

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

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Established in 1867, Midleton C.B.S. is a Catholic Secondary School for boys under the trusteeship of The Edmund Rice Schools Trust (ERST) established May 2008. Based on the educational and religious values of Blessed Edmund Ignatius Rice founder of the Christian Brothers Schools; C.B.S. Midleton aims to foster a holistic educational environment, which encourages the development of all aspects of pupils' lives including the spiritual, moral, intellectual, social, emotional and physical qualities of each student.

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

All pupils are expected to take an active and constructive part in Religious Education classes. Pupils are encouraged to participate in class Masses and Retreats and in community, social and charitable initiatives from time to time. R.E. classes every week allow an opportunity to discuss matters of faith and the concerns that pupils have in their lives. The aim is to transmit Catholic / Christian values, to develop a spiritual relationship with God and to encourage reflective thought from a religious perspective on a range of issues of relevance in today's society.

All pupils can avail of the school's guidance services. The Guidance Counsellor will be available to pupils on an individual basis and 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 C.B.S. life. It is hoped that each pupil will regard the school as promoting a positive, forward-looking, 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, values and ideals will be recorded and referred to favourably in future reference.

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 to their fullest potential. (Rules may be amended from time to time)

A. General Rules: Admission to the school implies acceptance of its 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), visitors to the school, local residents and members of the general public.

Disrespect to staff, in whatever form or location will be regarded as a most serious offence incurring immediate and rigorous disciplinary sanction and/or penalty.

2. Pupils must show due respect for fellow pupils. Bullying of others in all its forms, including by text or internet, is not tolerated and will be thoroughly investigated and severely punished. Assault on others or wilfully involving oneself in fighting without making reasonable efforts to avoid such a situation will generally merit suspension.
3. The use of foul, offensive or abusive language is particularly objectionable and is strictly forbidden.

B. Attendance:

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

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 knowledge or permission is a breach of attendance conditions, including confinement where such applies. Sanctions for breach of rules will apply.**

A note of explanation in the journal is required for permission to leave, absence, homework not done, lateness etc. **In the case of absences due to illness etc. this note must be produced on the first day back after the absence. Pupils arriving late, other than the classes where the roll is taken, must sign the office register prior to reporting to a classroom. Coming late to school or class without a note or failing to sign the register may result in disciplinary sanction or a booking. Persistent lack of punctuality will involve serious disciplinary measures.**

2. **As a concession, and only with parents written permission** may pupils leave school grounds at morning break and lunchtime. **Parents should note: when permitted pupils have left the school grounds at break times, they are not under the control or supervision of staff and the school has no liability arising from such pupils being out of the school.**

The official School Form and Journal Declaration must be signed by a parent before permission to leave is granted.

School hours:

8.15 a.m. School opens	11.06 a.m. Morning break (10 mins.)	3.30 p.m. Classes end
9.00 a.m. Classes begin	1.22 p.m. Lunch (44 mins.)	5.30 p.m. School closed

C. Uniform

Pupils must wear the full school uniform in a neat and clean condition while at school and when representing the school in outside activities. A pupil without full school uniform may not attend classes and must remain in the main hall unless he produces a satisfactory note of explanation in his Journal from parents/guardians to the Principal or Deputy Principal. Pupils not in uniform are automatically confined to school grounds irrespective of the content of the note (unless excused by the Principal or Deputy Principal). Repeated failure/refusal to wear the uniform will incur sanctions up to and including suspension.

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 trousers - no slits - no jeans styles.
- Navy blue V-necked long sleeved pullover with C.B.S. crest.
- Black Shoes - no runners / trainers styles permitted.
- School Jacket -optional (available through the school only)

1. **Pupils are not permitted to wear any additional outer garments in class other than the uniform and the optional school jacket.**
2. The wearing of studs, body piercing, facial appendages or items of jewellery is forbidden in the school. Pupils who breach this rule are required to place all such items in the office for safe keeping until a parent/guardian collects them. **In all cases the school authorities are the arbiters of acceptable standards of dress, hairstyle and grooming.**
3. **Pupils must tog out for P.E. and games.** All sports clothing and footwear should be clearly marked with the full name of the pupil.

D. Conduct

1. **School property, furniture and environs should be treated with care and respect.** Any pupil wilfully damaging or defacing school property or littering wilfully will have a disciplinary sanction and/or fine imposed and will be obliged to make good the damage. The school operates a waste recycling programme. Students are requested to place litter in the appropriate bins in and around the school.

2. **Lockers** are provided for pupil use for a small annual rental. Lockers are shared. **Conditions apply.**
3. **Personal property, books, clothing etc. should be clearly marked with the pupil's name. Pupils' personal property is not covered by the school's insurance** and therefore the school management cannot accept responsibility for loss or damage to it.
4. Pupils must conduct themselves in an orderly manner on corridors and school grounds and when entering and leaving classrooms. The 'one-way-system' should be obeyed at change of class times.
5. Pupils may not enter a classroom before a teacher or without a teacher's permission. A pupil may be assigned by a teacher to a place within a classroom and may not dispute this or leave that place without permission of the teacher.
6. At break and lunch times pupils may eat in the main hall and adjacent public spaces, not in classrooms. Rules on litter apply.
7. The Edmund Rice Pastoral Centre (Monastery) and lawn are out of bounds to pupils as are the residential areas nearest the school.
8. Pupils who drive vehicles to school must comply fully with school policy in relation to vehicle use.
9. Cycling on school grounds is prohibited. Cyclists must walk to and from the school gates to the designated bicycle area.
10. **Chewing gum, Spitting and Littering is not allowed in the school,** sanctions will apply for breach of rules.
11. Offensive publications, images, logos or recordings of any kind are forbidden in the school or where C.B.S. identity is involved. Disciplinary sanctions will apply. The school authorities are the arbiters of acceptable standards in this regard.
12. **Pupil Mobile Phone and Personal Stereo Device Policies. N.B. – The use of the picture image and/or recording capability of a mobile phone is strictly forbidden on the school premises at all times - failure to comply and/or misuse of a mobile phone or other recording device is a serious disciplinary matter which can result in suspension. All pupil mobile phones and Personal Stereo Devices (PSD's) must be switched off completely during and between classes. Mobile phones and PSD's may only be used on the premises before 9.00a.m. and after 3.30 p.m. and at break times i.e. from 11.06 a.m. to 11.16 a.m. and from 1.22 p.m. to 2.06 p.m. At other times any mobile phone or PSD used, seen, heard or switched on will be put into safe keeping and will only be released to a parent / guardian who collects and signs for it at the office after 3.30 p.m. on the day of the offence. Please Note: The school takes no responsibility for any loss or Theft of any mobile phone or personal stereo device.**
13. **It is a condition of enrolment that parents and pupils accept the school's Policy on Alcohol, Tobacco and Volatile Substances.** (a) Any involvement with **illegal drugs** by students of the school is absolutely forbidden and will put the student's place in the school in jeopardy. (b) The misuse of any **volatile substance** by a pupil while in a school identity situation is prohibited. (c) 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. We view with deep concern the prevalence of under-age drinking. (d) **Smoking** is forbidden within the school or the grounds or at/near the entrance. **Disciplinary sanctions up to and including expulsion from the school may be applied to pupils who are in breach of the school's Policy on Alcohol, Tobacco and Volatile Substances.**
14. **Any conduct of a pupil likely to bring the school into disrepute, at any time or place, will be regarded as a matter for the attention of the Principal, who may take disciplinary action if necessary.**

E. Disciplinary Process

1. Each teacher may invoke disciplinary measures within her/his class to deal with situations as they arise. Typically, but not exclusively, these will involve informing the student that his behaviour and/or work are falling short of what is expected, warning the student that sanctions will be applied unless he shows improvement, sending a note to parents in the student's journal, extra work etc.

2. If, following measures at 1 above a pupil refuses/fails to comply, he may be put on written report (booked) and possibly dismissed from the classroom, if class order and the progress of other pupils are hindered. The reason for dismissal will be recorded and the offending pupil will be assigned to the Main Hall for the remainder of the class period with written work to complete.

3. Where there are repeated reports/class dismissals, 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 come to the school to discuss these with the relevant school personnel. Please telephone for appointment.

Stages in the Disciplinary Process:

Stage 1: 3 reports/dismissals – 2 weeks confinement to school grounds plus detention.

Stage 2: 3 further reports/dismissals - 2 weeks confinement plus detention.

Stage 3: 3 further reports/dismissals - 2 weeks confinement plus detention.

Stage 4: 3 further reports/dismissals - 2 weeks confinement plus detention and one day suspension.

Stage 5: 3 further reports/dismissals – Longer confinement with detention and longer suspension.
can be applied at the Principal's discretion, with Board of Management review of the pupil's place in the school.

After-school detention: Parents will be notified in advance and are responsible for their son's transport home following after-school detention.

Suspension from school: The Principal may suspend a pupil from stage 4 onwards or after serious misconduct. Where suspension is being considered, parents/guardians will be invited to come to the school 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 may not go beyond the area defined by the main block of the school including the front car park and playing field as far as the centre gate. The athletics park, the areas behind the main block, the rear block/dressing rooms and the front blocks are out of bounds.

4. 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. 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 Science.

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: lateness, homework or uniform should be entered in the designated pages.
- A teacher may write a note to parents/guardians on the designated pages in the journal, which may require a signature. The duly signed journal should be presented for the teacher's inspection by the pupil at the earliest opportunity.
- Defacing your journal in any way or removing pages is prohibited. Pupils are forbidden to write on/in another pupil's journal. Sanctions apply. To replace a journal that is wilfully presented in an unsatisfactory condition will cost €10.
- A replacement journal may be purchased from the office with the prior approval of your Year Head 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 Principal.