

Preamble:

C.U.S is a Catholic school in which we seek to develop a sense of community that attempts to live out the teachings of Christ. We wish to do this with the same conviction of faith, concern and love that Mary exemplified in her task as mother and disciple. Our treatment of one another will be marked by her gentleness, conviction and strength. In this spirit we are committed to the personal growth of each pupil in knowledge, truth and goodness. To do this effectively we need to foster a sense of order and discipline. This is done by having guidelines to direct our behaviour for the benefit of all. This is what is meant by a 'Code of Behaviour'.

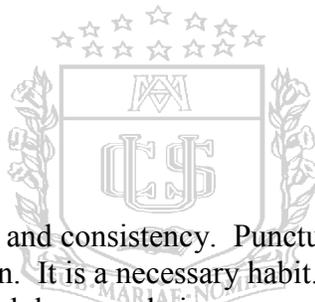
The aims are:

- To guarantee justice and fairness for all.
- To create an environment conducive to good teaching and learning.
- To protect every student's right to benefit fully from the school.
- To aid students in acquiring high standards of behaviour.
- To promote self discipline and responsible action.
- To protect student, staff and school property.
- To organize a large group of people so that the life of the school can operate smoothly to the benefit of all.

It is hoped that the effect of the 'Code of Behaviour' will be to inspire confidence in staff, parents and students alike that discipline is not merely punitive or a matter of reaction. If procedure, rewards and sanctions are clearly established, then standards are more clearly uniform and a matter of policy. This facilitates the development of internalized standards in young people and more coordinated teamwork between staff and parents.

The code covers the following areas:

- Attendance
- More serious offences
- Uniform
- Rewards
- Behaviour in class
- Sanctions
- Behaviour outside class
- Expectations
- Policy on vandalism
- Sport
- Bullying



Attendance:

Attendance involves punctuality and consistency. Punctuality avoids disorder, disruption of others' work and concentration. It is a necessary habit. It shows sensitivity to others. Lateness encourages disorder, indolence and gives a poor public image to the school. It is a bad example. Consistency of attendance is necessary to ensure that learning takes place over a long period of time.

Punctuality is more important in C.U.S. than it is in most other schools because of the variety of distances people travel to school and the manifold means of transport. Whilst sympathizing with parents on the unpredictability of public transport and the problem of traffic jams, we expect every effort will be made by parents and pupils to ensure they are punctual and that the students must be in time for class.

Rules:

Students who are regularly late for school may be required to attend detention. Parents will normally be given 24 hours notice.

Persistent lateness is inadmissible and may require that parents be contacted.

There should be no delays in moving from one classroom to another.

Truancy for any class period or part of the day may entail detention or suspension.

Where a pupil is going to be absent for any reason a parent should contact the school where possible. Upon returning to the school, the pupil should bring a letter from parents explaining his absence. If a pupil is absent for 2 consecutive days the parent will be contacted by the school attendance officer on the second day to ascertain the reason for his absence.

Parents are requested, if at all possible, not to make dental or medical appointments during school hours.

In the case of a pupil taking ill, the school secretary, where possible, will notify parents or guardians of the affected pupil. If he needs to be hospitalized, where possible, one of the school staff will accompany the pupil and stay, where possible, until he is attended to by medical staff. Basic details relating to the illness will be recorded.

School Uniform & Personal Presentation:

Proper clothing and a well groomed appearance indicate a respect for self and others with whom we come in contact. An ordered atmosphere is essential to the learning process. The school uniform contributes in no small way to that atmosphere. Teenagers tend to have a very competitive spirit in the matter of clothes, to the point of distraction as well as the expense involved in 'wardrobe competition'. In addition, the uniform helps to maintain a sense of equality. It heightens school identity.



Rules:

The uniform consists of the following:

- Virginian grey trousers - 'regular' fit
- A navy blue pullover with school crest
- A plain white shirt - with top button fully closed
- School tie – the knot of the school tie must cover top shirt button.
- Black leather shoes are acceptable footwear.
- Runners, trainers, or boots are **not** acceptable.
- School jacket or school fleece.

Students are strongly advised to write their names on the identity tags. The wearing of non regulation coats, jackets, hoodies or other such outer wear is not acceptable.

Students are expected to wear full school uniform on all school occasions unless specifically exempted. The uniform must be clean and neat.

Jewellery such as earrings, studs and bangles are not permitted as these contribute to distraction and competition.

Hair should be clean and tidy and of reasonable length at all times, i.e. 4 inch blade above the collar. Students should present in school clean shaven. Sideburns should not extend below the top of the ear.

Hair styles and fashions associated with various cults and movements may be deemed unacceptable by school authorities. Non compliance may lead to suspension from either class or school.

Interpretation of all of the above will rest with Principal, Deputy Principal, Class Head and Deans.

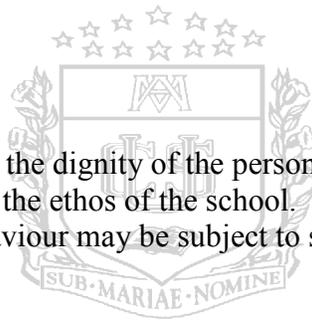
Students who are in breach of the uniform regulations may not be allowed to attend class, in which case they will normally be sent to the Study Hall. Where possible, parents will be contacted and advised of this situation.

Behaviour in Class:

In order that people benefit from work in class, the utmost co-operation is necessary. Responsibility lies with the subject teacher to ensure that orderly and attentive behaviour is maintained. Responsibility for co-operation with the teacher lies with the student. Courtesy and respect are basic to classroom behaviour.

Bullying:

The physical, verbal or psychological intimidation of another student is totally



unacceptable. It offends against the dignity of the person and as such is incompatible with the Code of Behaviour and the ethos of the school. Students who are discovered to have been involved in such behaviour may be subject to serious sanctions and possible expulsion.

Rules:

Respect for each teacher and pupil must be maintained at all times. It is one of the most serious breaches of discipline when a student shows disrespect to a member of staff. After investigation it may warrant immediate suspension followed by an interview with parents. If a student feels he has been unfairly treated he should report the matter to the Class Head, Deputy Principal or the Principal.

The striking or intimidation a fellow student in any form is a serious infringement of the dignity of the person. After investigation it may entail suspension.

Between classes it is necessary that students behave with restraint and control and move quietly and directly to the next classroom.

Pupils must leave classrooms during 'breaks'.

Apart from recreation times, pupils may go to the toilet only with the permission of the teacher in charge of that class at that particular time.

All students must submit homework strictly in accordance with the guidelines laid down in "The meaning and purpose of homework and some guidelines" - which is to be found in the school journal.

Food and drinks should be consumed in the canteen or yard only.

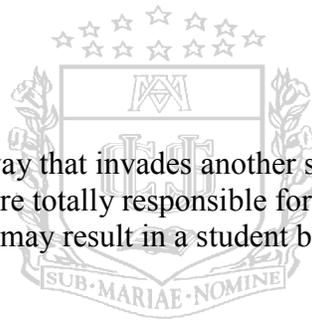
Chewing gum on the school premises is forbidden.

Students who forget their PE gear may be required to assist the school caretaker in carrying out light manual work around the school.

Writing graffiti on desks or damage to school property is often insulting to the human person. As such, it may entail serious sanctions and possible expulsion.

Use of mobile phones is permitted during break times. During class, mobile phones must be turned off completely. This also applies to students using the changing rooms either on the school premises or in the sports grounds. In the event of a student misusing a mobile phone during school time, i.e. sending text messages etc. the phone will be removed and made available for collection by parents. The use of phones referred to as "camera phones" should not be used in any circumstances which undermines the work ethic of the classroom or the school and should never be used to invade another's privacy.

While using school computers, students must at all times follow the direction of the teacher in charge. They must never unilaterally or without permission access unsuitable



sites or use the computers in a way that invades another student's privacy. While using the school computers, students are totally responsible for the care of the computers. Misuse of the school computers may result in a student being denied access and use of computers.

Behaviour outside the Classroom:

Treating others as one would like to be treated is the guideline for behaviour everywhere in the school. The essentials of respect and sensitivity to others are the basic rule. The areas below have been highlighted as they need special attention.

Rules:

Corridors and Stairs:

Students should keep to their left at all times and stand back for teachers/adults.

Pushing and shoving must be avoided at all costs. It is extremely dangerous because there are large numbers of people involved. Loss of balance by one student could have disastrous consequences for many.

Running too should be avoided for the same reasons.

Rough play and violent behaviour are forbidden as they are an assault on the dignity of the person. They also prevent others from enjoying much-needed breaks.

Smoking is forbidden anywhere in the school vicinity. It damages health. It is a 'bad example'. Appropriate sanctions will be applied for breaches of same.

Supervision demands that certain areas at break times will be designated as 'out of bounds.'

Leaving School:

Students are only allowed to leave the school premises with permission from the Dean on duty or the Class Head who will notify the Principal or Deputy Principal.

Lockers:

Lockers are school property and are assigned to students on a temporary basis from term to term or from year to year. The school authorities reserve the right while acting in the common good to search the contents of lockers. This will normally be done in the presence of the student to whom the locker has been assigned. Students should ensure that they use their lockers responsibly and properly. They should during each break time procure books required for the following classes. It is not acceptable that students be at their lockers during class times. Interfering with lockers assigned to another student will be regarded as a very serious matter.



Litter:

Throwing litter on the ground, apart from the added work it creates, is an offence to the dignity of persons. Litterbugs will be detained or made clean-up classrooms or the recreation yard.

Sport:

Because of the effort required to achieve good physical condition, sport is par excellence an aid to good health and personal well-being. Furthermore, to succeed the participant must commit himself wholeheartedly to the point of sacrifice. Tenacity, discipline and self control are essential elements of such commitment. These combined with a practiced team spirit constitute a most effective school of human formation and personal development.

Sport is, therefore, an integral part of the school curriculum. Its discipline, training in determination and courage, as well as a desire for excellence reinforce kindred values necessary for academic success and spiritual maturity.

For these reasons, unless legitimately excused, all pupils are required to play sport under the direction of the Gamesmaster.

Good Behaviour:

Good behaviour and attendance may be rewarded following consultation with the Principal by the Class Head and in such a manner as he or she deems appropriate. Furthermore, good behaviour will be an important factor when it comes to the selection of "Class Man of the Year" at the end of each academic year. Only those whose behaviour is satisfactory will be allowed other school privileges as they arise.

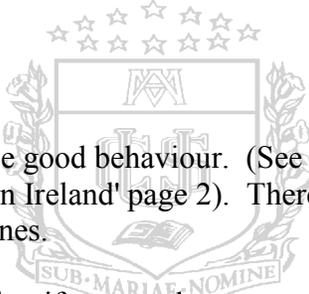
Other achievements, be they individual or group achievements, will normally be acknowledged on the daily notices read at Class Assembly.

From time to time special endeavour or achievements may be rewarded by the Class head in consultation with the Principal / Deputy Principal with a trip to the cinema or other such outing.

6th Year Graduation, Transition Year Prize Giving and school Prize Night are the formal occasions at which individual and collective achievements are acknowledged. The award of *Outstanding Contribution to School Life* and the *Cyril Walsh Memorial Award* are the most prestigious prizes in the school. As such, the recipients will be expected to have an outstanding record in terms of positive behaviour, positive involvement and positive attendance during their time in school.

General Remarks:

It is not possible in a 'Code of Behaviour' to cover every eventuality that might arise. The spirit of the 'Code' is what is most important. The principles of justice, dignity, caring



and sensitivity are what guarantee good behaviour. (See 'Marist Schools - Policy Statement of the Marist Fathers in Ireland' page 2). There are a few points however that may be helpful as further guidelines.

1. While wearing the school uniform, students are associated with the school and therefore accountable to the school for behaviour outside school. Those traveling to and from school using public transport should be especially mindful of this. Parental reinforcement of this area is supportive and important.
2. School policy and practice in regard to issues concerning the use of drugs, alcohol and tobacco are dealt with in a separate specific policy document which is complementary to the Code of Behaviour.

Sanctions:

Students are expected to behave in a manner consistent with the Code of Behaviour while in school or in school related activities. They are also expected to work to the best of their ability. Non-compliance may lead to the imposition of sanctions.

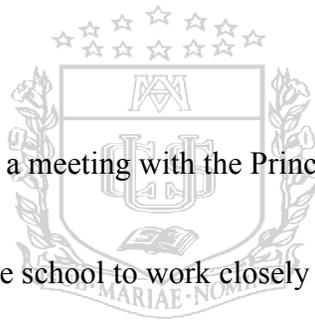
It is the policy and practice of the school to bring breaches of the Code to the attention of parents. It is the expectation of the school that parents will be supportive of the school's efforts to rectify errant behaviour and non compliance with the school work ethic. This school endeavors, to the greatest possible extent, to provide an appropriate education for all pupils and, in that context, the right to education of the overwhelming majority of pupils must not be subverted by a disruptive minority.

Effective communication between school and home is vital in ensuring that parents are aware of their son's progress and behaviour. The monthly reports are most useful in this regard.

It is not possible to list and name every eventuality that might occur in the school. Good judgment and common sense may need to be used to distinguish minor breaches of the Code from serious ones.

In the classroom situation, such occurrences as forgetting homework or not having text books will be recorded in the student's journal and countersigned by parents. Such behaviour if persistent may be referred to the Class head who will then contact parents directly. In a classroom situation, sanctions such as "lines" or "punishment writing" while not encouraged may occasionally be imposed. No more than 100 lines or the equivalent maybe given for any one offence. All such work should be signed by parents and counter signed by the Class head/Principal/Deputy Principal. Where persistent infringements of the Code occur, parents may expect to be informed of this by letter from the Principal or Deputy Principal.

More serious breaches of the Code, e.g. disruptive behaviour in the school or outside the school or refusal to work on a consistent basis to a standard acceptable to the school may



result in parents being invited to a meeting with the Principal and / or Deputy Principal and / or Class head.

It is the policy and practice of the school to work closely with parents and pupils to resolve difficulties as they arise.

A sanction such a detention may be invoked for such breaches as: culpable unpunctuality; leaving school without permission or smoking in and the around the vicinity of the school. In this event, parents will normally be informed in writing and given due notice.

In certain situations, students may be suspended from class and sent to the study hall. This might apply to a student who presents “out of uniform” or not shaven or for showing disrespect or pending enquiry into a serious offence. Parents will be informed of this either by a telephone call or in writing.

The Discipline Code has certain procedures. Where a member of staff, who is a subject teacher, wishes to refer a pupil on a disciplinary matter, it will normally be to the Class Head and a written report will be furnished to him / her and to the Principal / Deputy Principal. The Class Head, depending on the seriousness of the matter, may refer the matter to the Principal and / or Deputy Principal.

If a student has a grievance or a complaint they should refer the matter to their Class Head. In the absence of their Class Head or failure to resolve the matter the student should then make an appointment with the Deputy Principal who may refer the matter to the Principal.

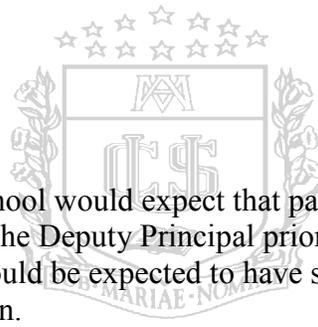
Where a pupil commits a grave misdemeanor or refuses to work on a consistent basis at a standard acceptable to the school and where the common good of the school and the interests of the other pupils so warrant, a pupil may be suspended pending a meeting with the pupil’s parents.

Examples of grave misdemeanors are:

- Persistent bullying
- Violent behaviour
- Vandalism to school property either in school or on school activities
- Theft
- Truancy
- Breaches of school policy in relation to drugs and alcohol

Suspensions are of two kinds - firstly suspensions pending an investigation (where the student has not been found guilty of any misbehavior) and secondly, suspension as a sanction where the student has been found guilty of misbehavior and the sanction being imposed is less serious than expulsion.

Where suspension is invoked it will be for a fixed period of not more than three days and parents will be notified.



In the case of suspension the school would expect that parents would make every effort to meet with the Principal and /or the Deputy Principal prior to the students return to school. If this is not possible parents would be expected to have such a meeting as soon as possible after the student's return.

Parents should note that in the event of a suspension bringing the cumulative period of absence for any one student to 20 school days or more in any one school year, parents have the right of appeal under Section 29 of the Education Act of 1998. Such an appeal should be made to the Secretary General of the Department of Education & Science.

Where a pupil commits a grave misdemeanor or refuses to work on a consistent basis at a standard acceptable to the school and where the common good of the school and the interests of the other pupils so warrant or where all efforts by the school to remedy the situation have failed, parents may be asked by the Principal to withdraw their son from the school. Failure to comply may result in the Board of Management deciding to permanently exclude the student.

No student will be expelled except by direction of the Board of Management and following a disciplinary process which will include an offer to the parents/student to meet with the Board of Management to present their/his response to the disciplinary charge. Prior to any such meeting the student/his parents will be furnished by the Board of Management with all relevant details of the case suggesting permanent exclusion.

In the event of permanent exclusion parents should be aware of their Right of Appeal under Section 29 of the Education Act 1998. Such appeals should be directed to the Secretary General of the Department of Education & Science within 42 days of notification of permanent exclusion.

In the event of a student being suspended for three days or more or where a student's name is removed from the school register, the Principal will advise the Education Welfare Officer of same under the terms of the Education Welfare Act 2000.

In the event that a student is suspended for accumulative period of 20 days or more, the Principal will advise the Education Welfare Office of same in writing.