



CBS Roscommon – Mean Scoil Na Braíthre Code of Positive Behaviour

The school has also formulated a number of policies and procedures to be followed with a view to ensuring the physical and psychological safety of both staff and students during the normal course of the school day. Such policies that are specifically relevant to students include:

THIS POLICY LINKS WITH:

- Health and Safety Policy
- Child Protection Procedures
- Suspension and Expulsion Policy
- Anti-Bullying Procedures
- Guidance and Counselling Plan Policy
- Religious Education Policy
- Special Needs Education Policy
- S.P.H.E Programme
- Critical Incident Management Policy
- Internet and ICT User Policy
- Substance Use Policy
- Whole school inclusion policy

Date of Latest Update	
Review Date	
Policy Agreed by Board of Management	
Policy Available for Staff at:	Office; Staff Handbook; School Website
Policy Available for Parents at:	School Website; Office

The management and authorities of CBS Roscommon Secondary School reserve the right to modify details of this code of behaviour. Such modification may be needed in an ever - changing environment and social context. Modification will be communicated as soon as reasonably practicable to all the school partners, i.e. staff, parents, students.

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INTRODUCTION AND RATIONALE

MISSION STATEMENT

The Mission of CBS Roscommon is to prepare and nurture our students for life, career and as valued members of society in a caring Christian environment.

We seek to work with the local community and agencies to foster the development of the individual and collective talents of all students and staff.

As an Edmund Rice school, we are inspired by the vision of our founder, Blessed Edmund Rice. CBS Roscommon aims to educate and work with our local community. Our mission is inspired by Blessed Edmund Rice, who devoted his life to the service of others. Our school motto, Vera Semper Loqui evokes this spirit of service to others and this strength of character. We challenge each student to fulfil his unique potential as a student and human being. The keystone idea in our Code is that each individual is entitled to respect but must give respect in return.

Our Expectations and Guiding Rules

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

This Policy Statement on Student Behaviour, our Code of Behaviour, has been created by the Board of Management of CBS Roscommon the school, following collaboration and consultation with the Students' Council of the school, the Parents' Association of the school and the staff of the school.

This policy statement was ratified by the Board of Management and replaces all previous policy statements on student behaviour.

The Ethos and Operating Context of the school are detailed and explained in the Admissions Policy statement, which is available from the school office.

High standards of work and co-operation together with an excellent atmosphere are distinctive features of CBS Roscommon. In order to maintain these high standards, students are expected to be well-mannered, courteous and hardworking at all times. The core value of respect remains a guiding principle in all our work in the school. The aim of the Code of Behaviour is to give students a guide to

what is expected of them and to ensure that high standards (which will benefit all students) pervade the school.

As a Christian Brothers School now in the Edmund Rice Schools Trust, our Code of Behaviour has been drawn up to reflect the values and principles of the Edmund Rice Schools Charter. The Code of Behaviour will reflect: -

- The Vision for the Edmund Rice Schools: *promoting full personal and social development in caring Christian communities of learning and teaching*
- The Mission of the Edmund Rice Schools: *to provide Catholic Education in the Edmund Rice Tradition*

The Code of Behaviour recognises the dignity of students, parents, guardians and staff. The Code is inspired by the Christian values of respect, kindness and tolerance. The Code challenges each of us to respect self and others, to demonstrate kindness to all, to be courteous and mannerly, to uphold fairness, and to use respectful ways to resolve difficulties and disputes. Our ethos expects us to treat each other with fairness and to exercise forgiveness.

The Board of Management of CBS Roscommon is committed to the implementation of all relevant legislation, particularly the Safety Health and Welfare at Work Act 1989, the Education Act 1998, the Education Welfare Act 2000 and the Equal Status Act 2000 + 2004 and the NEWB 2008.

The Board of Management is committed to the welfare and development of the students, and to this end, a comprehensive system of Pastoral Care/SPHE exists at the School. This system is detailed in the document entitled Care Team Policy and the Anti-Bullying Procedures Policy, 2014.

The School authorities are committed to the safety and welfare of all who attend and work at the School. Students and staff have the right to be treated fairly and with dignity, in an environment free from intimidation, harassment and discrimination.

The School Anti-Bullying policy statement may be obtained from the office or on the school website.

AIMS:

The aims of the Code of Behaviour are:

- To provide guidance for pupils, teachers and parents on behavioural expectations.
- To provide for the effective and safe operation of the school.
- To develop student self-esteem and to promote positive behaviour.
- To foster the development of a sense of responsibility and self-discipline in students based on respect, consideration and tolerance of others.
- To facilitate the education and development of every student.
- To foster caring attitudes to one another and to the environment.

- To enable teachers to teach without disruption.



PROMOTING POSITIVE BEHAVIOUR

CBS Roscommon through its Code of Behaviour affirms the rights of all students to a positive learning environment which is free from disruption. Promoting positive behaviour and preventing inappropriate behaviour are the main goals of the Code of Behaviour.

We recognise and affirm positive behaviour, progress and effort within the classroom and the wider school. This is done on a formal and informal basis by:

- Fostering and encouraging positive relationships within the whole school community
- Treating all pupils equally and fairly
- Valuing and acknowledging each pupil.
- Promoting excellence in teaching and learning
- Teachers modelling values that inspire students and pupil/teacher interaction both inside and outside the classroom
- Verbally praising students' work and conduct in class
- Positive comments in the Journal and/or on homework
- Wellbeing week;
- Promoting positive relationships and behaviour at First Year Induction; Open Day and at assemblies;
- Class teachers and Year Heads working with students
- Providing a wide range of extra-curricular activities
- The support of both our Care team and Guidance and Counselling team;
- Promoting the involvement of parents including:
 - Formal & Informal contact
 - Parent- Teacher meetings
 - Christmas and Summer Reports
 - Use of the Journal
 - The Parents' Council
- Encouraging student involvement through:
 - Extra-curricular activities
 - Student Council
 - TY Mentoring Programme
- Recognising achievement through intercom announcements and use of the school web-site.
- By the school's Awards system including
 - Class awards for Best Student & overall contribution to school life
 - Sports awards and Presentation night
 - Award for best Junior Certificate and Leaving Certificate result

- Leaving Certificate annual awards for past pupils
- Attendance award

The role of students

Throughout their years at CBS Roscommon, the code of behaviour and its rationale is explained to students by the Class Tutor, Year Head, care team and school management. It is explained to students at assemblies about the high standards expected of them in terms of behaviour and school work and the rewards for keeping the rule or making progress towards them. A copy of the School Rules in abbreviated form is also published in the Student Journal.

Students are encouraged and taught to take individual responsibility for their own behaviour and learning, and to help create a healthy, safe and happy environment in which everyone can learn and develop. Restorative justice may be used as a means of sanction for misbehaviour, if appropriate. Students are encouraged to take responsibility for their actions, to repair the harm they've done. Students look out for each other's welfare and work for the greater good of the community. They are encouraged to live by Christian values and to work for social justice as advocated in the Edmund Rice Schools Charter. Students are expected and encouraged to engage and participate in all facets of school life.

Student leadership and innovation are fostered through the Student Council, Student mentoring and other outreach programmes, and a wide range of extra-curricular activities. Student leadership shall also be encouraged and fostered in the classroom by the subject teacher. The **Student Council** is a valuable resource for supporting students. The council members are consulted on certain school policies and they articulate issues of concern for students and suggest effective ways of addressing them.

In the **Transition Year Mentoring** programme, transition year students assist first year students as they make the transition from primary to secondary school. They help to pre-empt many difficulties that can arise in this period and build relationships between senior and junior students.

Transition from Primary to Secondary school

As part of the enrolment process all parents are afforded a meeting with the Principal or Deputy Principal. At this meeting the enrolment assessment results can be given to parents, the school policies are explained and parents have a chance to communicate in confidence in relation any special educational needs, fears or difficulties their son may have.

Easing the transition from primary to secondary:

- Transition Year/5th year students are trained to provide a mentoring programme for new first years.
- Parents take responsibility for checking their son's homework journal and ensuring that homework is complete to a satisfactory standard.
- School informs parents/guardians at an early stage if problems arise.
- Students are expected to be respectful of their teachers, their peers and their environment.
- Regular tests, profiles and assessments are given to monitor progress and are regularly communicated to parents.

Every member of the school community has a role to play in the implementation of the Code of Behaviour.



MANAGEMENT AND STAFF RESPONSIBILITIES

Board of Management's Responsibilities

- The Board of Management gives formal approval to the Code of Behaviour and supports the Principal and teaching staff in the just implementation of the Code.
- The Board of management provides a comfortable, safe environment.
- The board of management supports the Principal and staff in implementing the code.
- The Board of Management hears appeals by parents/guardians against the decision of the Principal to suspend a student.
- The Board of Management decides on a recommendation from the Principal to expel a student following a hearing at which the Principal gives reasons for her recommendation and the parents/guardians of the student may give reasons why the recommendation should not be approved.
- The board of management ratifies the code of behaviour and reviews the code every two years.

Principal and Deputy Principal Responsibilities

Both the Principal and Deputy Principal have responsibility for the internal management and discipline in the school on a day-to-day basis. The Board of Management has delegated the power of suspension (of up to five days) to the Principal. As Secretary to the Board, the Principal reports on disciplinary matters to the Board at its regular meetings. Important leadership tasks for the Principal and Deputy Principal are leading the audit and review of the code of behaviour, and ensuring that it is implemented in the school. The Deputy Principal has responsibility for coordinating discipline in the school. He ensures with the cooperation of staff that good order prevails in the school.

ROLES AND RESPONSIBILITIES OF STAFF MEMBERS IN RELATION TO THE CODE OF BEHAVIOUR

The Role of Year Head

The Year Head helps to foster a positive learning environment so that students are given every opportunity to achieve their full potential. He/she liaises regularly with the Class Tutors and other staff members to identify students with difficulties or challenging behaviour in a particular Year group. The Year Head reports regularly to the senior Management team, i.e. the Principal or Deputy Principal at the care team/year head meeting or as appropriate.

The Role of the Student Support/Care Team

The coordination of the student support programme and the implementation of the programme is the privilege of the Principal. The student support team support/assist in this role. The team consists of the

Principal, Deputy, Career Guidance counsellor Year Heads and members of the teaching staff. This team meets formally to discuss the welfare of any students which may be causing concern. Names of students are brought to the team by individual teachers, class teachers and Year Heads. Information is shared as to the nature of the difficulty, background information as may be necessary is considered, and a plan is decided upon. This may include:

- Asking a teacher to talk with the student;
- Asking the Year Head to contact parents/guardians as necessary.

The emphasis at all times in CBS Roscommon is on encouraging all students to behave in such a way that will allow each to achieve his full potential.

The monitoring of students by this group, in collaboration with the teaching staff and parents, alerts the school to the emerging problems for a particular student or a group of students. It may also show trends and patterns, e.g. time of day or location associated with either unacceptable behaviour or instances of particularly good behaviour. Parents are always welcome to meet with the Principal, Deputy Principal or Year Head.

The Role of the Class Tutor

As part of our Care Team programme each class is assigned a Class Tutor who on behalf of the school community undertakes the role of caring for a class group in order to promote learning at every level of the person. As part of the tutors' duties they will assign a class seating arrangement to the students, monitor the use of journals, build a relationship with the student, consult with subject teachers to alleviate any source of difficulty and monitor progress. Class Tutors also regularly liaise with Year Head and Management.

The Role of Staff

Each teacher has the responsibility for maintaining positive behaviour within his/her classroom and shares in the responsibility for good order in the school and school grounds. This responsibility requires the teacher:

- To recognise and affirm good work.
- To be courteous, consistent and fair.
- To keep opportunities for disruptive behaviour to a minimum.
- To deal appropriately with misbehaviour.
- To keep a record of instances of serious misbehaviour or repeated instances of misbehaviour.

- To communicate with parents when necessary and provide reports on matters of mutual concern.

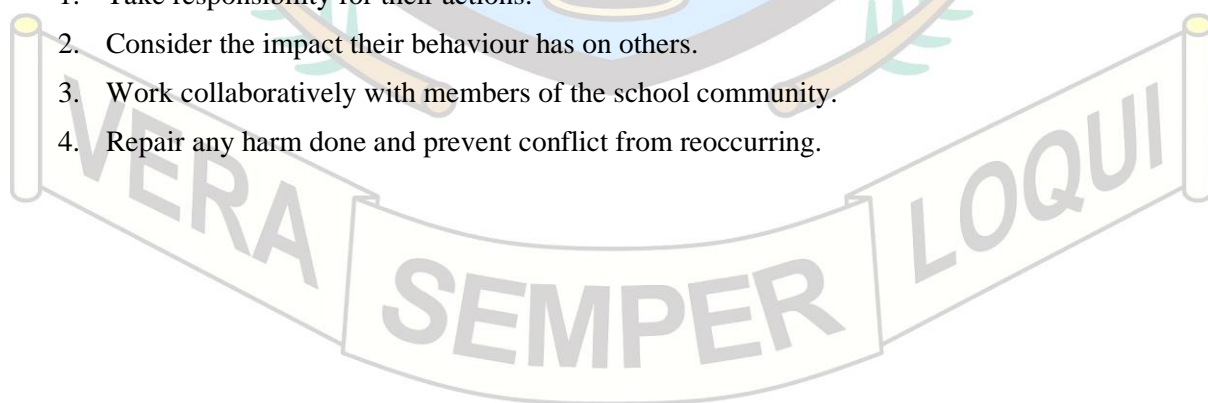
All members of staff have a significant role to play in modelling good practice and promoting positive behaviour in their daily interaction with students. The education must ensure that essential life skills are learnt by every student such as the ability to make well balanced decisions; to resolve conflicts in a non-violent manner and to develop a healthy lifestyle, good social relationships and responsibility.

The subject teacher is a significant source of help for students. As a leader of learning, and someone with an established relationship of trust, the teacher has a strong influence with students. The subject teacher will deal with routine incidents of misbehaviour through classroom management strategies, thus minimizing the need for other interventions. Addressing the different types of student misbehaviour is suggested in Section 7

Teachers use their experience and professional skill to maintain a high-quality learning atmosphere and to modify and adapt the content of lessons and the methods of instruction to suit the needs of students. Staff praise student endeavour, set targets and monitor progress, keep records and communicate regularly with parents or guardians as the need arises.

Most students behave appropriately, with the help of consistent and clear rules in class and in school. Occasional minor misbehaviour should be attended to routinely and effectively through the skill of the classroom teacher. Good classroom management, conflict resolution, mediation and restorative practices encourage students to:

1. Take responsibility for their actions.
2. Consider the impact their behaviour has on others.
3. Work collaboratively with members of the school community.
4. Repair any harm done and prevent conflict from reoccurring.



STUDENT RESPONSIBILITIES

Student Responsibilities

- To attend school regularly and punctually.
- To listen to teachers and to act on instructions/advice.
- To show respect for all members of the school community.
- To respect school property and the property of other students.
- To avoid behaving in any way that would endanger others.
- To avoid swearing, bullying, name calling etc.
- To bring correct materials, books etc. to school.
- To follow school and class rules.
- To have the right to privacy.

PARENT/GUARDIAN RESPONSIBILITIES

Parents/guardians have the primary responsibility for the education and welfare of their children; they are key partners in the school community. The Principal will as a condition of registration, request all parents to confirm in writing that the code is acceptable to them and that they will ensure compliance with the code by their child.

Prior to enrolment each year, prospective students and their parents are furnished with a copy of the school's Code of Behaviour and the code is explained to students again at the school's Induction day. The Principal will as a condition of registration, request all parents to confirm in writing that the code is acceptable to them and that they will ensure compliance with the code by their child. By enrolling their son in the school, parents and guardians are agreeing to the code and will sign the annual registration form to confirm this and agreeing to represent their son in all matters relating to the school.

Parents having registered their son **must** advise the school while their son is in 6th class primary school of any medical, personal, educational or special needs their son may have, so that the school shall put the necessary supports in place. Early intervention can help young people overcome their difficulties. Parents have the responsibility:

- To encourage students to have a sense of respect for themselves and for the property of others.
- To ensure that students attend regularly and punctually.
- To be interested in, support and encourage their son's school work.
- To be familiar with the Code of Behaviour and support its implementation.

- To co-operate with teachers in instances where their son's behaviour is causing difficulties for others.
- To communicate with the school in relation to any problems which may affect their son's progress/behaviour.
- To ensure that there is a good environment for homework.
- To provide boundaries around activities outside of school hours that would interfere with successful application to study and homework.
- To ensure that students complete assigned homework.
- To check student's journal on a regular basis.
- To attend if possible the information evening for parents of exam classes on best practice regarding study and preparation for examinations.

Illness and Injury

The school **must** be notified in writing immediately by parents/guardians of any infectious illness affecting their child. Likewise, the school should be informed in writing of any medication being taken by a student. In the event of a student being injured or taken ill during school hours or while on school outings/activities, the school will inform the parents at the earliest possible opportunity by telephone call.

It is imperative and the parents' responsibility that the school has a current phone contact number for parents/guardians at all times. The school must also have contact details of a family relation in the event that the school cannot contact parents. It is the responsibility of the parent/guardian to advise the school if personal contact details such as home address or phone number have changed.

Parent Teacher Meetings

Parents and guardians should make every effort to attend the regular Parent/Teacher or Parent/Pupil/Teacher Meetings held in the school.

The Parents' Association

The Parents' Association meets regularly and acts in an advisory capacity in drafting policies and promoting the ethos of the school and the general welfare of students. The association also hosts occasional seminars for parents on adolescent well-being.

THE ROLE OF SUPPORT AGENCIES

A small minority of students may show particularly challenging behaviour. These students will need a supportive response involving the important adults in their lives, in school and at home. CBS Roscommon has established links with local support services in responding to the needs of students

with serious behavioural/attendance/personal difficulties. Sources of support may include the National Educational Psychological Service (NEPS), the National Educational Welfare Board, Tusla Social Workers, the Garda Juvenile Liaison Officer, Community Garda, the National Behavioural Support Service (NBSS), or the Child and Family Centre, Cahms and Jigsaw.

The Edmund Rice Centre works with multidisciplinary supports, including behavioural therapists, to support student's positive behaviour in school. These students receive a behavioural support plan that staff and students follow to promote positive behaviour. Some students with GLD will not understand this code of behaviour, in this circumstance staff will explain the Edmund Rice Centre class rules. These are in visual format and are attached in appendix B.

FORMAL CODE OF BEHAVIOUR

This code has been developed in consultation with the school partners with the intention of encouraging students to behave appropriately, become self-disciplined and responsible in their adult lives. The code, which is in everyone's interest, has the following aims:

- To create a school that is safe for all.
- To provide an orderly environment for teaching and learning.
- To educate students to be courteous and respectful of others.
- To prepare students to become responsible citizens.
- To respect every student's right to an education.

School Rules & Journals

The standards and rules contained in this code of behaviour apply within the environs of the school. They also apply outside the school and in any situation where the student is still the responsibility of the school. Examples include attending school games, tours, extra-curricular activities or other school-related events. They apply where the student can be readily identified as a student of the school by their school uniform. This includes travel between the home and school. The School Rules may also apply where the students engage in serious misbehaviour outside the school and their actions are deemed to have a direct impact on the school or on the reputation of the school.

- Students shall treat staff, fellow students and visitors to the school with dignity, due respect and courtesy at all times. Behaviour such as verbal or physical abuse of staff, visitors and students will be sanctioned up to and including expulsion.

- Students must never behave in a manner that would damage the reputation of our school. While wearing the school uniform our students are representing our school and must ensure that they do not behave in a manner that will bring discredit on themselves, their parents or their school. All clothing, books and equipment must be marked with the student's name.
- Students must have proper books, copies and equipment for each subject. All personal property must be neat and free from graffiti.
- The homework journal must be used in every class. All notes to the school shall be written in the homework journal. All homework, written or learned shall be noted at the end of each class period. All homework assigned should be properly learned and presented.
- Absence notes should be notified to the school vis the VSware app.
- School property must be treated with care and respect. Students must compensate the school for damage caused. Students are expected to practice a positive approach to order and tidiness by not littering and by picking up any litter found in classrooms, corridors and communal areas.
- All students are expected to contribute positively to school life. Willing participation in games and other extra-curricular activities is expected.
- There is a one-way system in the school and students must follow directions while moving around the school. They must not run or engage in inappropriate behaviour.
- Bullying is strictly forbidden as outlined in the school's Anti-Bullying Procedures Policy.

Attendance and punctuality:

- Students must attend every class assigned to them on their timetable. Visits to lockers, routine messages, etc. shall be restricted to break times.
- Students must attend class on time, and during class behave in a manner that allows themselves and others to gain full benefit from the lesson being taught.
- Students must not absent themselves from class without permission. Students leaving class must have their journal signed by their teacher. Students leaving the school must have a note from their parents in the journal and must sign out in the office before they leave. Should a student need to leave the school early, the following procedure must be followed:
 - A note in the school Journal signed by a parent must be presented to Principal/Deputy Principal.
 - If attending for a medical appointment the appointment card must be presented.
 - A parent must 'sign out' the student in the book provided for this purpose and a report to the Principal or Deputy Principal/Year Head or School Secretary
 - Under no circumstances should a pupil leave the premises without following the above procedure or consulting either the Principal/Deputy Principal/Year Head. Failure to do this may result in sanctions up to and including suspension.
- Students regularly late to school/class will be referred by the subject teacher to the year head who may give the student a detention.
- Students must be regular and punctual in attendance. The VSware app shall be used to:

- Explain all absences. Parents are reminded of their obligation to inform the school of an absence (or illness) and the reasons for same as set out in section 18 of the Education (Welfare) Act 2000. The journal is to be used by parents to inform the school in writing giving permission for their son to be absent from school.
- Request permission to leave the school premises during the day. Students must 'sign out' at the office when granted permission by the Principal/Deputy Principal to leave during school hours.
- Students leaving class to go to the toilet or to the office must have their journal signed by their teacher and bring their journal with them.

School uniform and appearance:

- Students are expected to take pride in their personal appearance. Full school uniform must be worn at all times in school, on their way to and from school and on school related outings. It is not permitted to wear PE gear to or from school.
- The school uniform consists of blue shirt, light blue/navy school jumper, grey trousers, black shoes. The school jacket must be worn - no other jacket is allowed. Non-uniform items will be confiscated and returned to parents.
- Runners, jewellery (Inc. ear rings, bars, studs) are forbidden.
- A note in the homework journal is required if a student needs to wear an alternative to the uniform for a short period of time. Confiscated items will only be returned to parents.
- Student hairstyles must conform to the requirements of the school community. These requirements are in place to maintain a reasonably uniform appearance. Currently, the requirements are:
 - Hairstyles must be of a natural colour.
 - No extreme hairstyles will be allowed.
- Personal hygiene extends to all students whereby students are expected to come to school clean and tidy.
- The use of aerosol deodorants in changing rooms after PE/Games is forbidden, only roll on deodorant is permitted (PE Policy).

Substance misuse:

- **Smoking/Vaping:** Students are forbidden to smoke/vape in the vicinity of the school and during school activities. Under the Public Health (Tobacco) Act 2002, it is an offence for any person to smoke anywhere within the school grounds and building. The school therefore deems smoking within the school boundaries a serious offence. Any student caught smoking will incur a one-day suspension. This includes E-cigarettes.

- Repeated offences will incur more serious sanctions, up to and including expulsion. The student's attention will also be drawn to the Act and he will be advised that he will be reported to the Environmental Health Officer. He will also be reminded that he is liable to the penalties referred to in the Act, up to and including a fine of €3,000.
- The consumption of alcoholic drink and bringing alcoholic drink to school or on school outings is expressly forbidden. Any student found in possession of, or under the influence of, or selling/offering alcohol, will be sanctioned up to and including expulsion.
- The misuse of drugs, "legal highs" or otherwise is expressly forbidden, as is the possession of drugs or drug-like substances in school or on school outings/activities. Any student found in possession of, or under the influence of, such substances will be sanctioned up to and including expulsion. The Gardai will be notified.

Mobile Phones (See Mobile Phone Policy)

Electronic equipment including mobile phones, mp3, mp4 players, smart watches etc must be switched off and out of sight. Phones are not allowed to be used during the school day i.e., at break, lunch or between classes. Phones may only be used for educational purposes under the guidance of a teacher. Non-compliance will result in the item being confiscated, given to the Principal/Deputy Principal, and returned to a parent/guardian only. Subsequent breaches will mean confiscation of the item for at least one week. Note: the SIM card is defined as part of the mobile phone.

The use of electronic recording equipment of any type is strictly forbidden in the school building and grounds or on any school activity. The sanction for noncompliance with this rule may include up to and including expulsion.

School Journals

The school journal acts as both a reference book for students and parents and as a daily record of homework to be done. It is designed to help students organise their work. It is not a private diary and should be seen by parents as well as students. Students should note the following instructions:

- Each student is expected to use his Journal, which is provided by the school at a cost. Journals are regularly monitored and are available to all teachers should they wish to communicate with parents and vice versa.
- A class teacher or tutor will communicate initially through the journal if a student fails to present written assignments or has failed repeatedly to complete learning assignments. A student who, for health or domestic reasons, is unable to complete his homework shall present the relevant teacher(s) with a written note to this effect from her parent(s)/guardian(s).
- The school journal must be kept free of graffiti or any other offensive material. If a student either defaces or loses his journal he will be required to replace it immediately at a cost.

- The school journal must be available at all times for inspection by school management and teachers.
- All homework assigned, both written and oral, must be recorded in the journal daily.
- All notes to teachers from parents should be written in the journal.
- Defacing the journal in any way is not permitted. The removal of any page from the journal will result in detention.
- Students are not allowed to write on or deface the diary of another student.
- Loss of a journal will incur detention and a new journal must be purchased immediately from the school office.
- Students who forget their journal on two occasions may incur lunchtime detention.
- Parents are to sign their son's school journal every Thursday evening.

The School Uniform

School Uniform Regulations

Given that the public image of the school is communicated through the student's use of uniform, parents/guardians must undertake to buy the correct uniform, ensure that their son wears it and has it properly laundered and maintained at all times.

At CBS Roscommon uniform regulations are strictly enforced. Please refer to the section in the Code of Behaviour for students regarding School Uniform and Appearance.

Parents/guardians are asked to ensure that their sons comply fully with all uniform regulations, as specified in the uniform list.

- In the case of an infringement of the uniform code (including footwear) parents/guardians are requested to provide an explanatory note on the day of the infringement and not at a later stage.
- Requests for footwear uniform exemptions on medical grounds must be accompanied by a letter from the relevant health professional.
- Students are not permitted to borrow items of clothing from other students without the owner's consent.
- Students found in possession of clothing/uniform which does not belong to them and who cannot provide a satisfactory explanation may find themselves facing disciplinary procedures under the School's Code of Behaviour.
- When found, items of clothing belonging to others must be immediately handed into Reception and/or Principal.
- Students who fail to come to school in the correct uniform may be sent home to change into the correct uniform or may be asked to wear a replacement uniform (or part thereof) and return the item cleaned.

- The School Authorities reserve the right to decide whether:
 - a. Students are wearing the correct school uniform
 - b. Students are wearing the school uniform in an appropriate manner

The following is the uniform of CBS Roscommon

- Jumper with school crest. Navy jumper for Transition Year students; 5th and 6th year students. Light blue for the junior cycle.
 - Blue shirt.
 - Black shoes. Plain black leather shoes - which should be worn coming to and going from school and during break-times
 - Navy school jacket
1. Students shall at all times, wear the school uniform and be clean, tidy and respectable in dress and appearance.
 2. The uniform should normally be worn on all school trips or when representing the school after school hours e.g. debating.

Please note that boots, hoods & caps, hoodies, jewellery, piercings, badges or other insignia are not allowed. If a student is not in proper uniform, he will be unable to go to class without a letter from home in his Journal and specific permission from his Year Head/Senior Management. Failure to wear the school uniform (except for medical reasons – Doctor’s certificate required) will result in the student being refused admission to class. Non-uniform clothing may be confiscated.

Attendance & Punctuality Policy,

- Students are expected to be present on every school-day and be on time for school and all classes.
- Following an absence, a note of explanation must be submitted via VSware by the parent or guardian and the reason for the absence given.
- Lockers can only be accessed before 8.50am, during first break, lunch time and after classes finish at 3.40pm
- A student may only leave the school during school-hours with a note from a parent or guardian and permission from his Form Teacher, Principal, Deputy Principal or Year Head. He should be ‘signed out’ by a parent or guardian at the Secretary’s office when leaving the school.
- A student becoming sick during the school day must report to the school secretary who will contact his parents or guardians.
- First, Second and Third Year students are not allowed leave the school grounds at lunchtime.

School Environment

- Students are expected to keep the classrooms and public areas tidy, well- maintained and litter free.
- Lockers must be well-mindred during the year and kept locked.
 - School lockers are the property of the school and available for the safe-keeping of students' property.
 - Students are responsible for their locker by obtaining a lock and key and providing a second key to management in the event of the key being mislaid.
 - Students may use their lockers before and after school and at break-times but not during class time
 - Students must take care of their own property. Their names should be written on all copies and books; uniforms and school/sports bags and sports equipment.

Suspension

1. Suspension: Grounds

The decision to suspend a student will be on grounds of gross misconduct where:

- a student's behaviour has/ had or continues to have a seriously detrimental effect on the education of other students.
- a student's continued presence in the school at this time constitutes a threat to safety.
- a student is responsible for serious damage to property.

A single incident of gross misconduct may be grounds for suspension.

2. Suspension: Authority

The Board of Management of CBS Roscommon has the authority to suspend a student.

The Board of Management of CBS Roscommon has the authority to remove a suspension for any reason.

The Board of Management of CBS Roscommon has delegated the authority in respect of suspension to the Principal of CBS Roscommon pursuant to paragraph 11.1 of the Developing a Code of Behaviour: Guidelines for Schools' (NEWB/TUSLA).

This delegation was ratified at the Board of Management meeting on 30/09/2021

3. Suspension: Procedure

The Principal and Board of Management of CBS Roscommon will abide by the fair principle procedures pursuant to paragraph 11.5 of the Developing a Code of Behaviour: Guidelines for Schools' (NEWB/TUSLA).

In cases of gross misconduct warranting suspension:

- The parents and student will be informed in writing or verbally-where necessary, about the matter.
- The parents and student will be informed of the School Code of Behaviour and Discipline Policy and where necessary provided with a copy.
- The parents and student will be informed that the matter will be investigated and could result in suspension.
- The parents and student will be afforded the opportunity to respond in respect of all aspects of the matter before a decision is made.
- The parents will be notified in writing of the decision to suspend.
- The notification will in addition set out:
 - The period of suspension;
 - The commencement date;
 - The reasons for the suspension;
 - Any study programme to be followed;
 - The arrangements for returning to school, including any commitments to be entered into by the student and the parents;
 - The provision for an appeal to the Board of Management.
 - The right to appeal to the Secretary General of the Department of Education and Science pursuant to section 29 of the Education Act 1998.

This is without prejudice to the authority of the Principal of CBS Roscommon who may in exceptional circumstances consider an immediate suspension necessary where there is a serious threat to the safety of students or staff.

In such cases warranting immediate suspension:

- A formal investigation will follow the imposition of the suspension.
- All of the conditions for suspension apply to immediate suspension.
- Parents will be notified, and arrangements made with them for the pupil to be collected.

Every effort will be made to have an emotionally disturbed pupil referred for psychological assessment without delay. Help will be sought also from services within the wider community i.e. Community Care Services provided by the Health Services Executive

4. Suspension: Periods

A student may not be suspended for more than 3 days, save for exceptional circumstances, as may be determined by the Principal where a longer period may be required in order to achieve a particular objective.

Any proposed suspension period in excess of 3 days shall be referred by the Principal to the Board of Management of CBS Roscommon for consideration and approval by the Board of Management. This approval may be obtained at a regular meeting of the Board or at an emergency meeting at which the Chairperson and Principal have outlined for the Board the reasons why they feel it is necessary to impose a further suspension.

Pursuant to section 21(4) of the Education Welfare Act (2000), the Board of Management will inform the Education Welfare Board when any pupil's period of suspension equals or exceeds six school days.

Any proposed suspension period which would cumulatively bring the number of days suspended in any school year to 20 days or more, shall be formally reviewed by the Board of Management of CBS Roscommon.

5. Suspension: Appeals

A decision by the Principal to suspend a student may be appealed by the Parents of said student to the Board of Management.

Where the total number of days for which a student has been suspended in the current school year reaches 20 days, the parents may appeal the suspension under section 29 of the Education Act 1998, as amended by the (Education (Miscellaneous Provisions Act 2007).

6. Removal of Suspension (Reinstatement)

The parent/s (and pupil) must give a satisfactory undertaking that a suspended pupil will behave in accordance with the school code and the Principal must be satisfied that the pupil's reinstatement will not constitute a risk to the pupil's own safety or that of the other pupils or staff and will not have a seriously detrimental effect on the education of other pupils. The Principal will facilitate the preparation of a behaviour plan for the pupil, if required, and will re-admit the pupil formally to the class.

7. Review of use of Suspension

The Board of Management shall review the use of suspension annually to ensure that its use is consistent with school policies and that the use of suspension is appropriate and effective.

Expulsion

1. Expulsion: Authority

The Board of Management of CBS Roscommon has the authority to expel a student.

Expulsion is an option in extreme cases and will be utilised in accordance with Section 12 of the terms of 'Developing a Code of Behaviour: Guidelines for Schools' (NEWB/TUSLA).

The Board of Management of CBS Roscommon will take all necessary steps to address the issues and to avoid expulsion of a student including, as appropriate:

- Meeting with parents and the student
- Making sure the student understands the possible consequences of their behaviour if it should persist
- Ensuring that all other possible options have been tried

- Seeking the assistance of support agencies as set pit under Section 12.2 of the ‘Developing a Code of Behaviour: Guidelines for Schools’ (NEWB/TUSLA).

The Board of Management of CBS Roscommon will have exhausted and considered all other interventions, and will have formed the view that they have exhausted all possibilities for changing the student’s behaviour.

2. Expulsion: Grounds

The decision to expel a student will be taken where:

- a student’s behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.
- a student’s continued presence in the school constitutes a real and significant threat to safety.
- a student is responsible for serious damage to property

Every effort will be made to have an emotionally disturbed pupil referred for psychological assessment without delay. Help will be sought also from services within the wider community i.e. Community Care Services provided by the Health Services Executive.

3. Procedure for Expulsion

- A detailed investigation shall be carried out by the Principal.
- A recommendation to the Board of Management shall be made by the Principal
- The Board of Management shall consider the recommendation
- The Board of Management shall consider a hearing.
- Consultations arranged by the Educational Welfare Officer.
- Confirmation of the decision to expel.

4. Appeal

At the time when parents are being formally notified of an expulsion, they and the student are told about their right to appeal in accordance with Section 12.5 of Developing a Code of Behaviour: Guidelines for Schools (NEWB/TUSLA).

Summary for the School Journal

The standards and rules contained in this code of behaviour apply within the environs of the school. They also apply outside the school and in any situation where the student is still the responsibility of the school. Examples include attending school games, tours, extra -curricular activities or other school-related events. They apply where the student can be readily identified as a student of the school by their school uniform. This includes travel between the home and school. The School Rules may also apply where the students engage in serious misbehaviour outside the school and their actions are deemed to have a direct impact on the school or on the reputation of the school.

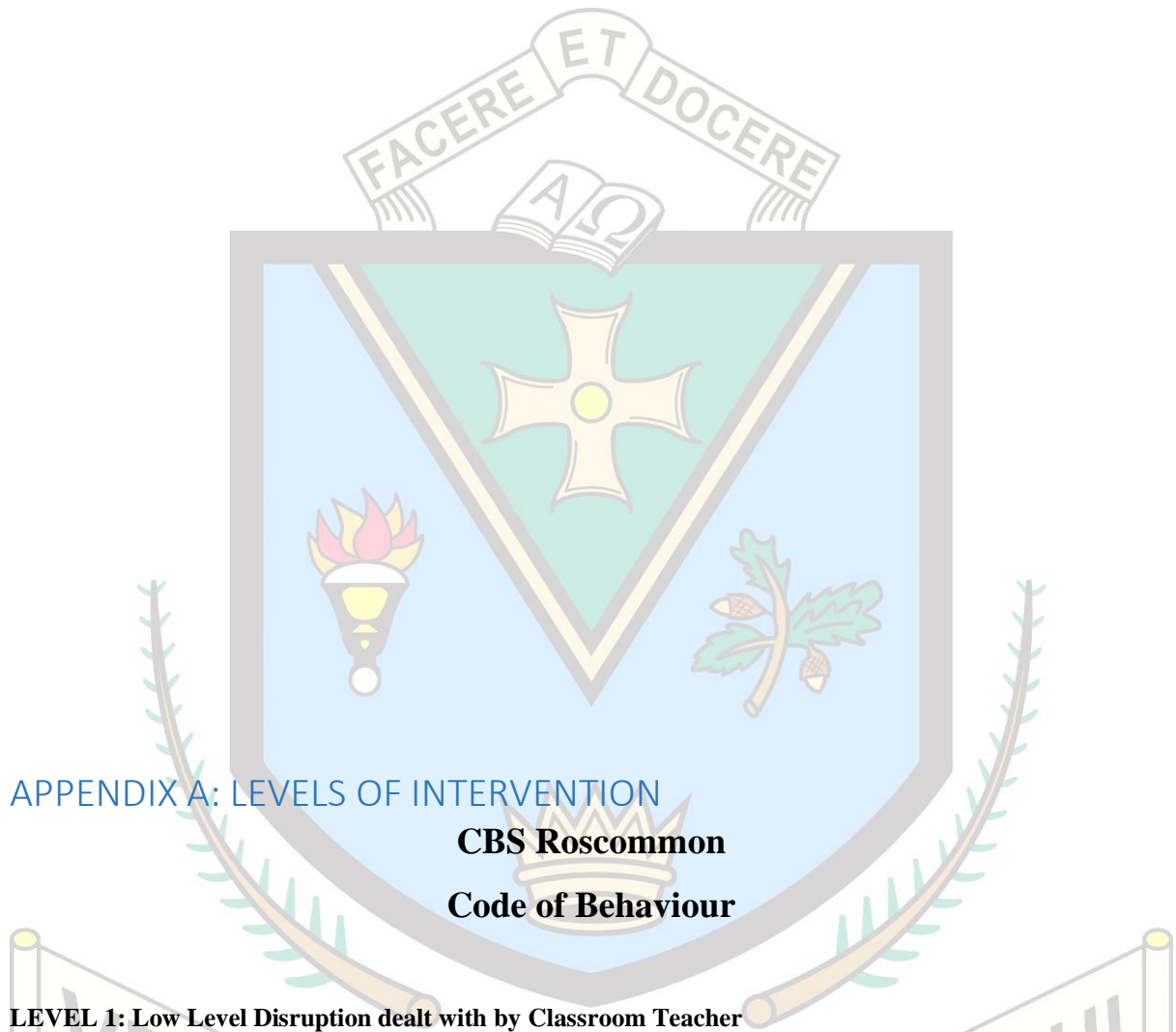
1. Students must show respect for the rights of others at all times. This rule particularly forbids:

- (a) Bullying of any kind.
 - (b) Chewing, drinking or eating in class
 - (c) The possession or use of aerosol sprays, tippex or similar products.
 - (d) Theft, damage and/or interference with the property of the school, staff members, school visitors or other students.
 - (e) Disruptive behaviour which prevents a teacher teaching and/or student learning.
 - (f) Any action that puts others at risk of injury.
 - (g) Food and drink may be consumed only in the General-Purpose Area and school grounds during break times. The chewing of gum is forbidden.
2. All Students should be punctual for class. Students should be present at 8.55am in the morning. Students who are not on time for the first class in the morning should ‘sign in’ at the school office. Students must remain on the school premises from 8.55 am to 3.40 pm unless they are taking part in an organised school activity. [Attendance and Participation Policy].
 3. Students shall treat staff, fellow students and visitors to the school with dignity, due respect and courtesy at all times. Behaviour such as verbal or physical abuse of staff, visitors and students will be sanctioned up to and including expulsion.
 4. Students must attend every class assigned to them on their timetable. Visits to the toilets and lockers, routine messages, etc. shall be restricted to break times.
 5. Students should have the appropriate textbooks, notebooks and writing materials with them for each class. At all times, students should have their school journal with them.
 6. Smoking is prohibited on the school premises, in the immediate vicinity of the school and on school activities. The public ban on smoking was introduced by the Tobacco Smoking (Prohibition) Regulations 2003. This legislation bans “smoking tobacco”.
E cigarettes produce vapour as opposed to smoke and therefore are not included in the prohibition. In spite of this, it is at a school’s discretion if they wish to ban e-cigarettes. CBS Roscommon will not allow the use of E-cigarettes on the school premises.
 7. No student may possess, distribute, consume or be under the influence of alcohol or drugs during school hours or any activity organised by the school.
 8. The use of mobile phones on the school premises is forbidden at all times unless under the supervision of a teacher for educational purposes. Phones are not allowed to be used during the school day i.e., at break, lunch or between classes. Phones may only be used for educational purposes under the guidance of a teacher. If confiscated they may be collected only by parents/guardians.

9. Earrings, nose studs, eyebrow rings/bars or other items of facial piercing must be removed before entering the school grounds for Health and Safety reasons.
10. Student hairstyles must conform to the requirements of the school community. These requirements are in place to maintain a reasonably uniform appearance. Currently, the requirements are:
 - (a) Hairstyles must be of a natural colour.
 - (b) No extreme hairstyles will be allowed.
11. Personal hygiene extends to all students whereby students are expected to come to school clean and tidy.
12. The use of aerosol deodorants in changing rooms after PE/Games is forbidden, only roll on deodorant is permitted. (PE Policy)
13. Students must never behave in a manner that would damage the reputation of our school.
14. It is each student's responsibility to look after his own journal, to see that it is used appropriately and that it is not defaced.
15. If a student feels unwell during the school day, he should go to his Year Head, Deputy Principal or Principal who will arrange for the school office to contact home if necessary. **Students should not contact home themselves** in such circumstances, any student who does so will be placed on detention.
16. Any action by a student whether inside or outside the school, which is damaging to the school or brings the school into disrepute is a breach of school rules.
17. Further to the above rules any other breaches of discipline will be dealt with at the discretion of the Principal and the Deputy Principal.

Health & Safety

- Toilets should normally be used at break-times only.
- Chewing gum is not allowed in school.
- Students may only enter practical rooms/computer rooms with their teachers.
- School bags must remain outside the classrooms of practical subject and placed in the bag holders provided outside such classrooms.



	Desired Behaviour in our School	LEVEL 1: Low Level Disruption dealt with by Classroom Teacher Possible Interventions
1	Show respect for people and property	<ul style="list-style-type: none"> - Verbal warning. - Extra work - Note in journal to be signed by parents - Reminder of agreed rules - Move seat - Stand up - Sent to different classroom
2	Be punctual	
3	Bring all relevant equipment/uniform	
4	One voice	

5	Listen	- Explanation of expected behaviour before being readmitted to class.
6	Co-operate	- Confiscation of mobile phone
7	Do your best to learn	- Tick in Journal (3 ticks merits detention)
8	Follow school rules	- Sent to DP for 'late stamp' (2 unexplained lates merits detention)
9	Complete homework	- Automatic detention in consultation with the Year Head
10	Attend all classes	- Apology before being readmitted to class
11	Speak kindly	- Confiscation of ear-rings or other non-uniform items
		- Requested not to return to school until unnatural hair colour is removed
		- Withdrawal of privileges

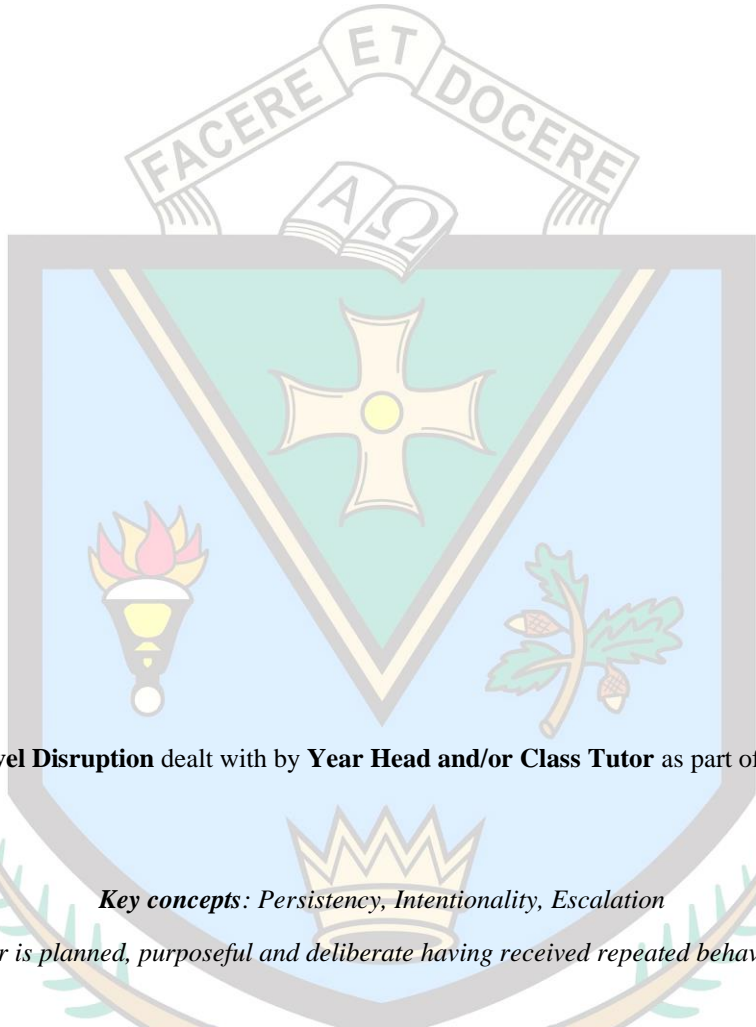
Breaches within the classroom may include:

- Late arrival/ late to class
- Failure to bring relevant equipment
- Unauthorised use of mobile phones/personal equipment
- Disruptive chatting
- Failure to complete work/homework
- Chewing gum
- No School Journal
- Throwing items across classroom
- Eating and drinking in the classroom
- Disrespectful or inappropriate attitude or comments
- Defacement of the School Journal

Breaches outside classroom [to be dealt with by the staff member who encounters them] may include:

- Incorrect uniform
- Out of class without 'corridor/toilet pass'
- Littering
- Bad language
- Throwing food etc.
- Inappropriate behaviour on the corridor (for example pushing or /pulling
- Unauthorised use of mobile phone/personal equipment
- **Students would only leave class with the permission of their teacher to go to the toilet or locker; the students' journal would be signed by the class teacher giving permission to the student to leave the class and signed on his return;**

Permission must be obtained from the incoming class teacher before leaving class to go to toilet or locker.



LEVEL 2: Mid-Level Disruption dealt with by **Year Head and/or Class Tutor** as part of a whole school approach

Key concepts: Persistency, Intentionality, Escalation

Student behaviour is planned, purposeful and deliberate having received repeated behaviour interventions

	Desired Behaviour in our School	Possible Sanctions/Interventions
1	Show respect for people and property	– Detention
2	Be punctual	– Note in journal to be signed by parents
3	Bring all relevant equipment/uniform	– Parents contacted through Journal, phone call, letter
4	One voice	– Meeting with parents/guardians
5	Listen	– ‘Put on Report’ – daily monitoring
6	Co-operate	– Explanation of expected behaviour before being readmitted to class.
7	Do your best to learn	– Repair or replace
		– Consultation with the Guidance Team where it is deemed helpful
		– Formal/Written apology

8	Follow school rules
9	Complete homework
10	Attend all classes
11	Speak kindly

Breaches within the classroom may include:

- Intentionally teasing and taunting
- Intentionally defying
- Careless damage to property of school, staff or students
- Verbal and physical disrespect
- Inappropriate behaviour on the corridor (for example pushing or /pulling)
- Continued breaches at Level 1
- Bullying
- Throwing items across the classroom
- **Students would only leave class with the permission of their teacher to go to the toilet or locker; the students' journal would be signed by the class teacher giving permission to the student to leave the class and signed on his return;**

Breaches outside classroom [to be dealt with by the staff member who encounters them] may include:

- Continued breaches at Level 1

LEVEL 3: High Level Disruption dealt with by **Year Head, Deputy Principal and Principal**, as part of a whole school approach

Key concepts: Persistency, Intentionality, Escalation

Student behaviour is planned, purposeful and deliberate having received repeated behaviour interventions

	Desired Behaviour in our School	Sanctions/Interventions
1	Show respect for people and property	– Parents contacted by letter – Suspension
2	Be punctual	– Re-introduction of pupil to class in negotiation with the teacher involved
3	Bring all relevant equipment/uniform	– Repair and/or replace
4	One voice	– Permanent suspension/expulsion – Consultation with the Guidance Team where it is deemed helpful
5	Listen	– Referral to external agency
6	Co-operate	– BOM involvement re behavior plan
7	Do your best to learn	

8	Follow school rules
9	Complete homework
10	Attend all classes
11	Speak kindly

Breaches within the classroom may include:

- Discriminatory behaviour
- Serious or repeated physical or verbal intimidation
- Assault/fighting
- Possession/distribution of alcohol/drugs/pornography/weapons
- Theft
- Deliberately damaging property of school, staff or students
- Smoking/Vaping
- Persistently skipping classes
- Blatant refusal to follow instructions
- Absence 'without leave' from class for all or part of school day. – Unauthorised leave or permission and not following school one way system
- Continued breaches at Level 2
- Making an audio or visual recording without explicit permission
- Tampering with the Fire Alarm and or Fire Safety Equipment
- Misuse of Information Technology or IT equipment.



Appendix B Edmund Rice Centre class rules

Edmund Rice Centre

Class Rules

Copy



- Be careful and kind



- Listen when someone is talking to us and obey safety rules.



- Look after each other's things.

- Put our hands up to talk in a group.



- Sit nicely in school and no running inside.



- Keep our hands to ourselves – No hitting, biting or spitting at anyone. Respect everyone.

Adopted and Ratified by the Board of Management: May 2015;
Review Date: May 2016
Ratified June 15th, 2016
Review Date: May 2017

This policy was approved by the Board of Management on:

DATE.....

Signed:
Chairperson of Board of Management.

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Secretary to the Board

