

# **ROYAL SCHOOL CAVAN**

## **CODE OF BEHAVIOUR**

### **Introduction:**

Our Code of Behaviour aims to promote and develop self-discipline among all pupils towards their fellow pupils, staff and the school environment. The staff contributes towards good discipline by creating a positive environment, which fosters feelings of acceptance and achievement, and which encourages good intrapersonal relations. The school's Code of Behaviour is primarily preventative and secondarily corrective. To be successful the Code of Behaviour will be applied consistently and firmly. This Code of Behaviour was formulated in accordance with the Education Act 1998 the Education (Welfare) Act 2000 and the Equal Status Act 2000. The following stakeholders were consulted during its development; the Headmaster, the Staff, The Parents' Association, the pupils, represented by the Student Council, The Board of Governors and The Board of Management.

### **Scope:**

This policy applies to all of the pupils of The Royal School Cavan and relates to all school activities both during and outside of normal school hours: it applies both on and off the school grounds and anywhere pupils are clearly identified or identifiable as pupils of Royal School Cavan.

### **Relationship to Mission Statement:**

This policy has been developed in line with our Mission Statement, which states that Royal School Cavan aims to bring the curriculum of the school and the facilities offered entirely into line with the demanding and changing educational requirements of the new millennium, and thereby provide quality education for all our pupils in a Christian Ethos.

### **Rationale:**

- To have a written Code of behaviour, in accordance with Section 23 of the Education (Welfare) Act 2000.
- To encourage pupils to develop self-discipline.

- To enable pupils to develop necessary skills and attitudes so they can play their part as responsible members of society.
- To make parents and students aware of standards of behaviour that must be observed in our school.

### **Rights and Responsibilities:**

Rights and responsibilities always complement each other.

#### **Pupils have the Right:**

- To be treated fairly and with respect.
- To be safe from verbal and physical abuse, or actions and behaviour which impinge on their learning in school.
- To expect a positive learning environment in school at all times so that all pupils can develop their potentials to the full.
- To have the right to learn without hindrance.
- To expect that their property will be respected

*Pupils must remember that teachers have a right to teach without hindrance at all times.*

#### **Pupils have the Responsibility:**

- To treat others with compassion and with respect, accepting different points of view and appreciating diversity within our community, this adds to the richness of our environment.
- To accept the authority of members of the staff.
- To refrain from verbal and/or physical abuse of others in our school (see Anti-Bullying policy).
- To take personal responsibility for their own learning in class by:
  - being attentive and not to disturb other pupils.
  - arrive on time and have the required materials.
  - noting all homework in pupil's journal.
  - producing assignments and homework punctually in accordance with teachers' instructions.
  - having their pupil's journal in class each day to record homework, revision or assignments.

- To attend all in-house examinations
- To wear the full school uniform as prescribed and have required wear for P.E. (see uniform policy).
- To remain on the school premises for the entire school day unless permitted to leave.
- To read school policies on behaviour, bullying, homework, CCTV, AUP, Fire Drill and Substance Use and be informed on these issues. These policies are available on the school website: [www.royalschoolcavan.ie](http://www.royalschoolcavan.ie)

### **The School's Expectations:**

The school's principal expectations of conduct for pupils are as follows:

#### **Attendance:**

Pupils are expected to be in attendance on all school days and to register their attendance daily with their form tutor in order that the school can fulfill its responsibilities under the Education (Welfare) Act, 2000.

#### Attendance Procedure:

- The school uses Form tutors to record pupils' attendance and punctuality.
- Each pupil is required to register their attendance in school at 9:35am with their form tutor on a daily basis.
- All staff will keep their own attendance rolls in class and will report any deviations between these and the form tutors roll to the Deputy Principal as soon as possible for early investigation.
- Spot checks of attendance will be carried out at any time by management.
- All absences must be explained in writing by parents by means of the special absence notes in the pupil's journal. Upon return to school this note must be given to their form tutor. In exceptional circumstances a parent may telephone the school to say that their child will be absent for a period of time.
- Regular absenteeism for no good reason is a very serious matter. The school reserves the right to contact home to check on the details of absences with parent(s)/guardian(s). In the context of the Education (Welfare) Act 2000 the relevant authorities will be notified when 20 days of absences have occurred.

### **Appointments during school hours:**

The following procedures must be followed by pupils leaving the school during the school day:

- (i) Pupils going home for lunch time or to appointments must present their parent's note at 9:35am to their tutor who will inform the Deputy Principal.
- (ii) In exceptional cases a parent may ring the school to inform the Deputy Principal of an appointment. This must be followed up with a signed note of such an appointment.
- (iii) All pupils must sign out and back in at the secretary's office.
- (iv) All pupils must leave the premises from front hall.

### **Punctuality:**

All pupils are expected to be in attendance by 8.50 a.m. on each school day for morning assembly at 8.55 am and to be punctual for every class throughout the day. The school will monitor punctuality on a daily basis and may impose sanctions for repeated breaches of this regulation. Pupils who arrive late for school are expected to sign in at the office as soon as they arrive, with their school journal.

### **Mobile phones:**

The school wishes to strike a fair balance between the convenience/safety advantages of mobile phones and the need to maintain an orderly classroom environment that is conducive to learning. Accordingly, mobile phones may only be used at the following times and in an appropriate manner: before 8.50am, during lunchtime outside the school buildings and after school.

- At all other times – and in the course of Supervised Study – mobile phones are not allowed. In the event of an emergency e.g. illness, a pupil may use their mobile phone with the permission of a member of staff.
- Under no circumstances are mobile phones to be brought into examination centres.
- Failure to comply with these rules regarding mobile phones will lead to confiscation of the mobile phone by a member of staff for a period of 20 school days.
- The inappropriate use of the camera/video/voice recording functions on a pupil's mobile phone or any recording device e.g. unauthorized recording, infringement of privacy, bullying or threatening behaviour, will result in the

confiscation of the phone or recording device as outlined above as well as the possible imposition of more serious sanctions.

*Please note that mobile phones cannot be used in the toilet or changing room areas.*

### **Health and Safety:**

Pupils are required to follow all lawful instructions given by school management and teachers so as to more fully ensure their health and safety.

In the interests of health and safety, pupils should:

- (i) Show care for school property and will be required to report and make good any damage to such property.
- (ii) Move around the school building in an orderly way. Walking on the RIGHT HAND SIDE in corridors and on stairways.
- (iii) Keep corridors neat and tidy at all times and dispose of all personal litter and rubbish appropriately.
- (iv) Follow all special instructions that apply in the following areas: Science Laboratory, Home Economics room, Computer room, Art, Craft and Design room, D.C.G. and Technology rooms, music rooms, Library, Sports areas, School room, Dining hall and the common room.
- (v) Follow Fire Drill and other safety procedures precisely and obey all arrangements and regulations which have been implemented in order to comply with Health, Safety and Welfare Act 1989.
- (vi) Visit their locker during official breaks only, unless otherwise directed.
- (vii) Refrain from wearing facial piercings (nose, eyebrow, tongue etc.)
- (viii) If wearing earrings, only wear a small single earring in each ear lobe.
- (ix) Not drive any mechanically propelled vehicle in the school grounds or park any such vehicle on school property.
- (x) Not use liquid tippex and chewing-gum, as they are prohibited.
- (xi) Not bring to school or have in their possession any weapon such as a knife etc.
- (xii) Not bring to school or have in their possession fireworks.
- (xiii) Food may only be consumed in the school room, dining hall or outside the school building.

The B.O.M. will take every reasonable measure to ensure that school buildings, fittings and equipment are maintained in proper order. This commitment is set out in more detail in the school's Health and Safety Statement that is available upon request from the Headmaster.

### **Restricted Areas**

In the interest of pupil's privacy, boys are not allowed to enter the girl's bootroom and girls are not allowed to enter the boy's bootroom at any time.

### **Misbehaviour:**

As the following forms of misbehaviour listed below, are deemed by the school to undermine its key values of mutual respect and honesty, they will be dealt with by reference to more serious sanctions e.g. detention, suspension, expulsion:

- stealing
- bullying
- unauthorised absence from school/class
- smoking
- use/supply of alcohol/illegal substances
- Inappropriate/foul language
- forging a parent's/guardian's signature
- assault/possession of a weapon
- entering a restricted area
- explicit demonstrations of a sexual nature between pupils

### **Miscellaneous Rules:**

- Charities can only be supported in the school with the express permission of the Headmaster.
- Tickets for social occasions or sponsorship of any kind may be sold in the school with prior permission of the Headmaster.
- The sale of raffle tickets or any item to do with gambling is against school policy.
- All pupils must be collected at the school at the end of any school event which finishes after the school day unless alternative arrangements have been made beforehand.

### **Sanctions:**

Sanctions are necessary to show disapproval of and discourage unacceptable behaviour. Every teacher is responsible for disciplinary procedures within their classroom. Sanctions will be graded according to the particular circumstances.

In the event of a breach of the Code of Behaviour or unacceptable behaviour the staff and Board of Management of Royal School Cavan reserve the right to implement discipline strategies and sanctions as appropriate.

Sanctions may range from;

- (i) Reasoning with the pupil
- (ii) Reprimand, including advice on how to improve behaviour etc...
- (iii) Verbal warning
- (iv) Note to parent/guardian in the pupils' journal, *for their signature*
- (v) Loss of privileges
- (vi) Prevented from going on school trips/outings/matches
- (vii) Detention at lunchtime and/or break time and/or after school where appropriate.
- (viii) Prescribing additional work
- (ix) Cleaning duties around the school
- (x) Assigning a designated seat to a pupil within a class
- (xi) Pupils may be put on report
- (xii) Pupils may be fined
- (xiii) Individual Pupil Management Programme
- (xiv) Referral to the Year Head/Deputy Principal/Headmaster
- (xv) Temporary exclusion from class(es)
- (xvi) Suspension (see policy on Suspensions and Expulsions)
- (xvii) Expulsion from school in the most extreme cases of gross misbehaviour (see policy on Suspensions and Expulsions)

Sanctions are applied with a view to encourage positive behaviour. Once a pupil has served their sanction they will have the opportunity to make a fresh start.

### **Written records:**

Written records of pupils' behaviour and school performance are kept as a matter of policy. Instances of laudable behaviour will also be placed on pupils' records e.g. photocopies of all school certificates presented to pupils.

All records will be kept in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

**Home/School contact:**

Royal School Cavan recognises that parent(s)/guardian(s) are the primary educators of their child. It is school policy to keep parent(s)/guardian(s) informed of any major disciplinary problems which their child may have.

Parents are involved in their child's academic achievements and behaviour through the following ways:

- The pupils' journal
- Examination reports
- Communications from management and staff
- Annual Parent-Teacher Meeting
- Availability of staff to meet with parents at any time during the school year on an appointment basis.
- Our school website: [www.royalschoolcavan.ie](http://www.royalschoolcavan.ie)

**Support for Pupils:**

Royal School Cavan recognises the need for intervention and support for pupils experiencing difficulties for whatever reason. Any of the following may be involved:

- Headmaster
- Deputy Principal
- Year Head
- Class Tutor
- Subject Teacher
- Boarding Staff
- Ancillary Staff
- Guidance Counsellor
- Chaplain
- Student Council
- Learning Support Coordinator and Team
- Liaison teacher for International pupils
- NEPS Psychologist (National Education Psychological Services)
- Critical Incident Team
- NEWB (National Education Welfare Board)

- HSE (Health Service Executive)
- Any other relevant support body

Intervention may take place at any stage with the support/knowledge of parent(s)/guardian(s).

**Review:**

This policy will be reviewed by the Board of Management or a committee set up by the Board of Management every two years or whenever the need arises.

A copy of the Code of Behaviour will be provided on enrolment. The pupil and his/her parent(s)/guardian(s) must read it carefully and sign in the space provided to indicate their acceptance of same. Enrolment in the school is conditional upon acceptance of the Code of Behaviour.

The Code of Behaviour is available from the school on request and is on the school website [www.royalschoolcavan.ie](http://www.royalschoolcavan.ie)

This policy was approved by the Board of Management of Royal School Cavan on 27<sup>th</sup> May 2010.