

# CODE OF BEHAVIOUR

- Each student and his/her parents are requested to read carefully the following Code of Behaviour. Attendance at Cashel Community School implies acceptance of this Code of Behaviour. Students and Parents/Guardians are required to sign this Code of Behaviour in the spaces provided.
- Respect for each other is central to maintaining a happy school community for all who attend and work here. The promotion of mutual respect is central to this Code of Behaviour.
- Cashel Community School endeavours, to the greatest possible extent, to provide an appropriate education for all students, and in that context, the right to education of the overwhelming majority of pupils must not be subverted by a disruptive minority.
- It is a fundamental requirement that students adhere to the Code of Behaviour and it is a further requirement that no action of a student in or out of school would damage the reputation of the school.

## Student Learning Diary

- (a) Each student is provided with a Student Learning Diary at the start of the school year.
- (b) The Student Learning Diary is designed to:
  - Monitor the student's attendance and punctuality
  - Monitor the day-to-day behaviour of each student and record detention
  - Provide a number of permission forms which require the signature of the student's parents/guardians
  - Provide a journal to organise homework on a daily basis
  - Provide information on the progress of the student
- (c) Each student is required to have his/her Student Learning Diary with them in all classes. In order to facilitate entries in the Absence Record or Permission to Leave School sections and to facilitate parents checking the Student Learning Diary it is essential that students bring home the Student Learning Diary each evening.
- (d) The record book is to be used for official purposes only. It is not a personal diary. Record books which are defaced (e.g. by offensive language, drawings, comments) will be confiscated and the student will be required to purchase a replacement. When a student has been absent, Parents'/Guardians must fill

in an absence form in the Student Learning Diary and record the absence on Compass.

- (e) The Record Book is an invaluable link between home and school. Parents are requested to check their son's/daughter's Student Learning Diary at regular intervals during the school term.
- (f) Each student is responsible for the safe keeping of his/her Student Learning Diary. Loss of the Student Learning Diary must be reported immediately to the Class Tutor. Loss of the Student Learning Diary will result in sanctions plus a replacement fee of €10 for the first and €20 for subsequent replacements of the Student Learning Diary.

### **Role of Parent/Guardian**

**The partnership between parents/guardians and Cashel Community School will create a positive and caring learning environment. The support and co-operation of parents/guardians is essential to the effective operation of the Code of Behaviour.**

Parents/guardians could foster this partnership by:

- a) Monitoring your son's/daughter's behaviour, progress, attendance and punctuality by regularly checking Student Learning Diary.
- b) Ensuring that your son/daughter attends school regularly, on time, in full uniform and is in possession of all materials necessary for their education as stipulated by the school.
- c) Contacting the school if you are concerned about any aspect of your child's behaviour and/or progress.
- d) Providing all necessary information to the school.
- e) Providing a note explaining a student's absence from school as required by the Education Welfare Act 2002.
- f) Making appointments through the school office (062-61167) to request a meeting with a teacher, Year Head, Deputy Principal or Principal.
- g) Attending meetings as requested by the school.
- h) Checking in at the office if you wish to meet a student or bring a student home early from school.
- i) Reading and becoming familiar with all of Cashel Community School policies and procedures.
- j) Highlighting the importance of respect to your son/daughter.

We are confident that with the support and cooperation of parents/guardians this Code of Behaviour will enable your son/daughter to achieve their full potential while attending Cashel Community School.

### **Bullying**

- (a) Every child has the right to pass safely through childhood in to adulthood. This right, which no person should take from another, includes the right not to be bullied. Bullying happens when one person or a group of people tries to upset another person.
- (b) Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.
- (c) Students are expected and encouraged to report any instance of bullying which they experience or observe.
- (d) It is the policy of Cashel Community School that all incidents of bullying will be investigated and that decisive action will be taken to resolve such a serious breach of the accepted code of behaviour.

### **Punctuality and Absenteeism**

**Students who attend class regularly and on time make progress in school. Poor standards of punctuality and attendance disrupt teaching and learning for all.**

- (a) Classes commence at 9:00am and students are required to be present in the school at 8:50am. Similarly, students are required to be present in the school ten minutes before classes resume in the afternoon. Students must be present between 8:50am and the end of the final class each day.
- (b) Punctuality is monitored after 9am. Students who are late for school in the morning must complete a 'late form'. The attending teacher will then record the lateness in the 'Punctuality Record' and this must be signed by the student's parent/guardian.

Students who are late for school in the afternoon must report to the Main Office on arrival with a written explanation from his/her parent/guardian.

- (c) Students must arrive to all classes on time. Students are expected to use the 10-minute intervals before classes in the morning and afternoon to prepare their books and to be ready for class as timetabled.
- (d) When a student has been absent, Parent/Guardians must fill in an absence form in the Student Learning Diary and sign it. The student must produce the completed form at roll call or on request.
- (e) It is expected that students will use the toilet facilities before 8:50am, during morning break and during lunch break. If a student needs to use the toilet facilities at a time other than those stated above, then the permission of the teacher of the class that the student is entering must be obtained.
- (f) Loitering in the toilet areas is not allowed.
- (g) Students who feel unwell may report to the office having first sought permission from the subject teacher.
- (h) In accordance with the terms of the Education Welfare Act the school will send a report to the Education Welfare Board on students who are absent in excess of twenty days.
- (i) School Management cannot accept responsibility for students who absent themselves from the school without permission.

### **Respect and Consideration**

A positive attitude to staff and fellow students allows teachers to teach and students to learn.

- (a) Students must show respect and courtesy to all staff and fellow students at all times.
- (b) Students must carry out their teachers' instructions, show interest in their class work and complete all homework as directed
- (c) Students must move between classrooms in a quiet and orderly manner. Students must only walk on the left hand side of the corridor. The top corridor is one way only.
- (d) All students must wait in an orderly manner outside the classroom until their teacher arrives.
- (e) Offensive language will not be tolerated.

## **Homework**

**Homework can take a variety of forms including:**

- Written assignments
- Creative Assignments
- Learning Assignments
- Revision Work
- Collecting information for projects
- Listening
- Preparing for debates, role plays etc.

A topic covered in class has to be studied for the next class and so it must be recorded in the Student Learning Diary. (SLD)

All homework, irrespective of format must be recorded in the SRB which is given by the school to the students specifically for this purpose. The Record Book is signed on a weekly basis by the parents/guardians of students from 1st through 3rd year. Record books are regularly monitored and signed by the tutor and are available to all teachers should they wish to communicate with parents.

**Parents are asked to support the school by assisting with the following:**

- Ensuring that students have a quiet area for study; equipped with a desk, chair and good quality lighting.
- Encouraging the student to complete each assignment.
- Ensuring that any part-time jobs do not interfere with the completion of homework and revision.

The school expects that all homework is completed on time and to the best of the student's ability. If a student is struggling with homework the parent/guardian should approach the teacher/tutor/year head to discuss the matter. Students who are absent from class due to participation in extra-curricular activities are expected to establish what work has been assigned and have it completed on schedule.

If a student is unable to complete an assignment it is the responsibility of the parent/guardian to communicate this to the teacher, through the SRB.

### **What is Homework?**

Homework takes different forms and these include.

- (a) Written work to be submitted to the teacher and/or produced in class for evaluation.
- (b) Reading of material already covered in class or in preparation for material to be covered.
- (c) Learning material which is a key or central aspect of many subjects.
- (d) Completing project work which may include research and writing up reports.
- (e) Revision of material covered on a daily, weekly and monthly basis. Reading and revision are of equal importance as the written aspects of homework.
- (f) Completing workbooks and reflective journals.
- (g) Practising answering examination questions in the time allocated for a state examination.
- (h) Practising skills acquired in a range of subjects with a practical component.

### **How Much Homework**

Research and best practice suggests that the amount of time spent by students on homework on each school day should be as follows.

<b>First Year</b>	-	<b>1 to 1.5 hours</b>
<b>Second Year</b>	-	<b>2. to 2.5 hours</b>
<b>Third Year</b>	-	<b>2.5 to 3 hours</b>
<b>Transition Year</b>	-	<b>Will vary depending on projects etc.</b>
<b>Fifth Year</b>	-	<b>3 to 3.5 hours</b>
<b>Sixth Year</b>	-	<b>3 to 4 hours</b>

Weekend study and revision together with a study and revision plan for school holidays and breaks in the school year are essential for third and sixth year students.

## School Uniform and Appearance

School uniforms, as the name implies, promote responsibility and uniformity within the school. Uniforms show that you are part of the school, hence giving students a sense of belonging to the school, while creating an identity for the school in the community. Wearing a uniform is a badge of pride, wearing your uniform with pride means you are being respectful to the school and is an important part of being a school student. It is our expectation that all students will wear the official school uniform, without modification at all times.

(a) The school uniform is:

- (i) A navy school pants/school skirt.
- (ii) White Shirt
- (iii) School tie
- (iv) School jumper
- (v) Shoes

Shoes must be black, brown or navy in colour. (Mixed colour combination stripes or logos are prohibited). Please note that only shoes constructed with leather uppers will be acceptable as part of the school uniform. Shoes should be durable and weather proof. We ask that the shoes used for the school are used for little else to ensure that they remain fit for purpose.

(b) Each student must wear full school uniform every day and be neat and tidy in his/her overall appearance (ties must be visible, undergarments must not be visible. Students are reminded that school jumpers are not to be rolled up and that belts in trousers should not be overtly visible. A breach of these rules is perceived as being a deliberate and calculated disregard for school rules.

(c) Hair must be neat and tidy at all times and of a natural colour. Hairstyles that are deemed to be in contravention of the spirit of the school rules are prohibited.

(d) The wearing of excessive jewellery, facial piercings and accessories is not permitted. Students are permitted to have 1 stud earring in each ear.

(e) Boys must be cleanshaven.

(f) The use of excessive make-up is not allowed.

(g) School P.E. gear is obligatory for all junior students.

- (h) Junior and TY students must wear the official school PE Gear for Physical Education. The official school track suit incorporates the school coat of arms and is available locally.
- (i) All 5th and 6th year student must wear appropriate P.E. Gear.

### **Respect for Property**

Responsible management of your property and of school facilities ensures that you are prepared for class. School facilities are for everyone and damage to property costs time and money.

- (a) All students are required to have a locker. Lockers must be kept secure at all times. Student must purchase their own lock for their locker. Students should use the locker facilities before 8.50 am, during morning break, lunch and after school.
- (b) Students who have school lockers must accept the following conditions:
  - No food or drink of any kind to be left in a school locker.
  - Lockers are liable to inspection at any time.
  - Students are responsible for all property left in their lockers.
  - Students should report any irregular interference with their lockers to their Year Heads.
  - Students are only allowed go to their lockers before and after school and at both break times.
  - Anyone infringing the above regulations may not be reallocated a locker.
- (c) Students should respect books provided through the Book Rental Scheme by covering books, keeping them securely and returning all rented books in good condition at the end of each year.
  - All books must be kept in good condition and free of writing.
  - Books must have un-damaged plastic covers or be covered with clear contact at all times.
  - Books must be returned clear of writing, in good condition and with an undamaged plastic cover.
  - Where books are lost or returned in an unacceptable

condition, the cost of replacing the book rests with the student.

- Very Important – Books which are found in school on lockers or bag-racks will be placed in lost property and a charge will apply for reclaiming each lost item.
  - A book inspection will take place annually.
  - It is in your interest to respect the property that is on loan to you, therefore please respect where and how you place your school bag at all times as well as the books themselves.
- (d) Students must show respect for school property. Writing on desks, walls, etc. is unacceptable. Toilets are for your use. Please keep them neat and tidy at all times. Food should not be consumed in the toilet areas.
- (e) Students must respect the personal property of staff and other students.
- (f) Each student is responsible for his/her own property and all items must be clearly labelled. The school cannot accept responsibility for goods lost in school.
- (g) Each student must provide himself/herself with a complete set of books, copies, equipment, etc. as instructed by the teacher.
- (h) In the interest of safety, schoolbags and equipment must not be left carelessly on the corridor.
- (i) Graffiti is a cowardly act you are better than that.

### **Procedure for leaving school during school day.**

**Cashel Community School is responsible for you during the school day and the following procedures are necessary to ensure your safety.**

- (a) (i) In order to obtain permission to leave the school, the student's parent/guardians must complete and sign the permission form in the Student Learning Diary. They must also complete the absence section on Compass. We would ask all parents to phone the school when a student is leaving or returning to school during the school day. Students will not be allowed leave the building unless we have verbal communication from a parent or guardian. All doctor/ dentist appointments must be accompanied by a card stating the time and date of the appointment. Please make every effort to specify if the student is expected to return to school on the same day
- (ii) No student is allowed leave the school grounds without the

permission form signed by the Year Head, Deputy Principal or Principal.

- (iii) The student must show the signed permission form at the office when signing out and likewise when signing in.
- (iv) Parents/guardians are asked to avoid scheduling appointments during the school day. If it is necessary to remove a student from school please arrange to do so at break times or between classes. However parents are required by the Education Welfare Act (2000) to provide an **explanation** for each absence. It is not sufficient merely to confirm the absence as follows: "my son/daughter was out". Doctor's and dentist's appointment details need to be furnished.
- (v) **Under no circumstances is a student to contact a parent and arrange to be collected from the school without going through the appropriate procedures. Students must ensure that they sign out before they leave the school.**
- (b) Students in Sixth year are allowed to leave the school grounds at lunchtime for the purpose of purchasing their lunch. In order for students to avail of this privilege, parent/guardians must complete the lunch pass in the Student Learning Diary. Sixth year lunch pass is a privilege. Please note that if students breach the punctuality policy the privilege may be revoked.
- (c) Students up to and including 5th year **are not allowed** leave the school grounds at lunchtime. Students from Cashel may however go home for lunch. In order for students from Cashel to avail of this privilege, parents/guardians must complete the lunch pass in the Student Learning Diary. Please note that if students breach the punctuality policy the privilege may be revoked.
- (d) Students who are travelling to school by bus must remain within the school grounds when they disembark in the morning and before they board after the timetabled school day.

### **Procedures regarding students who drive cars to Cashel Community School**

1. Students who drive to school must park their vehicle in the designated car park on the school grounds. Students should park their vehicle in good time before school begins. It is essential that students who drive cars to school park them on the school grounds in the interest of the health and safety of all students.
2. Students who drive to school must display due courtesy and respect for pedestrians and other motorists on their way into the school, while parking and when they are leaving the school.
3. Once the vehicle is parked at the start of the school day, the vehicle should not be moved until the student is leaving the school at the end of the school day or at the end of evening study. Students may not remove their cars from the school grounds during morning break or lunch break or between the end of the school day and evening study (where applicable).
4. Students may not have access to their vehicle during the school day including morning break, lunch break and between school and evening study without the express permission of school management.
5. Students are not permitted to transport other students to or from school.
6. All vehicles are parked on the school grounds at the owner's risk.
7. Cars belonging to students may not be parked at the front wall of the school as this is a set-down only area in the morning and a parking area for parents to collect students in the evening.
8. The parking of cars on the school grounds is a privilege reserved for sixth year students who are properly licensed and insured.
9. Failure to abide by these guidelines will result in sanctions in accordance with the school code of behaviour and will also result in restrictions to the privilege of parking on the school grounds.
10. Each of the above is designed to enhance the safety of students who drive to school by car and also the health and safety of the entire school community.

### General Points

In order to enhance social and personal development and personal safety the following rules are essential.

- (a) Mobile phones must be strictly used in line with our new Acceptable Use of Electronic Devices/ Bring Your Own Device (B.Y.O.D.) Policy. Non-compliance will result in the mobile phone being confiscated for three school days without exception. **Students should not make contact with their parents via their own mobile phone in relation to sickness etc. The school office phone will always be available for that.**

please note that:

All incidents involving creating, storing, or sharing of explicit text, images and /or video of children under the age of 17 years will be reported as an incident to the Gardai , TUSLA and the State Claims Agency( to the latter as there is the potential to cause injury/harm to the individual)

The sharing of explicit text, images and /or video of pupils who attend Cashel Community School will incur serious sanctions including suspension and up to expulsion as determined by the Board of management

- (b) Should a student have urgent reason to make contact with his/her parent/guardian in the course of the school day, then he/she is to seek permission to avail of the school landline phone.
- (c) The use of personal electronic equipment, whether powered by electricity, cell or battery is prohibited from the time a student enters the school grounds or building in the morning until he/she leaves the building and the grounds in the afternoon after school and/or in the evening after study.
- (d) Students who drive to school should park their vehicle in good time before school begins. The vehicle should not be moved until the student is leaving the school at the end of the school day or at the end of evening study. All vehicles are parked at the owner's risk. The privilege of parking a car on the school grounds is reserved for Sixth Year students who are properly licensed and insured. Failure to comply with these guidelines and with normal safety standards will result in the withdrawal of the privilege of bringing a car to school.

- (e) Smoking and vaping are prohibited throughout the school building, the school grounds and its environs and on all school activities/outings.
- (f) The possession, purchase or consumption of alcohol or addictive substances is prohibited during the school day or during school activities/outings.
- (g) Students using the school shop or the lunchtime facilities should queue in an orderly manner at all times.
- (h) It is no one's job to clean up after you. Students are required to dispose of all litter in the bins provided and leave all areas clean and tidy. This applies to both inside and outside the school building.
- (i) Chewing gum is not allowed.

### **Extra Curricular Activities**

Participation in extra curricular activities is a privilege which requires high standards from all involved. While recognising that extra curricular activities are an important part of school life they should not unduly interfere with a student's academic progress.

- (a) Students who have an unsatisfactory discipline record in the school will be withdrawn from extra curricular and other school activities
- (b) The Code of Behaviour applies to all outings, activities and tours.
- (c) Any student guilty of misbehaviour during extra curricular or other school activities will not be allowed to participate in similar future events and/or be subject to other sanctions.
- (d) Full school uniform must be worn by all students for out-of-school activities unless otherwise advised by the relevant school authorities.
- (e) It is the responsibility of each student involved in activities to complete, on time, the classwork/homework that was given in their absence.

## SANCTIONS

The school code of behaviour encourages respect for others and respect for property in order to maintain a safe and secure environment for all. The entire school community needs to be aware that high standards of behaviour and cooperation are required. The school aims to create a positive school environment, however where a student's behaviour becomes unsatisfactory there is a need for sanctions. This section sets down the sanctions applicable to all students in Cashel Community School. In our ongoing efforts to promote excellence and high standards among our students there is a positive referral system in place for junior cycle students. The purpose of this is to acknowledge the efforts of the majority of our students and reward these students for treating learning in a serious and mature way. This will run in parallel with the present referral system where key elements are the teacher, tutor, Year Head, record book and compass app.

The following strategies may be used to maintain a positive school environment.

- Reasoning with the pupil
- Prescribing additional work
- Verbal reprimand
- Message/entry in Student Learning Diary or on Compass
- Temporary separation from peers, friends or others.
- Loss of privileges including school activities and school trips
- Detention during break, lunch, after school or at other times as deemed appropriate by management.
- Referral to class tutor, year head, Deputy Principal, Principal and/or a Discipline Committee.
- On report for a period of time
- Verbal or written communication with parents.
- Formal meeting with parents/management
- Class suspension
- Formal interview by year head, Deputy Principal or Principal and/or Discipline Committee.
- Fines
- Confiscation
- Suspension
- Referral to external agencies, e.g. Community Care Services, NEPS, Gardaí, etc.
- Expulsion

## PROCEDURES

1. Each teacher has responsibility for the maintenance of discipline within his/her class while sharing a common responsibility for good order on the school premises. Incidents of misbehaviour in a class situation, on the corridors, on the school grounds etc. will be recorded by the teacher in charge, the class tutor, the year head, the Deputy Principal or the Principal. Students will be cautioned and sanctioned at this stage.
2. Continuous or serious misbehaviour will be recorded in the Student Learning Diary or on Compass. One serious incident could result in an entry in the Student Learning Diary or on the compass app. A student receiving such entries will be cautioned and sanctioned by the teacher, the class tutor or the year head and warned that persistence with such behaviour may lead to further sanctions.
3. The year head may put a student on report in order to monitor his/her behaviour, attitude, workrate etc. If it emerges from the report sheet that the student's behaviour is unsatisfactory then further sanctions will be imposed. A student on report must
  - Inform his/her teachers, at the beginning of each class, that he/she is on report.
  - Have the report sheet filled in by the teacher after each class.
  - Have the report sheet signed by his/her parents.
  - At the end of a week on report the student will return the report sheet to his/her year head.
4. A student may also be formally interviewed by a teacher, class tutor, year head, Deputy Principal, Principal and/or a Discipline Committee.
5. A student may be referred to the support services available inside or outside the school.
6. A student may be assigned to lunchtime detention. Detention will be recorded in the Student Learning Diary. Students must sign the Detention Attendance Roll Book. Students who do not attend detention will be given a verbal warning and/or parents will be informed. Failure to attend detention at this stage may result in suspension and the student will have to report for detention when he/she returns from suspension
7. Parents/Guardians may be invited to attend a meeting with the year head and/or the Deputy Principal and/or the Principal. The student's behaviour

will be reviewed at this meeting and parents/guardians will be advised at this meeting that unless there is an improvement in behaviour the student will be suspended from school.

8. In the event of a student being suspended from school a parent/guardian will be contacted by the Principal. Parents/guardians will be informed in writing of the reasons for and details of the suspension. Parents/guardians will also be advised of their right to appeal the suspension to the Board of Management.
9. If a student is involved in a serious breach of school discipline, the Principal may immediately suspend the student in question, pending discussion with the parents/guardian of the student. It should also be noted that if any individual incident is deemed to be sufficiently serious a student may be put on report, detained or suspended without going through each stage in the discipline structure.
10. Expulsion will be considered when the behaviour of a student puts the safety of others at risk, for extremely serious breaches of the code of behaviour or where behaviour is so disruptive as to interfere substantially with the rights of others to education. Expulsion will only be imposed in extreme cases or when all other disciplinary procedures have been exhausted. Parents/guardians will be advised of the appeal process involved in any proposed expulsion. A copy of the school policy on suspension and expulsion is available from the Principal.

**The Code of Behaviour is subject to review and revision on an ongoing basis.**

**Please ensure all sections of Page 8 are signed to confirm that you have read the information above.**