**ST. DOMINIC’S COLLEGE CABRA**

**CODE OF BEHAVIOUR**

***The rationale for our Code of Behaviour is guided by our Mission Statement and the NEWB Guidelines. The Code of Behaviour is designed to ensure protocols and procedures work to sustain a positive environment for learning and teaching. It is written in consultation with students, teachers, parents, ancillary staff and the Board of Management to ensure clarity for all about our school’s expectations of behaviour. The school is committed to implementing this Code of Behaviour in a fair and equitable manner.***

**Punctuality and Attendance:**

1. The school opens at 8.15am. School commences each day with Assembly at 8.45am. Students should be in by 8.30 am in order to be prepared for assembly and class.
2. Daily attendance is essential if students are to make progress in their schoolwork so it is important that students do not miss school unless it is unavoidable. Any absence from school, **for all or part** of the day, requires a written explanation in the student journal. Students must swipe in every morning. They are responsible for keeping their swipe card safe. It will cost €20 to replace a lost swipe card.
3. Authorised late or requesting to leave early also requires a written note in the student journal. Students who arrive late register in at the office before they will be permitted to join a class; students who do not sign at the office will be marked absent.
4. Students may not leave the school premises without written permission in their journal from their parents/guardian. This must be signed by the Principal / Deputy Principal or Year Head. Students must sign out in the book in the Main Office.
5. The Education Welfare Act 2000 states that when absences from school reach 20 days, the Education Welfare Officer must be informed even when there is a valid reason for the absences.
6. Where appropriate the school may contact parents/guardians by phone or text message to inform of school absences.
7. In the case of any significant absences, the school requires a written explanation and /or medical certificate in advance where possible from parents/guardians.

**Behaviour:**

1. A respectful manner is expected towards all school staff, visitors and fellow students in the school building, on the school grounds and outside the school.
2. Students should support their classmates by watching out for them and helping them to be happy and to succeed in school. Students must not distract other students or interfere with their work by misbehaving during class time.
3. Disruption or behaving in a defiant manner is not allowed.
4. Students must sit in the seat assigned to them by their teacher/ Tutor/ Year Head.
5. Bullying, intimidation or ridiculing others physically or verbally is not allowed.
6. Bad language and /or rough aggressive behaviour are not permitted.
7. Students should move quickly and without unnecessary delay from class to class and should arrive on time with all required books, copies and equipment.
8. Students may not eat in class or on corridors. Eating and drinking is permitted only at designated break times and in designated areas.
9. No crisps or popcorn are allowed in the school. No nuts or nut products are allowed
10. Chewing gum is strictly forbidden in school. Students caught chewing gum will be given an appropriate sanction.

**The school reserves the right to become involved in the behaviour or activity of a pupil outside the grounds of the school if that behaviour or activity causes distress to any student or affects the good name of the school.**

**Uniform:**

1. Full uniform must be worn every day in school. This includes to and from school. Only black or navy leather flat shoes**, not runners, canvas shoes or boots** must be worn as part of the uniform. A white hijab may be worn neatly tucked into the school jumper.
2. Appropriate sports shoes must be worn for P.E. class and during sports practices and matches.
3. Only the official **school jacket** can be worn as part of the uniform. Non school jackets will be confiscated and returned in June. Jackets must be worn between October and Easter.
4. Scarves may not be worn in school.
5. No obvious make-up, unnatural coloured hair dye, coloured nail varnish or artificial nails/eyelashes are permitted. Only official school badges or symbols may be worn in school. The only items of jewellery permitted with the uniform are a watch, one pair of stud/sleeper earrings in each ear,one ring. Other items of jewellery, if worn, will be confiscated. No facial piercing is permitted. Confiscated jewellery will only be returned in **June.** All jewellery brought into the school is at the student’s own risk. **No liability is accepted for any confiscated items.**
6. Students not in full uniform may not be admitted to class and will be sent to the school office. Parents /guardians will be contacted to arrange provision of the correct uniform to school or arrange for the student to go home.

**Health & Safety:**

1. In the interest of safety, students are reminded not to bring nuts or nut products to school.
2. Students must comply with the school’s Health and Safety Policy at all times. No student should be absent from class without permission from their teacher.
3. The school will not dispense any medication to students without prior written instruction from parents/guardians. Furthermore, the school will not accept any responsibility for medication dispensed by a third party.
4. Smoking or vaping is forbidden anywhere in the school or while in uniform. The possession of cigarettes, e-cigarettes, lighters and matches is forbidden. Students found in the company of a smoker may be subject to the same sanctions.
5. Substance abuse is strictly forbidden. This includes the possession or supply of alcohol, drugs and other harmful substances which are not prescribed for an individual student. This is government law as well as school regulation.
6. **Violation of this rule will be dealt with severely and may involve the Gardaí. Parents must inform the school in writing if their daughter is on prescribed medication.**
7. No form of Tippex or aerosol sprays may be brought into school.
8. Students must not interfere with Fire fighting equipment or the fire alarm system. **Any student found to have interfered with any fire safety equipment will be automatically suspended and may be reported to the Gardaí.**

**Personal Possessions:**

1. The use of mobile phones is banned on the school premises. Students MUST switch mobile phones off (not silent) before they enter the school buildings. Any student can be contacted by home or make contact with their home through the school office if deemed necessary. Display or use of a mobile phone on the premises without permission of a teacher will lead to immediate confiscation.
2. Following the confiscation of a mobile phone it may be collected from the main office at the end of the day by a parent/guardian. Detention will also be given to the student.
3. Inappropriate use of a mobile phone may incur a more serious sanction. The use of a mobile phone belonging to another student will be viewed as a serious breach of the Code of Behaviour and the phone will be confiscated. Following the confiscation of a mobile phone, it may be collected from the Main Office.
4. Any monies for school purposes must be presented in a closed envelope with the student’s name, class and teacher name and purpose of payment.
5. Students are responsible for their own belongings. All items of uniform including **PE gear must clearly marked with student's name.**

**The school cannot accept responsibility for loss or theft of any valuables brought to the school.**

**Lockers:**

1. Lockers are school property and are leased to the student for the school year. Students are responsible for their own locks and keys. Each student will be required to provide a suitable padlock. Students should keep their locker clean and must hand over the locker at the end of the school year in the condition they received it.
2. Students are reminded NOT to bring any valuable items with them to school. Students are responsible for all items they place in their locker.
3. Lockers can only be used before assembly, during break and lunch times and at the end of the school day.
4. The school reserves the right to search/inspect school property including lockers.

**Homework Journals:**

1. Journals, as well as all books and copies, must be kept in reasonable condition. Non- school notes or graffiti are not to be written in the journal, or on books, or copies.
2. All absences must be recorded daily in the appropriate space in the journal and reasons must be given. Students arriving late must get an authorised **LATE STAMP,** timed and dated, before they are allowed to go to class. If a student loses or defaces her journal she will have to pay €15.00 for a replacement journal. No pages are to be torn out of the Journal.
3. Pupils must bring their journal to **EVERY** class.
4. Journals are used for:
5. Recording student homework.
6. Notes from parents/guardians re absences, lateness, leaving early.
7. Notes from teachers to parents, when necessary.
8. Other school business.
9. No student is permitted to leave her designated area at lunchtime without authorisation in her journal from the appropriate teacher.

**Parents/Guardians should check the journal on a weekly basis.**

**Detention:**

1. Detention System of 1.5 hours is used for breaches of discipline such as disregard for the Code of Behaviour.
2. Students must wear their full school uniform at detention.

**Homework:**

1. All homework (written and oral) must be recorded in the journal at the end of every class.
2. Homework assignments must be completed on time to a standard consistent with the ability of the student.
3. Incomplete homework will be recorded in the school journal and must be signed by parents/guardians.

**Property:**

1. Students who wilfully damage school or personal property or who cause damage as a result of inappropriate behaviour will have to make full restitution.
2. Students must not deface any area of the school (buildings or school grounds) with graffiti.
3. Students should endeavour to keep our areas litter free and use designated bins.
4. A library service is provided for student, books should be returned on time.

**Use of Computers/ Devices/Phones**

The use of computer and other IT is strictly governed by the school’s acceptable usage policy which can be downloaded from the school website. Failure to comply with this policy may lead to a student being denied access to IT equipment. Inappropriate use including breaches of Data Regulations will not be permitted.

**Promoting Good Behaviour**

Promoting good behaviour is the main goal of this policy. Our strategy for achieving this is to maintain a strong focus on pastoral care and the Pastoral Care Team (Chaplain, Counsellors, Year Heads, Tutors) is an integral part of our student support system. The school is committed to establishing regular links between parents/guardians and the school through The Parents Association, Parent/ Teacher meetings, School Reports, School Newsletter, the school website, mail and text communications. Good behaviour will be promoted by teachers, through verbal and written communication with students. Recognition of good behaviour will be acknowledged through the use of the school intercom, at assembly, on our information notice boards, through the School Newsletter and at award ceremonies. Good behaviour will be acknowledged directly to parents through school term reports and at parent teacher meetings.

**Actions promoting good behaviour**

Teacher based promotions

Verbal praise to students.

Complimenting good behaviour, courtesy, neat appearance etc.

Noticing and praising students doing something good or helping someone else.

Reporting good feedback to tutor.

Recognition of school behaviour:

Announcements on intercom

Announcement at assembly

Display on TV screens

Photos of achievements/achievers

School Website / Twitter

Display of students work in school

Prize giving day

Newsletter

Direct communication with home

Christmas and Summer Report

Parent/Guardian –Teacher Meetings

On-going communication

School Journal

Text and Email

Newsletter

Information Evenings

VSware

**Sanctions**

Sanctions in St. Dominic’s are recognised as a form of positive intervention to encourage a change in behaviour. The following are examples of sanctions which may apply to breaches of the Code of Behaviour.

* 1. Reasoning with the student
  2. Reprimand (including advice on how to improve)
  3. Temporary separation from peers, friends or others
  4. Prescribing additional work
  5. Loss of privileges
  6. Report sheets
  7. Detention after school hours
  8. Removal from Class
  9. Placement in another Class
  10. Referral to Year Head/Deputy Principal/ Principal
  11. Communication with Parents
  12. Suspension
  13. Expulsion

**Suspension**

In some circumstances it may be necessary to suspend a student from school. Only the Principal or the Board of Management has the right to suspend a student.

Any suspension or expulsion will be carried out in accordance with NEWB guidelines, natural justice and fair procedures.

The Principal may suspend a student for up to three days at a time and the Board of Management may choose to extend that period if it deems it necessary.

All suspensions will be reported to the Board of Management at its next meeting.

The reason for the suspension will be linked to the Code of Behaviour.

A student may be suspended from school when:

* All other discipline interventions under the Code of Behaviour have been applied and documented.
* Appropriate school support systems have been involved with the student.
* Diagnostic Assessments have been carried out where appropriate.
* The student has been given a clear warning about her behaviour and clear expectations of what is required have been set out.
* All actions taken have been recorded.
* Any serious breach of the Code of Behaviour.

The Principal may suspend a student immediately in some circumstances where the behaviour is deemed to be a threat to the safety of other students or staff or where the behaviour seriously impinges on the learning of other students or any serious breach of the Code of Behaviour.

If a student is suspended for 6 days or more or for a cumulative total of 20 or more days in one school year, the Principal must inform the Education Welfare Officer.

**Suspension Procedure**

1. The parents or guardians are contacted by the school.
2. The parent/guardian meets with the Principal/ Deputy Principal.
3. Principal makes the decision to suspend a student (or the Deputy Principal in the absence of the Principal).
4. The student is informed of the decision and of the grounds for the suspension.
5. The parents/guardians are given a formal letter of suspension. This will include the date and duration of the suspension, the reason for the suspension, information on the right to appeal the suspension.

**Procedures for readmission to school**

1. On returning, the student must report to the Principal/Deputy Principal before readmission to class.
2. An undertaking of good behaviour may be requested in writing.
3. Students must abide by any agreed conditions of return to school.

**Expulsion**

The Department of Education and Science states (Circular M33/91) that “Expulsion should be resorted to only in the most extreme cases of misbehaviour and indiscipline and in most cases after every effort at rehabilitation has failed and every other sanction has been exhausted.”

Only the Board of Management has the authority to expel a student.

The circumstances that would justify the expulsion of a student may include the following examples:

* + - All other discipline interventions under the Code of Behaviour have been applied and documented.
    - The student is so seriously disruptive that she is preventing other students from learning and the teacher from teaching.
    - The student presents a real threat to the health or safety of other students or staff.
    - The student is uncontrollable and not amenable to any other form of sanction.
    - The student’s behaviour towards a staff member or Principal is of an extremely serious nature.

This list of examples is not exhaustive.

* + - In accordance with the principles of natural justice, the Parents/Guardians of the student will be invited to attend the Board meeting and present their case to the Board of Management. They may also present their case in writing.
    - Where the Board of Management decides to expel a student it shall notify the Education Welfare Officer in writing of its opinion and reasons.
    - The Education Welfare Officer (EWO) shall make all reasonable efforts to ensure that provision is made for the continued education of the student.
    - A student shall not be expelled before the passing of 20 school days following the receipt of a notification by the EWO.
    - The Board of Management may take reasonable measures to ensure that good order and discipline are maintained in the school and that the safety of students and staff is secured. The board may therefore decide that the student should be suspended until the expulsion procedures have been completed**.**

**We are confident that you will co- operate and assist us in our work so that your daughter’s progress and well-being may be assured. As per our Admission Policy the acceptance of our Code of Behaviour is a condition of enrolment in St. Dominic’s College.**

**Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­ Class \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_**