



**CISTERCIAN COLLEGE ROSCREA**

# **CODE OF BEHAVIOUR**

Cistercian College Roscrea is a seven-day Catholic boarding school for boys. As such it seeks to reflect a distinctive vision of life. This Code of Behaviour is designed to enable this vision to be lived in the reality of daily life. It makes a positive statement about the kinds of behaviour that the College wishes to promote among its pupils. Clear rules and procedures, consistently and fairly applied, are necessary in order to ensure that the College is a place where all the students will be happy and feel secure. All members of the College community, staff and students alike, have the right to be treated with respect, and to live and work in a clean, calm and safe environment. Likewise the commitment of all members is required to bring this about. The support of the parents/guardians for this Code is crucial. Accordingly each parent/guardian is required to sign the accompanying Acceptance Sheet.

## **AIMS OF THE CODE**

1. That each student will acquire a high degree of self-discipline and the habits of good behaviour appropriate to all situations.
2. That the College's teaching and learning programme will be supported by good order in the classrooms and study halls where students could be deprived of their right to learn by any lack of consideration by others.
3. To support the moral and social development of each pupil in all aspects of school life.
4. That students will demonstrate their respect for the rights, opinions, needs and cultural background of others.
5. That students will learn to value and respect school property and the general environment.
6. That students will acquire the necessary skills and attitudes to enable them to play their part as responsible members of society.
7. That students and their parents will be made aware of the standards of behaviour that are expected by the College, and also of the procedures to be followed in cases where the requirements of the Code are not met.

## I – GENERAL NORMS

1. **Respect for Staff:** Respect for all is a requirement from all students. Given the seven-day nature of the boarding school it is a crucial element in the creation of a positive learning environment in the College.
2. **Bullying:** The College is committed to providing an environment that respects the rights of all. Therefore it views any cases of bullying - be they physical, verbal, psychological or involving damage to property or theft or cyber bullying - in a most serious light. Parents are actively encouraged to report any suspicions they may have of bullying within the College. The College has in place an anti-bullying policy entitled Cistercian College Roscrea Anti-Bullying Policy, which forms part of this Code of Behaviour.
3. **Theft and Vandalism:** Each student has the right to expect respect for his personal property and possessions. Therefore, it follows that its Code of Behaviour requires of students that they, at all times, respect the property of other students and the property of Cistercian College Roscrea. Vandalism, which is understood to mean the breakage or defacing of any piece of College or Abbey property, is a serious breach of the Code of Behaviour. Theft of College property or the property of others constitutes an equally serious breach.
4. **Punctuality:** Students are expected to familiarise themselves with the daily timetable and to co-operate with its implementation. The efficiency of the College as a learning environment is largely dependent on punctuality. The College therefore demands of each student that he be punctual throughout the day.
5. **Boundaries:** The College boundaries are clearly defined and each student is made aware of the restrictions that apply. 'Boundaries' is taken to mean interior and exterior limits of access for students. The College boundaries are there for the safety and protection of the student body. The College has a responsibility for the students in its care, and so must be aware of where students are at all times.

## II – DAILY LIFE

1. **Chapel:** The College Chapel is open to the students for prayer and meditation throughout the day. The day starts with communal prayers in the College Chapel and students gather there for worship at other times. This requires an atmosphere of silence and reverence from all, and respect for the sacredness of the place and for each student's personal prayer.
2. **Class:** Students are expected to have a positive attitude to class-work and study.
  - Disruption or disrespect during class will not be tolerated
  - Each student must be dressed neatly in full uniform during class hours.
  - All books, exercises and equipment required for each day's class must be brought to the classroom-block prior to 9.00am and returned to the study halls after class.
  - In the event of a student having a free class period, he must remain in the classroom block in a designated room. It is expected that such periods will be used either for the purpose of revision or homework.

3. **Study:** Study is a key element in the school day. It is the lynch pin of the academic objectives of the College. Each student must work diligently, and respect the rights of others. Interruptions to study need to be kept to an absolute minimum. Students who deliberately miss study are disrupting their own academic careers. Punctual attendance at study is a requirement of each student.
4. **Dormitory:** The efficient operation of the dormitories is entirely dependent on the co-operation and good behaviour of all involved. Students are expected to support the reasonable requests of staff. Silence after "lights out" is a requirement of all. The College will not allow a minority of students to disrupt the sleeping patterns of the general student body. Furthermore, each student is expected and required to maintain high standards in his individual section and with his personal belongings. During class and study hours, a student who is ill may go to the dormitory area only with written permission from the College Nurse or staff member designated to give such permission. All such written permissions must be handed in advance to the College Management.

### III - SPORT

1. **Participating:** Participation in sport is a pivotal aspect of boarding school life. Students are required to be punctual for games, both home and away. Students must wear the College sports attire when playing competitive matches and must wear the College uniform when attending away matches.
2. **Supporting:** Students supporting teams must behave in a manner that reflects positively on the College. Offensive songs, chants and provocative actions do not form part of providing vocal support for the College's teams, and will not be tolerated.

### IV – LANGUAGE – DEPARTMENT - LITTER

1. **Language:** The College is a community where the use of crude, coarse and abusive language is unacceptable in the context of staff, coaches and students living to in a Christian community.
2. **Jewellery:** Body jewellery is strictly forbidden.
3. **Hairstyles:** Hair should be neat, clean and of acceptable length. Hair may not be cut in any 'cult style' or be coloured or streaked.
4. **Tidiness:** Tidiness is of benefit to all. This extends to supporting the regulations regarding the College uniform and to respect for the general environment of the College. Each student has responsibility for his area in the dormitory, for his study and class desks, for his personal locker, and place at the table.
5. **Litter:** Litter should neither be caused nor tolerated. Students should use litter bins for the disposal of newspapers and litter. Rooms are to be kept tidy and clean. Correction fluid, chewing gum etc must not be brought into the classroom block or study halls as they cause serious cleaning difficulties.

## V – MOBILE PHONES – RADIOS – ETC.

1. **Mobile Phones:** The use of mobile phones is restricted to recreation periods. Students may not use mobile phones in the Chapel, classroom block, study, dormitory or at any College event. Any phones found in use during any of these hours may be confiscated by a member of staff and kept securely for not less than one school week. The dormitory areas are not an acceptable environment for the use of mobile phones because they are intrusive on the rights of fellow students.
2. **Radios:** Radios and cd/iPod/mp3 players are permitted, but only for personal use and not in class/study rooms. If their use constitutes a social disturbance, they may be confiscated by a staff member and returned at his or her discretion, but not before three days.

## VI -PORNOGRAPHY – FIGHTING ALCOHOL - SUBSTANCE ABUSE

1. **Pornography:** Students must not access or have possession of pornographic material. The possession and/or disseminating of pornographic material constitutes a serious breach of the College's Code of Behaviour. All students are required to adhere to and sign the College's "Acceptable Use Policy". A breach of this Policy is subject to immediate suspension and/or expulsion from the College.
2. **Fighting:** Physical fighting is regarded by the College community as unacceptable behaviour and, as such, will at all times be viewed as a serious breach of the Code of Behaviour, and is subject to immediate suspension and/or expulsion from the College.
3. **Alcohol:** The College views with concern the cult and abuse of alcohol among people of all ages, including the young. The consumption of alcohol while the student is under the care of the College is strictly prohibited. On no account may students bring alcoholic drinks onto College property. Students who return to the College under the influence of alcohol will have breached the Code of Behaviour and may be subject to immediate suspension and/or expulsion from the College.
4. **Drugs:** The use by a student of prohibited drugs while he is in the care of the College is strictly prohibited – see Drugs Policy. Any student who uses banned substances, or provides them for another student, will be liable to immediate suspension from the College. A random drug test is compulsory at regular intervals for all students who enrol at the College.

## VII – DISCIPLINARY PROCEDURE

1. Each student is equipped with a class diary, which class teachers sign at the end of each month and parents/guardians are requested to countersign. Contained in the diary is a system of merits and demerits. Students who receive four merits or four demerits in a month will have a copy of this record sent to their parents/guardians.

2. A student who repeatedly breaches acceptable classroom behaviour will be placed by the teacher on detention. Detention takes the form of a supervised study period, and is held once a week between 3.10pm and 4.10pm. Parents/guardians are informed at the end of each term if their son has been placed on detention more than three times in a term.
3. A student who repeatedly breaches acceptable behaviour in the College will be placed by the Deans on internal detention.
4. A weekly record of study marks is kept, and parents are informed when a student has consistently poor study marks.

### **VIII - RECOMMENDED PROCEDURES**

1. If, in the judgement of the President or Deans, the application of internal sanctions has failed, the student will be called to a meeting and given an opportunity to present his version of events. Following this meeting, one of the Deans will inform the student's parents about the complaint and request them to meet with the College President. The parents will be informed that the incident could result in suspension or expulsion of the student.
2. Suspension consists of remaining at home from boarding school and from class for a determined period of time. Expulsion is defined as total exclusion from boarding school and from class on a permanent basis.
3. If the President considers that a period of suspension longer than three days is appropriate it shall be referred to the Board of Governors for consideration and approval.
4. The President's decision may be appealed to the Board of Governors within three weeks, the findings of which shall be final.
5. On return to the College after a period of suspension the student is required to sign the College's Re-admission to College Form in the presence of his parents and the College President or a Dean.
6. The College undertakes to keep formal records of all issues relating to students' suspensions and expulsions.

### **IX – IMMEDIATE SUSPENSION**

1. The President, having consulted with the Chairman of the Board of Governors, may immediately suspend a student whose behaviour poses a risk to the health or safety of himself, students or staff of the College.
2. There will be an immediate investigation of the events leading up to the suspension, and the principles and fair procedures governing suspensions will be applied.

3. In the case of an immediate suspension, parents will be notified and arrangements made with them for the student to be collected. The College will have regard to its duty of care of the student. In no circumstances will a student be sent home without first notifying parents.
4. Parents will be informed of the alleged offences by telephone or in writing as soon as possible. Parents will be informed of the suspension dates, the reason for suspension, and the requirement to sign the College's Re-admission Form. They will also be informed of the provision for an appeal to the Board of Governors. The findings of the Board of Governors shall be final.
5. The College as a boarding school, reserves the right to assess, from time to time, the suitability of each pupil for boarding school life and to advise parents/guardians accordingly. The President, in consultation with the Chairman of the Board of Governors, may deem a student to be "unsuitable for boarding". The parents will be requested to withdraw their son from the College.

# ANTI BULLYING POLICY

## INTRODUCTION

Cistercian College Roscrea believes that its students have the right to learn in a supportive, caring and safe environment without the fear of being bullied.

Bullying can be defined as repeated aggression, whether it is verbal, psychological or physical, which is conducted by an individual or a group against others. It is behaviour that is seen to be intentionally aggravating and intimidating. It includes behaviour such as teasing, taunting, threatening, hitting, cyber bullying and extortion by one or more pupils against a victim.

Bullying behaviour thrives in an atmosphere of uncertainty and secrecy in which the victim often feels a sense of hopelessness. Isolated incidents of aggressive behaviour, while not to be condoned, should not necessarily be described as bullying.

Bullying affects everyone, not just the bullies and the victims. It also affects those other students who watch. Less aggressive students can be drawn in by group pressure. Bullying is not an inevitable part of College life or a necessary part of growing up, and it rarely sorts itself out. It is clear that certain jokes, insults, the use of technology/mobile phones, intimidating/threatening behaviour, written abuse and violence are to be found in our society. No one person or group, whether staff or student, should have to be subjected to this type of behaviour. Only when all such issues are addressed, will a student best be able to benefit from the opportunities available at the College.

The College has this written Policy promoting good citizenship, where it makes clear that bullying is regarded as a form of anti-social behaviour that is very wrong and that it will not be tolerated. It makes both students and parents fully aware that any bullying complaints will be dealt with firmly, fairly, and promptly.

## I – TYPES OF BULLYING

Bullying can occur through several types of anti-social behaviour. It can be:

### **Physical**

A boy can be physically punched, kicked, hit, spat at or assaulted with objects.

### **Verbal**

Verbal abuse can take the form of name-calling. It may be directed towards gender, ethnic origin, physical/social disability, or personality.

**Exclusion**

A student can be bullied simply by being excluded from discussion/activities with those he believes to be his friends.

**Damage to Property or Theft**

A student may have his property damaged or stolen. The bully may use physical threats in order that the student hands over property to him.

## **II – CYBER BULLYING**

The College rejects all forms of cyber bullying regardless of whether they originate in the College or are directed at students by others from an external source. Thus the College draws no distinction as to whether a student posts such material from the College, home, or any other location.

Cyber bullying can also be directed at staff members. It can also embrace students being victims of cyber bullying initiated by an adult.

In the interests of clarity, the College deems cyber bullying to involve any of the following:

1. The sending of text messages intended to upset the recipient or an identifiable third party.
2. The sending of photos or video clips on mobile phones liable to upset the recipient or any third party.
3. Using the internet to send text, photo or video material liable to upset the recipient or any third party.

Linked to the above, it is a serious breach of the Code of Behaviour to post on the internet material that denigrates Cistercian College Roscrea or any of its staff.

## **III – College Preventative Measures**

1. The College organises its community in order to minimise opportunities for bullying, e.g. providing increased supervision at certain times.
2. It makes use of appropriate opportunities to discuss aspects of bullying, and the appropriate way to behave towards each other, e.g. the RSE programme.
3. The College staff will continue to have a firm but fair discipline structure. The rules will be few, simple and easy to understand.
4. Teaching material or equipment that gives a negative view of any group because of their ethnic origin, gender, etc. will not be used.

5. The pupils will be encouraged to discuss how they get on with other people and how to form positive attitudes towards others.
6. They will be encouraged to treat everyone with respect.
7. The College will treat bullying as a serious offence and take every possible action to eradicate it.
8. The College Policy will be reviewed and its degree of success determined.

#### **IV – ADVICE TO A VICTIM OF BULLYING**

##### ***Remember that your silence is the bully's greatest weapon***

1. Tell yourself that you do not deserve to be bullied, and that it is wrong.
2. Be proud of who you are.
3. Try not to show that you are upset. It is hard, but a bully thrives on someone's fear.
4. Stay with a group of friends. There is safety in numbers.
5. Be assertive - shout "No", walk confidently away and go straight to a member of staff.
6. Fighting back may make things worse. If you decide to fight back, talk to a Housemaster, Teacher or parent/guardian first.
7. It is best to tell an adult you trust immediately, and you will get support.
8. Staff will take you seriously and will deal with bullies in a way which will end the bullying and will not make things worse for you.

#### **V – ADVICE TO THOSE WHO ARE AWARE OF APPARENT BULLYING**

##### **Student**

1. Take action! Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy on his own.
2. If you feel you cannot get involved, tell an adult immediately. Staff members have ways of dealing with the bully without getting you into trouble.
3. Do not be, or pretend to be, friends with a bully.

### **Parent**

1. Look for unusual behaviour in your son. For example, he may suddenly not wish to return to the College, feel ill regularly, or not complete work to his normal standard.
2. Always take an active role in your son's education. Enquire how his life in the College is going, with whom he spends his time, how free-time is spent, etc..
3. If you feel your son may be a victim of bullying behaviour, inform the College immediately. Your complaint will be taken seriously and appropriate action will follow.
4. It is important that you advise your son not to fight back.
5. Tell your son there is nothing wrong with him. It is not his fault that he is being bullied.
6. Make sure your son is fully aware of the College Policy concerning bullying, so that he will not be afraid to ask for help.
7. If you learn of bullying of another student please inform the College authorities without delay.

### **Member of Staff**

1. Be available to the victim or to your informant.
2. Inform your immediate College superior and/or the President without delay.

## **VI – ACTION TAKEN WHEN BULLYING IS SUSPECTED**

If bullying is suspected the College authorities will talk to the suspected victims, the suspected bullies and any witnesses. If any degree of bullying is identified, help and support will be given as is appropriate to both the victims and the bullies.

### **The College will support the victims in the following ways:**

1. By offering them an immediate opportunity to talk about the experience with a member of staff if they so choose.
2. By informing the victim's parents.
3. By offering continuing support when they feel they need it.
4. By taking one or more of the disciplinary steps described below to prevent further bullying.

### **The College disciplines and also tries to help the bullies in the following ways:**

1. By talking about what happened, to discover why they became involved.
2. By informing the bullies' parents.
3. By continuing to work with the bullies in order to get rid of prejudiced attitudes as far as possible.
4. By applying the College disciplinary procedures as outlined in its Code of Behaviour.

***It should be noted that these procedures may result in suspension or expulsion***