachers of any problems they may be experiencing or see others experiencing. Parents should contact the school themselves if necessary. Open communication between home and school is the only way of ensuring a healthy and happy school atmosphere in which all pupils feel valued. All allegations of bullying / harassment will be fully investigated by the school authorities in accordance with agreed procedures.

Sanctions

Bullying and harassment is behaviour that is destructive to a positive working atmosphere and will not be tolerated. It is regarded as an extreme form of misbehaviour and whether it is directed against students or staff may be grounds for disciplinary action up to and including expulsion.

Students fighting either in school or travelling to and from school may be suspended or expelled.

Preparation for Life

The thrust of our anti-bullying programme is to prevent such behaviour through education aimed at making students aware that they are responsible for their own behaviour. An attitude of non-tolerance of bullying behaviour is essential to enable young people develop with an independence of spirit that will enable them to better cope with the adult world.

Parents have an obligation to ensure that their child does not engage in any form of behaviour which could be regarded as bullying or harassment. Parents must also ensure that their child fully understands the consequences for them should they choose to engage in this sort of behaviour.

Rewards and Sanctions

At Cabinteely Community School we recognise that students - like all of us – respond more positively to encouragement than to criticism. Consequently, we have devised a system of rewards whereby the efforts of the student whether in the academic field or otherwise are recognised and applauded. As part of their personal development our aim is to make students aware that their behaviour is chosen and that their good efforts will be acknowledged and celebrated.

Inappropriate behaviour is also a choice and brings its own consequences. We want to encourage our students to choose the most appropriate way to succeed with school, their friends, adults, their work, everything. Therefore, we want to reinforce their good choices by rewarding it with:

- Verbal and written praise;
- Letters or phone-calls home;
- Special certificates;
- Prizes;
- Commendation by the Principal;
- Prize Day;
- Outstanding references.

A clear set of sanctions are in place to deal with students who choose inappropriate behaviour. These include:

- Verbal warnings;
- Letters home;
- Extra work;
- Detention;
- Being placed on Journal.

Suspension from class or from school

In the case of serious breaches of discipline or of continuous disruptive behaviour a pupil may be suspended from a particular class or from school for a period of time. This sanction may only be imposed by the Principal or Deputy Principal. Circumstances in which suspension might be considered include:

- Repeated incidents of indiscipline in spite of warnings and counselling by staff.
- Failure to recognise and submit to legitimate authority.
- Behaviour which is considered to interfere with the right to learn of other students.
- Particularly serious incidents which endanger the welfare of others.
- Damage to school property.
- Smoking on the school premises or while in uniform.
- Stealing from other students, staff or the school.
- Behaviour, inside or outside of school, which is deemed dangerous to the good name and reputation of the school.

Expulsion

This is an option which will be used in the case of conduct which is considered to be a serious infringement of the rights of other students or staff.

It shall be imposed for

1. Very serious breaches of school rules
or
2. In cases where the rights of a greater number of students are being denied because of the continual disruptive behaviour of an individual.

Very serious breaches of school rules include:

- Acts of violence against other students or staff.
- Interference with safety equipment or any other act which would endanger the safety of others.
- Major damage to school property or to the property of school employees.
- The possession, use or distribution of illegal substances on the school premises, school trips or while in school uniform.
- Bullying and harassment whether it is directed against students or staff.
- Continued behaviour which prevents staff from their right to work or which undermines the right of staff to dignity at work.

Such a penalty can only be imposed by the Principal with the approval of the Board of Management. In such cases the Principal must inform parents of his intention to impose this penalty and of their right to appeal to the Board on behalf of their child.

Appropriate opportunity must be given to the parents to present their appeal to the members of the Board before the recommendation of the Principal is considered. The school will inform the Educational Welfare Officer of its intentions in this regard.

Under Section 29 of the Education Act, 1998, parents may appeal certain decisions made by a schools Board of Management, including expulsion, to the Secretary General of the Department of Education and Science.