



Code of Behaviour – School Rules

Section 1 - Introduction

This Code was drawn up in the context of Dominican College Wicklow being a community in the Dominican tradition which has now embraced the even wider community of Le Chéile Trust. Within these two communities, each person is valued and all students are encouraged to develop their personalities and talents.

The Code which is linked to the Dominican Ethos is based on the principles of respect, equality, cooperation and natural justice, has regard to the rights and responsibilities of management, teachers, students and parents. The overall aim of the Code is to maintain desirable standards of behaviour and to foster understanding and cooperation between teachers, students and parents. It has been developed through consultation with the Board of Management, staff, parents and students of DCW and is therefore a whole school partnership policy. The Code of Behaviour has been developed as required by the Education (Welfare) Act, 2000, section 23, in accordance with the National Education Welfare Board's (NEWB) 2008 guidelines 'Developing a Code of Behaviour: Guidelines for Schools'.

The Code provides a framework for reasonable and responsible behaviour. It ensures that every effort is made to accommodate the individuality of each student and acknowledges the right of each student to be educated in a disruption-free environment.

It is implemented with respect, fairness and consistency – it is transparent.

It is communicated to all – the rules are clearly displayed in students' journals.

It is the Principal's responsibility to ensure that the Code is administered in a manner which is consistent and fair for all students with particular care being taken to communicate the code to students with special educational needs and those who don't have English as their first language.

Parents are expected to encourage their children to abide by the Code and to actively support the teaching staff in the application of the Code.

Section 2 - Positive Behaviour Management

DCW promotes and affirms positive behaviours and aims to protect the well-being of its students and staff by providing a safe and nurturing environment at all times. In keeping with the Vision and Mission Statement, Dominican education is concerned with the education of the whole person - emotional, social, spiritual, intellectual and personal within a caring and committed environment. In an atmosphere of trust and friendliness, students are encouraged to develop responsibility, initiative, personal growth and leadership. Cooperative, positive, kind behaviours are the norm in DCW and such behaviours are expected and fostered throughout the school. A restorative approach to behaviour management is employed where possible, so that students assume responsibility for their behaviour and the consequences of their behaviour. Positive Behaviour is fostered in the following ways:



- Supportive, respectful student-teacher relationships are fostered as the norm at all times,
- Verbal, supportive affirmation and praise is given to students by staff and management in class, at assemblies and via the school intercom,
- Guidance & Counselling and pastoral support is available to all students. If a difficulty arises with a students' behaviour, supports are in place to help students reflect and adopt a more positive approach to her behaviour,
- The Care Team meets every fortnight. Issues that staff may need to be mindful of are raised and communicated to staff in a pastoral and sensitive manner,
- Year Heads and Tutors monitor students' behaviour and offer verbal praise for positive efforts and progress,
- The student leadership team lead by example and encourage positive behaviour and participation in school through the Prefect, Mentor and Ember Leadership system as well as through the Student Council,
- A Report Card system operates to help a student reflect on her behaviour if deemed necessary by her Year Head. The Behaviour Report is signed by each teacher and a brief comment documented on the card and signed by the parent / guardian each night in order to focus the student on positive behavioural outcomes,
- A Positive Affirmation system exists whereby the names of students who are nominated by staff for an award are acknowledged at assembly every six weeks. Nominated students receive a certificate in recognition of their positive contribution. One student from each class receives an award for her positive contribution,
- A range of extra-curricular activities are available and students are encouraged to participate in at least one activity to help her overall wellbeing as well as her social and emotional development. The generation of positive wellbeing helps to promote positive student behaviour,
- Peer Mediators are trained as part of the TY curriculum, and are available to help mediate some disputes experienced by students, thereby helping students to experience a positive approach to conflict resolution.

Section 3 – School Rules

Politeness, courtesy and respect for all members of the school are required at all times.

1. In Class

Students are expected to:-

- (1) Attend school each day and be on time for registration, assembly, class and other events
- (2) Wear the correct school uniform
- (3) Bring with them to class all the required materials
- (4) Follow teachers' instructions and cooperate with teachers in every way
- (5) Co-operate fully with teaching and learning and study diligently in class
- (6) Treat everybody with respect, kindness and courtesy
- (7) Record all homework in the school journal and attempt all homework to the best of their ability. If there is a valid reason for homework not being done / incomplete homework, a parent/guardian must write a note in the homework journal to this effect and the student is responsible for completing the homework forthwith
- (8) Respect all classrooms (including laboratories, and other rooms for specific purposes), and respect all school property and the property of others
- (9) All absences must be explained by a written note signed by a parent/guardian/doctor and presented in the school journal.



2. Around the Building & School Grounds

Students are expected to:-

- (1) Treat everybody with respect, kindness and courtesy and be mindful of the health and safety of all
- (2) Respect each other's property and all school property
- (3) Follow teachers' instructions at all times
- (4) Respect the school grounds and ensure the building and school grounds are litter free
- (5) Respect locker rooms, corridors and all shared areas (e.g. canteen, toilets etc.)
- (6) Enter and exit the school grounds in a safe manner, mindful of the health and safety of students, staff and parents
- (7) Respect the no smoking rule (including no vaping) on the DCW Campus and comply fully with the Substance Use Policy at all times.

3. School Trips and Activities

Students are expected to:-

- (1) Attend and participate in appropriate uniform
- (2) Follow teachers' instructions at all times
- (3) Treat each other, teachers and other personnel involved (e.g. tour guides, bus drivers etc.) with respect, courtesy and kindness
- (4) Be mindful of the health and safety of everyone
- (5) Comply fully with the Educational Outings and Tours Policy

Section 4 - Other School Rules

1. Lunchtime:

- Canteen facilities are available on school premises.
- Students must dispose of their litter in the appropriate bins during break-times. Clean recyclable materials (e.g. empty plastic bottles, clean paper, clean cardboard) should be placed in the appropriate recycling bins.
- Students are encouraged to participate in school activities at lunch time.
- In the interest of Health and Safety, only 6th years – as a privilege – are allowed to leave the school premises at lunchtime and may do so only with a letter of permission from a parent / guardian.
From September, 2018, all students will remain in school during lunchtime.

2. General:

2. Full school uniform must be worn. Formal black school shoes must be worn at all times. (See website for guidelines on shoes). Skirts are knee length. Extreme make-up, hairstyles or colours are prohibited. Special P.E. uniforms must be worn at gym and games; school shoes are black. Knee socks or tights are black or navy blue. White coats are used for Science and an apron for Home Economics. These must be worn during practical classes.

3. One small earring/stud may be worn in each lower ear lobe only. Any other earrings / studs / bars worn will be confiscated. This includes nose studs or any jewellery worn in the facial area. Any piercing, other than in the ears, is strictly prohibited. Gel nails are prohibited for hygiene and health & safety reasons. Nails should be kept short. Health and safety considerations are paramount and students must comply fully with any



prohibitions or jewellery restrictions applied by the school. Students must cooperate fully with all instructions given by a teacher in this regard.

4. Each student must be responsible for her own property. All personal belongings must be clearly marked. Borrowing from other students is forbidden. The school cannot accept responsibility for students' property.

5. All students who are exiting the school must be signed out by a parent / guardian in the Administration Office. A permission note must be written in advance by the parent / guardian in the student's journal and signed by the Year Head if a student needs to exit during school hours. **A student may not leave the school grounds at any time without permission from her Year Head / Tutor / School Management or a subject teacher.** Where a student needs to go home due to sickness, her Year Head / Tutor / School Management / a subject teacher must contact her parent / guardian by phone and arrange for the student to be collected by the parent / guardian who will sign the Exit Book in the Admin. Office to indicate that the student is leaving the premises.

6. Ipods, MP3s and mobile phones may be turned on during break time or lunchtime only. At all other times they must be kept in students' lockers or powered off and kept in school bags. Abuse of this privilege will result in **overnight confiscation** and will be returned after school hours the following day (see Mobile Phone Policy). A mobile device (e.g. mobile phone) may only be used in class under the clear supervision and instruction of a teacher where such use is required, and students will comply fully with the AUP and MDMP at all times.

7. Tippex and chewing gum are forbidden in the school.

8. The Fire Alarm System and the Defibrillators are life saving devices. It is strictly forbidden to interfere with either in any way. Students who do so will be suspended immediately.

9. Medicine of any kind **will not** be supplied by the school. Only in an emergency situation a staff member may need to administer specialist medicine for specific medical conditions (e.g. Anapen for epilepsy / anaphylactic shock) which has been previously supplied by parents for that specific purpose.

10. Substance abuse of any kind **will not** be tolerated. Any student found in possession, or under the influence, of alcohol or illegal drugs will be suspended and/or expelled.

11. Repeated misbehaviour presenting a hazard to the school community is likely to result in expulsion.

12. Bullying of any description – verbal, physical, mental, emotional - is a major breach of the Code of Behaviour of DCW. The sanctions applied will reflect the gravity which teachers and school management attach to such behaviour. Bullying includes Cyberbullying, Transphobic bullying, Homophobic bullying or on any of the nine grounds of discrimination (Anti-Bullying Procedures for Primary and Post Primary Schools, 2013; Equality Acts 2003-2015). Bullying is totally unacceptable and will not be tolerated (see Anti-Bullying Policy).

13. Parents who wish to see the Principal/Deputy Principal/Year Head/Class Tutor or any other teacher must do so during school hours and by appointment only.



Section 5: Sanctions

Where students breach the Code of Behaviour sanctions may be applied as part of the learning process of fostering individual responsibility for actions in order to help students to learn from their actions. Sanctions may be applied where students forget or ignore their responsibilities under the Code of Behaviour.

1. Classroom sanctions

Any form of non-co-operation, failure to show evidence of homework or disruption to other students' learning may result in a sanction imposed by a teacher e.g. verbal reprimand, verbal warning, moving a student to a different classroom seat, assigning extra homework etc.

2. Detention

A) Rationale for Detention

- Detention may be issued as a sanction where a student breaches the Code of Behaviour or fails to comply with any school policy. The sanction is applied in a systematic, fair and consistent manner to help students learn boundaries and consider consequences to their actions, ultimately helping students to learn responsibility for their own behaviour.
- Detention is used with discretion and (apart from lateness which incurs automatic detention), other procedures can be used initially, e.g. using the journal to communicate with parents or giving extra homework
- Detention is not a mechanism for controlling one's class; this concerns the professionalism of the individual teacher.
- Teachers are requested to use detention systematically, fairly and with consistency.

B) Dominican College Wicklow will operate detention on the following days:

1) Lunch Time Detention:	Thursday	1.15p.m - 1.45p.m. in Joseph's 2
2) After School Detention:	Friday	3.15p.m – 4.15p.m. in Joseph's 4
3) Saturday Detention:	Saturday	10a.m – 1p.m. in Joseph's 1

c) Detention is used for a variety of infringements e.g.

1. Lateness during the school day, including late to registration / assembly or late to class (*x 3 times*)
2. Late to class at 9 a.m. / 11 a.m. / 1.55 p.m. (*x once = automatic lunchtime detention*)
3. Not complying with uniform regulations
4. Not having the correct books / equipment (*x 3 times*)
5. Not presenting homework (*x 3 times*)
6. Showing lack of politeness, courtesy or respect to others
7. Littering or minor graffiti
8. Misbehaviour on corridors or other shared areas
9. Misbehaviour in class or causing disruption
10. Not complying with the 'Report' system
11. Absence from individual class without permission
12. Absence from class for part or all of the day without permission
13. Forging of parent / guardian's signature on a note
14. Vandalism



15. Leaving the school without the permission of a teacher
16. Theft
17. Breach of the AUP/MDMP Policy
18. Bullying / breach of Anti-Bullying Policy
19. Aggressive remarks or behaviour towards others
20. No improvement on repeated misbehaviour
21. Any other breach of the Code of Behaviour or other school policies.
 - One period of lunchtime detention applies to 1 to 7 above. However, infringements of numbers 8 to 21 may incur more than one lunch time detention or an 'After School' detention – to be determined by the Principal/Deputy Principal/Year Head.
 - If a student is late to school/registration/assembly/class 3 times she will be placed on lunchtime detention.
 - If a student has received 3 lunchtime detentions she will automatically be placed on 'After School' detention.
 - Non-attendance at lunchtime detention, without a valid written explanation from a parent/guardian in the homework journal, will result in 'After School' detention.
 - If a student has received 3 'After School' detentions she will be placed on Saturday detention. At this stage agreed behavior targets will be put in place. If those targets are not met, then the next stage is suspension.

D) Procedures for issuing a detention:

- Any teacher may place a student on detention for an infringement of the Code of Behaviour or for infringing any school policy. The teacher informs the student about their breach of a rule, and may discuss the matter further with the student.
- The teacher informs the student that she is on detention and that the detention must be served on the next day on which detention is operating
- Students are entitled to 24 hours' notice before serving a detention
- Parents / guardians must be informed by the relevant teacher by text message or via a note in the student's journal on the day on which the detention is issued
- The teacher logs the detention in the Detention Book, including the student's name, class, date of incident, name of issuing teacher and brief description of the incident
- The teacher notes the student's behavior under 'Student Events' on ePortal for use of the Year Head, and includes details of the sanction applied
- Only one detention is given for the same disciplinary infringement on the same day e.g. uniform infringement
- The Year Head, Deputy Principal or Principal may follow up with a student about the conduct which led to the detention and encourage a positive change by the student

E) Supervision of Detention

- Lunchtime Detention is supervised in Joseph's 2 by the Principal. After School Detention is supervised in Joseph's 4 by the Deputy Principal. Saturday Detention is supervised in Joseph's 1 by the Principal.
- Students sit in separate areas of the room, as instructed by the supervisor
- Total silence is maintained during the course of detention and students are given work to do by the supervisor; it is not a study period. The work to do is in a folder in



the staffroom. Students complete this work and hand it up with the original sheet at the end of the detention. This is passed on by the Principal to the Deputy Principal.

- The Principal marks the student as present or absent in the Detention Book and signs/initials same with the date on which the detention is served.
- Any student causing disruption is given an extra detention or 'After School' detention by the Principal.

F) Organisation of Detention

- The Deputy Principal organises the rota for supervisors of detention and organises the Detention Book.
- In situations where students have accumulated 3 lunchtime detentions the Deputy Principal will issue an 'After School' detention which is served on Friday evenings 3.15-4.15pm in Joseph's 4
- In situations where students have accumulated 3 After School detentions the Deputy Principal will issue an 'Saturday' detention which is served on Saturdays 10am to 1pm in Joseph's 1
- The Deputy Principal follows up with students who were absent from detention
- If a student is **absent** from school, she **automatically** completes her detention when she returns to school on the appropriate detention day. Any valid reasons for non-attendance must be written in the student's journal and signed by the parent/guardian and shown to the Deputy Principal before the commencement of detention, or as soon as the student returns to school
- If a student fails to attend detention without a valid written explanation from a parent/guardian the Deputy Principal will issue an 'After School' detention
- Afternoon detention takes place on Fridays from 3.15p.m. – 4.15p.m. in Joseph's 4 and is supervised by the Deputy Principal
- If a student does not attend 'After School' detention she will be issued a Saturday detention. At this stage agreed behavior targets will be put in place. The student's parent /guardian will be requested to attend a meeting with the Principal / Deputy Principal at this stage. If those targets are not met, then the next stage is suspension
- If a student receives 3 'After School' detentions she will be issued a 'Saturday' detention. At this stage agreed behavior targets will be put in place. The student's parent /guardian will be requested to attend a meeting with the Principal / Deputy Principal at this stage. If those targets are not met, then the next stage is suspension
- If a student does not attend Saturday detention she will be suspended for one day.
- Any further infringements are referred by the Principal to the Board of Management.
- Detentions are not 'wiped clear' after each term but continue to be completed when the student returns to school
- Detention records are kept on file by the Deputy Principal and may be used to inform Management when issuing a reference for a student.

3. Suspension

Suspension of a student is reserved for a serious breach or breaches of the Code of Behaviour. During a period of suspension the student will be given time to reflect on her conduct and how to improve, and will be assigned written work to do during the suspension. Examples of conduct that merit suspension include:



- Refusal to do detention
- Bullying / intimidation of a student or staff member
- Ongoing bullying
- Aggression / intimidating / threatening behavior towards a teacher, student or other member of staff
- Violence towards a student or staff member
- Fighting
- Refusal to do detention
- Serious vandalism
- Smoking, vaping or any other infringement of the Substance Use policy on the school grounds
- Interfering with fire alarm system or defibrillator
- Substance abuse – possession or under the influence of alcohol or illegal drugs (suspension/expulsion)
- Smoking / vaping in school or on school grounds
- Online behaviour that is considered to be very offensive or damaging to the reputation of the school or a member of the school community (student / staff / parent etc.) - (suspension/expulsion)
- Any breach of health and safety regulations
- Repeated hazardous misbehavior (suspension/expulsion)
- A serious infringement of the Code of Behaviour
- Repeated, serious infringements of the Code of Behaviour.

School Management shall determine the gravity of a student's misconduct and the consequential sanction to be imposed, should the need arise.

Ratified by the Board of Management on: 26th January 2017

Signed: Lorcan Byrne, Chairperson of the Board of Management

Date of next review: November 2018