

# Edmund Rice College, Carrigaline, Co. Cork

## Code of Behaviour

The Code of Behaviour of Edmund Rice College, Carrigaline reflects the following elements of the Edmund Rice Schools Trust Charter:

- *The creation of an orderly, safe and positive learning environment enables the Edmund Rice School to attain excellence in all dimensions of education. (page 17)*
- *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. (page 20)*
- *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. (page 21)*
- *The Edmund Rice School promotes a disciplined work ethos. (page 24)*

Every student, staff member, parent/ guardian and visitor has the right to feel safe in our school. Our school promotes responsibility, respect, good manners and academic excellence in a safe, caring, effective learning environment. The Code of Behaviour applies to all school activities both on and off campus and during the school day as well as during school events held outside of the usual school day.

### **Appropriate Behaviour**

The school has the following **expectations of all students**:

- Students are mannerly and respectful towards fellow students, staff members, visitors and all members of the school community at all times. Use of offensive language is not tolerated.
- Students attend class punctually, bring relevant materials with them and complete all homework assignments to the best of their ability.
- Students remain on the school premises throughout the entire school day.
- Students wear the school uniform correctly and are of a neat, tidy and well-groomed appearance as a sign of respect for themselves and their school. In all cases the school authorities are the arbiters of acceptable standards of dress, hairstyle and grooming.
- Students respect school fire detection and security systems, school property and the property of others.
- Students take responsibility for the safe keeping of their own belongings including text books. Students are discouraged from bringing valuable items, money and electronic devices to school.

The school has the following **expectations of all staff members**:

- All staff members understand and support the Code of Behaviour.
- All staff members actively promote and develop respectful working relationships with all members of the school community.

- Teachers are committed to the highest standards of professional service in their teaching and understand that their primary professional obligation is to their students.
- Teachers are familiar with and work within the terms of the Code of Professional Practice and Code of Professional Conduct as issued by the Teaching Council.

The school has the following **expectations of all parents/ guardians:**

- All parents/ guardians understand and support the Code of Behaviour.
- Parents/ guardians develop a good working relationship with the school.
- To ensure the smooth operation of the school parents/ guardians make an appointment if they wish to meet a teacher at a time other than a designated meeting time (e.g. Parent Teacher Meeting).

### **Uniform**

- School uniform must be worn correctly during the school day and PE uniform worn during PE class.
- The school uniform consists of school jacket, school jumper with crest, white shirt, grey trousers/ skirt, school tie, black tights/ socks and black shoes (not runners, boots or sports wear).
- The PE uniform consists of tracksuit top, tracksuit pants, polo shirt with crest and runners/ appropriate sports footwear for activity being undertaken.

### **Jewellery**

- In the interests of safety students are permitted to wear one small stud earring in the lower lobe only and one ring on each hand. No other visible body piercings are allowed.

### **Mobile Phones & Social Media**

- Phones must be powered off at all times during the school day. Students must not use or attempt to use their phone during the school day. All phone contact with parents/ guardians must be made via the General Office.
- In accordance with Child Protection Procedures cameras or other recording devices must never be used in school or on any school related activities unless sanctioned in advance by the Principal.
- In accordance with Child Protection Procedures photographs or written text concerning the school, and/ or school related activities must not be posted on any social media site unless sanctioned in advance by the Principal.

### **Attendance & Punctuality**

- Daily, punctual attendance at school is expected of all students. Parents/ guardians are discouraged from making appointments for students during school time.
- A student arriving late for school must sign the register at the General Office. The late arrival will be recorded in the school journal and the student must show this to the subject teacher on arrival to class.

- If a student is absent from school an “Absence Note” must be completed in the school journal by a parent/ guardian and presented to the student’s Class Teacher on return to school.
- If a student is aware of a future absence an “Absence Note” should be completed in the school journal by a parent/ guardian and presented to the student’s Class Teacher in advance of the absence.
- If a student needs to leave school before the end of the school day a “Permission to Leave Note” should be completed in the school journal by a parent/ guardian and presented to the student’s Class Teacher in advance of departing school.
- A student leaving school before the end of the school day must “sign out” at the General Office and must be collected by a parent/ guardian or person nominated by them to do so.
- If a student becomes ill during the school day s/he must seek permission to leave from either his/ her Year Head, the Deputy Principal or the Principal. Contact will be made with a parent/ guardian and the student must “sign out” at the General Office and must be collected from the school. All contact with parents/ guardians in relation to leaving school must be made through the General Office.

### **Student Lockers**

- Every student is provided with a locker for storage of their belongings on receipt of the annual rental fee.
- Students may access lockers before school, during morning break, during lunch time and at the end of the school day.
- Lockers remain the property of the school and are subject to inspection by the school authorities.

### **Bullying**

Bullying behaviour, or threats to engage in bullying behaviour, is unacceptable and will be dealt with in line with the Anti-Bullying Policy of Edmund Rice College, Carrigaline. An emphasis on the consistent use of preventative measures is central to this policy.

### **Sanctions**

In the event of a breach of the Code of Behaviour a sanction may be imposed. Such sanctions can include a verbal caution, a verbal and/ or written communication with a parent/ guardian, detention, loss of privilege, the requirement to complete a “Report Card”, suspension and expulsion. Sanctions for breaches of the Code of Behaviour are usually progressive. However, the Principal reserves to right to immediately suspend or to recommend to the Board of Management the expulsion of a student without prior notice where serious circumstances warrant such action. In cases where serious breaches of the Code of Behaviour lead to repeated periods of suspension a reduced school day may be used to reintegrate the student into the school community.

In all cases involving suspension by the Principal parents/ guardians have the right of appeal to the Board of Management of Edmund Rice College, Carrigaline. In all cases involving suspension and/ or expulsion by the Board of Management parents/ guardians have the right of appeal to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act (1998).

## Suspension

The Board of Management has the authority to suspend a student. This authority is delegated to the Principal (or Deputy Principal in the absence of the Principal). If, following the application of interventions and sanctions, a student's behaviour continues to be in serious breach of the Code of Behaviour, the Principal may suspend the student for a period of up to **three days**.

In exceptional circumstances, the Principal may **immediately suspend** a student. An immediate suspension may be warranted if:

- the student's behaviour has had a seriously detrimental 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 single incident of serious misconduct may be grounds for suspension.

This suspension may be for **more than three days**. In this case the matter will be referred to the Board of Management for consideration and approval.

In the event of any suspension parents/guardians will be notified and informed as soon as possible. The student may not leave the school until given permission by school management to do so and is collected by a parent/ guardian or a person nominated by them to do so.

The student being suspended and his/ her parents/ guardians will be informed of the reason(s) for the suspension, and will be afforded an opportunity to respond to the charges against the student.

Certain conditions may be imposed on a student before he/she will be accepted back to the school after a suspension. Such conditions may include: a written apology; a written undertaking of good and appropriate behaviour; the completion of assignments; a formal meeting by the student and his parent(s)/guardian(s) with staff member(s), etc.

Parents/guardians, may appeal a suspension to the Board of Management. Students over the age of 18 may independently appeal a suspension. The process of such an appeal does not confer on a student the right to return to class until the appeal has been heard or the suspension has been served. The Board will hear such an appeal and will decide to either uphold the appeal or to approve the suspension. In the event of a successful appeal against a suspension, the Board will delete any reference to the suspension from the student's file and may impose a different sanction on the student instead of suspension.

Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents/ guardians, or a student aged over eighteen years, may appeal the suspension under section 29 of the *Education Act 1998*, as amended by the *Education (Miscellaneous Provisions) Act 2007*.

In a given school year, the Educational Welfare Officer will be informed of, the accumulation of six days suspension, and of more than twenty days suspension, by a student.

## Expulsion

The Board of Management has the authority to expel a student. This authority is reserved to the

Board of Management.

In cases of the most serious misbehaviour and breaches of the School's Code of Behaviour, and/or following the unsuccessful application of interventions and sanctions, the Board of Management may permanently exclude a student from the School.

The grounds for expulsion may be similar to the grounds for suspension. Expulsion is considered only when the school authorities have tried a series of other interventions, and believe, that they have exhausted all possibilities for changing the student's behaviour. There may be exceptional circumstances, where the Board of Management forms the opinion that a student should be expelled for a first / single offence.

Expulsion will be sanctioned only following the most rigorous examination by the Board of the case circumstances and will be exercised in accordance with the principles of natural justice, and in conformity with all relevant legislation and the with reference to School's Code of Behaviour.

Before the Board will consider and make a final decision on a case that may incur the penalty of expulsion, parents/guardians will be informed of the details of the case and the seriousness of the situation, and will be invited to make a written submission to the Board and/or to meet the Board to hear the charges against their son/ daughter and to present their response.

Where an expulsion is proposed, the Board of Management will so inform, in writing, the Educational Welfare Officer. The expulsion will be effective twenty school days after the EWO has been informed of the decision to expel. Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management will formally confirm the decision to expel. Parents will be notified immediately that the expulsion will then proceed.

In the case of the expulsion of a student a parent/guardian, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Skills (*Education Act 1998* section 29). An appeal may also be brought, on behalf of a student, by the National Educational Welfare Board.

### **Review of the Code of Behaviour Policy**

The Board of Management of the School, in consultation with the relevant partners, will review this policy from time to time as appropriate, but in any event at the start of each new Board's term of office.

The Board may, subject to relevant legislation, and subject to Department of Education and Skills regulations, alter or amend any section of this policy as appropriate.