

MIDDLETON C.B.S.

CODE OF ETHICS AND BEHAVIOUR

Introduction:

Midleton C.B.S. wishes to clearly set out a Code of Ethics and Behaviour for our school community which reflects the values of Edmund Rice as clearly expressed in the Edmund Rice Schools Charter. The Code encourages active participation by all of the partners in this community – the students, the parents, school management and staff, - to ensure the Code of Ethics and Behaviour works to the benefit of all and creates an environment in which the welfare of all is protected. This code should be read in conjunction with other relevant School Policies, particularly the Anti-Bullying Policy.

The school's Code of Ethics and Behaviour is rooted in our Mission Statement which states that:

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.

The five key elements of the Edmund Rice Charter within which our school mission, ethos and expectations are grounded are:

- *Nurturing Faith, Christian spirituality and Gospel-based values*
- *Promoting Partnership*
- *Excelling in Teaching and Learning*
- *Creating a caring school community*
- *Inspiring transformational leadership*

The elements of the charter are at work in our school as students are encouraged to take responsibility for their own behaviour and learning, and to help create a healthy, safe and happy environment, in which everyone can learn and develop. Student leadership and innovation are encouraged and promoted. The school partners seek to promote personal dignity and safety so that all members of the school community may work and learn together, free from harassment, bullying or disruption. The school promotes a disciplined work ethos and rewards initiative. It seeks to assist students to develop their talents and skills for the benefit of all. The school acknowledges, affirms and appreciates the genuine efforts of the entire school community to make it a better place for everyone.

This Code of Ethics and Behaviour is underpinned by three principles for all members of the school community:

- **We Care**
- **We are Respectful**
- **We are Responsible**

Creating a positive school environment:

The Board of Management and staff in Midleton C.B.S. strive to maximise the likelihood of positive student behaviour. This is achieved by:

- Creating a clear set of expectations, rules and routines that are outlined in the code, taught to the students and practiced daily.
- Having high expectations of the students

- Staff modelling respectful behaviour
- Offering relevant programmes and a wide range of extra-curricular activities, thereby encouraging the engagement of all students
- Staff, starting with Subject Teachers communicating with parents about positive and negative behaviour patterns
- Being aware of relevant factors in students' lives
- Showing fairness
- Working to ensure excellent staff collaboration and staff induction
- Providing effective student support services including Pastoral Care Team, Guidance Team, SEN Support Team, Class Tutor and Year Head system.
- TY mentoring programme
- Having a comprehensive First Year Induction Programme
- Having a positive school climate
- Showing an interest in the pupils' achievements outside of school
- Maintaining a clean and tidy environment

Promoting Positive Behaviour:

We believe that noticing and affirming positive student behaviour is essential.

Teachers promote positive behaviour by using the following strategies:

- Noticing positive behaviour
- Class Tutor feedback
- Term reports
- Note/Merit in Student Journal
- Call home
- Positive comments to individuals
- Acknowledging extra-curricular achievements

Using a reward system in class that acknowledges effort, participation, achievement and improvement regarding class work and behaviour e.g. giving a student no homework in the teacher's subject for one evening.

Whole school strategies to encourage and promote positive behaviour:

- Awards Day – recognises progress, achievement, participation and effort in school.
- Variety of sports, reports on matches/events
- Encouraging students to take a leadership role in the school including Student Council and mentoring
- Public speaking and debating
- Class Rewards
- Outdoor pursuits and adventure trips
- Various class visits/trips/tours
- School teams entered into schools competitions

- Recognition of achievement on School Newsletter/Website/Local Media/School Social Media accounts

School Expectations and Standards:

These are the expectations for our school community to ensure a positive and hard-working teaching and learning environment within which every student can reach their potential.

1. **That you show respect, courtesy, consideration and good manners in your dealings with teachers, other staff members, visitors and the local community.**

This means;

Full cooperation with all staff members in the classroom

Full co-operation with all staff on the corridors, in the canteen and on the school grounds

Full co-operation with all staff on any school related activities.

Not being aggressive or defiant in behaviour or language

Not using foul language in your daily interactions with students or teachers or in the presence of any members of the school community

Carrying out instructions

Respectful behaviour towards staff in interactions outside of the school setting.

Respectful behaviour towards staff in use of Social Media

Respectful behaviour towards our local community – this applies particularly for senior students who have the privilege of going to town at lunchtime.

Because

Smooth running of the school environment demands it

The opportunities for learning need to be maximised

Mutual respect is important

Students who bring discredit to the school by their behaviour outside the school may be subject to disciplinary action within the school

2. **That you have respect and consideration for other students**

This means

Being fair to everyone

Helping other students if they need help

Not using foul or aggressive language with other students

Not picking on or bullying others

Not fighting in or out of school

You respect the property of others

Because

Mutual respect is important

Everyone has the right to be treated with respect

Bullying can cause fear, hurt and misery.

We want our school to be a safe place

It could cause serious injury or accidents

Defacing/damaging school property is destructive and shows a lack of respect for the school community of which the student is a member

3. That you come to school every day and arrive on time

This means:

That you attend every day unless it is absolutely unavoidable

That if you miss school you bring a note in your journal and present it to your Class Tutor and the teachers of classes you have missed if requested to do so.

That if you leave school during the day, you bring a note to the relevant Deputy Principal in the morning for permission to sign out in the school office

Junior Students who enter the school premises in the morning may not leave the school without permission.

That at the beginning of the morning and afternoon session, you are in your place on the second bell

That you arrive at all classes/school events on time and not delay on the way at lockers or in the toilets

Lockers to be used at designated times (until 8.45am, 10.50 - 11.05 am, 1.05 – 1.45 pm and at the end of the school day)

That if you arrive late you must sign in at the school office with a note of explanation from your parents/guardians

Because:

Time missed is hard to make up.

The school is entitled to an explanation

The school is responsible for you during school time

It shows courtesy and respect to your teachers

Good attendance and good timekeeping helps all students do well.

Late arrivals impact on the teaching and learning environment

4. That you come to school in full uniform which is clean and tidy.

This means:

That you wear the school shirt (plain mid grey shirt for Junior students, white shirt for Senior students), school tie, school jumper with crest, grey slacks and black polishable shoes only (no runners or other footwear) during school hours and during school-related activities including trips unless otherwise specified.

That students are expected to be neat and tidy in their appearance.

No other items of clothing should be worn over the uniform while in the school buildings.

That you do not wear jewellery including rings or earrings or other piercings on your person.

Because:

This is the uniform agreed to by students, parents and the school authorities – Students should wear it with pride.

We all have a responsibility to maintain the image of the school

Final decisions on acceptable standards of appearance and dress rest with the school management because they have to make decisions on what is best for the image of the school.

5. That you do your best to work both in class and at your homework

This means

That you listen to and cooperate with your teachers

That you do not disturb or disrupt the class

That you do your homework each night, reading, written and oral

That you always carry your journal and take down homework in it

Because

The teacher has a right to teach

All students have a right to learn

It supports the work done in class

It helps you to organise your homework so that you will have success in school

It ensures a positive teaching and learning environment to achieve success.

6. That you come properly prepared for your subjects

This means

That you have proper books, pens, copies etc

That you respect and care for all your books and equipment.

That you bring any special equipment needed e.g. P.E. gear, drawing equipment etc

That you have completed projects and assignments as per deadlines

That you go to your locker at designated times – mornings until 8.45am, 10.50 - 11.05 am, 1.05 – 1.45 pm and at the end of the school day.

Because

You waste time if you have not got them

You cannot do the subject without them

You should not disrupt the running of the classroom

7. That you respect the classroom and school environment

This means

Keeping the school clean and free of litter

Litter must be placed in bins

Eating and drinking is allowed only outside, in the school canteen provided for such purpose or in the designated areas.

No drinks or food are allowed in classrooms or on corridors

No liquid Tipp-Ex

No chewing gum

Not returning to the school grounds after school hours, at weekends or during the holidays

Not marking or interfering with school furniture

You do not enter classrooms without a teacher being present

Because

Everybody benefits from working in a pleasant environment

The health and safety of all members of the school community is important

Chewing gum is unhygienic

Middleton C.B.S. is Private Property

It is respectful to all members of our school community to have a clean learning environment

It is important to recognise and respect the work of the support staff in maintaining a clean school environment.

8. That you have your school journal with you at all times

This means

Your journal is visible on your desk for all classes

You use your school journal to record all homework/classwork or study as required by each subject teacher.

All signed notes for absences are presented in your school journal

You may be asked by any staff member to present your journal and must do so

You do not deface your journal or any other journal with inappropriate or personal markings in any way

If the journal is lost you must report to your Year Head and a new journal purchased.

Because

The school journal helps you stay organised and remember the work for all your subjects

The school journal is the primary means of communication between your teachers and home

The school journal may be inspected by the DES inspectorate at any stage during the school year

9. Electronic devices such as laser devices and smart watches etc. are strictly forbidden on the student's person. The school reserves the right to specify further items and if necessary this will be communicated to parents.

This means

All such items are left at home

The classroom is respected as a learning space where the teacher directs the use of technology

Because

The school cannot accept responsibility for valuable items

The school is a learning environment in which students should be fully engaged

Students should not distract other students learning with non-school related items

10. **The school Substance Use Policy forbids possession or use of cigarettes (including e-cigarettes) , alcohol or drugs on the school premises or while engaging in school activities. This applies also when students are in school uniform.**

11. **Mobile phones must not be used on the school premises**

This means

Mobile phones must be powered off, not simply silenced, on entering the school grounds

Students are not allowed to have their mobile phones on their person once they have entered the school. It must be turned off and placed in their locker or in their bag. This extends to all school related activities.

Mobile phones must be left off for the duration of the school day – including break time and lunch time

Students wishing to contact home if they are feeling sickly must first approach the relevant Deputy Principal who may give permission to contact home through the school office if necessary.

The school management does not accept responsibility for loss or damage to any phones in any circumstances.

Because

This forms part of the school's Anti Bullying Policy

School is a learning environment and should not be disturbed or disrupted in any way

Access to technology is teacher directed

SANCTIONS

PLEASE NOTE: Sanctions are a response to help students change behaviour. They are necessary to show disapproval of, and to discourage unacceptable behaviour. They help students to understand that they have choices for their own behaviour and that all choices have consequences.

A refusal to co-operate with sanctions under the School Code of Behaviour is deemed a breach of the School's Code.

In accordance with *Developing a Code of Behaviour* (NEWB 2008), sanctions should be proportionate to the nature and seriousness of the behaviour. Certain factors will be considered such as:

- **The frequency, duration and persistence of the behaviour**
- **Whether it is part of an escalating pattern of poor behaviour**
- **The context of the behaviour, including a student's personal circumstances**

For students who have been sanctioned under the School's Code of Behaviour, up to and including suspensions, the privilege of attendance on school excursions will be reviewed.

The following sanctions do not represent an exhaustive list of inappropriate or unacceptable behaviour and each individual case will be dealt with on its merits by the school authority.

In some cases a number of sanctions may be issued in response to student breaches of the school code.

A sanction is a form of positive intervention. Sanctions are used as part of a wider plan to help the student to learn. They are used in conjunction with pastoral support in line with our Pastoral Care Policy.

When any sanction including suspension is completed, a student should be given the opportunity and support for a fresh start. Although every case will be dealt with on its merits, the school management may take account of previous records of good and/or poor behaviour in the school in the same academic year. Students will be given the opportunity for a fresh start at the commencement of each academic year.

On breach of school rules:

1. Students will be issued with a verbal warning by teacher.
In addition to a verbal warning a teacher may:
 - a) Have a quiet word with student
 - b) Remind the student of choice and consequence of behaviour
 - c) Assign new seating arrangements,
 - d) Assign extra subject based work
 - e) Confiscate contraband items eg earrings/phones
 - f) Insist that the student presents apology/work before the next class with the subject teacher
 - g) Liase with Class Tutor, Guidance Counselor or Year Head as appropriate if ongoing concerns on student's engagement with classwork
2. On a further breach in the class or over a period of time, the teacher will issue a note in the student's journal that must be signed by parents. It is the student's responsibility to return the signed note to the issuing teacher at the beginning of the next class. Failure to produce signed note may result in a Behaviour Booking.
3. A Behaviour Booking is issued by the teacher if the behaviour does not improve. On the Booking the teacher notes the previous infringements and outlines the actions taken to resolve the issue. The booking is presented to the relevant Year Head. Teacher makes note of the issued Behaviour Booking.
4. If a student has accumulated three Behaviour Bookings, the Year Head may place the student on detention depending on the nature of the Bookings. This sanction will be communicated to parents.
5. For a serious misdemeanour – **see Appendix 1** – a student may be awarded detention and/or community service.

Sanctions that may be imposed on students by the Year Head, Deputy Principals or Principal following breaches of the school code include:

- Contact with parents
- Consider the withdrawal of the privilege of attendance on school excursions.

- Repair or replacement of property damaged by students must be paid for by them. Student lockers should be locked at all times.
- The privilege of being allowed off campus for Senior students will be reviewed.

Overview of Interventions:

- Verbal Warning
- Note in Journal
- Report Card
- Lunchtime detention and/or Community Service
- After School Detention and/or Community Service
- Suspension

A student can only be placed on lunchtime detention or community service by the Year Head, Deputy Principal or Principal. In normal circumstances lunchtime detention will only be applied after the student has received a number of verbal reprimands. Normally a student will be informed a day in advance of their detention and it will be noted in their journal. However, an immediate detention may be imposed if the situation warrants it.

Detention lasts 30 minutes. Students are allowed 5 minutes at the beginning of their lunchbreak and are allowed 5 minutes at the end. The detention room will be supervised by a teacher who will record all who are present in the detention book and assign work for them to complete. This work must be attempted and handed back up to the teacher. Students must present their school journal to the supervising teacher to have it signed. Students who fail to turn up for detention, or arrive late, or do not follow the direction of the teacher in charge, or in any way disrupt the detention room may be faced with serving a further sanction.

After School Detention:

A student can only be placed on after school detention by the Principal, Deputy Principal or his Year Head. A standard letter is issued to parents notifying them of the date and time of the detention. Copies of the relevant documentation that led to the sanction being issued are kept on the students file. In normal circumstances afterschool detention will only be applied after a number of lesser sanctions have been served, however in cases of serious breaches of the school Code of Ethics and Behaviour the student can be placed on afterschool detention without having served a lesser sanction.

After school detention lasts 1 hour 20 minutes from 3:50 pm to 5:10 pm on a day decided by the school management in consultation with the staff. After school detention or community service can also be served on Wednesdays from 1:20 to 2:40 pm. The detention room will be supervised, the names of those present will be recorded and work will be assigned for students to complete. This work must be attempted and handed back up to the person in charge. Students who fail to turn up for detention, or arrive late, or do not follow the direction of the person in charge, or in any way disrupt the detention room may be faced with serving a further sanction up to and including suspension.

Suspension and Expulsion:

TÚSLA (formerly NEWB) Guidelines 2008 will be followed in respect of Suspension and Expulsion

Suspension:

In line with TÚSLA guidelines, normally, other interventions will have been tried before suspension. The decision to suspend a student requires serious grounds such as;

- The student's behaviour has had an effect on the education of other students
- The student's continued presence in the school at this time constitutes a threat to safety
- The student is responsible for serious damage to property

A serious incident of serious misconduct may be grounds for suspension.

Following suspension the school will support the reintegration of the student to assist in improving behaviour.

Expulsion:

A proposal to expel a student requires serious grounds such as;

- The student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process
- The student's continued presence in the school constitutes a real and significant threat to safety
- The student is responsible for serious damage to property
- A serious threat of violence against another student or a member of staff or a member of the local community or a visitor to the school
- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault of a member of the school community

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behaviour, a key difference is that, where expulsion is considered, school authorities have tried a series of other interventions, and believe they have exhausted all possibilities for changing the student's behaviour.

Attendance and Punctuality:

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

1. Students who are absent from class (for a full day or part of the day) must bring a note from their parents/guardians and present it to the Class Tutor and to the Subject Teachers if requested to do so. This note should be produced on the day that they return to school.

2. In cases where parents/guardians know in advance that a student will be absent for a period, they should contact the school by phone. Should you telephone the school explaining your son's absence, a written note is still expected on his return.
3. Parents/guardians must give the school a telephone number for emergency use e.g. When a student becomes ill and has to be sent home, we must contact the parents/guardians wherever they are.
4. Supervision of students begins at 8:10 am. No responsibility is accepted for students arriving before this time. Supervision after school ends at 4.55 pm. Students are expected to be in school by 8:45 am and 1:40 pm. Repeated lateness will result in detention or the withdrawal of the privilege of being allowed up town at Lunch Time for Senior Students.

The same level of courtesy and respect which we demand from the students in school is required at all times while travelling or waiting for the bus. Any misdemeanors will result in sanctions.

Appearance and Dress

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

The uniform consists of:-

Junior Students

- **Plain mid grey shirt**
- **C.B.S. Secondary School Tie – navy blue with red diagonal stripe**
- **Plain mid grey conventional school trousers – no slits – no jeans style**
- **Navy blue V-necked long sleeved pullover with C.B.S. crest**
- **Conventional all-black polishable shoes – no runners /trainer styles or non-black trims permitted.**

Senior Students

- **Plain white shirt**
- **C.B.S. Secondary School Tie – navy blue with red diagonal stripe**
- **Plain mid grey conventional school trousers – no slits – no jeans style**
- **Navy blue V-necked long sleeved pullover with C.B.S. crest**
- **Conventional all-black polishable shoes – no runners /trainer styles or non-black trims permitted.**

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

School Property and Environment:

1. Students are allowed go to the canteen at the following times.
8.10 – 8.45 am / 10:50 – 11:05 am / 1:05 pm – 1:40 pm
2. We are all responsible for litter. Students are expected to help in achieving a hygienic and pleasant environment in and around the school. To this end students are asked to recycle waste and litter in the appropriate bins.
3. Students who are deemed to be guilty of defacing school furniture or school property either inside or outside the school during school time will be subject to serious sanction up to and including suspension.
4. All students may be requested on occasion to participate in the school's multiple flags initiatives or other civic initiatives to promote a clean working environment for the school and the local community.

Supervised Study:

1. Study will begin promptly at 4:00 pm and conclude at 6:00pm on Monday, Tuesday and Thursday. On Wednesday study will run from 1:20 pm – 3:20 pm
2. Eating and drinking is not allowed during study.
3. Students must present in uniform and have all their own books for study and be silent at all times.

Supervised study is an integral part of the school's programme and every student who enrolls for supervised study automatically accepts the above rules. Any student who is in breach of these rules may be excluded from study during the current term with loss of deposit and not permitted to apply in the terms following

I have read and agree to this code of behaviour.

Signed: _____
(Parent)

Signed: _____
(Student)

Ratified by Board of Management on 14th May 2019.

Signed : *Joe Whyte* Chairperson

This code will be reviewed in January 2020

APPENDIX I

The School: This should specify that the “School” includes school buildings, grounds, play areas, public areas where students congregate coming to and going from school, and any other specific area that might apply.

Parents: For the purpose of the policy, Parents should be defined to include natural parents, foster parents, step parents, or guardian of the student concerned as applicable, or any person acting in loco parentis, either on a temporary or permanent basis, on the date of an incident.

Serious breaches of the Code of Behaviour include, but are not limited to:

- Endangering the safety or health of any member of the school community.
- Disrespect or defiance towards or harassment or intimidation of a member of staff or the bullying of another member of the school community.
- Possession, use, or supply of prohibited substances (including alcohol, drugs, or associated paraphernalia) in the school, on school trips, or in the course of any school-related activity e.g. school matches. Exception will be made only for legitimate medicinal use with the prior notification of the school authorities.
- Deliberate vandalism, including the writing of graffiti, in relation to school property or the property of a member of the school community or buses hired by the school.
- Interference with or persistent disruption of teaching and learning.
- Refusal to obey clear and reasonable instructions of staff members on a repeated basis.
- Smoking anywhere inside or in the immediate vicinity of the school grounds.
- The use of obscene, abusive, or otherwise inappropriate language.
- Stealing, fighting, or the possession of offensive weapons. In addition to being serious breaches that incur suspension, these are criminal offences that will be reported to the appropriate authorities.
- Tarnishing the good name and reputation of the school.
- Truancy.
- The Code of Ethics and Behaviour will apply in the same way to student behaviour at events off the school campus.

Less serious breaches of the Code of Behaviour include,

but are not limited to:

- Eating or drinking in class or other areas not designated for food and beverage consumption.
- Failure to complete assigned homework.
- Such classroom disruption as inattention, talking without permission, passing notes, and failure to have the books and equipment required for class.
- Running, shouting, or horseplay of any description anywhere in the school.
- Being late for school or classes.
- Use of mobile phones or possession of a mobile phone on the school premises.
- Loitering in the toilets.
- Not wearing the full school uniform.
- Wearing of jewellery, including rings and earrings.

