

Mandatory Regulations To Ensure The Health, Safety & Education Of All Students

General Behaviour

Behaviour

Students must not use any form of aggressive behaviour (verbal or physical) or abusive language to any staff member or fellow student. These actions will not be tolerated in the school building/grounds.

Every student must follow staff members instructions at all times.

Student must behave properly and correctly in public at all times, including when travelling to and from school and at lunch time. Students must also behave as such when on school trips.

Attendance/Punctuality

Students must attend school every day and if unable to do so their parent/guardian should write a note in the school journal stating the reason for the absence.

Students must come to school on time. If a student is late they must report to the main office and receive a late stamp in their journal and then go directly to class.

Each student must be on time for each class in the school day.

Uniform

Students must come to school every day in full school uniform.

Students must not wear jewellery (except for a watch) or have any visible piercings.

Students in 1st/2nd/3rd year must not wear make-up or fake tan.

Any valid non-compliance must be accompanied by a note from a parent/guardian in the journal.

Presence in the School

Students must walk on the left hand side of the corridor.

Students must remain in the school and designated classroom at all times (including small break) during the school day except for lunch time.

Lockers can only be used at the following times: before 8:45, at small break, lunch time and after school.

Toilets are open at the following times: before 8:45, at small break, lunch time and after last class. In exceptional circumstances, a staff member may authorise a student to use the toilet outside these times, except for 1st class, 1st class after small break and 1st class after lunch.

Students must eat/drink only in the school canteen, designated lunch rooms or outside the school building. Students must never chew gum in the school building/grounds.

Bullying

Students must not bully or intimidate any other student or staff member. If a student is being bullied or witnesses any act of bullying, they must report the incident to one of the following: Teacher, Tutor, Year Head, Chaplain, Guidance Counsellor, Parent or Buddy. All such reports will be treated confidentially (See Anti-Bully Policy).

Breach of Privacy (Including online)

Students must not circulate, publish, or distribute (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 many 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.**

Banned/Illegal Substances

Smoking in the school building or on the school grounds is illegal.

Students are prohibited to bring cigarettes, alcohol, aerosols, lasers or any other dangerous/illegal substances, materials or equipment to school. This extends to all times a student is in full school uniform.

Property

Students are responsible for their own property. The school has no liability for any student's property. Students must take care of school property and will share responsibility for keeping the classroom tidy. Students must dispose of their own litter in the bins provided.

Classroom Behaviour

Behaviour

Students must line up on time outside the classroom door for staff to greet them on entry.

Students must remove outdoor coats before entering the classroom and be in correct uniform.

Students must sit in the seat allocated to them by a staff member.

Journal

Students must bring their journal to school every day and place it on their desk during class time. If a staff member requests to see a student's journal they must hand it up immediately.

Students must keep their journal in good condition as well and must not deface a fellow student's journal.

A parent/guardian must sign the student's journal every week.

Books/Equipment

Students must come to school with their appropriate textbooks, stationary and equipment (including P.E. gear when required).

Students must maintain all books received via the Book Rental Scheme in good condition.

Homework

Students must record their homework in their journal and complete it properly and fully as assigned (See Homework Policy)

Mobile Devices

Students must switch off mobile phones/mp3 players/other digital devices and keep them out of sight at all times except during small break and lunch time, unless instructed by a staff member to use it.

Sanctions for non-compliance to any of the above Mandatory Regulations are laid out in the Code of Discipline.