

Dominican College Code of Conduct Summary

1. You should be at school every day for the full school day which includes assembly and you are expected to be on time for each class and for other school events.
2. You must wear the full designated school uniform when travelling to and from school, when representing the school and on other occasions as directed.
3. You are allowed to wear a watch, one pair of plain stud earrings and a signet ring. Make up or nail varnish is not allowed.
4. You are not allowed to have or use a mobile phone in school.
5. You must always treat members of staff, fellow pupils, visitors to the school and members of the public with dignity and in an appropriate way.
6. You must behave in class in a manner that allows you and others to learn.
7. You must complete all homework and assessment tasks set to the best of your ability and adhere to any deadlines given to you.
8. You must not engage in behaviour likely to cause injury to others or to have in your possession items that may do so.
9. You are not allowed to smoke or use or possess drugs in school uniform, on school premises or during school activities.
10. You must never engage in acts of physical violence, interfere with another pupil's property, use offensive names or make racist, sectarian, homophobic or other offensive remarks or gestures or spread rumours about another pupil, his/her family or about a member of staff and/or his/her family.
11. You must respect the person and property of all members of staff and members of their families.
12. You must treat the school buildings and grounds, their contents and all school resources with respect.
13. You must not behave in any way which would be detrimental to the name and reputation of Dominican College.



Dominican College, Portstewart





Code of Conduct

This code of conduct should be read in conjunction with other school policies such as anti-bullying policy, attendance policy, promoting positive behaviour policy, drugs and substance misuse policy, safeguarding and child protection policy and suspensions and exclusions policy.

1 **Safety**

- 1.1 Pupils are expected to exercise responsibility for the safety of self and fellow pupils and others in school, on a school activity and when travelling to and from school.
- 1.2 Standards of dress must be consistent with safety and hygiene.
- 1.3 Pupils must observe all the safety rules of the school including specific classroom rules and in particular instructions given by members of staff during an emergency.
- 1.4 Pupils must not run inside the school buildings and when walking along corridors should keep to the left as far as is possible.
- 1.5 Pupils must ascend and descend stairs carefully keeping to the left. Bags must not be left on stairs, in the foyer, at or near any exits to the school, or in other potentially hazardous places.
- 1.6 Senior pupils may seek permission to bring cars to school provided they drive with due care and attention, park in the designated area and do not use the vehicle during the school day.
- 1.7 Pupils driven to school should be dropped off outside the school gates unless injury or medical condition renders this rule inappropriate.
- 1.8 Pupils must not engage in any behaviour likely to cause injury to others or to have in their possession items that may do so such as aerosols, alcohol, cigarettes, drugs, fireworks, lighters or any form of weapon.
- 1.9 Smoking or taking drugs in school uniform, on school premises or during school activities is prohibited.

2 **Courtesy**

- 2.1 Members of staff, fellow pupils, visitors to the school and members of the public should always be addressed with dignity and in an appropriate way whether in school, travelling to and from school, representing the school or when out of school on any school activity.
- 2.2 When waiting outside a classroom, pupils should line up, quietly, in an orderly manner and wait for the teacher.
- 2.3 Pupils must respect and abide by classroom rules and behave in a manner that is conducive to their own learning and to that of their peers.
- 2.4 Pupils may only use classroom resources when instructed to do so by the teacher. Specific rules regarding the use of particular resources must always be followed.

3 Respect for each other and for property

- 3.1 Pupils must never engage in acts of physical violence such as hitting, pushing or spitting, whether individually or collectively, against other pupils.
- 3.2 Pupils must never interfere with another pupil's property, by stealing, hiding, moving or damaging it.
- 3.3 Pupils must never use offensive names or make racist, sectarian, homophobic or other offensive remarks or gestures when addressing another pupil or commenting about another pupil or a member of that pupil's family.
- 3.4 Pupils must not spread rumours about another pupil, their family or about a member of staff or their family.
- 3.5 If a pupil engages in an act of violence or nuisance against the person or property of a member of the school staff or their family at any time, whether inside or outside school, disciplinary action will be taken against the pupil, which may include consideration of the option to expel.
- 3.6 Pupils must not behave in any way which would be detrimental to the name and reputation of Dominican College.
- 3.7 3.3, 3.4, 3.5 and 3.6 apply to oral and written forms of communication including graffiti, pictorial images, use of the Internet, social media and all emergent technologies.
- 3.8 The school buildings and grounds, their contents and all school resources should be treated with respect.
- 3.9 Chewing gum and correction fluids are not permitted and must not be brought into school.
- 3.10 Pupils will be expected to pay for loss or damage to school property resulting from their actions. Removal of school property from class or its location outside class will be regarded as theft.

4 Attendance, Punctuality and Absences

The attendance policy outlines the responsibilities and procedures in respect of attendance.

- 4.1 Pupils should be at school every day for the full school day, (i.e. from 8.55am until 3.25pm.) and are expected to be on time for each class and for other school events.

5 Homework

The Homework Policy outlines the roles and responsibilities in respect of homework

- 5.1 Pupils must complete all homework and tasks set to the best of their ability and adhere to any deadlines given.

6 Uniform, appearance and valuables

The uniform policy outlines the responsibilities and procedures in respect of appearance.

- 6.1 Pupils must wear the designated school uniform, throughout each school day, when travelling to and from school, when representing the school and on other occasions as directed.
- 6.2 Pupils must be clean, neat and tidy.
- 6.3 Wearing of non-uniform items or make up by pupils is not permitted.
- 6.4 Pupils should not bring excessive amounts of money or other valuable items to school. The school cannot accept responsibility for any loss.

7 Boundaries

- 7.1 Pupils must not climb onto walls or the roof of any building for any reason.
- 7.2 Pupils should take their lunch in the areas designated to them.
- 7.3 Pupils may not enter staff areas such as; school office, laboratory preparation rooms or stores, photocopying room and out of bounds areas without specific permission.
- 7.4 Pupils must not leave the school during the school day without permission from a member of staff. Sixth form pupils may leave school during lunchtime subject to parental consent.

8 Communication

- 8.1 Pupils must not use the name of the school or imply its support for any social or other function that they have arranged. The school can take no responsibility for such functions.
- 8.2 Correspondence, written by a pupil on behalf of the school, must be approved in specific detail by the Principal.
- 8.3 Possession or use of mobile phones is not permitted in school. Where pupils need to be contacted by a parent the school office may be telephoned.

9 Use of the Internet

The Acceptable Use of the Internet policy outlines the responsibilities and procedures in respect of internet usage.

- 9.1 The responsibility of saving work either on a USB drive or the school network lies solely with the pupil.



This section gives guidelines regarding consequences but it cannot cover every situation.

- If you break a classroom rule, forget to do homework or disrupt teaching and learning you will receive a verbal warning from your teacher, a note written in your homework diary and a red flag on SIMS. If you persist in any of these actions you may be given a detention by your teacher. Form teachers will closely monitor SIMS behaviour management.
- Should this course of action not result in an improvement you will be referred to your form teacher who may put you on weekly report or give you an official detention which will be noted in your file. A letter may also be sent home to your parents.
- Official detention will also be given for any of the following breaches of the code of conduct
If you leave school without permission, if you enter any out of bounds area, if you are late twice or more in any five-day period, if you abuse school resources or if you persistently use a mobile phone
- If you breach school uniform policy, you will receive a verbal warning from a teacher or a detention. If this happens again a letter will be sent home to your parents and a copy kept in your file. Any further breaches of the school uniform policy will result in an official detention.
- If you are given more than one official detention in a month you may be interviewed by your pastoral co-ordinator or members of the pastoral care committee.

Breaches of the Code warranting suspension or involvement of the Board of Governors.

A copy of the procedures which govern suspension and expulsion is available on request from the school office.

- If you are involved in a more serious breach of the Code of Conduct such as a misuse of drugs including alcohol, smoking, bullying*, vandalism*, theft*, verbal abuse*, physical attack*, harassment*, misuse of a mobile phone, camera or the internet, disruptive behaviour or other serious inappropriate behaviour such as damaging the name or reputation of the school, you will be interviewed by a senior member of staff and your parents may be asked to attend an interview. Your actions may result in suspension by the Principal and in some cases the matter may be referred to outside agencies such as PSNI. Actions which are asterisked may have been perpetrated on another pupil or a member of staff. Records of suspension are kept on file and details are forwarded to the Education Authority North Eastern Region.
- For the most serious breaches of the Code of Conduct you may be interviewed by a panel from the board of Governors who will determine, in consultation with your parents, what if any additional steps need to be taken to help you and ensure that the best interests of the school and all its pupils and staff are upheld. Your parents will be invited to such an interview but the Governors reserve the right to make their determination if your parents neglect to, or refuse to take part.
- In very exceptional circumstances, which may include a serious one off incident, breaches of the Code of Conduct may result in permanent exclusion from the school. The decision on whether or not to expel is made by the Board of Governor:



POLICY ON MOBILE PHONES



This policy is one of a number of inter-related policies concerned with student welfare, including the Child Protection Policy, the Drugs and Substance Misuse Policy and the Code of Conduct. The policy draws upon advice published by relevant bodies and sources.

This policy should be read in conjunction with other school policies such as

Pastoral Care Policy
Promoting Positive Behaviour Policy
Code of Conduct
Staff Code of Conduct
Safeguarding and Child Protection Policy
Anti-Bullying Policy
Special Educational Needs Policy
Attendance Policy
Drugs and Substance Misuse Policy

Students are not permitted to have mobile phones in school for various reasons including the possibility of loss, theft or damage, the possible disruption of teaching and learning, for reasons of individual health and safety and because of issues relating to child protection and bullying.

We would also impress upon parents and students the need to consider the implications for their own health and well-being and that of others when using these devices and to use mobile phones in a safe and responsible manner.

Students of Dominican College, Portstewart must adhere to the following guidelines:

- Mobile phones are the responsibility of the owner and the school will not accept responsibility for phones that are lost, damaged or stolen.
- Mobile phones must be switched off and may not be used, for any purpose, on school premises, grounds or during off-site school activities during the school day. **In particular, mobile phones must not be used to contact parents during the college day.** If it is necessary to contact parents e.g. if a student is unwell, this must be done in the usual manner through the school office. (See Appendix A)
- Mobile phones are strictly forbidden in examination rooms. **All Examination Boards' penalty for use is disqualification from the exam and possibly subsequent exams and loss of all marks.**
- **It is strictly forbidden** to record images of or the voice of any pupil, teacher or other member of staff without their prior knowledge and consent or to communicate these to another phone or computer or upload or stream these to the internet. This may constitute a criminal offence and will be dealt with in an appropriate manner. The school may investigate this with the parent and student present or it may be referred to the PSNI. Where an offence or suspected offence has occurred, the phone may be retained and used in evidence in any ensuing investigation.

The school will assess and review the use of technological devices on a regular basis and will base policy on such assessment and review.

Appendix A Consequences of using mobile phones in school.

1. If a phone is switched on or used in school during the school day it will be confiscated, sent to the office, placed in an envelope bearing the pupil's name and can be collected by the pupil at the end of the school day.
2. If a student uses a mobile phone in school on a second occasion 1 applies and the student will receive detention.
3. If a student uses a mobile phone for a third or subsequent time the phone will be confiscated, the student will receive a detention and the phone will have to be collected by a parent or person with parental responsibility.
4. Any student who persistently breaches school rules will be suspended.



