



## **CBS Secondary School, Dungarvan**

### **Procedures When in Breach of Code of Behaviour**

This schedule of sanctions has been devised to meet the particular needs of CBS Dungarvan. 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 work suited to the age and ability of the student.
- Communication with Parent/Guardian by
  - i. Note in journal
  - ii. Phone call
  - iii. Letter from the Year Head
- Referral
  - i. to the Year Head
  - ii. to the Deputy Principal
- Demerit, after reprimand and/or written work have already been given.
- Detention after 5 demerits.
- Board of Discipline when a student reaches 3 detentions (Parents/Guardians, Year Head, Deputy Principal & the Student in attendance)
- Referral to the Principal
- Referral to the Board of Management

## Demerit Slip

Each Teacher would have a **Demerit Slip Book**

### Sample Demerit Slip:

Demerit Slip	
Student Name: _____	
Class/Year: _____ Date: _____	
<b>Classroom sanctions previously used:</b>	
Discussion <input type="checkbox"/>	Note in Journal <input type="checkbox"/>
Extra relevant/suitable homework <input type="checkbox"/>	Referral to Year Head <input type="checkbox"/>
Communication with Parent/Guardian in consultation with Year Head <input type="checkbox"/>	
Not applicable <input type="checkbox"/>	
_____	
<b>Details of misbehaviour</b>	
Truancy <input type="checkbox"/>	Inappropriate behaviour <input type="checkbox"/>
Disrespectful <input type="checkbox"/>	Persistent non co-operation <input type="checkbox"/>
Damage to Property <input type="checkbox"/>	Disruptive/Aggressive Behaviour <input type="checkbox"/>
No books/homework/equipment/gear x 3 <input type="checkbox"/>	Incorrect/incomplete uniform <input type="checkbox"/>
Other <input type="checkbox"/>	
<b>Teacher</b>	<b>Year Head</b>
Comment: _____ _____ _____ _____ _____ _____ _____ _____	Comment: _____ _____ _____ _____ _____ _____ _____
Recommended De-Merits: _____	De-Merits Awarded: _____
Signed: _____	Signed: _____
	Date: _____

**Please Note:**  
This is a duplicate book so when you give the completed top sheet to the Year Head you will have a duplicate copy for your own records.

When completing the de-merit slip:

- Fill in Student Name, Class/Year & Date
- Indicate what you have done prior to issuing a Demerit.
- Indicate details of misbehaviour
- Comment, if necessary (Please note here: Dates of infringements, see above)
- Indicate Recommended De-Merits
- Sign it.

Communication with home: Please make note of demerit in student's journal.  
Journal to be signed by parent.

When you have completed the Demerit slip, tear off the top copy and give it to the student's Year Head. The Year Head sanctions the demerits.

Under this system a file will be maintained on each student by the Year Head.

When the Year Head receives a demerit slip it is filed accordingly.

- When a student has reached the appropriate number of Demerits for detention the Year Head will notify the student's Parents/Guardians in writing of the date, time and venue of detention. A copy of the demerit slips awarded will also be attached to this letter in order to indicate the reasons the student has been entered for detention.
- At least 3 days' notice of detention will normally be given however the Principal may authorise a shorter period of notice, or a different method of notice in exceptional circumstances.

## Demerits

The following outlines forms of behaviour which can warrant demerits:  
(This includes all school activities both internal & external)

### 1 Demerit

- Late for class on two occasions without adequate explanation
- Talking in class on three occasions
- Defacing of School Journal
- Failure to produce a note to Year Head on return to school explaining reason for absence
- Failure to bring in homework on 2 occasions
- Failure to comply with full uniform requirements \*
- Any other misbehaviour which warrants 1 demerit

#### \* Uniform

- 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.  
A student with no written explanation receives a demerit

### 3 Demerits

- Use of abusive language/gestures
- Disruptive behaviour, including disrupting school examinations
- Defiance
- Intimidation or threat of violence
- Repeated failure to bring in Homework Journal, homework, textbooks or other materials/equipment required for class on 3 occasions
- Any other misbehaviour which warrants 3 demerits

### 5 Demerits

- Violent behaviour
- Careless behaviour with the potential to cause bodily injury or serious damage to property
- Persistent defiance by a student
- A student found smoking in school uniform
- Student leaves school without permission/signing out
- Any other serious misbehaviour which warrants 5 demerits

**The following offences may lead to an immediate Suspension**

- A student found selling or offering cigarettes to others
- A student found in possession of, or under the influence of, or selling/offering alcohol
- Extreme violent behaviour.

**Expulsion**

- A student found in possession of or selling, or under the influence of, illicit substances (drugs) may be expelled.
- Any student who repeats any of the offences listed under 'Immediate Suspension' may be expelled.
- Any extreme misbehaviour may lead to expulsion

On reaching the relevant number of demerits a student must enter detention, as outlined below:

**When a student reaches 5 Demerits**

The student must attend supervised Friday detention from 1.30 to 3.30.

The Year Head informs the student the date of their detention.

The Year Head sends letter to parents outlining the date of detention along with a copy of the demerits accumulated prior to the detention.

If a student supplies the Year Head with a note from parent/guardian prior to the detention, outlining a reason they cannot attend it is accepted as a once off. The student is expected to attend the next detention.

If a student does not attend detention without adequate excuse an additional detention may be added. (doubled)

If a student is absent, with note, he is expected to complete the next detention date.

Students are required to wear full school uniform.

Students are required to complete the Detention Work Sheet.

If a student is uncooperative/misbehaves in detention he may be removed and will complete another detention.

If a student is uncooperative/misbehaves the Year Head will inform parents/guardians in a letter, along with the date for next detention.

On the back of the Detention Work Sheet there is a space for the supervising teacher to write a comment in relation to a student for the Year Head.

At the end of detention these Detention Work Sheets will be put into the student's file.

**When a student reaches 3 Detentions**

The student must attend the Board of Discipline.

- The Year Head will contact the student's parents/guardians to ask them to attend for a Board of Discipline meeting.
- The student, his Parents/Guardians, Year Head and Deputy Principal will attend this Board of Discipline meeting where the student's behaviour and de-merits attained shall be discussed.
- Following the Board of Discipline the Deputy Principal meets with the Principal to discuss sanctions.

**When a student is Suspended**

Parents/Guardians will be notified of the Board of Discipline outcome.

A letter will be issued concerning suspension to Parents/Guardians.

Staff will be e-mailed informing them of suspension.

On return to school the student must meet with the Guidance Counsellor.

**Reduction of Demerits**

Should a student's behaviour improve over a period of 6 weeks the Year Head may reduce the demerits already attained.

This will allow the student the opportunity and incentive to improve his behaviour.