



Dunamase College is a co-educational multi-denominational second level school. Dunamase College/Coláiste Dhún Másc is committed to the LOETB ethos of Care, Community, Excellence in Teaching and Learning, Respect and Equality.

### **Vision:**

“Our vision is one where our students are challenged to achieve their highest academic outcomes, to grow personally, to contribute positively to their community, to make their own profound impact in the world.”

### **Mission Statement:**

- Create a community where all members feel valued and respected.
- Being an academic ambitious school students are challenged above and beyond any exam curriculum.
- Nurturing intellectual curiosity, enables students not just to excel in exams and achieve their education goals, but to develop an enduring love of learning.
- Through our outstanding the range of co and extra-curricular activities along with partnership opportunities with the community, students develop character, independence, creativity and the ability to communicate and motivate others.

### **Dunamase College/Coláiste Dhún Másc Code of Behaviour:**

(Prepared in accordance with the NEWB protocols)

#### **Aims of the Code of Behaviour, this policy aims to support the school in:**

- Helping students to acquire good habits of discipline and behaviour in preparation for the responsibilities of the adult world
- Creating a culture that encourages and reinforces good behaviour
- Facilitating a positive, safe, caring and respectful environment in which effective teaching and learning can take place
- Encouraging students to take personal responsibility for their learning n their behaviour
- Have in place effective procedures and rules supporting good behaviour that are understood and accepted by all
- Ensuring the health and safety of all members of the school community both on the school premises and on school activities
- Providing a mechanism for encouraging and rewarding high standards of behaviour
- Fostering an atmosphere of mutual respect in all aspects of school life.

**The code sets out:**

- The standard of behaviour expected in the school
- The strategies used to prevent poor behaviour
- The ways in which the school encourages and acknowledges positive behaviour
- The responsibilities of students, parents, staff, management and the Board of Management in relation to its implementation
- Specifying how transgressions of the code will be dealt with.
- Clearly stating procedures which will be used should a student's behaviour impact negatively on the school community.

**Background:**

- This code of behaviour is based on the recommendations of Section 23 of the Education Act (2000). It reflects the ethos of the school and the various criteria laid down by the Department of Education.
- The policy will be updated appropriately, e.g. on recommendations by the DES inspectorate, physical changes within the school etc.
- It is the duty of the Board of Management to promote and protect the ethos of the school, with particular regard to section 15 (2)(b) of the Education Act 1998.
- In brief, this is to create an environment that will foster the growth and development of good citizens, with a strong sense of place and culture.
- Responsibilities lie with all stakeholders in the school community: parents/guardians, teachers, students, the Minister for Education and those involved in school administration to foster an atmosphere of mutual respect and to create a caring environment for the benefit of all.
- The policy reflects fully the legislative requirements regarding the creation of a positive environment, where all members of the community feel valued and can carry out their work in a dignified manner, with due regards for their rights as individuals. It is the duty of all stakeholders to respect and protect the rights of all members of the school community.
- The vast majority of stakeholders comply fully with the ethics of the school community to optimise the establishment and maintenance of a benevolent school community. Should a stakeholder have difficulty with their responsibilities, and behave in a way that may be detrimental to the community as a whole, action will be taken. They will initially be advised regarding their commitments to the school and asked to reflect on the commitments initially given on joining. Should the code of behaviour continue to be breached, the individuals involved will be held responsible for their actions. In these rare cases the Board of Management may have to pass judgement on the relative rights of a student to receive an education in the school and the relative rights of the other members of the school community to work in an environment that reflects the dignity and respect of the entire school community.
- This policy will work in tandem all relevant school and LOETB policies (eg Anti-Bullying, ICT Usage etc) to create a safe caring environment for all members of the school community and will strive to fulfil the initial visions for the school founding committee.
- Supporting Policies

- The school has a number of policies some of which support and are supported by the school's code of behaviour.
- Admissions Policy
- Attendance Policy
- Anti- Bullying Policy
- Mobile Phone Policy
- Whole School Guidance Plan
- Substance Abuse Policy
- ICT Policy
- Special Educational Needs Policy
- EAL Policy
- Health and Safety Policy
- Dignity in the Workplace Policy
- Overnight trip policy
- Parents, guardians and students are advised that copies of all policies are available upon request.
- Commitments:

### **Students' Commitment:**

As a Student I commit to:

- Following the school rules for learning
- Use Irish at all times in my school life (Aonad students only)
- Showing a high standard of courtesy and respect in my dealings with others
- Behave in a manner that reflects well on the school at all times
- Not engaging in discrimination, harassment or intimidation of anyone in the school community inside or outside the classroom or school. (Please see Anti- Bullying Policy)
- Treat with respect all school buildings, equipment and grounds and also the property of other members of the school community. Any damage to property must be reported immediately and must be paid for in full by the person responsible or his/her parents/Guardians
- Taking responsibility for my own possessions and marking them clearly. The school cannot accept responsibility for loss of pupils' property.
- Keeping classrooms and grounds free of litter.
- Getting permission in advance to post notices in the school
- Acknowledging that some areas are out of bounds
- Adhering to the mobile phone policy. This means switching the mobile phone off when the student enters the premises in the morning until he/she leaves the premises in the evening. Mobile phones are not to be seen or switched on during these stated time.
- Always using the ICT equipment in the appropriate way
- Treat everyone in the school with respect
- Treat the school and its facilities with respect
- Come to school every day and on time
- Wear my full uniform
- Organise my books, ICT equipment and locker every morning/evening

- Bring the correct books and equipment to class
- Follow the classroom guidelines
- Listen carefully in class
- Participate in class/get involved in learning activities
- Do my best in class
- Help other students to learn
- Tell the teacher if I don't understand/ask questions if I don't understand
- Always write my homework, dates of tests, and project deadlines into my journal
- Always do my written and learning homework to the best of my ability
- Keep any notes I get from the teacher carefully in a folder
- Be a friend to others when they need it
- Take responsibility for my actions
- Get involved in extra-curricular activities
- Be proud of doing well in school
- Represent my college with pride

### **Parents' commitment:**

As a parent/guardian I commit to:

- Send my child to school every day and on time
- Ensuring medical/dental or other appointments are made outside of school time where possible.
- Use Gaeilge in school communications should I wish (Aonad Students)
- Send my child to school fully prepared to learn - in uniform and with all the books and equipment they need
- Check homework and the journal every day
- Write a note to the teacher if my child has tried his/her best and really can't do their homework
- Help my child develop good organisational skills - to manage timetables and lockers
- Provide a good learning space for my child at home
- Help my child study/testing my child before an exam
- Help my child develop their own learning style
- Encourage my child to work hard and do their best in school
- Communicate with the teachers regularly
- Let the school know if my child is absent from school
- Ensure that my child brings a healthy lunch to school everyday
- Inform my child's teachers if there are issues affecting my child's learning
- Encourage my child to become involved in extra-curricular activities
- Make time to talk to my child about their day in school
- Encourage, reward and reinforce positive feedback from the school
- Work with and support teachers
- Support the school in its efforts to maintain the dress code by ensuring that their child wears the correct uniform.
- Provide up to date contact details for the school
- Ensure the school has a contact number of a person who can collect my child from school in the event of illness or an emergency.

- The expectation that each member of the school community will be free from any form of discrimination, harassment or intimidation either inside or outside the classroom or school by any member of the school community (Please refer to Anti-Bullying Policy)

### **Teachers' Commitment:**

As a teacher I commit to:

- Create a positive, friendly, caring, safe and happy classroom
- Be prepared and on time for every class
- Showing a very high standard of courtesy and respect in their dealing with parents, students, and colleagues.
- Behaving in a way that reflects well on the school at all times.
- The expectation that each member of the school community will be free from any form of discrimination, harassment or intimidation either inside or outside the classroom or school (Please refer to Anti-Bullying Policy)
- Treat all students fairly and with respect
- Be friendly and calm when working with students
- Listen to and value every student's opinions and point of view
- Answer students' questions, and help students if they don't understand
- Encourage every student's effort, and encourage every student to participate
- Support every student's learning needs
- Use various methodologies and learning stimuli in my class
- Challenge every student to reach the highest academic achievement
- Help students learn study skills in my subject areas
- Help students develop study plans before formal exams
- Identify the learning objective at the beginning of every lesson
- Write homework on the board well before the end of the lesson
- Check that homework is done in every lesson, and give feedback on corrected work promptly
- Encourage students to get involved in extra-curricular activities
- Communicate regularly with parents/guardians
- Get involved in school development activities
- Develop and share resources with colleagues
- Support other staff members
- Continue my own professional development
- Implement the school's Code of Behaviour

### **Application of the Code of Behaviour:**

- Within the school campus during the school day or any afterhours school related activities
- On the way to and from school and off campus during lunch time
- On all school and school linked activities,
- Where a student is outside of the school is clearly identifiable as a student of Dunamase College/Coláiste Dhún Másc and their conduct reflects on the good name of the school

**The Standard of Behaviour Expected in the School, Student Records:**

Here will be a file for each student. These will contain information on parents' place of work, phone numbers of same, home and mobile phone number and address and phone number of the person nominated as an emergency contact. It is essential to have this information in the event of sickness, accident or emergency. **It is the parents' responsibility to inform the school of changes of address, email address or phone numbers.**

**Respect:**

Our school is inclusive and fosters respect for self and respect for all members of the community. Disrespect for others, in any form, will not be tolerated and will result in serious consequences. Everyone has a right to work, and study in an atmosphere free from bullying, abuse or disrespect of any type.

**Respect for property:**

Students and staff are responsible for their own property while in school. All members of the school community should have respect for the property of the school and that of all members of the school community

Books and possessions are to be left in the lockers allocated to students. They are not to be left overnight in classrooms or anywhere else other than in lockers. The school is not responsible for any items which may go missing belonging to a student or teacher.

**School Environment:**

Students are encouraged to have a positive attitude towards the environment. To this end great care should be taken of furniture and fittings and all school equipment. A student caught damaging school property will have to repair or repay the damage done. If the damage is exceptionally serious and malicious he or she will face suspension.

In addition the whole school community should feel a responsibility for keeping the school litter free. Students must never litter classrooms, corridors, school grounds, school buses, the school neighbourhood and the town. Students caught littering may have to clean and sweep the school grounds either at lunch break or after school.

**Relationship with others:**

- To treat other people (fellow pupils, staff and visitors to the school) with dignity, respect and courtesy at all times.
- To greet teachers and other staff on corridors and on entering their classroom.
- To walk, not run on corridors and stairs.
- To queue in an orderly fashion at the shop/canteen
- To board school buses/trains in an orderly manner and to avoid loud and rough behaviour while travelling to and from school by foot or bus/train.
- Never to use abusive or threatening language in verbal or written communications or in their use of IT or phone text media.
- Never to interfere with others' property or belongings. Theft will be viewed as a serious breach of the Code of Behaviour and may necessitate referral to the Gardaí.
- Never to use physical aggression. Fighting/physical aggression or any

form of threatening behaviour is viewed as extremely serious and is subject to immediate sanctions including suspension.

- Not to engage in, or be complicit in, any form of bullying.

#### **Travelling to/from school:**

- When travelling to or from school at any time during the school day it is imperative that students show due consideration for people and property in the surrounding community.
- Students who travel to or from school by bus or train are expected to always behave in a courteous and respectful manner towards each other and all transport users.
- Students and parents/guardians cannot drive into or park cars in the school grounds.
- Electronic scooters must not be driven onto school grounds. Students must dismount at the school gate and proceed to the bike racks located in both buildings. Scooters should always be locked when on school grounds. Students should not allow other students to use their scooter during school hours.
- Students are reminded that their behaviour en route to and from school is in the public view. Appropriate behaviour is expected from students in this regard.
- Fighting or any form of threatening behaviour is viewed as extremely serious and is subject to immediate sanctions including suspension.

#### **Prohibited Items:**

The following items are not to be brought onto the school premises:

- Chewing gum
- Tipex
- Spray deodorants
- Spray perfumes
- Hair spray
- Fizzy or energy drinks
- Nuts or any item containing nuts

#### **Attendance:**

In order to gain a meaningful education a key element of this is that pupils experience quality time in school. Since the Education Welfare Act (2000) schools and parents have a legal obligation in the area of school records and attendance. The school, parents and pupils are encouraged to co-operate to ensure that pupils gain maximum benefit from their education. The following procedures are designed to facilitate this.

You must arrive on time each morning for roll call at 8.20am sharp. If you are late you must sign in at the office in Railway Street and present, your journal for stamping.

Students cannot leave the school during the day without permission from your Year Head.

Representing the school on school teams, activities and trips depends on good attendance and a commitment to upholding the Code of Behaviour.

This behaviour is expected because:

If students are late for class, it causes a disruption to the teaching and learning.

It is unfair to those students who arrive on time.

It is disrespectful to the teachers and classmates.

Regular attendance and good timekeeping have proven to have a positive impact on academic achievement.

The school has a responsibility for students during school hours.

In accordance with the Education Welfare Act 2000 the Principal must inform the TUSLA Education Support Services when the total number of school days missed by a student exceeds 20 days.

**Procedures for recording absences:**

The Education (Welfare) Act, 2000, No. 18 States:

‘Where a student is absent from the school at which he is registered during part of a school day, or for a school day or more than a school day, the parent of such a student shall, in accordance with procedures specified in the code of behaviour prepared by the school under section 23, notify the Principal of the school of the reasons for the student's absence’.

A note from parents/guardians written in the journal should be given to the class teacher at roll call on the date a student returns to school after a period of absence. The school has a responsibility to inform TUSLA should a student have a pattern of absence from school.

Notes to leave school early, recorded and signed in the journal, shall be presented to the class teacher. No student is allowed to leave school during school hours without permission from the Principal, Deputy Principal, Tutor or Year Head.

Should a child have to leave for an appointment during school time, they MUST be signed in and out by a PARENT/ GUARDIAN. Please contact the school if this is an issue.

Students are NOT permitted to leave the school without permission.

The school will:

Maintain a record of each pupils' attendance

Send a letter home to parents whose child has missed more than 7 days every half term

Contact home in the case of three consecutive unexplained absences

Reward and acknowledge excellent/ or improved attendance

Monitor the level of participation of individual pupils in co- curricular and/or extra-curricular that may at times require pupils to miss classes

Contact home in the case of continued unexplained absences



Fulfil their legal obligation of reporting any student who misses 20 days or more to the National Educational Welfare Board (NEWB)

Contact home in the case of a student becoming ill/injured while in their care.

Give plus points for full monthly attendance.

Recognition during the school awards day for all those that have full attendance.

**Procedures for lateness:**

The student must sign in at Reception in Railway Street with a note or a phone call from a parent/guardian of explanation or a parent/guardian can phone the office with an explanation.

The journal will be stamped with a late stamp

Three lates result in a lunch time detention

Any further lates in that term will result in a Friday Detention

Each student gets a clean slate at the beginning of each term.

Term 1: September to Christmas

Term 2: January to Easter

Term 3: Easter to Summer

**Sickness Procedures:**

**Students should not come to school if they are sick.**

The following procedures must be adhered to:

- Students may only report to Reception with the express written permission of the Class Teacher.
- A member of school staff will contact parents if a student is sick. In general students will remain in class until collected.
- Parents will be contacted by phone, at home or at work. When parents come to collect the student, he / she will be released from class.
- Parents may nominate a person / persons who will take responsibility for their son/daughter if he/she is ill and they are not available.
- Where a parent or nominated person cannot be contacted and the student's condition gives cause for anxiety he/she may be brought to a doctor, or a doctor called to the school. If a doctor is not available the school may dial 999 and call an ambulance.
- **Students who are ill must follow the school procedures and do not contact home directly via their mobile phones. Students must not leave the building without the permission of the school authorities and must sign out at Reception. Students ignoring this procedure may face sanctions.**

**School Uniform:**

Students should present themselves for class neat and tidy and wearing full school uniform.

Blue school jumper with crest

Navy school trousers or skirt (not leggings)  
Navy socks / tights  
White shirt  
School tie  
School jacket  
Black leather school shoes (not runners)

**P.E Uniform:**

White polo shirt  
School tracksuit  
Runners

Students will have to take in sports gear for their PE class, and change clothes before and after PE

Hats, scarves and hoodies should not be worn in class or around the school. Body piercing, jewellery other than one stud in each ear and a watch, are not allowed for safety reasons. Students face must be uncovered at all times. If a student needs to wear any item of clothing surplus to the uniform they must first have permission from the Principal. Students No make-up allowed.

Items of school uniform, sports gear etc. should be clearly labelled with the owner's name. Appropriate rain gear should be worn when necessary so that the students do not arrive in school with wet clothes.

Parents will be called to bring in a uniform or to collect their child where a student has no uniform.

Students are expected to wear the uniform with pride and respect and be conscious that every time they wear it, they represent our school community. Students are expected to be neat and tidy and to wear all items of the uniform as listed above.

**Student Journal:**

Both class teacher and parent sign the journal every week. The student should have their journal with them at all times and to present it when requested to do so to any member of the school staff. It will be used to record assessment results, and to provide feedback on the progress and behaviour of the student. It should be kept up to date and free of extraneous artwork. If it is deemed unsightly due to graffiti a student may have to replace the journal. It should be updated and brought home daily.

Parents should use the journal for providing information on lateness and absences from school and any other relevant information they wish to provide to the school.

Above all, the journal is for the recording of homework, written and non-written.

The responsibility for the correct upkeep of the journal lies with the student.

If the journal is lost the student will be expected to replace it.

**Lockers:**

- Lockers are school property and may be inspected at any time.

- Lockers can only be used at the following times: 8.10 – 8.20, morning break, lunchtime and at 3.30 (12.45 Fridays). Students using their lockers outside the permitted times may have their lockers removed from them and may receive a sanction.
- Students who damage or deface a locker may be suspended and will be responsible for the cost of repairs or replacements.
- Students are responsible for the contents of their locker and must not share lockers without prior approval by the school.

### **Classroom Procedures:**

Students and teachers are entitled to a positive and effective learning environment enabling all to reach their full academic and creative potential.

### **Participation in Class and Studies:**

To ensure fairness, maximise teaching and learning outcomes and to ensure the effectiveness of classes it is important that all students are aware of some key responsibilities in this regard.

Arrive to class punctually and fully prepared with homework completed

Entering the classroom quietly and taking their assigned seat

Following the instructions of the teacher

Being respectful towards teachers and other members

Leaving the classroom in an orderly fashion, leaving the area they were sitting in clean and tidy.

Students must have all the necessary equipment and materials for every class. If books or an iPad is lost or damaged they must be repaired or replaced. All equipment must be maintained in good condition and free of all unnecessary markings. Homework should be completed conscientiously and neatly.

Students are expected to actively participate in class and not to cause any interruption or distract any other pupil. When class ends, students should move to their next class as quickly and quietly as possible.

Permission to leave class for any reason must be obtained from the subject teacher.

Students should not interrupt class to make announcements etc. unless acting with the permission of a member of staff and having asked the permission of the teacher present in the classroom.

Eating during class is prohibited. Only water may be taken if necessary during the day.

Students are expected to keep classrooms, corridors, and bathrooms clean and tidy at all times.

### **Equipment for class:**

All students are responsible for having the right books and equipment for class and for exams – pens, pencils, mathematical instrument sets, calculators and maths tables etc.

**Safety in laboratories and specialist rooms:**

- The use of laboratories and specialist rooms involves extra rules regarding safety and the correct use of apparatus and equipment. Students who don't comply with these rules may be sanctioned.
- Students are expected to abide by the school's Internet Acceptable Use Policy.

**Physical Contact:**

No student should be in any physical contact with any other member of the school community, fellow student or staff.

**Lunch:**

We seek to keep the school environment clean and put in place 'good practice' with regard to the disposal of litter. Lunches are taken in designated areas only. No eating or drinking is allowed in any other part of the school building.

**Mobile Phones:**

The use of mobile phones causes significant disruption. Calls being made to students when they are in class and texting in class are some of the difficulties.

Camera and 3/4G phones potentially present very serious harassment and bullying issues. No student should have a mobile phone in their possession during the school day (8.15-3.30). If a student breaks this rule the phone will be confiscated immediately, returned to them at 3.30pm and be given a Friday detention. In case of any further infringements the phone will be confiscated until a parent / guardian can collect it, but no sooner than 3.30pm on the day. If the infringement continues the student will no longer have the privilege of bringing their phone to school. A breach of this will be considered a serious breach of the code of behaviour.

**Punctuality:**

Students are required to be present at 8.20 a.m. each morning to get their books ready and take their places for roll call. A note of explanation or a phone call from parents is required for students arriving late. Repeated lack of punctuality will be treated as a disciplinary matter.

**Homework:**

Homework is a vital element of school life. It enables students to check what they have been taught in class, to determine gaps in their understanding and to perfect their knowledge.

Homework received each day should be recorded in the space provided in the journal.

Homework may consist of:

- A review of all work covered in class
- Set written and oral work
- Revision

Students should take great care in completing homework to a high standard, ensuring it is neatly presented and handed in on time.

**Assessment:**

Continuous assessment will take place in each class in the form of regular homework, both written and learning, class tests, oral questioning, project work, quizzes etc. There will be a record of continuous assessment in the student journal and online. Students receive formal school exams at Christmas and prior to the Summer holidays. All test papers should reflect the style, language and layout of the Junior Cert/Leaving Cert exam papers as appropriate. Mock exams for State Examinations will take place in February.

**Student behaviour outside school/buses & cars/bicycles:**

Student behaviour outside school:

- Students coming to and from school should do so in a manner which displays respect and courtesy for the homes that they pass, pedestrians and motorists. Students should be mindful of safety and the Rules of the Road.
- Students must always be mindful that when they wear the uniform of the school, they carry the responsibility of the good name of the school. Any behaviour which brings them and the school into disrepute will be dealt with severely.

Buses & cars:

- Students who travel to or from school by bus or train are expected to always behave in a courteous and respectful manner towards each other and all transport users.
- Any behaviour that brings them or the school into disrepute will result in sanctions.
- Parents/Guardians dropping off or collecting students cannot drive into or park cars in the school grounds. They should not stop at the front gate or on any yellow markings or at the pedestrian crossing. This practice is dangerous.

Bicycles/Electronic scooters:

- Bicycles/Electronic Scooters left on the school grounds must always be locked.
- Students are encouraged to wear helmets and high visibility clothing when cycling.
- Cycling is not allowed within school grounds.
- Electronic scooters must not be driven onto school grounds. Students must dismount at the school gate and proceed to the bike racks located in both buildings. Students should not allow other students to use their scooter/bike during school hours.
- Students are reminded that their behaviour en route to and from school is in the public view. Appropriate behaviour is expected from students in this regard.
- Fighting or any form of threatening behaviour is viewed as extremely serious and is subject to immediate sanctions including suspension.
- Bicycles/Electronic Scooters are left in the school at the students' own risk.
- Under no circumstances can students drive a car/motor cycle or any motorised vehicle into the school grounds.

## **Strategies Used to Prevent Poor Behaviour:**

### **Anti-Bullying Policy:**

We work hard in Dunamase College to create an atmosphere where there is mutual respect between students, staff and parents. To facilitate this we have a school anti-bullying policy and the school will not tolerate any bullying behaviour.

Students must be able to go to and from school and attend school in safety.

Students must not be subjected to physical or verbal abuse, intimidation or ridicule.

Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of such disciplinary action the Board of Management reserves the right to suspend or expel a student or students where it considers the actions to warrant such sanctions.

There should be no unwelcome name-calling, teasing, verbal abuse, physical abuse or aggression, spreading rumours or unwelcome comments about a student or their family.

There should be no unwelcome messages sent by phone, by internet or by written notes.

All students should be included and no threatening behaviour or gestures including isolation or exclusion of a student

Students must abide by the school's anti-bullying policy.

Students fighting in school or on the way to and from school, or on school-related activities, or while wearing the school uniform may be suspended or expelled.

Students who bring the school's good name into disrepute may be suspended.

Students are not permitted to have any kind of dangerous implement in school. Possession of same will result in automatic suspension.

Students throwing stones or missiles will be suspended.

If a student is being bullied, or if they are aware of any other student who is being bullied, the student is encouraged to report it immediately in school by telling an adult they trust. It is very important that school authorities are informed about any unwelcome incidents of behaviour as soon as possible.

Any incident brought to the attention of teachers or the school authorities will be taken seriously and investigated in line with the school's Anti-Bullying policy. If the problems persist the perpetrators will face serious disciplinary

A Post Holder is assigned to Anti-Bullying in the school and we run the Ar Scath a Chéile anti-bullying campaign for the full academic year.

This topic is covered in SPHE, with the THINK Campaign and during Tutor time.

### **Sexual Harassment/Racism:**

Sexual Harassment/racism occurs when any form of unwanted verbal, non-verbal or physical conduct of a sexual/racial nature occurs with the purpose or effect of violating the dignity of a student or staff member.

- When allegations of sexual harassment/racism are reported to the school authorities, the matter will be fully investigated and disciplinary action may be taken.

- Sexting is the sharing of sexual text, video, and photographic content using mobile phones, apps, social networking services and other internet technologies. The sharing of explicit text, images and/or video, is an unacceptable and absolutely prohibited behaviour and will have serious consequences and sanctions for those involved in accordance with the school's Code of Behaviour. Please note that:
- All incidents involving creating, storing, or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to the Gardaí and Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual).
- Sharing of explicit text, images and/or videos of pupils in the school will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management.

### **Safety:**

Everyone must be very conscious of safety precautions and procedures. With a little foresight accidents can be avoided. All members of the school community share a responsibility for the health and safety of all in the school. There are a number of staff trained as first responders and a post holder is assigned to Health and Safety.

### **Smoking:**

The Public Health (Tobacco) Act 2002 prohibits smoking within the school boundary. Dunamase College fully accepts its responsibilities in respect of this legislation. Any student found smoking within the school boundaries will be subject to disciplinary procedures up to and including expulsion. This "Smoke Free" policy includes e-cigarettes, vaping and any variants of these. The use of e-cigarettes, vaping and any variants of these is strictly prohibited. Students who contravene this prohibition will be subject to the same sanctions as those detailed for smoking.

### **Drugs & Alcohol:**

The school has a strict anti-drugs policy. Students caught in possession of, or under the influence of controlled substances (alcohol, cannabis, ecstasy, heroin, etc.) face suspension or expulsion and the Gardaí will be informed.

Students who drink alcohol while engaged in school related activities or school tours may be suspended.

The sale and distribution of illegal substances in the school or on the way to and from school will result in suspension and may result in expulsion. This also applies when students are involved in school related activities.

Possession of illegal substances in school or on school related activities will result in suspension and may result in expulsion.

The use of illegal substances and or substance use in school or when involved in school related activities will result in suspension and may result in expulsion

Prescription or over-the-counter drugs (painkillers etc.) are not permitted in school.

Should they be required by the student prior permission should be obtained from the principal and safe storage will be organised in the office. Teachers are generally not permitted, or expected, to administer medicines. In the case of emergency procedures that may be required (Epipen administration etc.) parents should contact the office to discuss this.

**Evacuation Procedures/Fire Extinguishers:**

- Students who set fire to anything may be suspended or expelled.
- Students who activate the fire alarm when there is no emergency may be suspended or expelled and may incur the sanctions outlined in 9.2.
- Students who fail to co-operate during fire drills may be suspended.
- Interference with fire extinguishers or evacuation signs may be treated as criminal damage and may incur the sanctions outlined in 9.2.

**Bangers/Fireworks:**

- Bangers and fireworks are illegal and are classified as explosives. They are not permitted in the school, school grounds or on any school related activity. Students caught in possession of them will be suspended for five days. Students distributing them, selling them or setting them off will be suspended for at least 10 days and may be expelled. Any student in breach of this rule may be reported to the Gardaí.

**School Trips:**

School tours are organized by staff members in their free time. Normal school rules apply at all times. The school reserves the right, within its discretion, to refuse a student permission to travel on a tour. Students and teachers will apply the Overnight Trip Policy where applicable.

**Use of ICT Equipment and Internet:**

Students must at all times follow the school's ICT policy and the teachers' directives with regard to the use of ICT equipment and access to the Internet. Students who fail to comply with these procedures may have access to ICT equipment and the Internet removed and faces sanctions up to and including suspension and expulsion.

**Strategies for promoting Positive Behaviour:**

Pastoral Care/Student Care:

Our school is committed to the development of a community of learners concerned for each individual in our care. Every student is seen as an individual whose talents should be realised to the fullest.

The pastoral Care System ensures that each student is cared for. The Pastoral Team consists of the Principal, Deputy Principal, Years Heads, Class Tutors, Class Teachers, Guidance Counsellor, Secretarial and Caretaking Staff.

There is a weekly meeting of the year heads and of the Core Care team consisting of the Principal, Deputy Principal, SENCO, Career Guidance and Wellbeing Coordinator.

Each year has a Year Head. Each class has a Class Tutor.



The Class Tutor's role is the care and support of each student. This entails monitoring academic progress, absence, uniform, lateness, and overall personal development of each student. The Class Tutor should be contacted by parents if they wish to discuss their son/daughter.

The Year Head has overall responsibility for discipline, lateness, monitoring academic progress, co-coordinating the pastoral programme and liaising with the Class Tutors, and discipline issues. The Year Head will generally only meet parents when a serious breach of discipline arises.

During Wellbeing classes, as well as CSPE and SPHE students are taught about the importance of good behaviour and being respectful.

We have a range of programmes and supports to promote, teach and acknowledge positive behaviour. These include:

Year Head

Class Tutor

Meitheal Leaders

Learning Leaders

Student Council

Class Captains

Ar Scáth a Chéile

School of Belonging

School of Sanctuary

Mentoring Programme

Morning Assemblies

Wellbeing Week

SPHE

CSPE programme

Inclusion and Diversity Week

Whole School Guidance Plan

Lunch Time Clubs

School Counsellor

Pastoral Care team

SEN Programme

Extra – Curricular Activities

School Trips

Guest speakers to talk to students on issues relating to contributing positively to society and their community.

The school acknowledges, promotes and rewards positive behaviour in the following ways:

Verbal Praise

Positive comments on VSWare

Points system

Positive comments in the school journal

Formal school reports

Phone call home to parent/guardian

Opportunities for student leadership

Awards day

Acknowledging attendance

Recognition in the school newsletter/noticeboard, social media

### **Point System**

<b>Positive Behaviours</b>	
Home Work (effort)	+1
Sports	+1
Leadership	+1
Positive role model	+1
Project work	+1
Class work (effort)	+1
Project work	+1
Lunchtime activities	+1
Perfect attendance (month)	+1
Perfect punctuality (month)	+1
Exam results	+1
Helpful behaviour	+1
Commendation	+1

\*This list is not exhaustive

**How the School responds to poor behaviour:**

In appropriate Behaviours, staff are trained to take a Restorative Practise approach when dealing with inappropriate behaviours. Below is a list of inappropriate behaviour and who it should be reported to.

\*This list is not exhaustive.

Classroom Management-Teacher		Strategies
Lateness to class IPad not charged No homework Incomplete homework Disrupting the teaching and learning Eating/drinking/chewing Moves seats without permission Speaking/shouting out of turn Using inappropriate language in general in the classroom Misuse of IPad Making noises Shouting at other students Interfering with students bags Leaving class without permission Slow to follow teacher instructions Wrong uniform		Check journal is signed Change roll to late Note in journal Verbal warning Lunch time detention Speak to student after class A reflective writing piece on the incident Move student Change seating plan Note home If it persists refer to Tutor

Tutor	Strategies	Year Head	Strategies
Repeated offences that have been addressed by the teacher and there is no improvement(X3) Once the teacher has unsuccessfully tried to deal with the situation it is referred to the tutor. The tutor's role is a pastoral one.	Speak with student  Restorative Circle Phone call home	Undermining teacher authority Using inappropriate language in class Inappropriate behaviour on corridors and at school events Bullying/intimidation of other students Refusing to follow teacher instructions Not allowing teaching to occur	Restorative Circle Phone call home Meet with parents Penalty sheet Detention Pastoral Care team Refer to guidance counsellor Withdrawal of privileges Recommendation for suspension Support from outside agencies recommended

Our aim is to support students in being on their best behaviour and reinforcing good behaviour practises. Cases may arise that the degree of disrespect and disregard for the code of behaviour shown by a single act may warrant that a student will proceed immediately to suspension or expulsion.

#### **Report System:**

When a student's behaviour in class is not satisfactory she/he may be put on a Behaviour Report. Over a week period, their behaviour and performance in class is monitored by the Class Tutor and by parents/guardians. If there are further disciplinary problems after two reports a student may be suspended or put on internal suspension. Parents/guardians are always notified when a student is put on Report and generally are invited to come to the school to meet the Class Tutor/Principal.

#### **Sanctions:**

Sanctions for disruption and bad behaviour may include extra work, penalty sheets, notes in journal, lunchtime or after school detentions, letters home, meeting with parents/guardians, suspension and expulsion from school.

#### **Points System:**

As part of the school Code of Behaviour we are currently operating a points system for students. The students can earn positive or negative points depending on their conduct and work around the school. Positive and negative behaviours are rewarded or discouraged respectively. Parents can access their child's behaviour record on their personal VSWare page.

**Detention:**

Certain breaches of discipline will result in detention. Detention of students is an approved sanction in this school. Parents/Guardians will have due notice of any detentions taking place outside of school hours. Students who do not attend after-school detention on the specified day will be given an additional detention. Detention at lunchtime may be given without parental notice. Students will be given time to have their lunch and get some air before detention commences.

**Suspension:**

Suspension is a serious sanction and will be imposed by the Principal in cases where other efforts to resolve a disciplinary situation have failed or where the nature of the incident dictates that a student be removed from the school. Before suspending a student the Principal/Deputy Principal will inform the parents/guardians in writing of the reason for the suspension, the length of the suspension and the requirements that must be met to gain re-instatement.

All suspensions will be reported to the Board of Management and where students are suspended for six days or more the Welfare Board will be informed. In the event of a serious breach of the code of behaviour the principal is empowered by the Board to suspend student's immediately pending further action

**Expulsion:**

Expulsion is the most severe sanction by a school. It will only be imposed for very serious breaches of school discipline or in cases where the rights of a greater number of students are being denied because of the continual disruptive behaviour of a student. A student may be expelled if:

- the school's sanctions / interventions have failed;
- his / her behaviour places the health, safety and welfare of students and / or staff at risk;
- his / her behaviour is such that it interferes with the constitutional right of students to education;
- he / she is involved in the sale, distribution and / or use of illegal substances;
- he / she is involved in serious damage to property;
- he/she is involved in other very serious misbehaviour.

Should the Board of Management decide to expel a student the Board shall inform the parents/guardians in writing and will inform the Welfare Board. The parents/guardians shall be informed of their right to appeal and meet the Board. Should the Board of Management stand by its decision to expel the student, their parents/guardians will be informed of their right to appeal to the Welfare Board. At all times due regard will be given to section 29 of the Education Act 1998 and Section 24 of the Education (Welfare) Act, 2000. If a student is permanently excluded from the school they cannot reapply to the school at any time thereafter.

**State Examinations:**

- Students must wear full school uniform during state examinations. When a student leaves the examination centre, he / she must leave the school building and grounds immediately to ensure that students still doing their examinations are not disturbed.
- Students involved in project work must bring all the necessary materials, preparatory and research work to class.
- Project work must be completed during class time except in exceptional circumstances. Students must adhere to the deadlines set by the class teacher.
- Students will not be allowed leave their timetabled classes to do project work.
- Any student who interferes with another student's work may face serious sanctions and will have to pay for repairs or replacement, if necessary.
- Students must comply with all requests made by their teachers re. Project work / tasks etc. – these requests are designed to enable them to certify that the work presented for examination is the student's own work.
- Responsibility for complying with the examination requirements rests with the student. If the requirements are not followed the teacher and school authority will have no choice but to bring this matter to the attention of the State Examination Commission of Department of Education and Science.
- Completion dates for coursework / project work are set by the State Examinations Commission. These dates must be adhered to. It is the students' responsibility to familiarise themselves with these dates ([www.examinations.ie](http://www.examinations.ie)) and to submit their coursework / project work on time.

**Information regarding the school's Code of Behaviour will be disseminated in the following ways:**

- A Copy of the policy may be obtained in the office.
- Signing the Code of Behaviour is a condition of being granted a place in the school.
- Abstracts of the most up to date copy at time of going to press is in the student journal. This must be signed by both student and parent / guardian at the beginning of each school year.
- General rules for students will be reiterated at the induction night at the beginning of first year.
- Should any alteration occur during the year the students will be informed by the principal / class teacher.
- During detention, work to promote positive behaviour will be provided to the students.
- The latest policy will be available on the school website. [www.dunamasecollege.ie](http://www.dunamasecollege.ie)

The policy is regularly reviewed by the stakeholders in the school, the Parents Council, the teaching staff, the Student Council and then reviewed and ratified by the Board of Management.

**Suspension Policy:**

- General Principles drawn from Recent Legislation. Students have a statutory obligation to attend school up to age 16. Accordingly, students have a right to attend school up to that age.
- Having been admitted to a school, all students have the right to learn in an orderly and caring environment. All schools need to establish and maintain high expectations of student behaviour. All members of the school community should be aware of these expectations and be given the opportunity to agree to uphold them.
- All students and staff have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination.
- There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely. Suspension and exclusion are the options available to the Principal and for the Board of Management in these situations.
- Collaboration between The Board of Management, school staff, students, parents is an important feature of behaviour management in schools. All shareholders should be fully aware of the suspension and exclusion procedures and their place in the context of the school's Learning Code Suspension is only one strategy within a school's Learning Code. It is most effective when it highlights the parents'/guardians' responsibility for taking an active role, in partnership with the school, in working with their child to enable the child's behaviour to change. The school will work with parents/guardians with a view to assisting a suspended student to re-join the school community and begin participating fully in the educational programmes provided.
- Suspension may be appropriate when it allows students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour, which led to the suspension, and to accept responsibility for changing their behaviour to meet the school's expectations in the future. It also allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.
- The BOM has delegated authority to the Principal to suspend any student for a limited period of three days and shall report any such suspension to the Board of Management at its next meeting. The Principal can extend this to five days if agreed by Chair person. Approval from the board must be sought if over five days up to and including ten days. If a suspension extends beyond ten school days the Child and Family Agency, TUSLA, will be informed.
- If, in the judgement of the Principal, a student should be excluded, the Principal shall refer the matter to the Board of Management for approval.

- The Board of Management and the Principal will exercise this authority having regard to their responsibilities to the whole school community and to the principles of natural justice with successful re-entry.

**Equality Act:**

- In implementing these procedures, the Principal and Board will ensure that no student is discriminated against on any of the following grounds:
- gender /family status /sexual orientation/religion /age /disability /race/membership of the Travelling Community

**Factors to be Considered:**

- Whether or not the behaviour occurred on school premises or when the student was otherwise in the charge of the school staff or when the student was on the way to or from school. An important consideration in cases of doubt is the extent to which behaviour away from the school had a serious impact on the life of the school.
- The degree to which behaviour was a violation of one or more rules contained in the school's Code of Behaviour.
- Whether the incident was perpetrated by the student on their own or as a part of a group.
- Depending on the nature and extent of the misbehaviour the Board of Management may also seek the support of other agencies such as the Child and Family Agency TUSLA, the National Educational Psychologist Service (NEPS), Social Services, the Garda Juvenile Liaison Officer (JLO).
- The principles of natural justice are fundamental to the implementation of these procedures.

Reviewed by: