



DOMINICAN COLLEGE MUCKROSS PARK

CODE OF BEHAVIOUR

INTRODUCTION

The Code of Behaviour of Dominican College, Muckross Park, has been developed, as required by the Education (Welfare) Act, 2000, section 23, in accordance with the National Education Welfare Board's (NEWB) 2008 document "Developing a Code of Behaviour: Guidelines for Schools". It was drawn up in consultation with the Board of Management, staff, parents and students of Dominican College, Muckross Park. It applies to all students in the school, to their parents and to all members of the school staff and management.

The Code of Behaviour helps the school community to promote the school ethos, relationships, policies, procedures and practices that encourage good behaviour and prevent unacceptable behaviour. The Code of Behaviour helps to foster an orderly, harmonious school where high standards of behaviour are expected and supported.

The Code of Behaviour will address the following:

- The standards of behaviour that shall be observed by each student attending the school;
- The whole school approach in promoting positive behaviour;
- The measures that shall be taken when a student fails or refuses to observe those standards;
- The procedures to be followed relating to notification of a student's absence from school.
- The procedures to be followed before a student may be suspended or expelled from the school;
- The grounds for removing a suspension imposed in relation to a student;

AIMS:

The aims of the Code of Behaviour of Dominican College, Muckross Park are:

- To promote good behaviour
- To build a school community where the rights of all students and staff are respected.
- To create a positive, happy and safe environment so that effective teaching and learning can take place
- To encourage students to take personal responsibility for their learning and their behaviour and to help them to mature into responsible, participating citizens.
- To correct unacceptable behaviour by offering guidance and support.
- To help build positive relationships of mutual respect and mutual support among students, staff parents and management.
- To encourage all members of the school community to be aware of their responsibilities as well as their rights and to understand why the code is important and their part in making it work.
- To ensure that the school's high expectations for the behaviour of all members of the school community are widely known and understood so that all will strive to create an atmosphere that encourages and reinforces good behaviour and prepares students for the world after school.

ROLES AND RESPONSIBILITIES

Le Chéile

Under the provision of the Education Act 1998, each school has a patron who carries out certain functions specified under the Act. The Le Chéile Trust is the patron of Dominican College, Muckcross Park.

The Board of Management

The Board of Management of the school has responsibility for the ethos of the school, as well as having overall responsibility for school policies. It plays an active role in exploring the kinds of relationships and behaviours that will reflect the school's ethos and responsibilities.

The Board of Management has the authority to suspend and expel a student. It is the body to whom parents/guardians and students over 18 can make an initial appeal in cases of suspension or expulsion.

The Principal

It is the responsibility of the Principal to ensure that the code of behaviour is implemented in the school. The Principal may intervene at any time and may issue suspensions and recommend students for expulsion.

The Deputy Principals

The Deputy Principals may at any time be consulted regarding cases of misbehaviour but generally intervenes in more serious cases.

The Year Head

The Year Head has overall responsibility in consultation with the Principal for pastoral, academic and behavioural issues in their year group. The Year Head monitors conduct and attendance and liaises with parents, Form Tutors and class teachers. The Year Head also liaises with the Principal and Deputy Principal regarding more serious breaches of discipline.

The Form Tutor

The Form Tutor is assigned to a class and will work with the Year Head of that year group. The Form Tutor has a pastoral role and also closely monitors the behaviour of the students in their class group in terms of punctuality, attendance, notes in journals and uniform.

The Class Teacher

The class teacher monitors behaviour during class, on the way to class and after class. They will deal with routine incidents of misbehaviour and should report behaviour of concern to the Form Tutor or Year Head. Class teachers will provide peer support for each other in dealing with student misbehaviour.

Guidance Counsellor and Resource Teachers

Members of the Resource Team advise staff members of the learning needs of students. The Guidance Counsellor can refer students to other relevant community agencies when appropriate.

Teachers and other Staff Members

All members of staff have a responsibility to model good behaviour and to correct misbehaviour of the students.

Parents/Guardians

The support of parents/guardians is fundamental to the implementation of the school's Code of Behaviour. By enrolling their daughter in the school parents/guardians indicate their agreement with and support of the code.

Where a student is absent from school during part of a school day, or for a school day or more than a school day, the parent/guardian must notify the school in writing of the reasons for the student's absence in accordance with the Education Act 1998.

Students

Students are expected to follow the Code of Behaviour of the school. All students must sign their acceptance of the code each year in their Journal.

RULES OF THE SCHOOL

The School Rules are drawn up in accordance with the stated aims of the Code of Behaviour.

1. Respect and Good Manners

Students are expected to show respect at all times for themselves, for fellow students, for all staff both teaching and non-teaching, for visitors to the school and for our environment. Abuse on the basis of gender, marital status, family status, sexual orientation, religion, age, disability will not be tolerated. Bullying or harassment in any form will not be tolerated and will be dealt with very seriously.

Students can show respect for themselves by taking pride in their own work and appearance and the appearance of the school and the school environment, by taking responsibility for disposing of their own litter in the appropriate bin and by always behaving with dignity.

Respect can be shown to fellow students by contributing to a caring and mutually inclusive environment.

Respect can be shown to staff, visitors (including online speakers) and any external parties contacted by students in relation to school business through courtesy and by speaking to them with respect and good manners. Students should make way for staff and visitors on corridors and stairs and should open doors to let them pass first.

Students are expected to take direction and instruction from all staff members and from those in a position of leadership, while at school, outside school in school uniform and during school related activities.

Disruption of teaching or learning will not be tolerated. e.g. talking out of turn in class. Students are expected to arrive on time for class with the appropriate books, copies and equipment for each class. Homework should be completed on time. Students should not absent themselves from class without the permission of the teacher of that class. Any student given permission by a class teacher to leave the class will be given a 'Corridor Pass' by the teacher.

Respect for school property is expected at all times.

2. Attendance

Each student is expected to attend school, in accordance with the Education (Welfare) Act 2000 and to attend all classes and activities during the school day.

Classes begin at 8.40 a.m. Students are expected to be in school by **8.30 a.m.** to ensure that they are on time for their first and all other classes during the school day. Teacher supervision begins at 8.05 am. If a student arrives early to school, they should stay on the concourse until 8.05am.

Students from 1st to 5th year are not permitted to leave the school grounds during school hours. 6th Year students have permission to leave the school grounds during lunch time.

No student may leave the school premises during the school day without permission from one of the following: Year Head, Deputy Principal or Principal. In the event of a student becoming ill during the school day, she should speak to her Year Head, the Deputy Principal or Principal, who will arrange for her parent/guardian to be contacted **by the school** so that they can collect their daughter. Students who are ill may not leave the school unaccompanied without parental consent.

For students who need to leave during the school day, parents must enter an explanation on Compass before 8.30am. The student then informs her Year Head or Deputy Principal (if the Year Head is unavailable) who checks Compass. Before leaving the school, the student reports to reception to the school secretary who will check that the student has a note on Compass before signing out on the Compass Kiosk. A student who leaves the building without permission/signing out on Compass will lead to a straight detention. Repeated offences could lead to a suspension.

A student absent from class without a note on Compass is deemed to be “absent without leave” and this carries a serious sanction, up to and including suspension.

Any absence from the school for all or part of the day, for any reason, must be recorded on Compass by Parents/Guardians before 8.30am. We expect Parents/Guardians to be honest and only allow absences in exceptional circumstances. Absences of twenty days or more must by law be reported to the NEWB. Reference should be made to the school calendar prior to arranging family holidays. Medical/dentist appointments should be made outside school hours where possible.

Holidays during school term are strongly discouraged and are against DES guidelines. Exams, AACs, Practical exams and CBAs cannot be extended beyond the allocated times to facilitate any holidays as per State Examinations Commission timelines and guidelines.

If a student absents herself from class/school, without a note or *explanation on the Compass app*, she is deemed to be 'absent without leave'. This breach of school rules carries a serious sanction which could include suspension.

3. Punctuality

Learning to be punctual is an essential life skill and the school and students are expected to be punctual for school and for classes. Lates (to any class) will be recorded by the class teacher in Compass. Three lates will merit a detention. Please note that subsequent three lates will merit an additional detention.

4. School Uniform and Appearance

SCHOOL UNIFORM

The School Uniform consists of:

1. Regulation green knee length skirt OR regulation black school trousers with the school name.
2. Regulation green jumper with school crest. Sixth Year students wear a regulation black jumper with school crest.
3. Regulation white shirt. (Collarless t-shirts, white only, without patterns or print, are permitted for additional heat - to be worn inside shirt.)
4. Regulation black shower-proof fleece lined jacket with school crest or regulation black rain jacket with school crest.
5. Regulation school scarf and hat.
6. Black tights or long black knee socks. (Ankle socks are not allowed).
7. Black, flat comfortable shoes. (All black - soles and uppers)

Physical Education Uniform

1. Regulation white polo T-shirt with school crest **or** green sports top
2. Regulation tracksuit with school crest.
3. Regulation black shorts with school crest.

The wearing of school uniform is compulsory every day in school, coming to and going from school and at all school functions, unless otherwise specified. Students are expected to wear their uniform with pride and to remember that they are ambassadors for the school. The uniform should be clean and in good repair. It is essential that students maintain the school uniform to a high standard.

[Ref.Appendix C]

For outdoors, only the school jacket with the Muckross crest may be worn.

PE uniform should be used for PE class only.

It is imperative that all items of uniform be marked with student's name.

Under no circumstances will students be allowed to wear non-uniform items and these will be confiscated if worn. No liability is accepted for confiscated items. Any breaches will be recorded on Compass.

Make up and accessories are to be discrete and kept to a minimum.

5. Personal Possessions

Each student will be assigned a locker at the start of the school year. Access to lockers is confined to before 8.40am, morning break, lunch time and after school. Students must therefore organise their class requirements at these times. Students may not go to their lockers between classes except where permission is given by the class teacher.

Students are responsible for their own property. All personal belongings should be kept locked in lockers when not in use. Items should be labelled. Students are advised not to bring valuables to school. The school does not accept responsibility for any personal property damaged or stolen.

6. Phones, Internet-enabled and Technological Devices

Student Mobile Phone Policy & Guidelines

Phones are not to be used during school time. Parents/Guardians are advised that all communications between school and home must be through the office. Every student is assigned a personal Yondr Pouch. It is each student's responsibility to bring the Pouch to school every day and keep it in good working condition. Phones must be placed in the Yondr pouch on arrival in school. At the end of the day, students will open their Pouches on departure from school.

Using a Phone During School

If a student uses, or is found with her phone during the day, her phone will be confiscated and given to a Deputy Principal. The parent/guardian will be contacted to tell them that the student's phone has been confiscated.

The phone can be collected at the end of the school day by a parent/guardian. If a parent/guardian is not available to collect the phone, it will be kept overnight and returned to the student the next day.

Repeated infractions of this rule will be seen as a serious breach of school policy and may lead to further, more serious sanctions.

Damaged Or Lost Pouch

Any loss or damage of the Pouch, which renders it unusable, will result in the student purchasing a new one at a cost of €21.

Forgotten Pouch

If students forget the Pouch, they need to go to the office where they will be given a spare pouch for them to use. In the event that all of these pouches are in use, the student must leave her phone in the care of a Deputy Principal for the day. If a student consistently forgets her Pouch, it is considered lost. Refer to the Lost Pouch statement above.

Internet-enabled and Technological Devices

Students are expected to behave with integrity when working with computers in the school.

Use of school computers is intended for training and research purposes only and students are prohibited from using computers for personal recreational use or from tampering with computer software or hardware in any way.

Use of information technology in bullying or defaming any member of the school community will incur sanctions, as will any misuse of technology that brings the school into disrepute.

Recording without express permission from a member of staff is forbidden and is considered to be a serious breach of discipline and could result in suspension or expulsion from school.

Circulating or publishing (including on the internet) material recorded without consent is considered to be a serious breach of discipline and could result in suspension or expulsion from school.

7. Health and Safety

Students are encouraged to take seriously their responsibility for their own and other's health and safety. Students should not behave in a way that causes discomfort or upset to those around them. Students are encouraged to participate in extra-curricular sporting and other activities and should be mindful of the need for a proper diet and adequate rest.

Smoking or vaping in the school building, school grounds, while in school uniform or on any school trips is strictly forbidden. A student found breaking this rule may be suspended.

Students may not consume, be under the influence of, be in possession of, sell or buy alcohol and/or illegal substances or items in the school building, school grounds, while in school uniform or on any school trips. A student found breaking this rule may be suspended.

Students should not litter the school. Litter can be a serious health hazard and is bad for the environment. To this end chewing gum is forbidden in school.

Fire Evacuation Drill rules and instructions must be complied with promptly. Students should familiarize themselves with emergency exit routes for each room that they use. Tampering with fire alarm and/or fire safety equipment is a very serious offence and will result in suspension.

Students are not permitted to drive or park cars or motorised vehicles in the school grounds *including the avenue, due to health and safety concerns.*

8. School Work

Students are expected to be adequately prepared for each class. This entails having the correct textbooks from the start of the school year, completed assigned homework, materials, equipment and specialist uniform when relevant.

Each student should have a School Journal from the beginning of each year. It is important to note that this journal is not for the personal use of the student; defacement of the journal is considered a breach of discipline. The journal is designed to be consulted by teachers, students, parents/guardians and DES inspectors and to serve as a means of ready communication between school and home. The School Journal should be treated with respect and each student should have it in class with her every day and available for inspection at all times.

Learning to complete homework tasks is an extremely important part of school life. It allows the whole class to make successful progress and ensures maximisation of personal academic potential and is a vital element of personal development. Homework should be recorded in the School Journal and be

presented on time. Homework could consist of: a review of all work covered in class, set written and oral work and revision. Each student is expected to complete homework tasks satisfactorily, to the best of her ability. In the case of incomplete or undone homework a written excuse should be written in the School Journal by a parent/guardian.

Academic honesty is central to the work ethic of the school. Students are expected to submit work which is their own composition.

9. Detention

A detention is issued for every three lates accumulated. Three negative behaviour marks on Compass will merit a detention. Negative behaviour marks may be given for incidents including poor uniform, low-level class disruption, and not having homework or materials for class.

Detention will take place at a designated time during the week. Parents will be notified via compass, prior to the detention. Students are supervised by a member of staff during detention and work will be assigned.

If a student is issued a second detention, they will be required to meet with the relevant Deputy Principal.

The Promotion of Good Behaviour

Promoting good behaviour is the main aim of this Code of Behaviour. The quality of relationships between students and teachers has a very powerful influence on student behaviour. We aim to foster an atmosphere of mutual respect and practices that promote positive behaviour and prevent inappropriate behaviour. All teachers are involved in agreeing an approach to supporting positive behaviour which is achieved by agreed styles of classroom management, agreed methods of recording behaviour and a ladder of referral. Good behaviour and a positive contribution to school life, both inside and outside the classroom, will be rewarded. Rewards can be either informal or formal. In Dominican College, Muckcross Park we promote and acknowledge academic and non-academic student achievement and progress.

Informal Rewards

Informal rewards include:

- A quiet word of acknowledgement for a student/group of students by a teacher
- Praise for effort, participation or achievement in class
- A positive note on Compass.
- A special mention of achievements at Assembly
- Special mention of an individual or group on daily intercom announcements or the electronic signage
- Special mention of an individual or group in newsletters, yearbook, website and on social media platforms like Twitter and Instagram (with the school's permission)

Positive reports of students given to parents/guardians at parent teacher meetings.

Responding to Inappropriate Behaviour

The school favours the restorative approach to discipline — we help students to recognise the effect their behaviour has on other people and in so doing students can take responsibility for their behaviour and make the appropriate amends.

Interventions and Sanctions

Three negative behaviour marks on Compass will merit detention. Negative behaviour marks may be given for incidents including poor uniform, low-level class disruption, and not having homework or materials for class.

As part of a whole school approach we have an agreed ladder of referral in response to inappropriate behaviour. This allows for consistency in the planned approach to helping students to change their own behaviour. There are three levels at which intervention may take place or sanctions may be imposed. These are used to set boundaries and to help students learn that certain types of behaviour are unacceptable. [Ref. Appendix A]

Suspension

Definition of Suspension

Suspension is requiring the student to absent herself from the school for a specified, limited period of school days.

Authority to Suspend

The Board of Management has the authority to suspend a student. The Board of Management of Dominican College, Muckross Park has formally and in writing, delegated the authority to impose a Suspension to the Principal. Suspensions may be for a period of one and up to a maximum of five days, depending on the nature of the specific behaviour. In exceptional circumstances and with the approval of the Chairperson of the Board the suspension may be for a longer period.

Forms of Suspension

Immediate Suspension

An 'Immediate Suspension' will be deemed necessary where after a preliminary investigation the Principal reaches the determination that the continued presence of the student in the school at the time would represent a serious threat to the safety and well-being of students or staff of the school, or any other person

'Automatic' Suspension

An 'Automatic Suspension' is a suspension imposed as a sanction for named behaviours. Parents will be notified by telephone and arrangements will be made with them for the student to be collected. A formal investigation will immediately follow the suspension. The Board of Management in consultation with the Principal, teachers, parents and students has determined that the following named behaviours may incur 'Automatic Suspension':

- Repeated non attendance at detention
- Possession/distribution of alcohol

- Possession/distribution of weapons
- Possession/distribution of drugs
- Possession/distribution of pornography or other objectionable material
- Smoking/Vaping
- Serious or repeated physical intimidation
- Theft

Suspension during a State Examination

This suspension will be imposed only with the approval of the Board of Management and will only be used where there is:

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

(See 'Best Practice Guidelines concerning Certificate Examinations')

Informal Suspension

This is where a student is excluded for part of the school day as a sanction or parents are asked to keep a student from school as a sanction. Any exclusion imposed by the school is a suspension.

Procedures in Respect of Suspension

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant suspension parents/guardians will be informed by telephone. A written letter/email will then issue to the student and parents/guardians containing the following information: details of the alleged misbehaviour, details of the impending investigation process, notification that the allegation could result in suspension, an invitation to a meeting, to be scheduled no later than five school days from the date of the letter/email where they are provided with the opportunity to respond before a decision is made and before any sanction is imposed

Implementing the Suspension

Parents/Guardians will be informed of a suspension by telephone or a formal written letter/email notification of the suspension will be issued in due course, but no later than two school days after the imposition of the suspension. Such a notification will detail:

The duration of the suspension and the dates on which the suspension will begin and end

The reasons for the suspension

A study programme, if any, to be followed

The arrangements for returning to school, including any commitments to be entered into by the student and the parents/guardians

The right to appeal to the Board of Management

The right to appeal to the Secretary General of the Department of Education and Skills (Education Act 1998, section 29)

The Board of Management acknowledges that the decision to impose a suspension does not remove the duty to follow due process and fair procedures. In this regard, and following a formal investigation, the student and parents/guardians will have an opportunity to respond.

The Board of Management of Dominican College, Muckross Park acknowledges the fundamental importance of impartiality in the investigation process.

Expulsion

Definition of Expulsion

A student is expelled from a school when a Board of Management makes a decision to permanently exclude her from the school, having complied with the provisions of section 24 of the Education (Welfare) Act 2000. A decision to expel a student will only be taken in extreme cases of unacceptable behaviour.

Authority to Expel

The authority to expel a student is reserved by the Board of Management.

Procedures in Respect of Expulsion

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion the following procedures will apply:

Step 1: A detailed investigation carried out under the direction of the Principal.

In investigating an allegation, in line with fair procedures, the Principal will:

- inform the student and their parents, in writing, about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion
- give parents and the student every opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

Step 2: A recommendation to the Board of Management by the Principal

Where the Principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the Principal will make a recommendation to the Board of Management to consider expulsion. The Principal will:

- inform the parents and the student that the Board of Management is being asked to consider expulsion
- ensure that parents have records of: the allegations against the student; the investigation; and written notice of the grounds on which the Board of Management is being asked to consider expulsion
- provide the Board of Management with the same comprehensive records as are given to parents
- notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
- advise the parents that they can make a written and oral submission to the Board of Management
- ensure that parents have enough notice to allow them to prepare for the hearing.

Step 3: Consideration by the Board of Management of the Principal's recommendation; and the holding of a hearing

The Board will review of all documentation and the circumstances of the case. It will ensure that no party who has had any involvement with the circumstances of the case is part of the Board's deliberations (for example, a member of the Board who may have made an allegation about the student).

If the Board of Management decides to consider expelling a student, it must hold a hearing. The Board meeting for the purpose of the hearing will be properly conducted in accordance with Board procedures. At the hearing, the Principal and the parents, or a student aged eighteen years or over, will put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly. The meeting may also be an opportunity for parents to make their case for lessening the sanction. In the conduct of the hearing, the Board will take care to ensure that they are, and are seen to be, impartial as between the Principal and the student. Parents who wish to be accompanied at hearings will be facilitated by the Board. After both sides have been heard, the Board will ensure that the Principal and parents are not present for the Board's deliberations.

Step 4: Board of Management deliberations and actions following the hearing

Having heard from all the parties, the Board will decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction.

If the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. (Education (Welfare) Act 2000, s24(1)). The Board of Management will refer to National Educational Welfare Board reporting procedures for proposed expulsions. The student cannot be expelled before the passage of twenty school days from the date on which the EWO receives this written notification (Education (Welfare) Act 2000, s24(1)).

An appeal against an expulsion under section 29 of the Education Act 1998 will automatically succeed if it is shown that the Educational Welfare Officer was not notified in accordance with section 24(1) or that twenty days did not elapse from the time of notification to the Educational Welfare Officer to the implementation of the expulsion (Education (Miscellaneous Provisions) Act 2007, s4A).

The Board will inform the parents in writing about its conclusions and the next steps in the process. Where expulsion is proposed, the parents will be told that the Board of Management will now inform the Educational Welfare Officer.

Step 5: Consultations arranged by the Educational Welfare Officer

Within twenty days of receipt of a notification from a Board of Management of its opinion that a student should be expelled, the Educational Welfare Officer must:

- make all reasonable efforts to hold individual consultations with the Principal, the parents and the student, and anyone else who may be of assistance
- convene a meeting of those parties who agree to attend (Education (Welfare) Act 2000, section 24).

These consultations may result in an agreement about an alternative intervention that would avoid expulsion. However, where the possibility of continuing in the school is not an option, at least in the short term, the consultation should focus on alternative educational possibilities.

In the interests of the educational welfare of the student, those concerned should come together with the Educational Welfare Officer to plan for the student's future education.

Pending these consultations about the student's continued education, a Board of Management may take steps to ensure that good order is maintained and that the safety of students is secured (Education (Welfare) Act 2000, s24(5)). A Board may consider it appropriate to suspend a student during this time. Suspension should only be considered where there is a likelihood that the continued presence of the student during this time will seriously disrupt the learning of others, or represent a threat to the safety of other students or staff.

Step 6: Confirmation of the decision to expel

Where the twenty-day period following notification to the Educational Welfare Officer has elapsed, and where the Board of Management remains of the view that the student should be expelled, the Board of Management should formally confirm the decision to expel (this task might be delegated to the Chairperson and the Principal). Parents should be notified immediately that the expulsion will now proceed. Parents and the student should be told about the right to appeal and supplied with the standard form on which to lodge an appeal. A formal record should be made of the decision to expel the student.

Implementation Procedures of the Code of Behaviour

A copy of the Code of Behaviour will be made available to staff, students and parents via the school website: <https://www.muckrossparkcollege.com/index.php/about-us/policies>. Parents and students will be asked to confirm each year, in writing, that the most current code is acceptable to them and that they will make reasonable efforts to ensure compliance with the code by their daughter.

Methods by which students will learn about the code and the behaviours expected of them include:

- The code will be referred to in class on a regular basis, the values applied in every class and expected behaviours of students' will be explained
- Appropriate and inappropriate behaviour will be discussed with students
- SPHE and extra-curricular opportunities (music, sport, drama, etc.) will teach skills for responsible behaviour and relationships
- Students and parents will be involved in reviewing and developing school policies
- Encouraging parents to share information about anything that might affect a student's behaviour in school, and making sure they know how to do so
- Early warning systems to alert parents to concerns about a student's behaviour, so that ways of helping the student can be discussed and agreed
- Clear channels through which parents can communicate any concerns they may have about a student and explore ways of helping the student
- Information offered through Parents Association, such as talks on behavioural matters and aspects of child and adolescent behaviour
- Parental involvement in reviewing and planning school policies

APPENDIX A: LEVELS OF INTERVENTION

LEVEL 1: Low Level Disruption dealt with by Classroom Teacher

	Desired Behaviour in our School	LEVEL 1: Low Level Disruption dealt with by Classroom Teacher Possible Interventions
1	Show respect for people and property	▪ Verbal warning ▪ Extra work ▪ Note in journal to be signed by parents ▪ Reminder of agreed rules ▪ Move seat ▪ Stand up ▪ Sent to different classroom ▪ Explanation of expected behaviour before being readmitted to class. ▪ Confiscation of mobile phone ▪ 3 negative marks on Compass ▪ Automatic detention in consultation with the Year Head ▪ Apology before being readmitted to class ▪ Withdrawal of privileges
2	Be punctual	
3	Bring all relevant equipment/uniform	
4	One voice	
5	Listen	
6	Co-operate	
7	Do your best to learn	
8	Follow school rules	
9	Complete homework	
10	Attend all classes	
11	Speak kindly	

Breaches may include:

- Late arrival/ late to class
- Failure to bring relevant equipment
- Use of mobile phone
- Disruptive chatting
- Failure to complete work/homework
- Throwing items across classroom
- Eating and drinking in the classroom Disrespectful or inappropriate attitude or comments
- Defacement of School Journal/ No Journal
- Incorrect uniform
- Inappropriate behaviour on the corridor
- Out of class without permission
- Littering
- Use of mobile phone
- Bad language

LEVEL 2: Mid-Level Disruption dealt with by Year Head and/or Class Tutor as part of a whole school approach

Key concepts: Persistency, Intentionality, Escalation

Student behaviour is planned, purposeful and deliberate having received repeated behaviour interventions.

	Desired Behaviour in our School	Possible Sanctions/Interventions
1	Show respect for people and property	▪ Detention ▪ Note in journal to be signed by parents ▪ Parents contacted through Journal, phone call, letter ▪ Meeting with parents/guardians ▪ 'Put on Report' — daily monitoring ▪ Explanation of expected behaviour before being readmitted to class. ▪ Fine/repair ▪ Consultation with the Guidance Team where it is deemed helpful ▪ Formal/Written apology
2	Be punctual	
3	Bring all relevant equipment/uniform	
4	One voice	
5	Listen	
6	Co-operate	
7	Do your best to learn	
8	Follow school rules	
9	Complete homework	
10	Attend all classes	
11	Speak kindly	

Breaches within the may include:

- Skipping class
- Intentionally teasing and taunting
- Intentionally defying
- Careless damage to property of school, staff or students
- Verbal and physical disrespect
- Inappropriate behaviour on the corridor (e.g pushing/pulling)
- Continued breaches at Level 1
- Bullying
- Throwing items across the classroom
- Verbal and physical disrespect

LEVEL 3: High Level Disruption dealt with by Year Head, Deputy Principal and Principal, as part of a whole school approach

Key concepts: Persistency, Intentionality, Escalation

Student behaviour is planned, purposeful and deliberate having received repeated behaviour interventions

	Desired Behaviour in our School	Sanctions/Interventions
1	Show respect for people and property	▪ Parents contacted by letter ▪ Suspension (internal/external) ▪ Re-introduction of pupil to class in negotiation with the teacher involved ▪ Fine/repair ▪ Permanent suspension/expulsion ▪ Consultation with the Guidance Team where it is deemed helpful ▪ Referral to external agency ▪ BOM involvement
2	Be punctual	
3	Bring all relevant equipment/uniform	
4	One voice	
5	Listen	
6	Co-operate	
7	Do your best to learn	
8	Follow school rules	
9	Complete homework	
10	Attend all classes	
11	Speak kindly	

Breaches may include:

- Discriminatory behaviour
- Serious or repeated physical or verbal abuse/intimidation
- Assault/Fighting
- Possession/distribution of alcohol/drugs/pornography/weapons
- Theft
- Deliberately damaging property of school/staff or students
- Smoking/vaping
- Persistently skipping classes
- Blatant refusal to follow instructions
- Absence 'without leave' for all or part of school day (external and internal)
- Continued breaches at Level 2
- Making an audio or visual recording without explicit permission
- Tampering with Fire Alarm and/or Fire Safety equipment
- Misuse of Information Technology or IT equipment

APPENDIX B: FIRE DRILL

Each student must be aware of exit routes from every room in which she has class. These routes are displayed clearly in each classroom beside the door.

A student must never absent herself (i.e. mitch /skip) from class. She should not leave the premises without informing her Year Head and signing out on Compass at reception, otherwise she will be reported as missing and someone may have to endanger his/her life entering the building to look for her.

When the alarm sounds:

- Students beside windows, close the windows
- Walk quickly, in silence, in single file towards the nearest exit
- Do not take any belongings
- Last person to leave room should close the door
- Assemble in silence, in single file, with the teacher and class you were with at the time the alarm sounded.
- IF IN THE BATHROOM etc.: Move with the traffic flow to the assembly point and join the class you had been in at that class period.
- IF IN THE LIBRARY: Assemble as a class with the Librarian.

At the Assembly Point

- Look around you for the students/teacher who were with you in your class
- If someone is missing, inform your teacher immediately
- Remain in silence.

APPENDIX C: UNIFORM

The School Uniform consists of:

1. Regulation green skirt or black trousers
2. Regulation green jumper with school crest. Sixth Year students wear a regulation black jumper with the school crest.
3. Regulation white shirt. (Collarless t-shirts, white only, without patterns or print, are permitted for additional heat - to be worn inside shirt.)
4. Regulation black shower-proof fleece lined jacket with school crest or regulation black rain jacket with school crest.
5. Regulation school scarf
6. Black tights or long black knee socks (ankle socks not allowed)
7. Black flat comfortable shoes
8. Regulation winter hat

The Physical Education Uniform consists of:

1. Regulation white polo T-shirt with school crest or green sports top
2. Regulation tracksuit with school crest
3. Regulation black shorts with school crest

**Please note: Students should only wear PE kit on PE Days*

APPENDIX D: SCHOOL POLICIES related to the CODE OF BEHAVIOUR

The following is a list of Policies of Dominican College Muckross Park which are complementary to this Code of Behaviour

Anti-Bullying Policy	CCTV Policy	Mobile Phone Policy
Child Protection Policy	RSE Policy	School Trips Policy
Dignity in the Workplace Policy	SPHE Policy	Bí Cineálta Policy
Whole School Guidance Policy	Detention Policy	Pastoral Care Policy
Uniform Policy	Rules for Computer Use	Special Education Needs Policy
Dignity in the Workplace Charter	Internet Use Policy	Garda Vetting Policy
RE Policy	Health and Safety Policy	Data Protection Policy

Plan for Reviewing the Code

An annual review of this Code of Behaviour will be carried out by the Board of Management following consultation with students, staff and parents. This Policy was reviewed in May 2023.

Ratified by the BOM on 9th May 2023

Mary White
Chairperson of Board of Management

Chairperson

Principal

Siothran Kelly
(Acting)
9th May '23

Date:

Date:

Approval by the Board of Management 9th May 2023