

# Catholic University School

89 Lower Leeson Street  
Dublin 2



**Code of Behaviour**  
(Ratified April 2019)

# **Catholic University School**

## **Code of Behaviour 2018**

### **1. INTRODUCTION**

1.1 Parents (who are the primary educators of their children) and a supportive home environment play a crucial role in shaping the attitudes which produce good behaviour in schools. This in turn helps to mature students for adult life by fostering in them the essential senses of self-discipline, self-esteem, respect for others and their property and allegiance to their communities.

1.2 It is in the best interests of Management, Teachers, Parents, Guardians and Students to have an effective and fair behaviour and disciplinary code which will allow the interested parties to work together in an atmosphere of mutual respect.

1.3 The Code of Behaviour in Catholic University School should be considered in the context of the school being a community in which mutual respect, co-operation and natural justice are integral features. The school ethos permeates all that we do and this must be reflected by staff and students alike

1.4 This Code of Behaviour is based on the National Education Welfare Board (NEWB) guidelines and it reflects the Catholic ethos of our school, in accordance with the Marist ethos.

### **2. AIMS OF THE CODE**

We aim to implement a Code of behaviour which:

2.1 is fair, reasonable, effective and consistent.

2.2 creates a positive environment where an education is provided to students in a safe and structured setting.

2.3 recognises, rewards and encourages all positive efforts and achievement of students and outlines sanctions for any behaviour which disrupts the teaching & learning process.

2.4 promotes a caring environment within which high standards of co-operation, behaviour and discipline are fostered and maintained.

### **3. STATEMENT FOR PARENTS/GUARDIANS**

3.1 To facilitate the implementation of this code, Parents/Guardians are expected to take a positive interest in all aspects of school life:

(a) by fully accepting the school rules as set out in this Code.

(b) by taking an active interest in their child's progress through school, attending parent/teacher meetings, checking study and homework, and keeping in close contact with the school authorities.

(c) It is important that all parent(s)/guardian(s) check the school journal each evening in order to see progress and behaviour patterns and check E-portal regularly to track student progress.

3.2 In the exercise of that authority, school management:

(a) will ensure that the Code of Behaviour is interpreted and administered in a fair and just manner.

(b) will ensure that written procedures for the administration of the behaviour and disciplinary process are available and monitored.

3.3 Parents/Guardians are required to understand that authority within the classroom rests with the teacher in charge of the classroom.

3.4 The school will, wherever possible, deal with altercations between students through mediation.

#### **4. GENERAL REQUIREMENTS FOR STUDENTS**

Students are required to:

4.1 Behave in a responsible manner both to themselves and to others, showing consideration, courtesy and respect for other students, management, teachers and staff at all times.

4.2 Respect the person of the individual at all times.

4.3 Respect the property of the individual and/or the school at all times and to make every effort to keep the school clean and tidy. It is also important to respect and keep clean the local community near the school and to have respect for our neighbours.

#### **5. SCHOOL ATTENDANCE**

5.1 Students are required to attend school at all times during the school's academic year. The normal school hours are from 8.45 am to 3.45 pm each day save Wednesday when the normal school hours are from 8.45 am to 1.15 pm. Sports on a Wednesday afternoon are compulsory for all students.

5.2 After a student has been absent, a note from the Parent / Guardian indicating the dates of his absence and the reason for same must always be brought to the Class Head on the student's return to school. This note is then passed on to the school's office who may

contact home to clarify the absence. In some cases, a text may be sent home to indicate an absence from school.

5.3 In the case of persistent absenteeism, parents may be contacted by the school in relation to these absences. If and when a student is absent from school for an accumulated 20 school days during a school year, the school is obliged under the Education (Welfare) Act 2000 to inform an Educational Welfare Officer. Where the school has concerns regarding the attendance of a student who has not been absent for a cumulative total of the said 20 days, it may also inform an Educational Welfare Officer of these concerns.

5.4 Students are required to be on time for school each day. If a student comes late to school, parents will be notified by text. Persistent latecomers may receive a sanction.

5.5 Students in Catholic University School are encouraged to have a good attendance record and students with a perfect attendance record in any given academic year will be rewarded at prize giving ceremonies.

## **6. BEHAVIOUR IN CLASS**

6.1 Students are required to understand that authority within the classroom rests with the teacher in charge of the classroom.

6.2 Students are required to respect that authority and follow instructions given by their teachers and other members of staff.

6.3 Students are required to respect the right of other students to learn, and to avoid disrupting the work of the classroom. They are also expected to contribute to the creation of a working and learning environment.

6.4 Students are required to show courtesy and respect towards other students.

## **7. BEHAVIOUR IN THE SCHOOL ENVIRONMENT**

7.1 Students are required to move about the school in an orderly manner whilst adhering to all safety precautions as outlined in our Health & Safety policy.

7.2. Except with the express authority of the School Principal or Deputy Principal, or on occasion, Year Head, students shall not remain in the classrooms during morning break, lunch or after school activities are finished.

7.3. Students are required to come to and from school with due care for other students, for property, for traffic and pedestrians and to observe the rules of the road at all times. Students using public transport must show respect for members of the public at all times. A CUS student is expected to give up their seat to an elderly or more deserving commuter.

7.4. Students are required to use the bins provided for litter. Littering the school building or grounds is forbidden and any form of graffiti is also forbidden. Students are required to respect school property. Sanction for breaches of the above will be applied.

7.5. Bullying, smoking, the use of alcohol, solvent abuse, substance abuse, the illegal use of controlled drugs, sexual harassment, vandalism, or any form of disruptive behaviour, which undermines school stability and credibility is forbidden. The possession of alcohol, tobacco, lighters or matches is forbidden. Vaping and vaping paraphernalia is also strictly forbidden

7.6. Students are expected to adhere to all school rules when on all school activities off the school premises. This includes trips/tours/extra-curricular activities and all times in which the school uniform is worn in public.

7.7. The Dean has responsibility for supervision in the mornings between 8.15 – 8.45am, 11am breaks and lunchtime. The Dean will be assisted by supervising teachers and Prefects.

7.8. Failure to comply with a reasonable instruction by a prefect will be reported to the Dean or teacher on duty and may result in the issue of a sanction.

## **8. BEHAVIOUR IN THE SCHOOL GROUNDS.**

8.1 Students are required to have respect for the person and property of others.

8.2 Students are required to avoid rough play (both verbal and physical).

8.3 Students are not allowed cycle in the school grounds. Students must leave the school building at lunchtime if asked to do so by a teacher.

8.4 Students are only permitted to re-enter classrooms during break with a teacher's permission.

8.5 Students are required to remain within clearly defined areas of the school ground.

8.6 Students are not permitted to leave the school grounds during break times. The exception to this is sixth years who may do so with the express permission of the Principal.

## **9. HOMEWORK**

9.1 Homework, including written exercises, learning, revision and project work are given on a regular basis and students are required to complete it neatly and to the best of their ability. Almost every class generates homework. Students need to understand homework plays an important role in creating the independent learner and that students must show initiative in their approach.

9.2 Students are required to note all homework assigned in their School Journal. This should be signed weekly by parents(s)/guardian(s).

9.3 All reasonable efforts must be made by a student to do homework if he missed a class due to partaking in extra-curricular activities.

9.4 If for any reason, homework or part of it, cannot be completed, Parents / Guardians are required to note this in the school journal. Sanctions may apply for failure to have done homework without a reasonable explanation.

## **10. SCHOOL UNIFORM and PERSONAL PROPERTY**

10.1 Students are required to wear correct uniform coming to and going from school, and may be excluded from class if not wearing full school uniform.

- The full school uniform consists of the trousers, shirt, jumper, black leather formal shoes, (black leather runners are not acceptable) tie, hoodie and crested school jacket. The school tracksuit may be worn on PE days and on Wednesday afternoons. Non-school jackets are strictly prohibited.
- All facial piercings, including tongue piercings & ear piercings are forbidden whether covered or not.
- Only neat hairstyles are allowed. Students with shaved/partially shaved hairstyles and dyed hair will not be admitted into school.
- Students are expected to be neat and tidy at all times and to present themselves in an appropriate manner including a neat and tidy hairstyle.

The School Authorities - the Principal and Deputy Principal as delegated by the Board of Management, and individual teachers - are the judges of acceptable standards of appearance in line with the Code of Behaviour.

10.2 Shorts, tops, tracksuit and runners are required for Physical Education, which is an integral part of the school curriculum. All students must take part in P.E. unless a medical note is provided which indicates that the student cannot take part in P.E.

10.3 When outside the school environment and in school uniform, students are required to uphold, by their manners and behaviour the good reputation and ethos of the school.

10.4 Students are at all times responsible for their property, books, bicycles and clothing. The School authorities are not responsible for any articles lost or stolen.

10.5 All personal property should be labelled and identified.

10.6 The School Authorities discourage students from bringing mobile phones, I- phones, I-pods, MP3 players and other portable devices to school. If a student brings such apparatus or technology to school, it must be switched off and out of sight at all times while a student is on the school premises or school grounds. Such apparatus will be confiscated if used/produced in class or anywhere on the school grounds unless at times designated in the CUS ICT/Acceptable use policy. Such apparatus/technology will be returned to parents/guardians only on receipt of an undertaking that it will not be brought to school again or used. Any temporary loss or inconvenience experienced by owners of such apparatus/technology is justified by the protection offered to all as a result of the school not being exposed to the potential dangers associated with them. All electronic devices must be collected by parents on agreement with school authorities.

10.6a Students found using devices inappropriately, for example photographing or recording members of the school community, may be subject to sanction up to and including expulsion.

10.7 All school property must be respected at all times which includes the lockers which may be opened and inspected at any time by the school authorities.

## **11. ALCOHOL AND OTHER HARMFUL SUBSTANCES**

11.1 Alcohol and other harmful substances may not, under any circumstances, be brought into, distributed or consumed on school grounds or during any school outing/event. Please see our Policy on Substance Use & School Tour Policy for further details.

11.2 Smoking is prohibited in any part of the school building or school grounds as it is with all public buildings as per Public Health (Tobacco) Act 2002 (Commencement) Order 2003.

## **12. BULLYING**

12.1 Staff and students have a right to an environment free of intimidation of any kind. Serious physical and verbal abuse of staff or students will not be tolerated. Bullying of any kind will not be tolerated. All bullying allegations will be investigated rigorously and severe sanctions may be placed upon offenders. Please refer to our Anti-Bullying Policy for further details. Incidents of Bullying are reported to the Board of Management if required.

## **13. DISCIPLINARY PROCEDURES**

In setting out the disciplinary procedures and disciplinary sanctions, the guidelines of the National Educational Welfare Board's report of May 2008 entitled "Developing a Code of Behaviour - Guidelines for Schools" (May 2008 Guidelines) were taken into account. However, in the event of a conflict between the Code and the Guidelines, the Code shall always take precedence.

A teacher may detain a student for up to 15 minutes without informing the parent/guardian beforehand.

13.1 The teacher has primary responsibility for discipline within his or her own classroom. The teacher can give extra work, may detain or may otherwise deal with inadequate work or disruptive behaviour in his/her classroom.

13.2 In general, the teacher should handle all the day to day problems that arise in the classroom.

13.3 Each teacher must apply the Code of Behaviour in a fair and just manner.

13.4 Sanctions, to be effective, must be known and understood by all of the class. Such sanctions shall normally take the form of extra work or loss of privileges. It also may be necessary to write a note in the journal or a phone call home to the parent(s)/guardian(s).

13.5 Individual teachers may issue a 15minute detention directly after school for minor breaches of classroom rules or homework infringements. Parents will not be informed in advance but the sanction will be recorded in the student journal and on e-portal.

13.6 For more serious breaches of the Code of Behaviour, a longer period of detention may be issued. If a student is detained on Thursday evening/Saturday morning, his parents will be informed by means of the school journal or by phone and/or text or email.

13.7 When a classroom teacher is faced with a persistent offender then the matter is referred to the Class Head. The Class Head shall take a note of the incident.

13.8 The Class Head will take the appropriate action and in the event of a number of referrals shall pass the issue on to the Year Head who will then contact the parent/guardian. Should the subject teacher wish to see a parent/guardian it must be done with the knowledge of the Class Head / Year Head.

13.9 If there is no improvement in the student's behaviour and further referrals are received by the Class Head, she/he shall refer to the matter to the Year Head. The Year Head will contact the parent/guardian and inform him/her that if there is no improvement in their son's behaviour, his case will be brought to the Principal's attention. A record shall be kept of all procedures.

13.10 In the event of the Class Head or Year Head being one and the same as the teacher, the Deputy Principal shall act in the place of the Class Head /Year Head as the case may be.

13.11 For serious disciplinary matters, a student may be sent home after consultation with the parents/guardians via telephone by the Principal/Deputy Principal. The student without the parent/guardian attending will attend the full hearing and may be questioned about the case by the Principal/Deputy Principal. The Principal may request the school secretary to make contact with the parents/guardians on this matter. The parent/guardian will be informed of the disciplinary matter and given the opportunity to come to the school to discuss the matter with the Principal/Deputy Principal. The parent/guardian may also make a written submission to the Principal/Deputy Principal. The student may also provide the Principal/Deputy Principal with his own written account of the incident. The Principal will consider the issue and issue a determination in due course. The incident and the determination of the Principal will be recorded and kept on file.

The parent/guardian may appeal the decision/determination of the Principal/ Deputy Principal to the Board of Management.

13.12 The services of the Guidance Counsellor and our School Counsellor will be offered to the student in cases deemed necessary by the school authorities.

#### **14. DISCIPLINARY SANCTIONS**

14.1 In the best interest of management, teachers, parents, guardians and students, it is acknowledged and accepted that there is a need for sanctions to deal with and register disapproval of any unacceptable behaviour on the part of the students. In the event of any

student behaving in an unacceptable fashion or being guilty of wilful negligence in the pursuit or discharge of his studies in the school or gravely misconducting himself, he will be subject to sanctions more particularly set out in the within clause. Furthermore, if the student is guilty of any act which brings the school into disrepute or which, in the opinion of the Principal, Deputy Principal or Board of Management, is prejudicial to the interests of the school, then the school shall deal with the complaint in accordance with the sanctions that are set out in this policy.

14.2 It is accepted by parents, management, teachers, guardians and students, that there is a need for sanctions to register disapproval of unacceptable behaviour. The sanctions listed below may be implemented as a result of unacceptable behaviour by students. The particular sanctions used will depend on the seriousness of the misbehaviour. The decision on expulsion from the school is reserved to the Board of Management in accordance with the Expulsion Policy and other relevant policies that will be appended to this Code of Behaviour. It is accepted initially that internal classroom procedures will be followed. The actions/sanctions for unacceptable behaviour, which are not exhaustive, can be followed once the student has been referred by the class teacher to the Class Head and in turn to the Year Head and will include the following:

- Reasoning with the student.
- Reprimand (including advice on how to improve)
- Loss of any privileges (e.g. canteen, sport etc.).
- Note in journal
- Prescribing additional written work or homework.
- Communication with parents.
- 15 minutes' detention.
- Phone call home to parent(s)/guardian(s)
- Temporary physical separation from the classroom.
- Detention before school, lunchtime or after school.
- Putting students on report.
- Detention on Thursday Evenings.
- Detention on a Saturday morning.
- Development of an improvement plan.
- Referral to Guidance Counsellor/School Counsellor.
- Internal Suspension
- Suspension.

- Expulsion.

This list is not exhaustive.

14.3 The school, where possible, will advise the student and the parents/guardians of the nature of the complaint, the action the school proposes to take and the parent/guardians and student will be given the opportunity to respond.

14.4 Parents/guardians may seek clarification from the relevant person regarding the implications of any of the above sanctions

14.5 It is the responsibility of the school and the Board of Management to ensure that the school's Code of Behaviour is administered in a manner which is consistent and fair to all students. The school will maintain contact with the parents/guardians through school journals, letters, meetings, phone calls etc.

14.6 The decision of the Principal may be appealed to the Board of Management. The reader is referred to the various policies appended to this Code of Behaviour and in particular the Suspension Policy/Expulsion Policy.

14.7 In the context of imposing sanctions, the teacher, the Class-Head, the Year Head, the Deputy Principal, the Principal and the Board of Management shall ensure that fair procedures shall be followed including the right to be heard and the right to impartiality

## **15 POSITIVE BEHAVIOUR**

15.1 We aim to promote a positive experience for all students and will reward good and positive behaviour. This will be evident in the classroom on a regular basis and will be reinforced in our award ceremonies which are held four times a year. Our reward system comprises:

- Positive reinforcement and praise throughout the school.
- Trips and treats are organised.
- Privileges may be granted to students.
- Circle Time
- Regular award ceremonies to recognise excellence, effort and dedication.
- Comments and praise communicated to parents.
- Admittance to Ember team/Prefect mentoring programme.
- School Tours & Trips.
- Extra-curricular activities.

This list is not exhaustive.

## **16 SUSPENSION POLICY**

16.1 Only the Principal and/or the Board of Management may suspend a student after prior consultation with the parent(s)/guardian(s). If the Principal suspends a student the Principal shall inform the Board of Management at its next meeting. The Principal may consider an immediate suspension to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school or any other person. The Principal may also consider an immediate suspension where the continued presence of the student concerned would represent a threat to effective teaching & learning taking place in the classroom.

16.2 The Board of Management shall consider suspension during a State Examination in circumstances inter alia where there is: -

- a) a threat to good order in the conduct of the examination.
- b) a threat to the safety of other students and personnel.
- c) a threat to the right of other students to do their examination in a calm atmosphere.

16.3 In any case of suspension, the parent/guardian shall be informed in writing of the suspension, setting out the reasons for the suspension, the period of the suspension and the conditions, if any, on which the student may return to school. The Principal and/or Deputy Principal and/or the Year Head will be available to discuss the suspension with the parents/guardian of the student. The parents/ guardians and the student will be invited and given the opportunity to respond to the complaint. They will also be informed of the complaint, how it will be investigated and also informed that it could result in suspension of the student. The period of suspension shall be for a limited period and shall take into account the student's previous record.

16.4 The Principal may also decide that a longer period of suspension is warranted in the light of the student's behaviour and may suspend him pending a meeting of the Board of Management. Any such suspension made either by the Board of Management or the Principal is subject to appeal under Section 29 of the Education Act 1998 as amended by the Education (Miscellaneous Provisions) Act 2007.

16.5 The Principal shall notify the parent/guardian and the student in writing of the decision to suspend. The letter may confirm the period of suspension, the dates on which the suspension shall begin and end, the reasons for the suspension, any study program to be followed, the arrangements for returning to school, the provision for an appeal to the Board of Management and where appropriate, the right to appeal pursuant to Section 29 of the Education Act 1998 as amended.

16.6 A suspension may be removed by the Board of Management or following an Appeal under Section 29 of the Education Act 1998 as amended.

16.7 A period of suspension will end on the date given in the letter of notification to the parent/guardian and the school shall help the student to reintegrate and shall support the student for a fresh start notwithstanding the record of his behaviour and any sanction imposed.

## **17. EXPULSION POLICY**

17.1 Expulsion shall be resorted to only in the most extreme cases of misbehaviour and indiscipline, after every effort at rehabilitation has failed and every other sanction has been exhausted. A student may be expelled from a school when a Board of Management makes a decision to permanently exclude him from the school having complied with the provisions of the Education (Welfare) Act 2000. The authority to expel a student lies with the Board of Management. The Board of Management shall expel a student only in extreme cases of unacceptable behaviour.

17.2 A proposal to expel a student shall be taken on serious grounds and may be considered if inter alia,

- the student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process;
- the student is uncontrollable and is not amenable to any form of school authority;
- the student's continued presence in the school constitutes a real and significant threat to safety;
- the parent/guardian refuses to exercise responsibility for the student;
- the student's conduct is a source of bad example and is having an adverse effect and influence on the other students in the school;
- the student's misbehaviour towards a member of staff or employee of the school is of a very serious nature;
- the student is responsible for serious damage to property which may include school property;
- the student's behaviour is in contravention of the Health and Safety Acts (The Safety Health and Welfare Acts 1989 & 2005).

The list above is not exhaustive and factors such as the degree of seriousness, the persistence of the student's behaviour and the failure of other forms of reprimand and intervention to such an extent that they have exhausted all possibilities of changing the student's behaviour.

17.3 The Board of Management may decide that the student's behaviour warrants automatic and immediate expulsion.

17.4 The Board of Management may also consider that the student's behaviour warrants expulsion notwithstanding the fact that this may be a first offence which may amount to a single breach of the Code.

17.5 The school shall follow the appropriate procedures in respect of expulsion as prescribed under the Education (Welfare) Act 2000. Where a preliminary assessment of the

facts discloses serious misbehaviour that could warrant expulsion the school shall follow the appropriate procedural steps which may include, without limitation, the following: -

- a detailed investigation carried out under the direction of the Principal;
- a recommendation to the Board of Management by the Principal;
- consideration by the Board of Management of the Principal's recommendation and the holding of a hearing;
- deliberations and actions by the Board of Management following the hearing at which the parent/guardian of the student whose expulsion is being considered shall be given the opportunity of being heard and presenting their case either orally or in writing;
- consultations arranged by the Educational Welfare Officer assigned to the school;
- confirmation of the decision to expel;

Following the procedures in respect of expulsion the Principal and Board of Management may at their respective discretions make reference to paragraph 12.4 (pages 83 to 86 inclusive) of the May 2008 Guidelines.

17.6 A parent/guardian or a student over the age of 18 years may appeal a decision to expel to the Secretary General of the Department of Education and Science pursuant to Section 29 of the Education Act 1998. Alternatively, an Appeal may also be brought by the National Education Welfare Board on behalf of a student. The parent/guardian/student are referred to the provisions for mediation pursuant to Section 29 of the Education Act 1998.

We have read the preceding School Regulations, Code of Behaviour/Discipline, School Code of Bullying, Suspension Policy, Expulsion Policy, Mobile Phone and Drugs Policy and agree to abide by them

Signed: Parent / Guardian:

1. \_\_\_\_\_

2. \_\_\_\_\_

Student \_\_\_\_\_

## **18 Catholic University School Charter**

The successful education of all students depends on a strong link between the students, their parents and the school, each one having rights and responsibilities.

**The Student:**

As a student of Catholic University School I agree:

- 1 To treat all students and staff within the school community with respect.
- 2 To obey all the school rules.
- 3 To respect all school property and the property of my fellow students.
- 4 To be on time for school and all my classes.
- 5 To attend school regularly.
- 6 To wear my full school uniform at all times.
- 7 To bring all books and equipment to class.
- 8 To bring my school journal to all classes.
- 9 To complete all homework and present on time.
- 10 To work to the best of my ability.
- 11 To allow my teachers to teach and my fellow students to learn.

**Signed by the student** \_\_\_\_\_

**Parent(s) / Guardian(s):**

As a parent of \_\_\_\_\_ I agree:

1. To encourage my son to attend school regularly and to be punctual.
2. To attend parent/teacher meetings.
3. To check my son's journal each evening and to sign any notes from his teachers.
4. To ensure my son has completed all his homework.
5. To support the school, its teachers and its policies.
6. To encourage my son to work to the best of his ability.

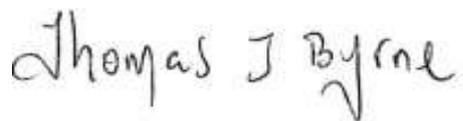
**Signed by Parent(s) / Guardian(s):**

\_\_\_\_\_  
\_\_\_\_\_

## **The School:**

As a school, Catholic University School agrees:

- 1 To provide a high standard of teaching, academic support and personal guidance.
- 2 To send home reports on a student's progress at least 3 times per year.
- 3 To hold at least one parent/teacher meeting per year.
- 4 To assign homework regularly and to mark homework and classwork regularly.
- 5 To offer a wide range of extra-curricular activities.
- 6 To ensure the school environment is one which is well disciplined, healthy and secure for its students.

A handwritten signature in black ink that reads "Thomas J Byrne". The signature is written in a cursive style with a large initial 'T' and a stylized 'B'.

Thomas J Byrne Principal