

Policy on Behaviour

Introduction:

Code of Behaviour

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

This code ensures the efficient and effective running of the school in an atmosphere that encourages its students to develop their skills, talents and individual personalities.

As well as attending to our students academic needs, we need to strive to teach them to teach themselves – how to live, how to work, how to pray, direct their lives and shoulder responsibility.

Unless we discipline ourselves we cannot achieve our true potential, young people must learn the value of discipline if they are to succeed.

Should a behaviour issue arise concerning your child the school believes in early consultation with parents with a view to a mutually satisfactory outcome.

Main School Rules

These rules are designed to ensure that the Code of Behaviour is adhered to and that Student Responsibilities are taken seriously. Punctuality is important at all times.

1. Pupils must at all times show courtesy and respect to one another, their teachers, other members of the school staff and visitors to the school. Pupils must not behave in a manner, which endangers themselves or others. Aggressive behaviour – physical, psychological, verbal or written – is strictly forbidden and no form of bullying will be tolerated. Isolation or rejection of pupils by other pupils will not be tolerated.
2. At the beginning of the morning and afternoon session, students are expected to be in their places on the second bell.
3. The full school uniform must be worn during school hours and during school-related activities and students are expected to be neat and tidy in their appearance. No added garments such as T-shirts, football shirts or jackets are allowed in class.
4. Respect for school premises and property is expected at all times. Marking or interfering with school furniture is considered a serious breach of the Rules and students will be held liable for any damage caused.
5. Any student, wishing to leave school during class time, must present a note from his parents. He must also call to the office and record the time of leaving in the book provided.
6. A note of explanation is required for absence from school and for late arrival. Notes should be presented in the school diary.
7. When using the stairs, keep left and walk in single file. Students must enter and leave the school in a quiet and orderly fashion.

8. Students are not to enter the Science laboratories or Computer room unless a member of the staff is present.
9. Students must be well groomed at all times. Hair must be tidy and of natural colour. Students are expected to be clean-shaven during school times.
10. Students should not wear jewellery of any kind.
11. Students are required to have & use a homework journal & to complete all homework as required by each subject teacher.
12. The school buildings and yard will be supervised by staff from 8.45a.m. in the mornings and at morning and lunchtime breaks. At these time students must respect their supervisors and behave in an appropriate manner.
13. Electronic devices such as walkmans, microcassette recorders, laser devices etc. are strictly forbidden on the school premises.
14. Mobile phones must be turned off on entry to the school grounds and should remain off during the hours of school business. If students need to contact parents/guardians they may use the phone in the secretary's office with her permission. Failure to comply with this rule will result in the confiscation of the mobile phone. In such cases phones will be returned in consultation with parents.
15. Students should pay attention to tidiness of classrooms, corridors and school yard. Failure to observe this rule may result in students having to remain after school to tidy school buildings.
If this happens, adequate notice (verbal) will be given to students, following consultation, and if there is any difficulty, students or their parents may inform the Principal or Deputy Principal and alternative arrangements will be made.
The purpose of this policy is to encourage students to maintain a clean, healthy and safe environment for all.
16. Students are not allowed to leave the school premises during morning break unless given specific permission by the Principal or Deputy Principal to do so.
17. Students are allowed to use food and drink machines only during designated breaks (morning and lunchtime) and before and after school.
18. Classroom Code.
 - (a) Students should be quiet and orderly in classrooms at all times
 - (b) No horseplay or disruptive behaviour of any kind is allowed.
 - (c) Sweets, refreshments etc. to be consumed only in designated classrooms and not tolerated in general classrooms.
 - (d) No student is to bring tipp-ex fluid or chewing gum into the school premises.
 - (e) Students are responsible for the tidiness of the classrooms and should use the bins provided.
 - (f) Students should confine themselves to the classroom allocated to them.
 - (g) Between classes – permission to leave classroom may be got from incoming teacher only.

- (h) Any damage to school or personal property must be reported to the Principal/Deputy principal immediately. Compensation may be demanded.
 - (i) Movement between classes must be orderly and quiet – single file on stairway as directed.
19. Smoking, alcoholic drink or any form of substance abuse is forbidden at all times, in the school, in its environs and on all school activities. Possession of cigarettes, alcohol or other substances of abuse is forbidden at all times, in the school, in its environs and on all school activities.
20. Students who bring discredit to the school by their behaviour outside the school may be subject to disciplinary action within the school.

Attendance and Punctuality

Progress at school requires the best level of attendance and punctuality, as both are essential for efficient class work. Regular and punctual attendance is therefore required of all students.

1. Students who are absent from class (for a full day or part of the day) must bring a note from their parents/guardians to the teacher in charge of their attendance. This note should be produced on the day that they return to school.
2. In cases where parents/guardians know in advance that a student will be absent for a period, they should contact the school by phone. Should you telephone the school explaining your son's absence, a written note is still expected on his return.
3. Students must not leave the school during the school day without a written request from their parents/guardians. They must sign out at the office on leaving the school having obtained permission from the Principal or Deputy Principal. Any student who leaves without permission automatically suspends himself. Students are required to sign back at the office on their return to school.
4. Parents/guardians must give the school a telephone number for emergency use e.g. When a student becomes ill and has to be sent home, we must contact the parents/guardians wherever they are.
5. Supervision of students begins at 8.45a.m. No responsibility is accepted for students arriving before this time. Students are expected to be in school by 9.10a.m and 1.35p.m. Repeated lateness will result in detention.
6. In the case of students travelling by school bus, the school cannot be responsible for escorting them from the bus to the school, or from the school to the bus. Parents/guardians who feel that their children may need to be escorted on these occasions should make arrangements to ensure that some escort is provided. The same level of courtesy and respect which we demand from the students in school is required at all times while travelling or waiting for the bus. Any misdemeanors will result in sanctions.

Education Welfare Act

Responsibilities parents and schools have arising from the Act.

The purpose of the Education Welfare Act is to encourage school attendance and prevent children dropping out of school. A National Educational Welfare Board has been established and an educational welfare service will be built up over the next few years. The service, when fully developed, will be available nationwide.

Up to now in Ireland we have had no way of knowing exactly how many children were absent from school for long periods or were dropping out of school altogether.

Now under the Act, you as a parent, must let the school know if your child is absent and the reason for the absence. It is best to do this in writing.

And, every school must notify the National Educational Welfare Board if a child is absent for more than 20 days in the school year.

If a child misses 20 days or more of school, An Education Welfare Officer (EWO) will look with the parents and the school to see why the child has been absent. Sometimes exceptional circumstances, such as illness, are the reason for absence and this will be understood. An EWO will follow up on cases where there is a concern about the educational welfare of the child. The EWO will see what needs to be done to ensure that the child receives his full entitlement to education. This supportive service will develop over the next few years.

Appearance and Dress.

The uniform is considered to be an essential part of life in C.B.S. Charleville because it symbolizes all this school stands for – the dignity of the person and all that is conducive to the full development of your child as a worthwhile person. It is visual evidence of the shared responsibility we have for the education of your child, a responsibility shared between home and school.

The uniform is:-

Junior Students

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

Senior Students

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

Students should be clean and neatly groomed. Hair styles must be neat and tidy and conform to the standards of the school as decided by the school authorities.

Students must wear their uniform at school and at all school related activities (unless otherwise directed.) If a student cannot wear his uniform on a particular day, he should have a note from his parents/guardians and should inform the Principal/Deputy Principal of this fact. Failure to produce a note may result in detention.

The following items of clothing are considered unsuitable and not part of the school uniform: denims, jeans, all coloured combat trousers, runners, suede shoes, tee-shirts, football shirts, earrings, or any item deemed inappropriate by the school authorities. Logos, writing etc. are not permitted on coats or jackets.

School Property and Environment.

1. Students who stay in school at lunchtime must eat their lunch in the designated rooms. Students are required to co-operate in keeping their rooms clean.
2. Chewing gum is forbidden in school.
3. Sweets and refreshments are not tolerated in the classrooms.
4. Students are allowed go to the tuckshop at the following times.
10.40 – 10.50 a.m.
5. We are all responsible for litter. Students are expected to help in achieving a hygienic and pleasant environment in and around the school. To this end students are asked to recycle waste and litter in the appropriate bins.

Lockers

Lockers are provided for the convenience of Junior Cycle students to help them organise on a day to day basis.

1. Lockers will be rented from the school on an annual basis.
2. It is the responsibility of each student to provide a lock and key for their lockers and to keep them locked at all times.
3. A spare key is to be placed in a named envelope and kept in the office.
4. Students are permitted to visit the lockers only at the following times:
 - Before the commencement of the first class in the morning
 - At 10.40a.m. – at the start of break
 - At the conclusion of the final class before lunch
 - Before the commencement of the first class in the afternoon.
 - At the conclusion of the final class.

Student Safety

1. Students must enter and leave the school by the side doors in a quiet and orderly fashion.
2. Students are not to enter the science laboratories or computer room unless a member of staff is present.
3. Students are not allowed retrieve footballs from the stream or roof unless under supervision.
4. All accidents will be recorded in the accident record book.

Supervised Study

1. Study will begin promptly at 3.45p.m. and conclude at 5.15p.m. from Monday to Thursday inclusive.
2. Students should be seated quietly at 3.45p.m.
3. Students should ensure that they are not sitting beside any student from the same year group as themselves.
4. Students should ensure that they have used the toilet facilities before study.
5. If students want to eat or drink they should use the time before study begins to do so.

Record Keeping, Rewards and Sanctions

There will be a book in the staffroom designated to each class in which a file will be kept on each student. Any incidents of positive behaviour and misbehaviour will be recorded in these files.

In cases of recurring misbehaviour, the teacher will issue a yellow card to the student concerned and a corresponding copy will be submitted to the Deputy Principal and it will be recorded in the Student's diary..

In the event of a student receiving 3 yellow cards he will then serve detention at the next available time of detention.

Formal detention will be arranged on the last Thursday/Friday of each school month from 4.00 – 6.00p.m. parents will be notified of this in the week before detention and asked to make provision for the collection of their son at the appropriate time. Students will not be allowed to complete written homework assignments during detention. Students may also be refused permission to participate in school related activities.

In the event of a students qualifying for more than two detentions in any school year the school Principal in consultation with all the interested parties may determine a suspension from school for said pupil.

Junior Cert Cycle.

Positive behaviour will be rewarded. Students who are not issued with any yellow cards during the school year will automatically acquire green cards. The class group from the Junior Cycle with the highest number of green cards will be rewarded with a day trip at the end of the school year. Any student from that class group who has received more than one yellow card will not be allowed to travel with his class, and must attend school as normal.

Senior Cycle

At the end of the year, the Tutor in consultation with the class teachers and the record book in the staffroom can submit a list of approximately five students from the group to receive an award. These students will not have received any yellow cards and will have been a positive influence on their peers. The total group from the five senior cycle classes will be taken on a day trip.

Approval

This policy has been approved by the Board of Management on

Signed;

Chairperson

Behaviour Letter

Date: _____

Name of Student: _____

Class: _____

Teacher: _____

Dear Parent/Guardian,

As you can see on the enclosed copy of the yellow card issued to your son, he has been found to be in breach of school rules.

Yours Sincerely,

Class Tutor.

Behaviour Letter

Date: _____

Name of Student: _____

Class: _____

Teacher: _____

Dear Parent/Guardian,

I regret to inform you that your son _____ has now been issued with a yellow card because of his unsatisfactory behaviour. Unfortunately he seems to have ignored all the advice and direction given to him to date. You should understand that this is a very serious development and we would ask you to address the issue of his recurring misbehaviour with him as a matter of urgency.

Yours Sincerely,

Class Tutor

Behaviour Letter

Date: _____

Name of Student: _____

Class: _____

Teacher: _____

Dear Parent/Guardian,

I regret to inform you that _____ behaviour has not improved. I have already spoken to him on a number of occasions and this has been documented in the school files. He has now received two yellow cards.

Please understand that another yellow card will result in detention. Such a development is highly undesirable. I am therefore asking you to discuss the matter with him and to impress upon him that his attitude and behaviour must improve.

Yours Sincerely,

Class Tutor

Deputy Principal's Letter

Date: _____

Name of Student: _____

Class: _____

Dear Parent/Guardian,

You have already received a letter from _____ class tutor concerning _____ unsatisfactory behaviour. We hoped this would be sufficient to cause him to improve but unfortunately his general attitude has remained unchanged and now will lead to his detention on Thursday and Friday _____. Detention begins each day at 4.00p.m. and will finish at 6.00p.m. He is allowed to study throughout his time in detention but he is not allowed to do written homework exercises.

I would very much appreciate it if you would make an appointment to see me to discuss this very serious situation.

Yours Sincerely,

Tim O'Callaghan (Deputy Principal).

24-Jan-06

Behaviour Letter

Name of Student: _____

Class: _____

Dear Parent,

I regret to inform you that your son _____, must now serve detention on Thursday 26th and Friday 27th January from 4.00 to 6.00 p.m. This is as a result of some disciplinary problems, which he encountered, in recent weeks. Please arrange to have him collected at the school at 6.00p.m.

Yours Sincerely,

Tim O'Callaghan (Deputy Principal).

25-Jan-05

Behaviour Letter

Name of Student: _____

Class: _____

Dear Parent,

I regret to inform you that your son _____, must now serve detention on Thursday and Friday 27th and 28th January from 4.00 to 6.00 p.m. This is as a result of some disciplinary problems, which he encountered, in recent weeks.

Please arrange to have him collected at the school at 6.00p.m. on both days.

Yours Sincerely,

Tim O'Callaghan (Deputy Principal).

Date: _____

Behaviour Letter

Name of Student: _____

Class: _____

Dear Parent,

I regret to inform you that there are now a number of incidents of misbehaviour recorded on your son's file. In analyzing the behaviour record files at the end of the month, students with a disproportionate amount of entries are identified and their files are examined. On the basis of these accumulated entries it has now been decided to issue your son _____ with a yellow card.

You should understand that this is a serious development and we would ask you to address the issue of his recurring misbehaviour with him as a matter of urgency.

Yours Sincerely,

Tim O'Callaghan (Deputy Principal).

Declaration

I, _____ Parent/Guardian of _____ having read
the Policy on Behaviour agree to be bound by the rules of the school.

Signed: _____

Class: _____

Date: _____