

CBS Secondary School Midleton

Established in 1867, Midleton C.B.S. is a Catholic Secondary School for boys under the trusteeship of ERST -The Edmund Rice Schools Trust, established in 2008. Based on the educational and religious values of Blessed Edmund Ignatius Rice founder of the Christian Brothers Schools; the principles which underpin the Edmund Rice Schools Trust Charter are guided by a philosophy of education that has at its centre the unique dignity of the human person as a child of God. We value the rich diversity that exists within our school community as evidenced by the variety of spiritual, ethnic, cultural, linguistic and special educational needs among our student body. We regard such variety as a gift that enriches the school and nurtures the growth and learning experience of all. We value the role that each student and their family plays within the school. We welcome, are sensitive towards and endeavour to respond to the individual needs of all. To this end Midleton CBS aims to foster a holistic educational environment which nurtures all aspects of student development including the spiritual, moral, intellectual, social, emotional spheres as well as the physical and mental health and wellbeing of every student in our care.

The Vision, Mission and Values of an ERST School

Vision:

Promoting full personal and social development in caring Christian communities of learning and teaching.

Mission:

To provide Catholic education in the Edmund Rice tradition.

Values:

The Five Key Elements of an ERST School are:-

Nurturing faith, Christian spirituality and Gospel-based values

Promoting partnership in the school community

Excelling in teaching and learning

Creating a caring school community

Inspiring transformational leadership

MISSION STATEMENT

Our school aspires to being a caring Christian centre of learning, where the promotion of Irish Culture, values of respect for self and others, honest endeavour and efforts to achieve full potential are nurtured.

RELIGIOUS EDUCATION, PASTORAL CARE AND GUIDANCE

Faith Development: As a Catholic school in the Edmund Rice tradition we have a special commitment to the development of the spiritual dimension of the lives of our members. Faith formation and the Religious Education programme play a key role. Students follow the State Programme in Religious Education at Junior Cert. Level which is appropriate for students of all faiths and those of no particular faith.

We hope that the gospel values inherent in the culture of our school will suffuse the values, attitudes and behaviours of all members of the school community and find expression through mutual respect and care for one another.

The school is open and welcoming to all and invites each member to share and to benefit from participation in our vision.

We participate in events and celebrate Catholic Schools Week each year. On May 5th we commemorate the feast day of our founder Blessed Edmund Rice. Every two years students from 5th year participate in the Edmund Rice Schools Trust World Immersion Programme in India where we have well established links and provide ongoing support to Christian Brothers schools. We are a Lead School in the Edmund Rice Education Beyond Borders (EREBB) global initiative. EREBB is an international network of Catholic schools educating young people from many different faiths and cultures in over 20 countries worldwide. Through our involvement we seek to encourage global solidarity among participating schools, especially with those in developing countries as we endeavor to promote transformational education for justice and liberation. Through our engagement with this process we have developed close links with other EREBB schools and centres in Ireland and in the UK. We have also created links with centres in Kenya, Bolivia and Peru where we have provided funding, support and assistance to development projects.

All pupils are expected to take an active and constructive part in Religious Education classes. A new school Oratory was opened in May 2106. CBS Pupils are encouraged to experience and explore faith related matters. They are encouraged to pray, to participate in class Masses and Retreats and in community, social and charitable initiatives from time to time. RE classes provide opportunity to discuss matters of faith as well as broader issues and concerns that pupils encounter in their lives. The aim is to transmit Catholic Christian values, to foster a sacred relationship with God and to encourage reflective thinking from a spiritual perspective on a range of issues of relevance in today's society.

All pupils can avail of the school's Guidance, Careers & Chaplaincy services. The school has a Pastoral Care team which meets regularly to discuss related matters or concerns. The Guidance Counsellor is available to pupils on an individual basis as well as in Guidance classes. Individual meetings can be for personal counselling or career guidance. In certain situations, having consulted with parents/guardians and obtained their consent, the school may seek other professional advice.

The school encourages all pupils to participate as much as possible in the many facets of life in the C.B.S. It is hoped that each pupil will regard the school as promoting a positive, forward-looking, Catholic Christian educational environment, where abilities, skills talents and potential can be nurtured and developed to the fullest. Positive commitment and loyalty to the school, its ethos, rules, values and ideals will be recorded and referred to favourably in future reference.

CODE OF ETHICS AND DISCIPLINE - C.B.S. MIDDLETON

(Last amended by B.O.M. June 2016)

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CODE OF ETHICS AND DISCIPLINE

(Discrimination in all its forms is prohibited in the school)

The School Rules originate in School Policy and aim to promote respect for all individuals within the school community, allowing each person to develop and reach their full potential. (Rules may be amended from time to time)

Admission to the school implies acceptance of its rules.

A. General Rules:

1. At all times, before, during and after school or in any school identity situation, students shall show respect and courtesy to all members of the school staff (both teaching and ancillary staff), to visitors to the school, to local residents & business and to members of the general public in shops, on roadways, footpaths and in public spaces. Disrespect, in whatever form or location will be regarded as a most serious offence incurring immediate and rigorous disciplinary sanction and/or penalty. Disrespect to and defiance of any member of the staff will be viewed as a very serious breach of discipline. It warrants immediate withdrawal from class and may include suspension. Any attempt to intimidate a member of staff both physically, verbally or by any other means will be viewed as a most serious lack of respect and will warrant serious disciplinary action.

2. Pupils must show due respect for fellow pupils. Bullying in all its forms (including by text, internet or other means) is not tolerated and will be thoroughly investigated and severely punished. Intimidation, assault or wilful support for or engagement in fighting without reasonable efforts to avoid; will result in suspension being considered as a sanction. Any activity of a pupil that offends or brings the school into disrepute will be regarded as a disciplinary issue. The school authorities are the arbiters of acceptable standards of discipline in all matters relating to pupil behaviour.

3. The use of foul, offensive, abusive or derogatory language or gestures is particularly objectionable and is forbidden.

B. Attendance:

The Education (Welfare) Act 2000 stipulates mandatory school attendance until 16 years of age.

School hours: Monday, Tuesday, Thursday and Friday.

8.15 a.m. School opens	10.50 -11 a.m. Morning break (10 mins.)	3.45 p.m. Classes end
8.50 a.m. Classes begin	1.00 - 1.45 p.m. Lunch break (45 mins.)	5.30 p.m. School closed.

On Wednesdays classes finish at 1pm. School bus timetables coincide with this arrangement.

School Office Hours: The Main Office opens at 8.45am and closes at 4.30 pm on Monday, Tuesday, Thursday & Friday. Office closes for lunch on those days from 1.15 – 1.45pm. On Wednesday the Office is open from 8.45am until 1.30pm.

1. Permission to leave the school during school hours must be obtained prior to any such absence i.e. a pupil must sign the office register and may not leave C.B.S. without the full knowledge and authorisation of those in authority. Non attendance or absence from school without a parent's or the school's prior knowledge or permission is a breach of attendance conditions (including confinement where such applies). Sanctions apply for breach of these rules.

1. A current note of explanation in the journal is required for permission to leave the premises during school hours, for absence, for lack of homework, lateness etc. In addition to a journal note, parents must phone the school office to inform the school authorities of a pupils' temporary absence during school hours due to an appointment etc. A register of all notified temporary absences will be kept in the office and will require a signature on the register prior to the pupil leaving the school premises. In the case of absences due to illness etc notes must be produced on the first day back in school after the absence.

2. Pupils who arrive on the premises after 8.50am in the morning or after 1.45 in the afternoon must sign the office register prior to reporting to a classroom. Pupils who arrive late for class may have a disciplinary sanction applied by their teacher. A pupil who is recorded in the office as "late" will have a school sanction applied. Arriving late to school without reporting to the office or without a note or failing to sign the office register will result in a serious disciplinary sanction. Persistent lack of punctuality will incur disciplinary sanctions and a meeting with parents.

3. As a concession, pupils may leave school grounds at morning break and lunchtime with parents written permission. Parents should note that when permitted pupils leave the school grounds at break times, they are not under school supervision- the school has no liability arising from such pupils being outside the school premises. Parents should also be aware that pupils who either drive or are passengers in vehicles during school hours or at break times do so entirely

at their own risk. (School Policy applies to pupils vehicles parked on the school premises). The official Form must be signed by a parent before permission for a pupil to leave the school premises at breaks is granted.

C. Uniform

Pupils must wear the full school uniform in a neat, clean and presentable condition at all times in school buildings, while on school grounds and when representing the school in outside activities. Jackets, coats, hoodies, hats etc may not be worn at any time once pupils arrive inside school buildings. All non-uniform items should be stored in a student locker or schoolbag. A pupil who presents for school or class without full school uniform must produce a current satisfactory note of explanation in his Journal from his parents/guardians. Pupils without a note must present to the Principal or Deputy or Year Head prior to attending class.

Pupils not in uniform are automatically confined to school grounds irrespective of the content of a note.

For wilful/repeated/regular non-compliance or disregard of the uniform rule: parents will be contacted and a pupil will remain out of class until he presents in his full uniform as specified - disciplinary sanctions will also apply.

Conventional black shoes must be worn by all pupils as part of the uniform at all times while on school property.

The C.B.S school uniform (stocked by local drapers) consists of:

- Plain mid grey shirt.
- C.B.S. Secondary Tie - navy blue with red diagonal stripe.
- Plain mid grey conventional school trousers - no slits - no jeans styles.
- Navy blue V-necked long sleeved pullover with C.B.S. crest.
- Conventional all-black shoes - no runners / trainers styles (or non-black trims) permitted.
- School Jacket -optional (available through the school only).

D. Conduct:

1. Pupils may not enter a classroom without being in full school uniform. No coats, jackets or hats permitted.

2. Jewellery is restricted to a watch and a ring. The wearing of facial, ear or tongue piercings or other such appendages / items are strictly forbidden on the school premises or in any school identity situation e.g. matches and trips. For breach of this rule, items will be held in the school office for safe keeping until collected by a parent/guardian.

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

3. Pupils must wear suitable sportswear for all P.E. and games. All sports clothing should have a name identity tag.

4. School property, furniture and environs should be treated with utmost care and respect.

The school operates a waste sorting & recycling programme as part of the Green Schools initiative. Litter should be placed in the appropriate bins around the school. Chewing Gum is prohibited. All members of the school community have responsibility for maintaining the cleanliness of our school environment to the very highest standards.

5. Any pupil who wilfully litters, damages, vandalises or defaces school property will have a severe disciplinary sanction applied and if necessary will be obliged to pay the cost of any repairs or replacement of items.

6. Every pupil is obliged to have an individual locked locker. Lockers are provided for a €5 annual rental. TandC's apply.

7. Personal property, books, clothing etc should be clearly marked with a pupil's name. Pupils' personal property is not covered by the school's insurance and school management cannot accept responsibility for loss or damage to it.

8. While moving about the school premises pupils must conduct themselves in an orderly and safe manner at all times. This includes on corridors, on stairs, in the lift, entering or exiting or within classrooms and on the school grounds.

9. Pupils may not enter a classroom before a teacher or without a teacher's clearly expressed permission. A pupil may be assigned to a specific desk or position within a classroom by a teacher.

10. At break and lunch times pupils must eat in the canteen or in designated public eating spaces ONLY. Pupils may not eat their lunch on the corridors or by their lockers or in stairwells. Rules on litter apply.

11. The Private Residential Areas near the school as well as the Edmund Rice Pastoral Centre are out of bounds to pupils.

12. All student vehicles parked on the school premises are subject to the school parking policy for students.

13. Offensive publications, images, data or recordings of any kind are forbidden in the school or where C.B.S. identity is involved. The school authorities are the arbiters of acceptable standards in this regard.

14. Pupil Mobile Phone and Personal Stereo Device (PSD's ie. ipod, mp3 etc.) must be switched off completely during and between classes. Ear/head phones should not be visible. Mobile phones and PSD's may only be used on the premises before 8.50 a.m. and after 3.45 p.m. and at break times i.e. from 10.50 to 11.00 a.m. and from 1.00 to 1.45 p.m. At other times any Mobile Phone or PSD used, seen, heard or switched on (incl. visible Ear/head phones) will be put into "safe keeping" and will only be released after the final class on the school day following the offence.

The unauthorised use of any device with picture image and/or recording capability is strictly forbidden on the school premises or in school identity situations (on buses, trips etc). Failure to comply with this is a serious disciplinary matter which can result in suspension from the school.

Please Note: The school takes no responsibility for any loss / theft / damage of any phone, PSD or other such device.

15. It is a condition of enrolment that parents and pupils accept the school's Policy on Drugs, Alcohol, Tobacco and Volatile Substances. (a) Any involvement with illegal drugs or with substances having mood or mind altering or hallucinogenic properties by pupils of the school and/or in school identity situations is absolutely forbidden and will be regarded as a most serious disciplinary matter. School policy stipulates that the school authorities may require a student to submit to a drug test at his parents'/guardians' expense. (b) The misuse of any volatile substance by a pupil while in a school identity situation is prohibited. (c) We view with deep concern the prevalence of under-age drinking. No pupil may possess or consume alcohol at any time, place, function or activity sponsored by the school or where C.B.S. identity is involved. (d) Smoking is forbidden in any part of the school or grounds or at, opposite or by the railing near the school entrance. (e) The use or mis-use of any device, object or implement which poses a health and safety risk to any member of the school community is a serious disciplinary matter. Disciplinary sanctions up to and including expulsion from the school may be applied to pupils who are in breach of the school's Policies on Drugs, Alcohol, Tobacco, and Volatile Substances.

16. Any conduct of a pupil likely to bring the school into disrepute, at any time or place, will be regarded as a disciplinary matter for the attention of the Principal, who may take corrective action if necessary.

E. Disciplinary Process:

1. Each teacher may invoke disciplinary measures within their class to deal with situations as they arise. Typically (but not exclusively) pupils and parents are made aware that behaviour and/or work are falling short of what is expected. Measures can include: warnings, applying sanctions, note(s) to parents in the journal, extra work etc.

2. If, following measures at (1) above, a pupil refuses or fails to comply/ improve; he may be "Booked". He may also get a "Referral" to the Year Head or Principal or Deputy if the progress of others or the conduct of class is hindered. The reason for the referral should be recorded on a "Referral Slip" and the offending pupil will be assigned written work to complete.

2. Where there are repeated bookings or referrals, a pupil's parents will be contacted with a view to enlisting their support. Such contacts will typically, but not exclusively, consist of written reports from the Year Head at each stage of the school's Disciplinary Process, detailing the problems which teachers and/or school management are experiencing with the pupil. It is open to parents to meet and discuss matters with the relevant school personnel by appointment.

3. Stages in the Disciplinary Process:

Stage 1: 3 Bookings/reports/referrals – Prescribed Penalty and/or Detention-Study and/or other Sanction.

Stage 2: 3 further Bookings/reports - Prescribed Penalty and/or Detention-Study and/or other Sanction.

Stage 3: 3 further Bookings/reports - Prescribed Penalty and/or Detention x 2 and/or other Sanction (eg. Confinement during break-time) including communication with parents to enlist their support.

Stage 4: 3 further Bookings/reports – As at Stage 3 above with a more Serious Formal Disciplinary Sanction considered. Suspension from school is applied at the Principal's discretion. All Suspensions are reported to The Board of Management who may review a pupil's place in the school at anytime.

In all cases of Detention or Supervised Study after school hours Parents and Pupils will be given at least 24 hrs advance notice (or by other prior arrangement). Parents/Guardians are responsible for their son's transport home afterwards.

Suspension from school: The Principal may suspend a pupil from Stage 4 of the Disciplinary Process or after serious misconduct. Where suspension is being considered, parents/guardians will be consulted and or invited to meet the Principal. All suspensions are reported to the Board of Management, to whom parents have the right of appeal.

Terms of Confinement: A pupil on a "confinement" "sanction is restricted to the Canteen or other specific designated area during break/lunch time for a prescribed period. Willful breach of "confinement" conditions warrants Suspension.

The Board of Management has the right to exclude, expel or refuse to re-enrol a pupil. Parents have the right to a hearing by the Board of Management before a decision is made. A proposal to expel a student requires serious consideration

For example:

- The Student's behaviour is a persistent cause of significant disruption to the learning of others or to orderly conduct of the teaching process.
- The student's continued presence in the school constitutes a real and significant threat to health and safety.
- The student is responsible for serious damage to property.
- Significant theft.

Where expulsion is considered, school authorities will have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour.

Expulsion for a first offence: There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code of behaviour could include:

- A serious threat of violence against another student or member of staff.
- Actual violence or physical assault against another student or member of staff.
- Supplying or possession of illegal substances or drugs.
- Sexual assault.

In the event of such a decision by the Board of Management a parent (or a student who has reached the age of 18 years) has the right of appeal to the Department of Education and Skills.

THE C.B.S. JOURNAL

- Your journal is important and must be in your possession and in good condition at all times.
- Homework should be clearly written in the journal for each school day.
- All notes from parents/guardians should be written in the journal.
- You must present your journal to a teacher for inspection immediately when requested to do so.
- A note of explanation for all absences, signed by a parent/guardian, must be entered in the pages provided at the back of the journal upon your return. Notes re: Appointments /temporary absences during the day, lateness, homework or uniform etc. should be entered in the designated pages.
- A teacher may write a note to parents/guardians on designated pages in the journal, which may require a signature. The duly signed note should be returned by the pupil to the teacher at the earliest opportunity.
- Defacing your journal in any way or removing pages is prohibited. Pupils are forbidden to write on or in another pupil's journal. Sanctions apply. The condition of a journal is the sole responsibility of the owner. The cost of replacing a journal that is wilfully presented in an unsatisfactory condition is €10.
- A replacement journal may be purchased from the Deputy Principal's office only.

School Policies

Admission to the school is conditional on acceptance of the school's policies.

The School has stated policies covering most areas of school life. Copies of Policies are available from the school office if specifically requested. Any clarifications or queries with regard to the operation of school, its rules and/or School Policies should be directed to the attention of the Principal.