



CODE OF BEHAVIOUR 2020/ 2021

Introduction

St David's CBS through its **Code of Behaviour** affirms the right of all its pupils to a disruption free learning environment. The school's **Code of Behaviour** primarily promotes a safe and supportive learning environment in which all members of the school are encouraged to develop their maximum potential. It aims to promote good behaviour through encouraging its pupils to have due regard for their fellow pupils, teachers and environment. The Staff contributes towards good behaviour by creating a positive environment which fosters feelings of acceptance and achievement, and which encourages good interpersonal relations. Desirable behaviour whether on an individual or a collective basis is recognised and praised. All forms of pupil attainment are promoted through a Merit System. A **Code of Behaviour** aims to embrace a philosophy at both an individual and whole-school level of continuous improvement. To be successful, the **Code of Behaviour** must be applied consistently and firmly. The Board of Management will regularly review its **Code of Behaviour**.

Scope

This policy applies to all our pupils during the school day, as they travel to and from St. David's CBS and whilst on school related activities. All St. David's students, are representatives of the school, are expected to be well behaved and respectful to others at all times.

Relationship to Mission Statement

This policy has been developed in line with our Mission Statement which states that St. David's is a Catholic school, promoting Christian values that provides opportunities for every student to achieve his full potential in academic, artistic, social and sporting spheres in an atmosphere that promotes responsibility, tolerance and respect for others.

Rationale

This policy seeks to afford all of the pupils and staff a safe environment conducive to Teaching & Learning. The successful education of all pupils depends on an active three-way partnership between pupils, parents and the school. Each has rights and responsibilities.

The **Code of Behaviour** was formulated in accordance with Section 23 of Education (Welfare) Act 2000. It was agreed by the Board of Management after consulting with:

- The Principal
- The Staff
- The Parents Association
- The Students, represented by the Students Council

Objectives

Our objectives are to:

- Clarify expectations of behaviour and to outline the rewards, sanctions and interventions
- Ensure that teaching and learning can take place without disruption
- Make students, parents and teachers aware of procedures for dealing with misconduct and infringement of school rules

The Role of Parent(s) /Guardians

In order to support our students in their education, parents and Guardians are expected to:

- Ensure excellent attendance and punctuality.
- Arrange medical appointments outside of school time where possible.
- Ensures their son wears the correct uniform.
- Write a note of explanation in the school journal if :
 - Their son is late.
 - Their son needs to leave school for an appointment.
 - Their son is returning to school having been absent.
 - Their son is missing an item of uniform.
 - Their son could not complete his homework.
- Provide their son with the necessary equipment for classes.
- Create a home environment where their son can study.
- Check their son's journal every day.
- Contact the school with any concerns regarding their son's learning.
- Respond to all communications from the school.

Communication With Parents

The school communicates with parents in many ways, including:

- The holding of an annual parent/teacher meeting for each year group
- The sending out of Autumn, Christmas, Spring and Summer reports
- Through letters sent under the Care Room System
- Notes sent by individual teachers in the School Journal.
- SMS text messaging to mobile phone numbers provided by parent(s)/Guardian(s).
- Parents can view in real time their son's attendance and behaviour record on the VShare system. They can also view their grades and teacher comments on the system.

Attendance at Parent/Teacher meetings is strongly encouraged. Discussions should be centred upon the progress of the student and take place in a respectful manner.

Affirming Positive Behaviour

Positive behaviour by students is welcomed and recognised in many ways including. Some examples include:

The Merit System

The Merit System has been established to acknowledge and encourage hard work, commitment, enthusiasm, leadership qualities, sporting skills, artistic flair, musical talent or any other laudable qualities not measured by the examination process. Encouragement is vital to success and achievement in life. Our Merit

System is a unique and effective way of recognising and rewarding good behaviour.

Sports Awards

Every year an Awards ceremony is held to celebrate sporting achievements during the school year.

Individual Class Awards

Three students in each class receive awards based on the previous year's performance, participation and behaviour. These award winners are identified and selected by their class tutor.

TYO Graduation Ceremony

The TY Co-ordinator presents TY students with awards for a number of achievements based on a range of activities, academic and non-academic.

In addition students are encouraged to participate in the GAISCE Awards. Those TY students who assist with Parent/Teacher meetings throughout the year can apply as exam attendants during the Leaving Certificate and Junior Certificate Examinations as a reward.

Leaving Certificate Graduation Ceremony

Teachers of Sixth Year students are involved in selecting the Leaving Certificate 'Student of the Year' at the Graduation Mass. A.I.B. sponsor certificates and vouchers for up to 3 nominees for the Principal's awards. A number of Leaving Certificate students also receive certificates of 'Distinction'.

DCU Access Awards

The school works with DCU who present awards for high achieving students in 12 different categories.

Interventions and Support

The need for interventions and support for students experiencing difficulties for whatever reason is recognised by St. David's CBS. Any of the following may be involved:

- The Principal
- The Deputy Principal
- The Year Head
- The Class Tutor
- The Subject teacher
- A Mentor (where appropriate)
- The Guidance Counsellor
- The Care Team
- The Learning Support Team
- NEPS Psychologist (National Education Psychological Services)
- The Critical Incident Team
- NEWB (National Education Welfare Board)
- HSE (Health Service Executive)
- NBSS and Behaviour for Learning Teacher
- Mindfulness lessons and meditation Classes
- The Chaplain
- Any other relevant support body

Intervention may take place at any stage deemed necessary and with the support/knowledge of Parents/Guardians/Carers.

The Code of Behaviour will be provided on enrolment. The pupil and his parent(s)/Guardian(s)/carer must read it carefully and sign in the space provided to indicate its acceptance. Enrolment in the school is conditional upon acceptance of the **Code of Behaviour**. The **Code of Behaviour** is available from the school upon request and is on the school website.

Sanctions

Sanctions are necessary to discourage and penalise unacceptable behaviour. The sanctions are graded according to the particular circumstances and seriousness of the misbehaviour. However, each individual circumstance is considered on its merits and flexibility will be shown where appropriate. From time to time, it may emerge that the pupil causing difficulties in class does so in response to significant problems outside the school. The priority is that the behaviour of students should not impinge on the learning process of other students.

The following strategies may be used to show disapproval of unacceptable behaviour:

- Reasoning with the pupil
- Reprimand
- Note in journal to be signed by parent/Guardian/carer
- Additional homework
- Penalty Sheets

- Carrying out a useful task in the school
- The misbehaving student is sent to the Care Room (Journals should be stamped in the Care Room)
- Referral to Year Head
- ‘On Report’
- Communication with parents/Guardian/carer by phone or meeting.
- Exclusion from class (es)
- Detention
- Withdrawal of privileges (School Trips, Field Trips)
- Referral to Deputy Principal
- In certain circumstances, when a child is in breach of school regulations, parents/guardian/carer will be required to collect their child, or have their child collected from the school
- Referral to the Principal
- Suspension
- Formal Report to the Board of Management
- Suspension and Expulsion

Procedures For Dealing With Students Who Disobey School Rules

- The teacher should inform the student of everyday school rules or agree a number of class rules in consultation with the class. The purpose of the rules is to ensure that Learning and Teaching is maximised in class.
- Minor offences, such as talking or not completing homework, should be dealt with by the teacher in the classroom, as agreed in these rules. Repeated homework offences can be recorded on the VSware with a 0

rating. Persistently not doing homework can be entered in the Care Room system as a -1 negative behaviour.

- Students who are not wearing the correct uniform will get a detention and have the offence recorded in their school diary.
- Students who are wearing a jacket other than one that is allowed by the school will have the jacket confiscated for the day. While they will be given the jacket back at the end of the day, they will not be allowed back into class the next day until their parent/ guardian meets the school Principal or Deputy Principal.
- Students who are caught on their phone, are caught using any sort of digital device in school, or are wearing headphones, will have the device confiscated and will not get it back until their parents collect it at the end of the next school day. For a second offence, the phone or device will be returned after three days. For a third offence it will be returned after 5 days. After this, it will not be returned until the end of the school term. If a student refuses to cooperate with the above procedures, the Principal will have no option but to suspend the student for 3 days.
- Persistent or serious offences should be dealt with by using the Care Room system. Parents will receive a text message when a student is entered in the Care Room.

The Care Room System

'The Care Room System

The teacher may send students who misbehave in a serious way or are repeatedly disrupting learning and teaching in the classroom to the Care Room. Detention in the Care Room i.e. student remaining in the Care Room, should be reserved for offences that impact negatively on learning and teaching in the classroom. Such offences include:

- a) Insolence towards teachers
- b) Deceit
- c) Theft
- d) Vandalism (marking of desks or walls)
- e) Bullying
- f) Serious disobedience
- g) Persistent disorderly conduct in school building or on school outing
- h) Mitching (including missing classes or part of classes)
- i) Persistently not completing homework
- j) Persistently not bringing in books or equipment.

Steps of the Care Room Process

1. The complaining teacher must put in writing the reason for sending the student to the Care Room. The complaining teacher should check to see if the offending student subsequently attended the Care Room.
2. A daily "Master Sheet" will be provided to manually record the offence. The teacher in the Care Room should enter the complaint directly into the

computer and also make the entry into the Master Sheet. They should also send a text message to the parent.

3. The Care Room teacher gives the student a reflection sheet to complete if the boy is to remain in the Care Room. Alternatively, the teacher may give the student some schoolwork to do while he is in the Care Room. This sheet should be returned to the teacher who sent him to the Care Room as evidence of him having gone to the Care Room.
- 4.** If a teacher has referred the student to the Care Rooms on **3 occasions** without improving the boy's behaviour the matter should **be referred to the Year Head.**

Draft: Stages in the Operations of the Care Room

	Old System	New System (change to -1 and -2)	Proposed System (-1 and -2)
Stage 1	after 4 care rooms	6 Care Rooms	10 carerooms
Stage 2	8	12	20 (YH meeting)
Stage 3	12	18	30 (sus)
Stage 4	16 (sus)	24 (sus)	40 (sus. Dis committee)
		30 (sus. Dis committee)	

Stage 1

When a student has **10** entries in the Care Room computer system the Year Head will send an email home to his parent(s)/Guardian(s) informing them of their son's misbehaviour. This email will explain that he needs to correct his future behaviour and to conduct himself in a normal way that is conducive to

learning. This email will be sent out from the office and an entry will be made on the student's record sheet.

Stage 2

When a student has accumulated 20 entries in the Care Room report book the Year Head and the student will meet and discuss his problem and the reasons for his misbehaviour. The Year head will enter a "Warning Note" on his computer record sheet and a second email will be sent home to his parent(s)/Guardian(s) informing them that he is a persistent offender.

Stage 3

When a student has 30 entries in the Care Room record book the Year Head will recommend to the Principal that he be suspended for a maximum of three days. The suspension will be recorded in the Care Room computer record book by the Year Head and a third letter will be sent to parent(s)/Guardian(s) informing them of this serious situation.

Before the student can return to the school both parent(s)/Guardian(s) are to make an appointment to meet with the Deputy Principal. At this meeting they will be given a "Final Warning" that if their son has 10 more Care Room entries he will be called before the Discipline Committee, his case examined and a recommendation will be made to the Board of Management.

Stage 4

After 40 Care Room entries a student along with his parent(s)/Guardian(s) will be required to attend a meeting of the Discipline Committee. The

Discipline Committee is made up of the Deputy Principal and two teachers. The Discipline Committee may recommend to the principal/Board of Management:

- Further suspension
- Suspend the student pending the next Board of Management meeting
- Conditions as to the future behaviour of the student

Note 1

The Discipline Committee may ask the Class Tutor and or Year Head to attend the meeting.

Note 2

The Discipline Committee will make a written report to the Board of Management.

Suspensions

- Very serious offences may lead to the student being suspended without going through the Care Room system. These offences will be referred to the Deputy Principal or Principal. In such instances parents will be immediately informed that the student is being suspended. A meeting with the parents and/or an investigation of the issues may be appropriate before a final decision is made on the number of days suspension is warranted.
- The Principal of St. David's C.B.S. has the authority to suspend a student from 1 to 3 days.
- The Board of Management will be informed of all suspensions
- Any suspension over 6 days will be notified to the Educational Welfare Officer.

- When students are suspended their parent(s)/Guardian(s) will receive a phone call to inform them. Parent(s)/Guardian(s) will be asked to meet Principal/Deputy Principal before the student returns to school. Parents will be informed by letter and/ or in person of the length of the suspension.
- Students who are suspended with immediate effect will not be sent home, but instead will sit in the Care Room, except with the permission of Parent(s)/Guardian(s) and the Principal/ Deputy Principal.
- Having been **suspended** the student must **meet with the Counsellor** on his return to school. The student must make the appointment with the Counsellor.

Expulsions

When a student is seriously in breach of school discipline the following steps will apply:

- He can be suspended for a maximum of 5 days.
- His Parent(s)/Guardian(s) will be contacted by phone and/or by letter.
- The letter will contain an invitation to meet with the Board of Management to discuss the issue. The date, time and location of the meeting will be given. The letter will warn Parent(s)/Guardian(s) of the seriousness of the issue and whether expulsion is a possibility.
- At the Board of Management meeting, the Principal or teacher will outline the allegations against the student. The Board members will ask whatever questions they wish.

- The student and/or his Parent(s)/Guardian(s) will be given an opportunity to refute the allegations and will be given an opportunity to make comments and give explanations.
- The Parent(s)/Guardian(s), Principal and Student will leave. The Board of Management will discuss the issue and come to a conclusion. The Principal will pass on that decision to the Parent(s)/Guardian(s) by phone and in writing.
- If a decision to expel is taken by the Board of Management, an application form to appeal to the Department of Education & Science will be included with the letter.

SCHOOL RULES (to be included in the School Journal)

As a student of St. David’s CBS, in order to benefit fully from my education, I agree to:

- treat each person in school with respect and courtesy.
- cooperate with my teachers and classmates in doing my work in class.
- listen to my teacher and get involved in all class work.
- complete all my homework – written and oral – set by my teachers.
- have all my books, school journal and equipment required for my lessons.
- comply with the school dress code, including wearing the correct school jacket..
- be punctual each school day and to bring in a note to explain any absences.
- remain on the school premises during the school day unless permission has been granted in the School Journal by parent(s)/Guardian(s) or School Management and has been signed off in the school office. (Students may not leave the school without first getting permission from the school).
- go directly and punctually from class to class during the school day.
- respect the property of others and to make good any loss or damage I cause.
- follow the school regulations for safety and good order.
- follow all the relevant rules and guidelines relating to the current Covid 19 pandemic as outlined in the Covid 19 Policy.
- keep the school environment clean.
- refrain from loitering or smoking in the vicinity of the school and on my way to/from school.
- abide by the school policy on mobile phones/ cameras and music devices.
- do nothing inside or outside the school to bring the school community into disrepute.
- inform the school authority of any matter likely to be harmful to my welfare or that of others.
- Keep the school environment clean- No eating on the corridor

Note: First, second and third year students must remain on the school grounds at all times including small break and lunch time.

Student signature: _____

Parents/Guardian’s signature: _____