



CBC Monkstown Park

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 Bí Cineálta Policy, Acceptable Internet Use Policy, Statement of Values and CBC Classroom Expectations are also relevant when considering positive behaviour within the College environs.

INTRODUCTION

This Code of Behaviour is the result of a co-operative approach by the school community of CBC Monkstown: the students, parents and school staff. 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 at 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, respect, empathy, gratitude, concern for justice and social and personal 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 or in some other way identifiable as a student at the school. 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. **It is important to note that this Code of Behaviour extends to the conduct of our students outside of the school gates, throughout the calendar year and incorporates our Code of Conduct for CBC Supporters at games/matches.**

1. ATTENDANCE

Good attendance helps students to achieve academic goals and to benefit from all College activities and services. We expect full attendance from all our 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 2000-2002 (Section 21). 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 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, SNAs 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 4pm - 5pm.

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 school. 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. BÍ CINEÁLTA 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 a **Bí Cineálta 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, SNAs, office staff, caretakers, sports coaches, 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, vaping-free campus and students are not permitted to smoke or vape 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/vape 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, vaping devices or prohibited drugs while under the care of the College or on any school trip or games/match/fixture 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.

8. ACADEMIC HONESTY AND GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

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. All students must ensure that their own use of AI is compliant with the school's policy, including Acceptable Use Policy, privacy, data security, student safety and data ownership.

9. USE OF COMPUTER/ON-LINE 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.

Students should be aware that their in-school on-line activities will be monitored and that they are accountable for their behaviour in this regard. Internet sessions are allowed provided they are monitored by school staff. Students are not allowed to circumvent any blocking software loaded by the school authorities. Access to any inappropriate and/or pornographic websites is strictly forbidden. In addition, with reference to the school's Bí Cineálta Policy, the school recognises that many of the social networking sites may be used by groups of students or individuals to bully, defame and intimidate others within the school community including staff and students. Any students found to be involved in such cyber-bullying and on-line inappropriate behaviour will be referred to the school authorities and to the Gardaí, if necessary, without delay.

10. 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.

11. 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. **The school authorities reserve the right to send students home if they are not wearing the full and correct school uniform and footwear.** Students are expected to

be well groomed and hairstyles should be neat, clean, not excessively shaven, not excessively long and properly maintained. **Colouring of hair is not permitted.** In all cases, the school authorities are the judges of acceptable standards of appearance. **The wearing of earrings and other jewellery is not allowed.** Any student who does not present in full College uniform may be sent home until suitably attired, following communication with parents by the office staff. Hoodies, ankle and white socks are **not** part of the school uniform.

12. MOBILE PHONES AND YONDR POUCHES

During the 2023-24 school year, CBC introduced a system called YONDR POUCH – a system which uses a simple, secure pouch that will store their phone. Each student will secure and lock their own phone in a personally-assigned pouch at the beginning of the school day during tutor-time. Students will keep possession of their pouch in their school-bag for the full duration of the school day. The phones will remain locked and unusable inside the pouch until the pouches are opened/unlocked at the end of the school day at the different unlocking stations located throughout the school complex. Students will be required to bring their pouch to and from school each day or they can leave the pouch in their school locker over-night. Students will be responsible for their pouch at all times and can put an identifying mark on the top flap with a felt-tip pen/Sharpie marker. Students arriving late or leaving early will lock/unlock their phones at the school office. Students who require use of their phone for the monitoring of a medical condition will be assigned a specially designed pouch. Students will no longer be able to use their phones as digital wallets during break-times and will require a Debit/Credit/Revolut card for this purpose. The school will implement a tiered system of sanctions up to and including phone confiscation for serious breaches of the school's mobile phone/smartphone/smartwatch policy. The College accepts no responsibility for lost, stolen or damaged mobile phones/ devices; the safety and security of mobile phones/wireless enabled devices is wholly a matter for students/parents. Students who need to communicate with parents/guardians may continue to do so from the school office. Students who disregard the school's Yondr Pouch System and use a mobile phone/wireless enabled device on the school premises without permission will be required to hand over their phone to a member of staff on request. Incidents where students use a mobile phone to bully others by sending offensive messages or calls will be investigated under the school's BÍ CINEÁLTA Policy. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. Also, headphones/earphones are not permitted in school.

13. 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 and recognition on homework assignments and 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 students' work and projects and recognition at annual end-of-year Awards ceremonies for academic, sporting and extra-curricular success and effort.

14. UNACCEPTABLE BEHAVIOUR

Students who display poor behaviour will be encouraged by teachers to adopt more positive behaviour patterns. The following instances of behaviour (not an exhaustive list) are deemed to be unacceptable in the College, including student behaviour at the State Exams:

- Open and blatant defiance of school authority or deliberate disruption including failure to avail of learning opportunities
- Fighting – verbal and/or physical threat of violence or action against another person
- The possession or use of a dangerous item considered by the school authorities to be harmful to others
- The possession or use of illegal substances or substances deemed by the school authorities to be harmful to others
- Theft and/or vandalism – deliberate destruction of, or damage to school property or the property of other people in school

- Use of foul language – offensive or rude language and/or graffiti targeting staff and/or students
- Harassment or intimidation of students or staff, e.g. name-calling, body gestures, etc.
- Bringing the school name/reputation into disrepute, whether this behaviour/conduct was inside or outside the school gates during the calendar year

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, SNAs and the Special Education Needs team assist students, especially those with additional and 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, including the removal of the privilege of representing the College in any capacity, be it sporting, cultural, academic or other.

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 and reasonable.
- 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 and/or email or phone call.
- 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 the CBC Student Support Team (SST).
- 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/guardians.
- Referral to Guidance / Counselling which may require a Behaviour Modification Programme and/or a Contract of Behaviour and/or a Daily Report Card.
- Suspension – Internal or out-of-school.
- Referral to Board of Management with recommendation for consideration of expulsion.

16. CHILD PROTECTION PROCEDURES FOR SCHOOLS

It

is everyone's responsibility to protect children and young people and to do our best to keep them safe. The Department of Education and Skills Child Protection Procedures for Primary and Post-Primary schools (revised 2023) give clear direction and guidance to school authorities and to school personnel in relation to meeting the statutory obligations under the Children First Act, 2015 and in the continued implementation within the school setting of the best practice guidance set out in the Children First: National Guidance for the Protection and Welfare of Children 2017. The aforementioned procedures provide for a number of key child protection measures that are relevant to schools, including:

- A requirement on organisations providing services to children, which includes all schools, to keep children safe and to produce a Child Safeguarding Statement;
- A requirement on defined categories of persons (mandated persons), which includes registered teachers, to report child protection concerns over a defined threshold to the Child and Family Agency (Tusla); and a requirement on mandated persons which includes registered teachers, to assist Tusla in the assessment of a child protection risk, if so requested to do so by Tusla.

17. CHILD SAFEGUARDING & HEALTH AND SAFETY ISSUES

Smoking, vaping, the consumption of alcohol and/or drugs, the inhalation of harmful substances and any attempt to involve others in such actions is strictly forbidden. This applies to situations not only within the school grounds, but at any time whilst wearing the school uniform and/or engaged in any school activities. Appropriate sanctions will be applied for breaches of these rules. Students are expected to be vigilant at all times to ensure their own safety and that of other members of the school community. Great care must be taken when handling specialist equipment, materials or chemical substances. It is the duty of each student to bring any apparent hazards or dangers to the attention of the school authorities. Students must always move about the school in an orderly fashion.

18. BREAK-TIME, LUNCHTIME, FOOD/DRINK CONSUMPTION

All food and drink should be consumed only in the canteen hall area and/or the school yard during break and lunchtime. No food or drinks are to be consumed in the corridors, school entrance area or classrooms around the school. **The consumption of high-energy and fizzy drinks is not permitted in our school. Students are reminded to be conscious about the nature of their diet.** Please dispose of your litter in a responsible manner and use one of the many school bins on site. Those students who are involved in supervised lunch-time activities are expected to behave in a positive manner at all times.

19. CARE OF BELONGINGS

Every item brought to school should be clearly marked with the student's name. **Articles of value should not be brought to school.** Lost property issues are dealt with in the school office or with the appropriate form-tutor or year-head and clothing items are stored on racks in the school hall.

20. CBC SOCIAL JUSTICE & ADVOCACY PROJECTS

The CBC school community focuses on providing our students with an opportunity to explore the concept of social justice. Today, social justice refers to human rights, focusing around improving the lives of groups historically marginalised based on race, ethnicity, nationality, gender, sexual orientation, age, religion and disability. Social justice seeks to enhance the well-being of individuals through equal access to healthcare, justice and economic opportunity.

21. SCHOOL TRIPS & EXTRA-CURRICULAR ACTIVITIES

Students act as representatives of the school when they are engaged in school-related activities outside the school e.g. day-trips, sports fixtures, school tours. For this reason, they must behave in an exemplary manner, following all the directions of the person or persons in charge. All the school rules remain in force whilst participating in such activities. If a student is suspended from school, he may be removed from school trips/excursions and may not be permitted to participate in school representative teams/groups for a period of at least one school term.

22. THE SCHOOL ENVIRONMENT & LITTER

All students and teachers are requested to take responsibility for maintaining a clean and tidy school by using the litter bins provided throughout the school. With regard to the general College environment, students are expected to dispose of all litter in an appropriate manner.

23. ILLNESS OR ACCIDENT

If you feel unwell or have an accident you or a class-mate must inform any member of staff immediately. Only the Principal or Deputy has the authority to arrange for your collection and/or to send you home for whatever reason, if necessary. A defibrillator (AED) is located in the school main building (Building B) and the Endall Gym and externally at the sports changing rooms.

24. SCHOOL CYCLISTS & E-SCOOTERS

Cyclists are asked to dismount at the school gates on their way into the complex. When leaving the school, students should walk their bicycles to the gates. Never cycle on the foot- paths and please watch your speed. **The wearing of helmets is strongly recommended as is the use of appropriate lighting and high-visibility clothing.** Students are reminded not to listen to musical devices when cycling as this can impair one's judgement/concentration on the busy roads. Please lock all bicycles/scooters to the racks inside the bicycle shed as the school will not be responsible for any bicycles/scooters stolen from or damaged on the school premises. In relation to E-Scooters, please note that users must be **16 years or older** and obey a speed limit of 20km/h. E-scooters are banned from footpaths and users can't carry passengers.

25. REVIEW PERIOD

This CBC Code of Behaviour will be reviewed by the Board of Management at least every three years. This policy was last ratified by the Board of Management in CBC Monkstown on December 13th 2022.