



DOMINICAN COLLEGE SION HILL

CROSS AVENUE, BLACKROCK, CO. DUBLIN, A94 TP97

60070K

CODE OF BEHAVIOUR

August 2024

Dominican College Sion Hill aims to help each student reach their full potential academically, spiritually, physically, emotionally and socially in a happy, secure environment

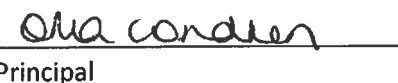
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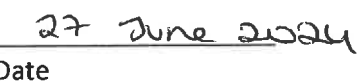
The effectiveness of our Code of Behaviour will be monitored by the Principal and Deputy Principal on a continuing basis and will be reviewed every 2 years, when needs arise or upon publication of any relevant Government Guidelines

Ratification


Chairperson, Board of Management


Date


Principal


Date

Date reviewed by Parent Teacher Association	May 2024
Date reviewed by Student Council	May 2024
Date ratified by Board of Management	June 2024

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INTRODUCTION

- 1.1. This code was drawn up in the context of Sion Hill being a community in the Dominican tradition where each person is valued and where all students are encouraged to develop their personalities and talents.
- 1.2. The code, which is based on the principles of respect, equality, co-operation and natural justice, has regard to the rights and responsibilities of management, teachers, pupils and parents. The overall aim of the code is to maintain desirable standards of behaviour and to foster understanding and co-operation between teachers, pupils and parents.
- 1.3. The code provides a framework for reasonable and responsible behaviour. It ensures that every effort is made to accommodate the individuality of each pupil and acknowledges the right of each pupil to education in a disruption-free environment.
- 1.4. It is the Principal's responsibility to ensure that the code is administered in a manner which is consistent and fair for all pupils.
- 1.5. 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

2. SCHOOL RULES

2.1. Respectful behaviour towards people and property is expected at all times.

Students are required to show courtesy, respect, consideration and good manners to all. Students must keep their environment clean and tidy at all times.

Every student is expected to actively contribute towards creating a positive learning environment inside and outside the classroom where everyone in the school community can work towards achieving their potential in a happy secure environment.

2.2. Bullying is strictly forbidden

Bullying is strictly forbidden. In accordance with the requirements of the Education (Welfare) Act 2000 and the Code of Behaviour Guidelines issued by the NEWB, the Board of Management of Dominican College Sion Hill has adopted an anti-bullying policy within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the Anti-Bullying procedures for Primary and Post-Primary Schools which were published in September 2013.

2.3 In order to facilitate learning students must:

- Attend all their classes
- Arrive punctually
- Sign in at the front office if late

- Provide a note (either in diary or on VShare app) from parent or guardian if absent from school
- Provide a note (either in diary or on Vshare app) from parent or guardian if leaving before the end of the school day
- Complete homework assignments to the best of their ability;
- Have the necessary books and equipment;
- Have their school journal with them at all times. If a student forgets their journal, a replacement page should be sought from the school office.
- Not deface their journals.
- 1st, 2nd, 3rd Year students must attend Compulsory Sport activities.
- Every four accumulated unexplained 'lates' during the school year will incur a 1 hour detention.

2.4 All absences must be acknowledged in the school journal or on VsWare app by a parent or guardian.

- Students leaving early must obtain permission from the deputy principal or the principal and must sign out at the school office.
- For health and safety reasons, students who feel unwell or need to contact home for any reason must do so through the school office only.
- Students must stay within the school grounds as defined by the authorities.

2.5 Full uniform is obligatory

Students are required to wear the school uniform at all times when in school, travelling to and from school and when representing the school at events. A dress code helps the school community to promote the school's ethos, relationships, policies, procedures and practices that encourage equality. A high standard of dress and appearance is expected.

Dominican College Sion Hill greatly values and fosters an individuality which is not dependent on external jewellery, clothing or hair styles but which is manifested on the development of independent thought processes, articulate voices and informed decision making in relation to behaviours. The uniform is designed, therefore, not to showcase individuality, personality or friend group preferences nor to highlight the differences in financial or societal circumstances of the wearers but rather to ensure maximum inclusivity of all students through agreed sameness. All uniform items can be purchased from The SchoolWear House.

The Normal School Uniform is;

- Regulation Grey Skirt/Grey Trousers. Students may wear either trousers or skirt
- Regulation Red Jumper with School Crest (Black Jumper for 6th Years)
- White blouse with revers, long sleeves
- School Scarf (or plain black scarf)
- Black school jacket with hood and Sion Hill crest
- Plain Grey or plain black socks/tights

- Low black, leather shoes. Please note that the footwear (shown below) and their close 'cousins' may not be worn as part of the school uniform from August 2016. Ankle boots are not permitted.



The PE Uniform is

- Red School tracksuit bottoms / red school leggings
- Black school sports top with crest
- Black school tracksuit crested jumper
- Appropriate footwear. For Health and safety reasons, fashion trainers that do not offer adequate support such as, for example, Converse and Vans, are not allowed for PE.

PE uniform may only be worn during PE class and while participating in sports activities. School Uniform and sports uniform may not be mixed

Jewellery should be simple and in keeping with uniform – maximum of two rings, one pair of discreet earrings and one small chain. No facial jewellery is permitted other than one clear plastic/acrylic plain nose stud.

Only natural hair colouring and make-up are permitted

No visible tattoos are permitted

2.6 All mobile phones must be powered off and placed in lockers during the entire school day. (From arrival on, to departure from the school Campus)

The penalty for being found in possession of mobile phone on school campus during the school day is confiscation and 2 hours of detention.

2.7 I-Pads may only be used during class time except where a teacher gives permission.

2.8 Students must abide by all Health and Safety regulations.

2.9 Smoking and vaping are not allowed on school property or while wearing school uniform. They are also prohibited while taking part in any school tour or school activity.

2.10 Any involvement with alcohol or illegal substances is forbidden

2.11 In the interests of hygiene, chewing gum is not permitted.

In all cases the school authorities are the ultimate arbiters.

Note:

- See the Acceptable Internet Use Policy for details regarding use of VLE, personal devices etc.
- See Appendix 5 for the SchoolWise Usage Contract.

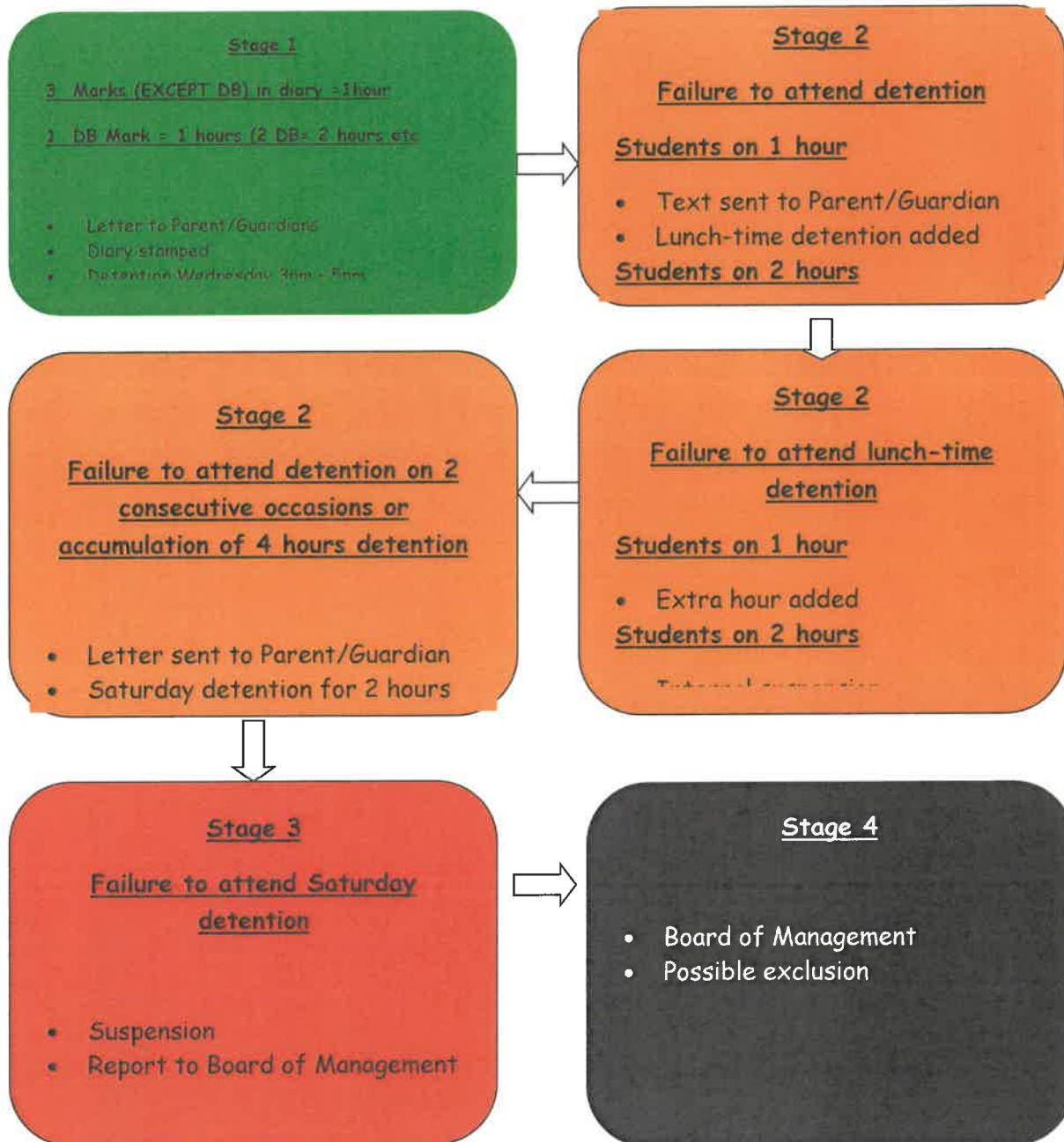
3. SANCTIONS

3.1 The range of sanctions that will be used are listed below. In each case the sanction applied should be proportional to the offence committed.

- Verbal Warning
- Mark in student diary
- Detention
- Reports to parents
- Referral to Year Head
- Referral to Principal
- Internal suspension
- External suspension
- Referral to board of management
- Expulsion

3.2 Discipline Stages

Discipline Stages



Formal Sanction Stages		
Stage 1		
	Administered by	Intervention
Sanction 1	Tutor	Pastoral advice and support
Sanction 2		Phone call/letter to parents
Sanction 3		Detention
Sanction 4		Phone call /letter to parent and warning of next stage
Stage 2		
	Administered by	Intervention
Sanction 5	Year Head	Pastoral advice and support
Sanction 6		Phone call/meeting with parents
Sanction 7		Lunch time Detention
Sanction 8		Saturday Detention
Sanction 9		Orange Report Card
Sanction 10		Internal Suspension
Sanction 11		Phone call /letter to parent and warning of next stage
Stage 3		
Sanction 12	Deputy Principal & Principal	Phone call/meeting with parents
Sanction 13		Red report card
Sanction 14		Suspension
Stage 4		
Sanction 15	Secretary B.O.M.	Refer to Board of Management for consideration/Possible exclusion

4. Protocol for School Lockers

- 4.1 Students will be allocated a locker for the school year in their Year Group Area
- 4.2 Students are not permitted to “swap” or move lockers without permission.
- 4.3 Each student is responsible for her locker and is required to keep it clean and secure.
- 4.4 Defacement, internally or externally is prohibited.
- 4.5 Books/Bags are NOT to be stored on top of the lockers.
- 4.6 Students may ACCESS their locker before and after school, during morning and lunch breaks but not between classes.
- 4.7 In the event of interference with your locker please report it immediately to the Year Head.
- 4.8 A lock will be issued to each student in their first year in Sion Hill.
- 4.9 Each student is responsible for their lock and must use it to secure their allocated locker each year.
- 4.10 Only school issued locks are to be used.
- 4.11 Replacement locks can be purchased from the Office.

Note:

The School Management reserves the right to access any locker under certain circumstances.

FAILURE TO COMPLY WITH THE ABOVE PROTOCOL MAY RESULT IN A STUDENT LOSING THEIR LOCKER PRIVILEGES.

5. Protocol for Schoolbooks/equipment issued under the Free School Books Scheme

- 5.1 Any schoolbooks/equipment issued to students under the free schoolbooks scheme must be kept in good condition
- 5.2 Any lost or damaged books/equipment should be replaced by the student– the scheme does not cover the cost of this replacement and the cost must be covered by the student.
- 5.3 In the event of a student leaving the school, all Schoolbooks/equipment issued under the Free SchoolBooks scheme must be returned to the school immediately
- 5.4 SchoolBooks/equipment issued under the Free School Books scheme must be returned to the school (in good condition) at the end of the academic year or when requested by the school. Any lost or damaged books/equipment must be replaced by the student– the scheme does not cover the cost of this replacement and the cost must be covered by the student

6. Extra-Curricular Activities Code of Conduct

The primary purpose of our extra-curricular programme at Sion Hill is to promote the spiritual, physical, emotional, social, and moral well-being of the students through participation and competition.

Students in Dominican College, Sion Hill must keep in mind that they are always in the public eye and that their personal conduct will constantly be subject to the scrutiny of their fellow students, spectators, and opponents. Therefore, they have an obligation to serve as positive role models by subscribing to the following code of conduct:

- 6.1 Every student who signs up for a particular activity is expected to attend all scheduled practices, meetings, contests and performances.
- 6.2 Every participant will endeavour to carry out all instructions of coaches and organisers.
- 6.3 If a student is unable to attend a particular scheduled activity, she must inform the coach or person organising the activity.
- 6.4 If a student intends to give up an activity the coach or organiser must be informed immediately.
- 6.5 Participants shall display sporting behaviour towards opposing players, teams, spectators and officials. Any display of unsporting conduct may result in disciplinary sanction up to and including suspension from the activity.
- 6.6 A participant shall not use another's property without permission.
- 6.7 School-owned equipment used by a participant in any extra-curricular activity is their responsibility. The loss or misuse of this equipment may incur a financial penalty.
- 6.8 A participant shall not engage in conduct detrimental to the group or to the school.

Note:

See Appendix 4 for Compulsory Sport Contract.

This contract is in the Student Diary and is signed by students and their parents/guardians.

Appendix 1 – Bullying

In accordance with the requirements of the Education (Welfare) Act 2000 and the Code of Behaviour Guidelines issued by the NEWB, the Board of Management of Dominican College Sion Hill has adopted an anti-bullying policy within the framework of the school's overall code of behaviour. This policy fully complies with the requirements of the Anti-Bullying procedures for Primary and Post-Primary Schools which were published in September 2013.

In accordance with the *Anti-Bullying Procedures for Primary and Post-Primary Schools* bullying is defined as follows:

Bullying is unwanted negative behaviour, verbal, psychological or physical, conducted by an individual or group against another person (or persons) and which is repeated over time.

The following types of bullying behaviour are included in the definition of bullying:

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying and
- Identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs

The school's Anti-bullying policy explains the whole school approach to prevention of bullying and the school's procedures for investigation, follow-up and recording of bullying incidents.

Appendix 2- Smoking, Vaping and Illegal Substances

The school is concerned that both parents and students be fully aware of the dangers of smoking, alcohol and drugs. Through the normal curriculum and through other school events, the school will provide information on the dangers of Smoking, Alcohol and Illegal Substances to students, parents and staff.

Smoking

The use of tobacco products by any student in the school buildings, or in the school grounds or in the immediate environs of the school is strictly prohibited. Students are not permitted to smoke coming to school or on their way home.

An initial breach of this rule will lead to sanctions being applied. Subsequent breaches represent an escalation of the problem and the Year Head and the Principal will meet to discuss appropriate measures.

Alcohol

The use, possession, sale or distribution of alcohol in school and at all school based and school related activities is prohibited. Any student found in possession of alcohol will be suspended pending investigation.

e-cigarettes/Vaping

The use of e-cigarettes or 'vaping' products by any student in the school buildings, or in the school grounds or in the immediate environs of the school is strictly prohibited. Students are not permitted to use e-cigarettes coming to school or on their way home.

An initial breach of this rule will lead to sanctions being applied. Subsequent breaches represent an escalation of the problem and the Year Head and the Principal will meet to discuss appropriate measures.

Illegal Substances

The use, possession supply or organisation of the supply of illegal substances by students on school grounds and at all school based and school related activities is prohibited. The school reserves the right

- to suspend immediately any student found to be in breach of this policy and to continue such suspension until such time as a board of management meeting can be convened
- to expel any student found to be in breach of this policy
- to request that students suspected of involvement in the use of illegal substances present for medical examination in consultation with the parents concerned.
- to require a student who has breached this policy to enrol in a counselling programme as determined by the school in consultation with her parents
- to impose sanctions which may include expulsion on any student who refuses to accede to the school's reasonable request for medical examination

Appendix 3 – Guidelines for Parents & Guardians

- If possible, dental and medical appointments should be made outside school hours.
- Articles of clothing and personal possessions are to be clearly marked with the owner's name. It is inadvisable for students to bring items of value to school. The School management accepts no responsibility for loss or damage to a student's property.
- If a student is unable to attend school the parent should always write a note to this effect in her diary. Even if the parent phones the school s/he should also write a note in the diary.
- It is important to inform the Principal of any circumstances, medical, educational, family or otherwise, which may have a bearing on your daughter's happiness, behaviour and/or performance in school.
- Parents should check the Student Diary regularly and sign it (in both places) each week.
- If you wish your daughter to leave school within the school day she must have your permission in writing beforehand - Use the Student Diary.
- If a student becomes ill during the school day and needs to go home, the school will contact you. ***We will not send any student home without first contacting her home.***
- The school must have an up-to-date contact telephone numbers. If these have changed since you filled out your application form please let us have the new information immediately.
- Please notify the school immediately of any change in address.
- Meetings with the Principal, the Tutor or class teachers can be arranged by appointment.
- Formal Parent/Teacher meetings for each year group are held each year. This and other important dates will be listed in the Student Diary.

Note:

Dominican College, Sion Hill has a fully qualified Guidance Counsellor to provide educational and personal counselling as well as vocational career guidance. The Guidance Counselling service is seen as having a central role in the continuous guidance process of each individual student which begins prior to the entry of the student to the school and concludes when the student has left the school.

This service is provided by the Guidance Counsellor and members of the school's Pastoral Care team who work with a variety of others, including members of staff, parents, and other professionals outside the school setting.

(For a detailed outline of the Whole School Guidance Provision please see Guidance Policy)

Appendix 4 – Compulsory Sport Contract

Sion Hill are delighted to offer your child a range of after school sports from September to May.

All students in 1st, 2nd & 3rd Year must participate in at least one sports activity but may participate in more should they choose to do so.

The sporting year is divided into two terms:

1. September to March
2. March to May

Different timetables will reflect the two terms. Students may choose a new sport in the second term.

All 1st, 2nd & 3rd Year pupils must attend their chosen sport. Failure to do so, without a valid reason will result in a mark being issued. If a student fails to attend her chosen activity a second time, a one hour detention shall be issued.

I have read and understood the above terms.

Student

Parent/Guardian

Appendix 5 – SchoolWise Usage Contract

SchoolWise is an educational site that hosts an online classroom. The classroom has closed access use only, and is fully controlled by the teacher. It is an educational environment and strictly not a social networking website. It allows the teacher to interact with the students, post notes, resources and worksheets and provide links to interesting resources etc. that have previously been verified by the teacher.

By using SchoolWise, each student must agree to the following:

- I will not use this site to socialise and chat with friends.
- I will use one of the avatars included with SchoolWise for my profile picture.
- I will not reveal any personal information on SchoolWise. This includes telephone numbers, addresses, emails, etc.
- I will not post photos or videos showing myself or classmates without permission.
- Any posts written by the students **must** relate to the class and the topics that are being covered in the subject.
- Any video links and other sources (news articles, blogs etc.) will be appropriate to the class.
- The teacher reserves the right to remove anything that is inappropriate and will be followed up in school using the usual discipline sanctions, where appropriate.
- **All activity** will be monitored and controlled by the teacher.
- The school's code of behaviour still applies in relation to the use of this site and any wrong doings will be further reported to Class tutors or other members of the staff if necessary.
- Any individual posts regarding questions on homework, projects or assignments may not be answered until the next opportunity in class. (This means that if a question does not get answered, an attempt must still be made at all work- failure to do so may result in a mark for no homework in school Journal)
- It is important to make the most out of access to resources and notes provided, it is an opportunity to build further knowledge and expand your interests.
- All posts, notes, resources etc will be posted at the teachers' discretion.
- The teacher reserves the right to withdraw this service at any time and all names, groups and information will be permanently deleted.
- All parents/guardians are entitled and encouraged to view student activity through the students' log-in; however any parent-teacher contact must be through the usual channels set by the school (i.e. student journals, phoning the school).
- It is expected that all students will try to make use of this valuable resource as much as possible.
- Communication with 'text language' is not allowed.

By signing this, I am agreeing to the rules and expectations above.

Signed (by student):

Signed (by parent)

Appendix 6 – Social media Guidelines

The school has developed an Acceptable Usage Policy and this applies to all students.

We encourage all members of our school community to use social media responsibly.

Students may not post information about other members of the school on any social media platform without the prior consent of all persons involved.

The school's Anti-bullying policy explains the whole school approach to prevention of bullying and the school's procedures for investigation, follow-up and recording of bullying incidents, including cyber-bullying.

In the context of the anti-bullying policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and /or repeated by other people will be regarded as bullying behaviour.