



# CBS Secondary School, Dungarvan.

## Code of Behaviour

### School Mission Statement

A good school would concern itself with the overall well-being of the student - would care for the spiritual, intellectual, social, physical and emotional well-being of each student.

It would have a strict, firm but fair discipline which would facilitate character formation. It would be a caring, decent and just institution.

We the school see ourselves as a part of the larger community. We try to instil a sense of self-worth in students and help develop their confidence in their own abilities. A good school would have an easy-going, friendly atmosphere between teachers and students.

Academic performance would be very important with the goal that each student would achieve results commensurate with his abilities; it would hope to direct its students towards the niche in life most suited to them. It would provide a wide variety of subjects to choose from so as to cater for as broad a spectrum of abilities and aptitudes as possible. It would seek to accommodate and help students from all types of backgrounds and of all ability levels.

A good school would have a competent, dedicated and enthusiastic staff with a high morale, all working towards the goal of helping the students entrusted to them.

As a school we aim to have a good relationship with parents and be welcoming of them in the school.

A good Christian Brothers' school would have a catholic ethos, where the religion is taught in a Christian atmosphere in a broad-minded and tolerant way. It would include the principles of good living and be always mindful of the spiritual dimension to life.

CBS Dungarvan aspires to being such a school.

Principal: Mr. Paul Sheehan

Deputy Principal: Ms. Brenda Kirwan

## Code of Behaviour

**C.B.S. Dungarvan** is a Christian Community, which shares the mission of the Catholic Church. It has as its main aims the spiritual formation, academic preparation and cultural development of its students. It is characterised by its concern for each student and by the emphasis it gives to the education of children who are disadvantaged.

*It is important to put on record the appreciation of Management and Staff to the vast majority of our students whose courtesy, good behaviour and respect is a daily reminder of the goodness of young people.*

The Code of Behaviour of C.B.S. Dungarvan is based on the following considerations:

- To create a caring, friendly, supportive and safe environment.
- To foster respect for and courtesy for all.
- To put in place a Code of Behaviour that is just, effective, positive and Christian and in accordance with natural justice.
- To ensure good order and to create an atmosphere conducive to learning and harmony.
- To establish the standards of behaviour to be observed by each student attending the school.
- To establish the measures to be taken when a student fails or refuses to observe such standards.

The Management and Staff of C.B.S. Dungarvan work with students to encourage inspire and motivate them. At all times we seek to work with the support and co-operation of our students parents/guardians. Teachers in their meetings in classrooms, on the corridors etc. actively encourage students. Class tests, term reports, notes home, phone calls or letters are regular means of contact and sharing information. It is expected all parents/guardians will attend the parent teacher meeting. Regular contact with, Year Heads, Guidance Counsellor, Deputy Principal, Principal is also used to report, plan and help students. The school Chaplain is also available to students, parents/guardians.

### **Award Scheme:**

C.B.S. Dungarvan has in place an Awards Ceremony at Junior and Senior Cycle. Its aim is to recognise a student's contribution to class/school life.

Individual teachers, tutors, year heads may reward individual classes in appropriate ways.

### **Duties of Students:**

- To be on time for all classes.
- To have appropriate texts and equipment.
- To make every effort to co-operate with the learning process in every class
- To attempt to the best of his/her ability all homework, revision etc. given
- To avoid causing or participating in any disruption to the teacher during class
- To avoid any behaviour which may adversely affect the education of other students in class.
- To wear full official uniform in school and on all school activities.
- To behave in a proper manner on school outings.
- To be careful and tidy with school property and the property of other students
- To be respectful, co-operative and courteous to all within the school environment.
- To move without delay from class to class, in good order.

### **Attendance:**

- All students are expected to attend school each school day
  
- Procedure if a student needs to leave school during the school day:
  - ❖ Student produces a note in journal from parent to his Year Head.  
(If their Year Head is absent they must report to another Year Head/Deputy Principal/Principal)
  - ❖ The Year Head signs the journal.
  - ❖ Student shows note from parent signed by Year Head to Secretary.
  - ❖ Student must 'sign out' at Reception.
  - ❖ If student returns to school they must 'sign in' at Reception.
  
- If a student is late they must 'Sign in' at Reception.
- Unauthorised absence from school or class will incur automatic detention.
- Where a child is absent from school the parent/guardian shall notify the school in writing of the reasons for the child's absence. (Ed. Welfare Act).
- If a student remains at home e.g. at lunchtime, the parent/guardian must inform the school authorities by telephone before classes recommence. Failure to inform the school will be taken as an unauthorised absence for which the sanction is detention. As well as the phonecall, this absence must be confirmed in writing next day.
- Where the aggregate number of school days on which a student is absent from a recognised school during a school year is not less than twenty (20), the Principal shall inform in writing the Educational Welfare Officer. (Ed.Welfare Act 2000).

### **Procedure When a Student Is Unwell In School**

The school, following Department of Education and Skills guidelines, does **not under any circumstances** give medication to the students.

A student who feels ill/injured must report to his Year head who will assess whether or not the student needs to go home or if the student need to be seen by the First Aid Co-ordinator. With the Year Heads permission to go home the student must get his journal signed by his Year head. The student must report to reception where the Secretary will contact a parent / guardian. The student must sign out at reception.

Parents / guardians are required to collect their son from reception, or to arrange for another responsible adult to do so. All arrangements with parents must be made through reception.

Reception is open from Monday to Friday 8.30 a.m. to 4.00 p.m.

In the case of an emergency, the school will call a doctor or bring the student to hospital, if the parents cannot be contacted.

### **School Property:**

- Students are obliged to respect and care for all school property and grounds. They are obliged to play in the designated areas and to use litter bins provided.
- Littering will be dealt with as a serious offence subject to sanctions. Damage to school property etc. will require the payment in full by parents/guardians of the pupil(s) involved of –
  - (a) The cost of all labour and materials to restore the property or the cost in full of new replacement of the property.
  - (b) A fine in addition to costs at (a) may be imposed.
  - (c) The student may be suspended from school pending the completion of all work and payment of fine.
- Students are responsible for their own books, gear and personal property.
- The School authorities will not accept any responsibility for any bags, gear, etc.
- Students are obliged to put their bicycles in the area provided.
- While the school has a closed circuit TV system (CCTV) for added security, it is important that students co-operate with the authorities in the care of their property and possessions.

### **Drugs:**

1. In so far as is possible, the school authorities aim to provide a safe environment for all.
2. The school is aware that illegal drugs are a serious threat to young people today.
3. Through Pastoral Care programmes, through Religious Education, through various agencies and people, and through the ethos of the school, students are made aware of the dangers from illegal drugs.
4. The school assumes the support of all parents/guardians in its continuing efforts to protect all students against the danger of illegal drugs.
5. Where any drugs related incident occurs on school premises or at any function directly connected with the school the procedure is:-
  - (a) Inform the Principal or Deputy Principal.
  - (b) Investigate the matter diligently.
  - (c) Inform parents of those involved.
  - (d) Suspend students, if justified, pending a meeting of the Board of Management
  - (e) Inform Staff
  - (f) Parents have a right to be heard by the Board of Management before any decision is taken by the Board.
  - (g) Parents have a right to appeal any decision of the Board of Management.
  - (h) Where a student (or students) is (are) clearly identified with possession, purchase, sale or use of an illegal drug, the Board of Management may expel a student as constituting a risk to the students in the school.

### **Bullying:**

C.B.S. Dungarvan seeks to provide a caring and supportive environment for all its students and staff, free from humiliation, oppression and bullying. This is a responsibility, which it takes seriously and is reflected, in its positive and preventative approach to the issue of bullying.

Prevention concentrates on the positive aim of improving relationships between staff and students, between staff, between all members using the resources available to the school.

The school strives to establish a climate in which the student who is being bullied feels that it is safe to tell. Students usually confide in teachers because they know that action follows the telling.

### **What Is Bullying?**

It is behaviour by an individual or group that is seen as an attempt to hurt, frighten, humiliate or threaten you or someone else, particularly if the behaviour is repeated or persistent.

### **Bullying Can Include:**

**Physical** – Hitting, kicking, pushing, horseplay, stealing, hiding, damaging or destroying someone's belongings.

**Verbal / Written** – Verbal threats, racist or sexist remarks, taunting, name-calling, malicious rumours, verbal asides in class, writing on books, unkind notes, text messages **or e-mails etc.**

**Extortion** – Demanding money, personal property or homework.

**Gesture** - Different forms of non-verbal, threatening, insulting or provocative gestures, which intimidate a student.

**Emotional** - Being deliberately unfriendly, excluding someone from a group or tormenting someone.

### **What to Do?**

Initially try to ignore bullies. Walk away and do not let them see that you are upset. Don't give them the satisfaction of getting a reaction from you. Avoid being on your own. Try to stay with your friends.

Tell someone you trust. This could be a teacher, year head, someone at home or a friend.

### **What Will Happen If You Tell A Teacher?**

The teacher will listen to you and offer support. If you agree the teacher will talk to the person who is bullying you and hopefully stop the bullying. Alternatively the teacher will bring it to the attention of the Year Head, Deputy Principal or Principal and action will be taken to deal with the situation under the school rules.

**If you are in a group where one member is bullying, show that you disapprove because by doing nothing you support the bully.**

### **School Uniform Requirements:**

Students must wear full uniform at school at all times.

The uniform consists of:

- C.B.S. Jumper
- Grey Shirt
- Tie
- Grey Trousers

- Dark Socks
- All black footwear.
- Piercing or jewellery (except watches) are not permitted
- Make-up, including nail varnish may not be worn by students.
- Distinctive haircuts and hair-colours are not permitted

**Please Carefully Note The Following:**

The wearing of full uniform is part of the overall discipline in the school and any failure to co-operate with the school authorities will be viewed in a very serious light.

**Sanctions:**

- A student not in full uniform must have a written explanation from parents/guardians.
- A note of explanation is valid in school only for 2 days – medical certificate excepted.

**De-Merit System**

**A Schedule of Sanctions:**

This schedule of sanctions has been devised to meet the particular needs of school. The aim of the sanctions is to support the provision of education to each student of the school in a relatively disruption free environment.

Teachers will keep a written record of all instances of misbehaviour along with a record of improvements among disruptive students. Teachers will ensure that a student is aware that it is the behaviour rather than the student which attracts the sanction. Therefore students must be made aware of the reason(s) for each sanction.

The following list of sanctions may be used.

- Discussion with the student.
- Reprimand (warning) both verbal (informal) and recorded.
- Additional homework relevant to the subject and suited to the age and ability of the student.
- Communication with parents by
  - (i) Teachers note
  - (ii) Letter from the Year Head.

**Referral-**

- (i) To the Year Head
- (ii) To the Deputy Principal
  - Demerits after reprimand and or written work have already been given.
  - Detention has been given.
  - Board of Discipline
  - Referral to the Principal.
  - Referral to the Board of Management.

### **Implementation of the De-Merit System:**

- The subject teacher may impose an appropriate sanction including extra work, detention to misbehaviour on the part of an individual student.
- Consistent or serious breaches of discipline are recorded on a de-merit slip.
- Serious incidents of misbehaviour can lead to removal from the class to a supervised environment pending positive resolution of the problem.
- The subject teacher may refer consistent or serious offenders to the appropriate Year Head.
- The Year Head will inform parents about consistent or serious breaches of discipline.
- If the Year Head deems the matter to be sufficiently serious or has the potential for further problems, then he/she has the option of requesting a meeting of the Board of Discipline.
- Parents will be informed in advance of students going before the Board of Discipline.
- If a breach of discipline is **sufficiently serious**, the matter may be dealt with directly by the Principal.

### **The Board of Discipline:**

- The Board is to be composed of the Deputy Principal and the Year Head.
- Parents/guardians will be informed in writing prior to the appearance of any student before the Board of Discipline and are invited to attend this meeting.
- In the interests of natural justice it is important that the offending student, in the presence of Parent/Guardian, be given an opportunity to present his case before the question of imposing a sanction arises.
- When their investigations are completed, the Board will make its recommendations to the Principal.
- Sanctions which may include suspension up to and including expulsion will be appropriate to the misdemeanour, and will be imposed in a fair and consistent manner.
- Details of each case and subsequent sanctions, if any, will be recorded.
- A student on whom a sanction has been imposed has the right of appeal to the school's Board of Management.
- A suspension imposed in relation to a student may be removed following a successful appeal to the Board of Management.

Where the Board of Management decides to expel a student, the student's parents will be advised of their right of appeal under the Education Act. (Section 29).

In order to introduce a measure of flexibility to the Code of Behaviour and, following consultation with the teachers, and in what he/she considers being exceptional circumstances, the Year head:

- Where a student has acquired de-merits over a significant period of time, may decide not to send a student for detention.
- The Year Head may decide to delay a detention pending improved behaviour, with a view to cancellation.

## General Rules:

- Students will show respect for teachers and for each other at all times and in all places. Any action which offends against courtesy, good taste, common sense or honesty or which brings discredit on the name of the School will be deemed to be a breach of school rules.  
Appropriate discipline measures will be decided by the School Authorities.
- Offensive, aggressive and/or threatening behaviour towards teachers, their families and other school employees, either in or outside school is a very serious breach of discipline. Appropriate discipline measures will be decided by the School Authorities.
- Fighting will be deemed to be a very serious breach of the Code of Behaviour. A student who strikes another student will be suspended and such suspension placed on his/her school record.  
Pre-arranged fights either within or outside the school will merit suspension and/or expulsion for those involved.
- Bullying, either physical or psychological will be deemed a very serious breach of the Code of Behaviour. Each reported incident will be investigated, parents/guardians will be informed. Very severe sanctions will be imposed where necessary.
- Any student, whose persistent misbehaviour disrupts class and adversely affects the work of the teacher and other students, may be removed from class at the discretion of the Principal and returned to the care of his parents at those class times where the disruption occurs until his behaviour has modified.
- Students must enter/leave classrooms in an orderly manner. If waiting for a teacher, students must stand outside classrooms in an orderly manner. No pushing, shoving or disorderly behaviour will be tolerated.
- Smoking/Use of e-cigarettes is forbidden either in school, on school grounds or at school gates. If caught smoking, a full detention will be imposed.
- The school shall not be responsible for any injury, loss or damage suffered by the students while on or in motor vehicles either on or off school premises.
- Possession of or involvement with alcohol, or carrying a weapon e.g. a knife, is regarded with the same gravity as drugs, and will be dealt with accordingly.
- Behaviour outside the school is equally important. Any misconduct on school buses, around the town, on the way to or from school, will be dealt with as appropriate by the School Authorities. (See Extra-Curricular Activities & School Outings Policy)
- Any act of vandalism will be investigated and referred to the appropriate authority
- Any form of harassment including sexual harassment, will be deemed a very serious breach of the Code of Behaviour.
- The possession of magazines, literature or any material of a vulgar or offensive nature will result in confiscation of material, sending home material to parents/guardians of pupil, and a full detention may be imposed.
- All appointments should be scheduled out of school times.

## Conduct of Students during school house exams

Instructions and Regulations for the Conduct of Candidates during State Examinations applies to all house exams in our school.

For more information on these instruction and regulations please click on the following link:  
<https://www.examinations.ie/index.php?!=en&mc=ca&sc=gy>

### **Mobile Phones:**

While we recognise that very many students have mobile phones, the school requires that all phones be turned off while in school/class and be out of sight.

Should there be a breach of this rule:

- The student's phone shall be confiscated for 3 days by the teacher and handed into the Office.
- The phone shall only be returned to the student's parent/guardian after the 3 days have elapsed.
- Electronic Devices will be dealt with as with Mobile Phones

### **Lockers:**

- The school retains the right to open and inspect the lockers at any time.
- Students can retrieve materials from their lockers and should organise books and equipment
  - (A). for the first three classes before 8:55 am.
  - (B). for the next three classes during 10:55 am break.
  - (C). for the next three classes at 1:30 pm.Access to lockers at any other time is not allowed

### **Fire or Other Emergency**

In an emergency the alarm bell will sound. If you hear the alarm, follow the emergency code;

- Stop what you are doing and switch off any equipment you are using.
- Listen to the instructions of the classroom teacher.
- Leave the building by the specified exit that is displayed in the room you are in and make your way quickly and quietly to the assembly point that is also displayed in the room.
- Do not run.
- Do not waste time collecting your possessions.
- Line up quietly and wait for your teacher to take the roll.
- Wait patiently and quietly until you receive further instruction.
- No one should return to the building until the all clear is given.

**Fire Drills take place each year.**

**As every eventuality cannot be covered by specific mention in the Code of Behaviour, the school authorities will interpret and decide in specific situations.**

**Ratified by the CBS Board of Management on February 6<sup>th</sup>, 2019.**