

## Code of Behaviour

The Code of Behaviour has been prepared in accordance with DES document "Developing a Code of Behaviour: Guidelines for schools" It sets out school policy so as to ensure that all members of the school community can go about their work in an orderly and safe environment. It applies to all students. Special accommodations will be made for students with Special Needs.

A Copy of the Code is made available to all parents when enrolling their son/daughter in CCS. Parents are then required to give a written undertaking that they find the Code acceptable and that they will make whatever efforts are possible to ensure their child's compliance with the code.

The Board recognizes that in accordance with the Age of Minority Act, 1985 a student over the age of 18 is considered an adult and therefore capable of acting on his/her own behalf.

The Code is communicated on a daily basis in class, in tutor groups, at assemblies and by the use of the Journal.

The Code of Behaviour must be read in conjunction with a number of other policies, namely, Suspension and Expulsion, Policy on Countering Violence in School, Policy to Counter Bullying Behaviour, Substance Abuse Policy, Attendance Policy as follows:-

## Code of Behaviour

### Introduction

Castlerea Community School with a staff of 60 and a student population of approximately 530 is one of the largest organisations in the town. However, unlike other organisations concerned with either making a profit or product we are concerned with the processes involved in delivering a top quality educational system.

A ten person Board of Management is responsible for the government and direction of the school. The Principal is responsible for the internal organisation, discipline and day-to-day management of the school.

The Board of Management is comprised of Representatives of the Trustees (Sisters of Mercy and Roscommon VEC), Teacher representatives and Parent Representatives.

Parent representatives are: - Mrs. Nuala Guthrie, Castlerea and

Mr. Martin Connolly, Milltown, Castlerea.

### School Ethos

At the heart of school endeavours is the total welfare and wellbeing of each and every person. We strive to produce an environment conducive to good teaching and learning in which each student can realize their potential and maximise their opportunities for success.

Further, we aim to foster in students lifelong values and attitudes and to equip them with skills - social, practical, academic and spiritual, which will help them to meet with confidence whatever challenges life may bring. In so aiming we are conscious of the different realities of student lives and the need for an orderly environment.

In sending your child to school, you the parents/ guardians hand over a portion of your authority to the school and its teachers and we accept that you intend your child to be bound by the Code of Behaviour of the school. In accepting students we expect the parents will ensure that the child is sent to school ready to benefit from the education he/she receives. Parents, in return can expect that school personnel will take such care of students as a prudent parent will take of his/her own children.

## Code of Behaviour

Our Code of Behaviour is based on honesty and respect for each person student, teacher, secretary, caretaker, cleaner, members of the public and for the environment of the school. In accordance with the terms of the Education Welfare Act 2000 (Section 23) the Code of Behaviour specifies:

- (a) The standards of behaviour to be observed by each student attending the school;
- (b) The measures that may be taken when a student fails or refuses to observe the standard;
- (c) Suspension and Expulsion policy specifies procedures to be followed in such cases.
- (d) The grounds for removing a suspension imposed in relation to a student.
- (e) The procedures to be followed regarding notification of a child's absence from school.

This policy should be read in conjunction with the following school policies and procedures.

- Mission Statement
- Anti-Violence Policy
- Special Educational Needs Policy
- Child Protection Policy
- Substance Abuse Policy
- Anti-Bullying Policy
- Suspension/Expulsion Policy
- Internet Policy - Acceptable Use
- Pastoral Care Strategy
- School Tours and Field Trip Policy
- Health and Safety
- Equal Status Act

## Pastoral Care

A comprehensive and whole school system of Pastoral care operates within the school. This seeks to put each student's welfare at the centre of school endeavours. It aims to emphasise student potential, it centres on the personality and life of each student and it addresses factors in his/her environment, which either hinders or advances his/her development and progress.

The Pastoral Care structure consists of the Class Tutor, Year Head, Chaplain, Deputy Principal and Principal.

## Extent of Code of Behaviour

The Code of Behaviour covers each pupil's school day and extends to and includes the following:-

Lunch-time.

School tours and organised out of school activities.

Travelling on school buses.

Evening study.

We expect students to behave properly both going to and coming from school and to respect the rights of members of the public, shop owners', teachers and other students.

## Attendance

In accordance with the Education (Welfare) Act 2000 students are required to attend school each day when it is in session. Parents/Guardians are required to inform the school (in writing) in respect of each absence whether for a day or part of a school day. Doctor's certs. or hospital appointment cards should be produced if appropriate. We regard illness, family emergency such as illness of a family member, etc., family celebrations - wedding, christening or confirmation, etc., as valid reasons for absence.

Unacceptable reasons for absences are.

- (A) Missing school because of part-time work.
- (B) Outings, holidays or trips. There are 198 other non-school days in the year for these activities. Breaks that disrupt student learning should be avoided if at all possible.
- (C) Absence because other students in their year group are involved in a particular school related activity. Students frequently tell their parents that 'there is no one going in' and therefore may be allowed to stay at home. By co-operating in this type of absenteeism an injustice is done to all. It is always wiser to check with school if you are told that students have such a 'free day'.

The school will inform the Education Welfare Board where cumulative absences reach the maximum level - twenty per annum.

## Mitching/Truancy

The school will not take responsibility for students who leave home but fail to attend school. Sanctions will apply to students who 'mitch'

## Journal

The Journal is used for all communication between home and school. It contains the Mission statement, school calendar, school rules and homework section, behaviour and academic progress record. The end section of the Journal contains:-

- (A) Teacher comment Section
- (B) Explanations for absence
- (C) General note from Parent/Guardian
- (D) Permission to leave school.

Students must carry their Journal with them every day.

Parents are asked to read through the comments section of the Journal each week in order to check their children's progress through school. It is requested that parents/guardians sign this section each week.

General school rules are published in the student Journal. In addition specific rules particular to Specialist Rooms may be published in those rooms.

## Written notes are required.

- (a) For permission to leave school
- (b) To explain absenteeism
- (c) When homework is not do
- (d) When uniform is not worn

Students are not allowed leave the school grounds without a request from parents/guardians either by note or phone call. When permission has been granted the student must sign 'out' at the general office before leaving the school. On returning to the school the student must sign 'in'. Where a student requests permission to leave school to attend a medical/dental appointment etc, a copy of the appointment card should accompany the request where possible. Parents wishing to collect their children from school can do so from the main office. The sanction for leaving the school without permission is suspension.

### Behaviour in class

Students are advised that no one has the right to take away other students' right to learn or teachers' right to teach. Consequently, students are expected to behave in a manner that will enhance rather than detract from the classroom learning.

Students are required to be punctual, behave at all times in a polite and courteous manner, do prescribed class-work and homework and have all books and class materials.

### Health and Safety

In keeping with the Safety, Health and Welfare at Work Act (1989) the school aims to provide and maintain a working environment for all employees and for all students that is safe and without risks in so far as is reasonably practicable.

To this end students are advised to familiarise themselves with the school Safety Statements. They are obliged to adhere to the Safety Statements, to co-operate with teachers and others in the execution of Fire Drills, to wear protective clothing and gear when required and must report any hazards or dangerous risks to teachers.

### Property

School property is the property of the whole school community and the school has an obligation to protect it for the good of all. The cost of vandalism or malicious damage to school property will be recouped from students or their parents/guardians.

### Student property

Students are advised that they are responsible for their own property. It is good practice to label clearly all their personal goods and belongings and not leave money/valuables unattended. Student lockers are available for rent. The school will not accept responsibility for money or goods lost, damaged or stolen on school grounds. However, where the property of another student is damaged/stolen, etc, students may report and seek redress under other school policies such as Bullying Prevention Policy on School Policy on Violence.

Students and their parents are advised that legitimately held property may be confiscated in the interests of the general good, e.g. picture messaging mobile phones, unsuitable reading material, etc.

Occasions may sometimes arise where it becomes necessary to examine a student's property, locker or schoolbag in the investigation of a particular breach of the Code of Behaviour, e.g. stealing, substance use, etc., In such instances students are instructed to open his/her locker or empty his/her schoolbag. Such investigations will be conducted by the Deputy Principal or Principal who may be accompanied by a Year Head.

### Uniform

Students are expected to present themselves in a neat and tidy manner and to be aware of the importance of personal hygiene. Please note that nose studs and other facial jewellery are not permitted.

### Sanctions

For breaches of discipline sanctions are imposed as: -

1. A deterrent,
2. A penalty, and
3. A reformative measure.

**Sanctions, which may be used as appropriate to the infringement of the Code of Behaviour, are: -**

Reprimand	Loss of privilege
Note to Parents in the Journal	Referral for counselling
Extra Work	Penalty Sheets
Community Work	Meeting with Parents
Referral to Year Head	Isolation from Peers
Detention	Confiscation of Property
'On Report' Card	Re-enrolment to Senior Cycle
Referral to Deputy/Principal/Principal	Referral to the Board of Mgt
Suspension	Permanent Exclusion

**Students and Parents are advised that records of misbehaviour are kept.**

## Appeals

In keeping with The Education Act 1998 (Section 28) the parents of a student, or in the case of a student who has reached the age of 18 years, the student, may appeal to the Board against a decision of a teacher or other member of staff of the school. The grievance of the student or their parents will be heard and where necessary appropriate remedial action will be taken.

This policy is subject to ongoing review and evaluation and takes cognisance of changing information, legislation and developments in education and within the framework of school planning.

**(Reviewed July 2008)**

