



*St. Mac Dara's Community College*

# *Code of Behaviour Policy*

*"Reviewed and Adopted by Board of Management.*

*August 2020*



*etb*

*Bord Oideachais agus Oiliúna  
Átha Cliath agus Dhún Laoghaire  
Dublin and Dún Laoghaire  
Education and Training Board*



# St. Mac Dara's Community College

## Code of Behaviour:

### The Stages in the College's Discipline Procedures are as follows:

#### a) Note in student's journal

Class teachers, at their own discretion, may write a note in a student's journal to inform parent(s)/guardian(s) if they deem the issue merits such action. Such action would usually result when reasoning with the student or a verbal reprimand have proved ineffective.

Examples of issues meriting a note in student's journal include:

Improper or incomplete uniform;  
homework incomplete or not attempted;  
disruptive behaviour;  
lateness to school or to class;  
graffiti on journal;  
no journal brought to class etc.

#### b) Complaint Form

Three notes in a student's journal usually merit a complaint form being written. Three complaint forms usually merit a Detention. Parent(s)/guardian(s) are informed in advance of such detention and are given precise details of when the sanction is to be imposed. Three Detentions may result in a Suspension. A decision to impose a Suspension follows utilisation of the normal channels of communication between the school and parent(s)/guardian(s) and also follows discussion between the Class Tutor, the Year Head, the Deputy Principals and the Principal. A student may also be placed on a Daily Report which is signed by the class teachers and by the Parent(s)/Guardian(s) on a daily basis.

A student's misbehaviour may be deemed sufficiently serious to merit an immediate complaint form rather than a note in the student's journal. Similarly, a Detention may be imposed, even though the student has not received three complaint forms, if the Tutor or Year Head consider the sanction appropriate.

#### c) Behaviour outside school environs

Any behaviour outside the school that is detrimental to the image of the school, that interferes with the running of the school, that adversely affects other students or undermines school discipline or good order is subject to sanction by the school authorities.

Students on educational tours or representing the college in sport or other extra-curricular activities have a duty and responsibility to maintain a high standard of behaviour and to observe the college's extra-curricular code of conduct, which is made available to all such representatives.

**d) Suspension**

The school's policy on suspension is in line with Code of Behaviour Guidelines set down by Tusla (the Child and Family Agency) and is available, in its full detail, for inspection by parents/guardians at the college or online on the college website, [www.stmacdaras.ie](http://www.stmacdaras.ie)

**e) Expulsion**

The school's policy on, and procedures for, expulsion are in line with the Code of Behaviour guidelines laid down by Tusla. The school's policy on expulsion, in its full detail, is available for inspection by parents/guardians at the college or on the college website.

## **CODE OF BEHAVIOUR POLICY**

### **SCHOOL UNIFORM**

*(AS AGREED BY SCHOOL MANAGEMENT 3 MARCH 2020)*

- All students of St. Mac Dara's Community College are expected to wear full school uniform in a clean, neat and tidy manner, reflecting positively on yourself and your school.
- P.E. uniform must be worn for all P.E. classes and consists of short sleeve, full length, plain, unprinted blue or white polo shirt; navy tracksuit bottoms; school-crested tracksuit top. **For safety, jewellery must not be worn during P.E. / practical classes.**
- **Jewellery must be kept to a minimum (single pair of small earrings/ear studs permitted).**
- **Facial/body piercings, other than earrings, are not permitted for health and safety considerations.**
- **It is not appropriate for students to wear excessive make-up or extreme hairstyles.** Students may be asked to remove make-up before attending class. Management will have the final decision in what constitutes excessive makeup and extreme hairstyle.

### **Shoes**

- Black leather like shoes with no visible logos.

# **Positive Respectful Behaviour**

## **Restorative Practice**

### **Cultivating positive behaviour at school.**

- Restorative questions to deal with a negative incident before or on return from suspension/detention.
- Student reports to Year Head and/or member of Senior Management
- Answers the question in written form and then discusses the answers with Year Head and/or member of Senior Management.

## **Covid-19 Etiquette**

### **Changes to the Code of Behaviour**

The health, safety, physical and mental wellbeing of all school staff and students are of absolute importance to the school management. A student who is considered to have deliberately contravened the College's health and safety protocols in relation to Covid-19 and by their actions, placed the welfare of students and/or staff at risk, may be sanctioned by the College.

As we are now reopening the school within a pandemic crisis in August 2020, there are some elements of our Code of Behaviour that we will expect of our students that are supplementary to our Code of Positive Behaviour. We will bring these to the attention of our whole school community. If incidents such as these occur, they will be processed within the parameters of our Code of Positive Behaviour. They include (although are not limited to):

- The implementation of a comprehensive Wellbeing and SPHE programme in all our classes especially in Registration, SPHE, Religious Education and CSPE classes from the start of the school year.
- Failing to follow agreed Covid Etiquette.
- Refusing to follow instructions around the use of particular areas, yard space or rooms.
- Interfering with the PPE of another student.
- Deliberately coughing, sneezing or spitting on another person, or threatening to do so.
- Compromising the school's Covid-19 Response.
- Compromising the Health and Safety of any member of the school community.

# Health and Safety Control of COVID-19 Policy for students of St Mac Dara's Community College

## Introduction

Under the Safety Health and Welfare at Work Act 2005, the Board of Management/ETB of St. Mac Dara's Community College is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees of the school. The Board is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents/guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

1. **This policy** is influenced by the need to minimise the risk of introduction of COVID-19 into the school community and to prevent its spread. Although it is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy students are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of COVID-19. The COVID-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change. Students and parents/guardians will be notified of any changes to the control measures.

Students are expected to comply with all directions from school staff in relation to the school's COVID-19 control measures. Any failure or refusal to comply with this policy or to follow instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents/guardians are required to supply the school with a phone number/s of available person/s who can be contacted at all times and who will be available to collect a student from the school should the need arise.

## 2. Symptoms of COVID19

Symptoms of COVID-19 are similar to symptoms of cold or flu. The most common symptoms are:

- fever
- cough
- shortness of breath
- loss of sense of smell or taste

More information regarding the most up-to-date signs and symptoms of COVID-19 is available on the HSE website, <https://www2.hse.ie/coronavirus/>.

### **3. Standards of Behaviour expected of students to help prevent the introduction or spread of COVID-19 in the school**

Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of COVID-19, including, but not limited to:

- Maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff;
- Wearing a face covering (applicable at post-primary level). All students at post-primary level, are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance.
- Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.
- Performing hand hygiene with a hand sanitiser on entering the school.
- Repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff;

#### **Maintaining good respiratory-hygiene. In this regard students should:**

- Cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
- Cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissues are available.
- Keep contaminated hands away from the eyes and nose and carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials.
- Not spit or deliberately cough or sneeze at or towards any other person in the school.
  
- Not sharing materials or stationery, such as pens, calculators, rulers, etc. with other students;
- Not attending school for 14 days after returning from travel out of the country in line with Government guidelines for travel;
- Not attending school if displaying COVID-19 like symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice.
- Not attending school where tested positive for COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice.
- Not attending school if identified by the HSE as a person who has been in contact with another person who has contracted COVID-19 and remaining out of school for such period as is required in accordance with HSE/GP advice.
- Not attending school if a member of the student's household is displaying COVID-19 symptoms and remaining out of school for such period as is required in accordance with HSE/GP advice.
- Telling a teacher or other member of staff where a student feels unwell at school. In that regard the student will require to be collected from the school as soon as possible by a parent/guardian or a person designated by the parent/guardian for such purpose.
- Parents must ensure that the school has up-to-date contact details so that they can be contacted by the school if required.
- Complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.

**Note**

schools should review the above list and adjust or add items where necessary having regard to its own particular circumstances. Students should be aware that the above is a non-exhaustive list. Students are expected to follow all instructions from staff which aim to prevent the introduction of COVID-19 into the school and minimise its spread.

**4. Failure to comply with the standards of behaviour**

Failure by a student to comply with the standards of behaviour expected to help prevent the introduction and spread of COVID-19 will constitute a breach of the Code of Behaviour of St Mac Dara's Community College and s/he may be subject to sanction up to and including suspension or permanent exclusion. Any actions or sanctions taken in respect of alleged breaches of the Code of Behaviour will be carried out in accordance with the provisions of the school's Code of Behaviour, the requirements of the EWS Guidelines on Developing a Code of Behaviour and relevant requirements of the Education and Welfare Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.

A student engaging in aggressive, threatening or unacceptable behaviour that creates or increases the risk of COVID-19 infection for staff, other students or visitors to the school may be removed from class and, if necessary, from the school premises with immediate effect, pending any further action to be taken in accordance with the school's Code of Behaviour.

# RESTORATIVE PRACTICE

## Cultivating positive behaviour at school

Date \_\_\_\_\_

Name \_\_\_\_\_ Class \_\_\_\_\_ Year \_\_\_\_\_

### RESTORATIVE Questions to deal with a negative incident.

What happened? Describe the incident.

What were you thinking of at that time?

Did you think about the incident since then? What did you think?

Who did the incident influence or affect? How did the incident influence/affect those others?

Would there be another way to influence an incident like this in the future? Describe how.

What actions should we do now as a result of this incident?

What happened? Describe the incident.

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What were you thinking of at that time?

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Did you think about the incident since then? What did you think?

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Who did the incident influence or affect? How did the incident influence/affect those others?

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Would there be another way to influence an incident like this in the future? Describe how.

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What actions should we do now as a result of this incident?

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Signature: \_\_\_\_\_  
Student

Signature: \_\_\_\_\_  
Parent

Signature: \_\_\_\_\_  
Teacher

Date: \_\_\_\_\_

This policy has been made available to school personnel, published on the school website (or where none exists, is otherwise readily accessible to parents and pupils on request) and provided to the Parents' Association (where one exists). A copy of this policy will be made available to the Department and the patron if requested.

This policy and its implementation will be reviewed by the Board of Management every school year. Written notification that the review has been completed will be made available to school personnel, published on the school website (or where none exists, be otherwise readily accessible to parents and pupils on request) and provided to the Parents' Association (where one exists). A record of the review and its outcome will be made available, if requested, to the patron and the Department.

This policy was adopted by the Board of Management on \_\_\_\_\_

Signed: Pamela Harris  
(Chairperson of Board of Management)

Signed: Derek Ward  
(Principal)

Date: 31<sup>st</sup>/Aug 2020

Date: 31 Aug 2020

Date of next review: October 2021

