

## SCHOOL RULES

It is hoped that each student passing through our care will develop responsible attitudes and respect for self and others, but it would be foolish to expect this to happen without careful and continuous guidance from the staff. We make every effort to give each student a set of values which will, hopefully, embrace respect and responsibility.

The Code of Behaviour sets out responsibilities and duties.

Hereunder are the School rules:

1. Students must show proper respect for each other, members of staff and school property.
2. Students must be on time for school and for all classes during the day. (classes begin at 9.00am and recommence after lunch)
3. All absences **must** be explained in **writing** by parents (see form at back of diary).
4. All students must carry and use at all times the official School Journal which also monitors their work and behaviour. Parents are required to **inspect** and **sign** the journal **each Friday**.
5. Inside school, all students must keep to the right whenever possible and at all times on the corridors they should walk and never run. Bags must not be left on corridors. Please place on Bag Racks.
6. Each student must use desk and chair assigned to him/her in each particular room.
7. Students should leave classroom in an **orderly** fashion as directed by the teacher.
8. Rough or boisterous play – ‘messaging’ of any degree – is strictly forbidden.
9. No student is ever allowed interfere with another student’s property.
10. **Smoking is absolutely prohibited** inside school grounds and premises, in the vicinity of the school, and on all school outings.
11. Chewing gum is forbidden in school.
12. Offensive language is forbidden.
13. The Board of Management prohibits the use of mobile phones during class time and phones will be confiscated if used in any way during class or exams. Please refer to Policy.
14. The wearing of Facial Jewellery is prohibited as is the wearing of symbols or memorabilia which may be considered offensive or discriminatory to others.
15. School uniform (details on next page) **must be worn** at all times. Students arriving to school without full uniform should expect sanction. Parents **are responsible** for ensuring that their son/daughter is in full school uniform each day at school.
16. All items of personal property, particularly schoolbags and coats should be marked with owner’s name.
17. All First, Second and Third year students must partake fully in P.E. Classes unless exempted. Students must tog-out fully for P.E. and games. They must have towel in their games kits for showers recommended after P.E. and games. Students must return to class on time after P.E. and games. P.E. gear must be as prescribed by P.E. teachers. Pupils will be informed of appropriate gear by P.E. teachers. Pupils will be obliged to remove unsafe or unacceptable P.E. gear and alternative gear will be provided.

18. **No student is allowed** in a workshop or laboratory without a member of staff being present.
19. **No student is permitted** to leave school without notifying the office before 9.00am. Pupils must report to the Year Head with Absence / Leave notes before 9.00a.m. before going to class. Pupils are not permitted outside of school grounds ( including pavement in front of school ) between 9.00 and lunch-break\*. First Year pupils when they arrive at the school by bus / by parent must not leave the school grounds unless authorized by the school management.
20. Access to the school is by appointment and all visitors must present at the main office. No student may be collected from or leave school without authorisation of the school. Phone calls for parent / guardian to collect pupil must be made by school personnel.
21. The school bus transport system is solely to be used by students to come to the Community School.
22. First, Second and Third Year students are not allowed up-town at lunch time. No pupils are allowed outside of gates / perimeter fence or loitering at school gates during the school day.\* Senior pupils have the privilege of going up-town at lunch-time.
22. Students are responsible for their own property, i.e. books, money, clothing, etc. The School will not accept responsibility for the loss or damage to any of these items.
24. **Parents should be aware that the School Management, Principal and Deputy Principals will not accept responsibility for students who absent themselves from school for any purpose without prior permission from the school authorities.**
25. Pupils may be removed from practical subject if their behaviour is deemed unsafe or dangerous to themselves or others and allocated an alternative subject.
26. Students whose behaviour has been persistently unsatisfactory may be precluded from participating in sport or other extra-curricular activities.
27. Students must be re-registered for each academic year. Attendance and record of behaviour will be considered when deciding on progress to next academic year. The Board may require a pupil to repeat a year due to inadequate progress or significant absences.
28. The school management reserve the right to advise, caution or sanction for overt or gratuitous behaviour or public displays which may be inappropriate, or may be ill – considered and damaging to the individual.

Parents are welcome to **make appointments** to see our Year Teachers, Class Teachers and Staff to discuss students' progress. Our most successful students are those whose parents give support to the school and take an active interest in their children's progress.

In ensuring that students adhere to rules and regulations as listed, the school reserves the right to impose sanctions which may be used as and when necessary. Examples of such sanctions would be; extra homework, detention (normally for part of dinnertime), after school detention, being put on report, and suspension both internal and external, S Class. The specific sanction used will depend on the severity of the misbehaviour and the number of times a pupil has been reported for breaches of school rules. Expulsion may be considered by the Board of Management in particular cases. Pupils will be placed on Report after S Class\*.
29. It is prohibited for any pupil(s) to access a classroom without authorisation or to access a teacher/ school PC or Lap-Top without authorisation or supervision.

