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## CBC Monkstown Park



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## Code of Behaviour

### Rationale

The principles underpinning this policy have been approved by the Board of Management CBC Monkstown and are in accordance with “Developing a code of Behaviour: Guidelines for Schools”, published by the National Educational Welfare Board (NEWB) in May 2008 and reflects insofar as they are applicable to CBC Monkstown the good practices and guiding principles as more fully set out in the NEWB document. The College’s Anti-Bullying Policy; Acceptable Internet Use Policy and CBC Classroom Expectations are also relevant when considering positive behaviour within the College.

### Introduction

This Code of Behaviour is the result of a co-operative approach by the school community of CBC Monkstown: the students, parents and teachers. On the understanding that good order and discipline are necessary life skills and important foundations for learning, it is the aim of the code to affirm and support the fundamental principles of respect for oneself and respect for others that have been and are the cornerstone of the characteristic spirit of CBC Monkstown. CBC is a member of the Edmund Rice Schools Trust and the Code of Behaviour is informed by the five key elements of the Edmund Rice Schools Trust Charter:

- Nurturing Faith, Christian Spirituality and Gospel-based Values
- Promoting Partnership in the School Community
- Excelling in Teaching and Learning
- Creating a Caring School Community

- Inspiring Transformational Leadership

At the heart of CBC Monkstown is an environment which recognises and respects the dignity of each individual and which fosters attitudes of tolerance, concern for justice and of social responsibility.

**The Code aims to:**

- Enable students to develop their talents to the full by providing a balanced, challenging curriculum which fosters intellectual, spiritual, emotional and physical growth.
- Foster an atmosphere which promotes self-esteem, honesty, justice and respect for others.
- Create a safe, healthy learning environment that nurtures self-discipline and encourages students to take responsibility for their own learning.
- Promote co-operation, respect and commitment within the school so that all are unified as partners in learning for life.
- To enable students to engage in the positive learning environment and play a full part in school life and activities.

Students of CBC Monkstown are expected to observe the College Code of Behaviour at all times while on college property, while travelling to or from college and while attending any college activity including school trips, sporting and cultural events. While wearing College uniform, students are considered ambassadors for the College and are expected to behave in a manner consistent with standards set by the College.

## **1. ATTENDANCE**

Good attendance helps students to achieve academic goals and to benefit from all College activities and services. We expect full attendance from students.

The College requires a written explanation for any absence from school, signed by a parent or guardian. This must be presented to the school on the day the student returns. It should be noted that the reporting of students who are absent from school for more than twenty days in a school year to Tusla is now mandatory under the Education and Welfare Act 2002. [www.tusla.ie](http://www.tusla.ie)

Students in Junior Cycle are not permitted to leave the college grounds during the school day. Senior students are permitted to leave the grounds during lunchtime only (1:10pm – 2:00pm), and only having returned the permission form to the College Office.

Any student who wishes to leave the College early must have written permission from a parent or guardian which must be presented at the College Office prior to leaving. The students must also “sign out”. *Written Permission will not be accepted retrospectively.*

## **2. PUNCTUALITY**

Punctuality is essential for the smooth running of a school. Arriving on time is an expected habit both in the workplace and in personal relationships. Students are expected to be on time for school and for each class as late-coming inconveniences both teachers and students. School begins with Tutor Class at 8:45am; this is a vital part of College life and all students are expected to participate. Students who present late are expected to sign in at the Office. Students who are late two or more times in one week will be required to attend Retention on a designated day from 4:05pm-5:05pm.

### **3. WORK HABITS**

Good work habits enable the student to contribute to the class and to be successful. They are important for success in endeavours after secondary school. Students are expected to be prepared for, and to work in, each class. They should have the textbooks and class materials that their teachers have indicated are necessary. Students should complete class-work and homework on time and be prepared and present for all tests and examinations.

CBC provides each student with a Student Journal at the beginning of the year. Students are expected to keep it in their possession and treat it with care and respect, ensuring it is not defaced in any way. The Journal functions as a vital link between home and College. Teachers use the Journal to communicate information such as test results and in-class behaviour to parents. Parents use the Journal to excuse absences and to pass on relevant information about their son. Parents sign the Journal on a weekly basis. Responsibility to sign notes in the Journal is solely the remit of parents or guardians. Students should use the Journal to note homework and should be aware that their Journal is not private and should not contain personal or sensitive information.

### **4. PERSONAL SAFETY**

Students are expected to show concern for the personal space and safety of themselves and others at all times during the school day and during all school activities.

Students should not engage in horseplay or any behaviour where others may be affected. This includes play fighting, running through public areas, or engaging in conduct potentially harmful to themselves or others.

### **5. BULLYING AND RESPECT FOR SELF AND OTHERS**

CBC is a respectful and inclusive community. All members of the

school community have the right to be treated with dignity and courtesy and to feel safe from intimidation. Therefore, each student is expected to treat others as he would like to be treated. This includes the use of appropriate language and behaviour. Specifically, students should not engage in any activity that could be interpreted by others as harassment, intimidation or bullying.

Conduct which is injurious to the mental and physical well being of others is not acceptable. Harassment which is any unwelcome behaviour (including physical intimidation, verbal abuse, sexual harassment and racism) that interferes with the well-being of others is not tolerated in work environments or in social situations.

Members of the school community should be aware that the school has a separate **Dignity in the Workplace Policy** and an **Anti-Bullying Policy** which is reviewed annually by the Board of Management.

## **6. RESPECT FOR STAFF AUTHORITY**

CBC Monkstown is a positive environment where learning and respect are valued. We are courteous in our interactions with one another. Students are expected to be courteous and obedient to all staff while they are under the care of the college. Staff includes: teachers, coaches, office staff, caretakers, bus drivers and other support staff.

## **7. SUBSTANCE ABUSE**

CBC Monkstown Park is a healthy environment and we encourage all members of CBC to embrace a healthy lifestyle. The College is a smoke free campus and students are not permitted to smoke on or near College property or at any time while in uniform or involved in school activities. For health reasons, we hope students do not smoke at all.

Students are not to come to College under the influence of or in possession of alcohol or prohibited drugs. Any student who uses, possesses, or traffics in alcohol or prohibited drugs while under the

care of the College or on a school trip will be subject to immediate suspension and possible expulsion from the College. Sanctions may also be applied to students who may not be directly involved, but who nevertheless indirectly facilitate or support those who engage in any of the above practices.

## **9. ACADEMIC HONESTY**

Students will benefit from school and education by making an honest effort to achieve educational objectives. Students are expected to submit work which is original and represents their own efforts.

## **10. USE OF COMPUTER FACILITIES**

CBC Monkstown Park has an Acceptable User Policy which all students and parents are required to sign. Students are expected to use computers and computer networks solely for the purposes of education and academic research. Students must not tamper with or reconfigure any computer hardware or software without the permission of a teacher. The College has a responsibility to parents and to the community to ensure that computers and computer networks are used to further the aims of education and that students do not misuse ICT or social media in any way that violates any aspect of this code of behaviour.

Students should not use Information and Communication Technology (ICT) for the purpose of bullying a fellow student, insulting or defaming a teacher or any other member of staff associated with the College and/or bringing the College into disrepute in any fashion.

## **11. RESPECT FOR PROPERTY**

CBC Monkstown provides facilities that are conducive to a positive, healthy learning environment. Students are expected to treat all College property with care and to show due respect for the property

of others. With regard to the general College environment, students are expected to dispose of litter in an appropriate manner.

## **12. UNIFORM AND APPEARANCE**

It is important that students maintain the highest standards of appearance in class, inside the college grounds and when coming to and from College. Full uniform must be worn when travelling to and from the school. Students are expected to be well groomed and hairstyles should be neat, clean and properly maintained. In all cases, the school authorities are the judges of acceptable standards of appearance. The wearing of earrings and facial jewellery is not allowed. Any student who do not present in full College uniform will be sent home until suitably attired, following communication with parents by the College Office.

## **13. MOBILE PHONES AND PERSONAL AUDIO EQUIPMENT**

The College recognises the safety and communication benefits of a student having a mobile phone. Students who have a mobile phone or personal audio equipment at College are responsible for the safety of the device at all time. Inappropriate use of these devices may result in their being confiscated and retained by the College authorities until collected by parents from the College Office. The use of the audio, camera or video recording functions of these devices is not permitted at any time while in the College unless directed by a member of staff. The use of phones for communication is strictly prohibited during class times and during supervised study. The use of mobile phones is detailed in the College's Acceptable User Policy. Students will be responsible for their phone or personal audio equipment in case of loss or damage.

## **14. PROMOTION OF POSITIVE BEHAVIOUR**

CBC Monkstown Park recognises and reinforces good behaviour; high standards of work and effort; regular attendance and punctuality in a variety of ways:

- Display of CBC Classroom Expectations of students in every classroom.
- Affirmation of pupils' self-esteem and self-worth
- Recognition on homework assignments
- Recognition in the College Journal and in mid-term reports
- Complimenting good behaviour, initiative, courtesy, neat appearance.
- Recognition of achievements, curricular, extra-curricular, non-curricular in Tutor Classes and Assemblies by Tutors and Year Heads
- Oral/Written recognition of achievement by Principal, Deputy-Principal, both individually and using the College website and Daily Announcements
- Public display of pupils' work and projects
- Recognition at annual end of year Awards ceremonies for academic, sporting and extra-curricular success and effort.

## **15. BREACHES OF THE CODE OF BEHAVIOUR**

CBC Monkstown Park maintains a positive and constructive Code of Behaviour, developed in cooperation with all members of the College Community. CBC is an inclusive school and, through the pastoral care system, in the class and in daily College life, all teachers, tutors and the SEN team assist students, especially those with special educational needs, by helping them understand the Code of Behaviour. The consequences of breaking the College Code of Behaviour are clearly stated and behaviour that violates the Code will result in sanctions.



The Board of Management views such sanctions as corrective supports rather than punishment. The purpose is to promote positive behaviour and a safe learning environment for the whole school community, based on respect for all. In its approach to supporting good learning behaviour and responding to inappropriate behaviour the College authorities follow the Guidelines issued by The National Educational Welfare Board 2008.

Sanctions will be:

- Part of a plan to change behaviour.
- Based on the principles of natural justice.
- Appropriate.
- Proportionate.
- Clearly communicated.
- Used consistently.

We have faith that students wish to do the right thing and will behave appropriately: consistent clear rules and routines in class and in school are of benefit to all members of the school community and assist students in making good choices. Teachers and students have a responsibility to develop a friendly open atmosphere with mutual respect between teacher and student. The teacher is responsible for discipline within the class and will work to modify behaviour to ensure a positive, happy, learning environment within the classroom. This will include highlighting for students the **CBC Classroom Expectations** that are on display in every classroom.

The accepted procedure for dealing with discipline issues in the classroom include:

- Meeting and discussion with student.
- Verbal warning.
- Additional class work or homework.
- Move within classroom.
- Communication with parents via the school journal.

- Report to Year Head for ongoing low level disruption or distraction from the teaching and learning process.
- Report to Year Head via standardised “Referral Form” for persistent misbehaviour or a once off serious incident.

A serious breach of expected standards in classroom behaviour or serious disruption to the teaching and learning process may result in the student receiving a Red Card from a class teacher and being referred immediately to the Deputy Principal.

The Year Head has overall responsibility for the students in the Year group and serious incidents and recurring minor misbehaviour concerning any student will be referred to the Year Head. The Year Head will decide on a course of action which may include one or a combination of the following procedures:

- Meeting and discussion with student.
- Referral for Guidance/Counselling which may involve a Behaviour Modification Programme.
- Contact with parents.
- Placing a student on Daily Report.
- Detention.
- Referral to Principal / Deputy Principal.

In exceptional cases a Board of Discipline may be convened to investigate an incident. The Board consists of any two of: Principal, Deputy Principal and Year Head. Parents will be informed that a Board of Discipline will be convened. Following this meeting, the Principal will decide on the appropriate sanction.

In serious situations the Principal / Deputy Principal may be directly involved from the outset. The accepted procedures at this stage include:

- Meeting and discussion with student.
- Meeting and discussion with parents.
- Referral to Guidance / Counselling which may require a Behaviour Modification Programme and/or a Contract of Behaviour.
- Suspension – Internal or out of College.

- Referral to Board of Management with recommendation for expulsion.

## **16. Review Period**

This Code of Behaviour should be reviewed by the Board of Management at regular intervals and at least every three years.

This policy was ratified by the Board of Management in CBC Monkstown on 3<sup>rd</sup> May 2016.

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## CBC Monkstown Park



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## Policy on Suspension and Exclusion

### CBC Monkstown Park Policy on Suspension

#### **Rationale for Suspension:**

- It is the College's policy to keep parents informed of all serious cases of misbehaviour and of the procedures being followed. Fair procedures and natural justice will be adhered to in each case.
- The Board of Management delegates authority to suspend a student to the Principal or, in the absence of the Principal, to the Deputy Principal.
- Suspension should be a proportionate response to the behaviour that is causing concern.
- The decision to suspend a student requires serious grounds such that:
  - 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 misconduct may be grounds for suspension.
- Reports of serious incidents should, where practicable, be made in writing to the Year Head, Deputy Principal or Principal.
- The Year Head/Deputy Principal/Principal will meet with a student to discuss the reported incident, and with any other witnesses involved. This could take place while written accounts are pending.

- The student(s) involved will be asked to give his written account of events.
- In exceptional circumstances a student may be internally suspended from class while the Year Head / Deputy Principal / Principal investigate an incident.
- The Principal will impose a period of suspension following consultation with teachers, parents/guardians and Year Heads or a Board of Discipline. A student should not be suspended for more than three days, except in exceptional circumstances where the Principal considers that a period of suspension longer than three days is needed to achieve a particular objective.

## **1. Procedure for Suspension**

- When a decision to suspend is reached parents will be notified by phone and written confirmation will follow.
- The letter will indicate:
  - the reason for suspension.
  - the commencement date of the suspension.
  - the length of suspension.
  - the provision for an appeal to the Board of Management.
  - or, if the total number of days for which a student has been suspended in the current school year reaches twenty days, to the Department of Education and Skills under Section 29 of the Education Act 1998.
- In the case of an immediate suspension, parents must be notified, and arrangements made for the student to be collected.
- The College is obliged to inform the National Education Welfare Board if the suspension is longer than six days or if the student has been suspended for a cumulative total of more than twenty days during a school year.

## **2. Appeals**

The Appeals process will at all times follow the principles of natural justice. Parents and the student will be made aware of the details relating to the behaviour which resulted in the decision to suspend. An internal appeal may be made to the Principal who may recommend that a subcommittee of the Board of Management be appointed to facilitate an early decision. The decision of the Board will be communicated in writing to the appellants. If dissatisfied, the

appellants have the right to appeal to the Department of Education and Skills under Section 29 of the Education Act 1998.

The grounds for removal of a suspension may include:

- Successful appeal to the Principal or Board of Management.
- Successful appeal under Section 29 of the Education Act 1998.
- New circumstances come to light.
- An alternative strategy being agreed in consultation with parents / guardians.

### **3. Procedures for return to College**

A student returning from suspension is required to meet with the Year Head / Deputy Principal / Principal prior to his return to class. The College may request agreed conditions for the formal reintroduction of the student into the College such as

- Attendance at counselling.
- Undertakings of good behaviour.
- Other pastoral supports.
- On report for a defined period of time.
- All students returning from suspension will be required to attend at least one appointment at the Guidance / Counselling office.

## **Rationale**

The Board of Management of a CBC Monkstown Park has the authority to expel a student. Expulsion of a student is a very serious step and is one which will only be taken by the Board in extreme cases of unacceptable behaviour where:

- The student's behaviour is a persistent cause of significant disruption to the learning of other students or to the teaching process.
- The student's continued presence in the College constitutes a real and significant threat to the safety of others in the school community.
- The student is responsible for serious damage to property.
- The student is responsible for serious breaches of the College Code of Behaviour.
- There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence such as :
  - A serious threat of violence against another student or member of staff.
  - Actual violence or physical assault.
  - Supply or possession of illegal or dangerous substances, or of alcohol, in the school or when on school related activities.
  - Repeated refusal by word or by deed to co-operate with the College's Code of Behaviour.
  - Sexual assault.
  - This list is not exhaustive.

### **1. Procedure for Expulsion**

The College authorities will follow fair procedure when proposing to expel a student. The steps will include:

- 1.1 A detailed investigation will be carried out under the direction of the Principal. In line with fair procedures and natural justice the Principal will inform the student and his parents about the details of the alleged misbehaviour and that it could result in expulsion. The student and parents will be given an opportunity to respond to the complaint of serious misbehaviour. Parents will be informed in writing of the alleged misbehaviour and the proposed investigation.

The Principal at this stage may decide to suspend the student in accordance with the provisions of the Education Welfare Act 2000 if, in the Principal's opinion, such an action is appropriate to ensure that good order and discipline are maintained and that the safety of students and staff is served.

- 1.2 Where the Principal forms a view, based on the investigation, that expulsion may be warranted, the Principal will make a recommendation to the Board of Management to consider expulsion.
  - The student and parents will be notified of the date of the hearing by the Board of Management and will be invited to that hearing.
  - Parents will be advised of their right to make a written and oral submission to the Board of Management at the hearing.
  - Parents will have records of the allegations against the students; the investigation; written notice of the grounds on which the Board of Management is being asked to consider expulsion.
  - The Board of Management will be provided with the same comprehensive records as are given to parents.
  - The Board meeting for the purpose of the hearing will be properly conducted in accordance with Board procedures.
- 1.3 The Board should review the initial investigation and satisfy itself that the investigation was properly conducted in line with fair procedures.
  - At the hearing the Principal and the parents or a student aged eighteen years or over, put their case to the Board in each other's presence.
  - Parents may wish to be accompanied at the hearing and the Board should facilitate this in line with good practice and Board procedures.
  - After both sides have been heard the Board should ensure that the Principal and parents are not present for the Board's deliberations. It is the responsibility of the Board to decide whether or not the allegation is



substantiated and, if so, whether or not expulsion is the appropriate sanction.

- 1.4 Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled the Board will inform the parents in writing about its conclusions and will notify the Educational Welfare Officer in writing of the intention to expel a student.
- 1.5 The student cannot be expelled before the passage of twenty school days from the date on which the Educational Welfare Officer receives the written notification. The Board may delegate authority to the Principal to suspend the student during the passage of these twenty days where it considers the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.
- 1.6 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 should formally confirm the decision to expel. Parents should be notified immediately that the expulsion will proceed and of their right to appeal the decision to the Secretary General of the Department of Education and Skills under Section 29 of the Education Act 1998.
- 1.7 The Board of Management will review (at regular intervals) the College Policy and Procedures for Expulsion. This review will ensure that the Policy and Procedures are consistent with College ethos and Code of Behaviour and that expulsion is used appropriately.



**CBC Monkstown Park**  
**Classroom Expectations**



**Students are courteous**

*Students will always act in a courteous manner. I was “only messing or joking or having a laugh” is never an excuse for poor behaviour.*

**Students are polite**

*Students will arrive punctually and enter the classroom in the presence of the teacher in an orderly manner.*

**Students are prepared for learning**

*On entry to the classroom, each student will take out his books; completed homework and relevant materials for the class. Phones are turned off and in bags.*

**Students are proud of our College identity**

*All students will wear the full and correct College uniform.*

**Students are proactive**

*Any notes for the teacher will be handed up at the start of class.*

**Students are engaged in learning**

*Any student asking a question or expressing a view will raise his hand and wait for the teacher to invite the comment or question.*

**Students take care of our College environment.**

*Before leaving the classroom the chairs will be put under/on the desks according to the teacher’s wishes and students will ensure the classroom is litter free at the end of class.*