ST. PATRICK'S CLASSICAL SCHOOL

CODE OF BEHAVIOUR

Mission Statement:
"Students are more likely to benefit from their education and to be happy in a structured, caring environment where high standards of behaviour are expected and adhered to."

Developing a Code of Behaviour: Guidelines for Schools, p.36 (NEWB)

Scope
This policy applies to all students while in school and while attending any school activity or event including trips, games, cultural events and Transition Year work experience. It also applies to all students when travelling to or from school, whenever the school uniform is worn or whenever they are identified as or identifiable as students of St Patrick's Classical School.

Rationale
This policy is rooted in the school's mission statement, which is to educate its students according to the best traditions and highest standards of Catholic schooling. It endeavours at all times to provide, through as wide, as varied and as balanced a curriculum as is possible, for the spiritual, intellectual, emotional, social, cultural and moral development of all its students.
St Patricks classical School is committed to ensuring that the core Catholic values of promoting spiritual and human development, achieving quality in learning and teaching, showing respect for every person and oneself, creating community, being just and responsible are all enshrined in the school's code of behaviour.

Aims of the Policy:

- To comply with the Provisions of the Education (Welfare) Act 2000, other relevant legislation and Department of Education and Skills guidelines and reports.
- To provide an environment where teaching and learning can happen effectively.
- To provide an environment in which students and school staff feel safe, secure and respected.
- To develop a moral framework within which initiative, responsibility and sound relationships can flourish.
- To promote a happy atmosphere.
- To enable students to develop a sense of self-worth and a respect for and tolerance of others.
- To encourage students to take responsibility for their own behaviour.

Adapted -'School Matters: A report of the Task Force on Student Behaviour in Second Level Schools, 2006:8.2

Promoting good behaviour in St Patrick's Classical School:

- Verbal praise for student in private/in class/at assembly
- Positive comments in the school journal
- Phone call home to parents
- Small rewards throughout the year
- Display of student work in classrooms and on corridors
- Leadership roles given to pupils e.g. Student Council representatives, prefects
- Prize- giving ceremony in May every year. Awards for attendance, good behaviour, hard work, sporting and cultural activities will be presented
- Exploring with students how people should treat each other
- Adults model the behaviour expected of the students
- Setting high, clear, consistent and widely understood standards
- Good school and class routines

School Journal-Positive Comments:
Students receive positive comments for very good work, very good behaviour, contribution to schoolwork, significant improvement or any behaviour a teacher believes should be recognised.
Every five positive notes receive a reward from the tutor/year head.

Student of the Term:
At the end of each term, class tutors and their respective year head will nominate students from each tutor group to be entered into a draw for the Student of the Month. Each nominee and overall winner will receive a school certificate and reward.

Policy Statement:

It is the policy of the St. Patrick's Classical School Board of Management, in keeping with Section 23 (2) of the Education (Welfare) Act 2000, to ensure a school Code of Behaviour is drawn up which is in accordance with the Guidelines issued by the National Educational Welfare Board (NEWB). Cognisant of its legal obligations, the Board of Management will ensure that the Code of Behaviour is consistent with good practice and is accompanied by a transparent process of accountability as set down in (1) the standards of behaviour to be observed by each student attending the school (2) the measures that may be taken when a student fails or refuses to observe those standards and (3) the procedures to be followed before a student may be suspended or expelled from St. Patrick's Classical School.

Section 1 - Standards of Behaviour

The St. Patrick's Classical School Code of Behaviour is a set of standards, practices and procedures, reflecting the unique ethos of the school, designed to encourage and reinforce positive behaviour, and maintain an orderly and effective learning environment for all students and members of staff.

General Principles - students are expected to:

Be Courteous
Be Hard-working
Be in Attendance Every School Day
Be Punctual
Be Properly Dressed
Be Respectful of School Property
Be Aware of All Rules and Abide by them

1.0 Relationships Code:

The quality of relationships within St. Patrick's Classical School depends to a large degree on good manners, courtesy and respect for each other.

1.1 Students are expected to be co-operative, mannerly and courteous towards members of staff, visitors, parents and fellow students.

1.2 Students must take direction and instruction from all members of staff who must always be addressed and responded to in an appropriate and respectful manner.

1.3 Students must never act in an aggressive, intimidating, threatening or challenging manner towards other students or members of staff or refuse to carry out normal teaching instructions.

1.4 Striking a fellow student, or encouraging another student to do so, is a very serious breach of the Code of Behaviour and incurs suspension as an automatic sanction.

1.5 Disruptive behaviour in class is totally unacceptable. (Disruptive behaviour includes regularly failing to pay attention, constantly talking, making unsolicited or belittling comments, shouting out, making noises, throwing papers/objects or engaging in any other activity in class deemed disruptive by a member of staff.)

1.6 Students must never use foul/bad/aggressive language or gestures, or direct racially abusive, sexually suggestive or physically demeaning terms towards other students, the parents of other students, or members of staff, in or out of class.

1.7 Students must never make personalised comments about a person's sexuality or gender orientation.

1.8 Students must never make personalised comments about a person's ethnic background

1.9 Students must never make personalised comments about the dress or appearance of other students or members of staff.

1.10 Students must show respect for and tolerance towards students of other creeds and faiths.

1.11 The bullying of fellow students is regarded as being particularly offensive to the spirit of St. Patrick's Classical School and will not be tolerated under any circumstances. All reported incidents of Bullying will be fully investigated. (See St. Patrick's Classical School Anti-Bullying Policy).

1.12 Students who act in a bullying, physically threatening or disrespectful manner towards a member of staff or deliberately invade the personal space of a member of

staff in school or outside school will face sanctions. Details of such incidents may be passed on to the Board of Management for possible further action.

1.13 The theft of another student's or a member of staff's property is viewed as a serious offence.

1.14 It is school policy to keep parents informed of serious or recurring disciplinary problems, which students may be causing.

1.15 Where parents themselves become aware of serious disciplinary problems within the school they are requested to contact the student's Subject Teacher, Class Tutor or Year Head.

Sanctions: Students found to be in breach of any aspect of the Relationships Code may be subject to sanctions, up to and including Suspension. In the case of a serious breach of the Code or a series of repeat offences, students may be invited to appear before the Board of Management with a view to ultimate Expulsion.

2.0 Health and Safety Code:

St. Patrick's Classical School makes every possible effort to provide a safe and healthy environment for all students. In turn, students must observe fully school rules/regulations/codes designed for their safety. Students must also take reasonable care for their own safety, health and welfare and that of any other person who may be affected by their actions.

2.1 Students must always behave in an orderly manner on the school premises.

2.2 Students should walk, not run, in and around the school buildings. During a change of classroom, students should proceed without undue delay, in as orderly and quiet a manner as possible, keeping to the right in corridors as they make their way to their next classroom.

2.3 Where congestion occurs students are expected to wait in a patient and mannerly way until it is safe to proceed. Precedence at such times should always be given to visitors and members of staff.

2.4 Students waiting to enter classrooms must do their best not to cause congestion or to interfere with students making their way to other classrooms.

2.5 Students using the Canteen are expected to co-operate fully with Canteen staff/ supervisors at all times. Students must queue in an orderly fashion, be respectful to

Canteen staff when ordering, sit down and eat in a civilised and mannerly way that does not interfere with other students, clean up after themselves and leave the building without disturbing anyone else.

2.6 A letter will be sent to parents of students who constantly queue jump or cause disturbances e.g. throwing food, informing them that the student concerned is banned from entering the canteen for 1 week and is on Lunchtime detention for the duration of that 1-week ban.

2.7 Repeat offenders will be banned from the canteen for the rest of the school year.

2.8 Students must take full part in fire drills and familiarise themselves with the position of emergency exits and the locations of fire extinguishers. Failure to co-operate with a fire drill will be treated as a serious breach of the Health and Safety Code.

2.9 Students must not tamper with or interfere in any way with safety equipment i.e. alarms, fire extinguishers etc.

2.10 All safety rules applicable to Specialist Rooms I.e. Science Labs, Woodwork Rooms, Materials Technology Rooms, Music Room, Sports facilities etc. must be observed at all times. (See appendices).

2.11 No student may enter an area where building or reconstruction work is in progress.

2.12 Any accidental damage must be reported immediately to the Principal or Deputy Principal. The student/parents may be required to make good any loss or damage.

2.13 Students should report any damage (including graffiti) to their lockers, books, Technical Graphics boxes or any other classroom materials immediately. Failure to do so will result in the student concerned being held responsible for the damage.

2.14 Students should not bring large sums of money or other valuable items to school. Money for school tours etc. should be given to the appropriate person as early as possible in the school day.

2.15 All student property should be clearly marked or labelled.

2.16 Litter represents a very obvious threat to Health and Safety and so students are expected to keep classrooms, corridors and the school grounds free from any form of litter (wrappings/bottles/cans/food) which might endanger the health and/or safety of other students, members of staff or visitors.

2.17 If required students must fulfil assigned litter duties or whatever litter picking or cleaning duties, they are asked to carry out by a member of staff.

2.18 While on their way to and from school students must observe the rules of the road at all times, showing due care for other students, for property, for traffic and for pedestrians.

2.19 Students who cycle to and/or from school are strongly recommended to wear cycling helmets. At times of poor visibility, lights and reflectors should be used. When on the school premises bicycles should be padlocked.

2.20 Students are required to behave sensibly when travelling to or from school on school buses or on any form of public transport.

2.21 Students are not permitted to park scooters/cars/vans/motorcycles on the school grounds. Students, who drive to school and park elsewhere, are not permitted to occupy or drive their /cars/vans/motorcycles/scooters during school hours 08.45am – 3.50pm. This includes lunchtime.

2.22 Students who are dropped off or collected in or near the school grounds should impress upon parents/drivers the need for particular care in driving/ stopping/ dropping off passengers in the vicinity of the school grounds.

2.23 Students are not permitted on the school grounds except when attending school or an activity organised by the school or a club/group/organisation, which has approval of the school. Students otherwise on the school grounds are trespassers within the meaning of the Occupiers Liability Act 1995 and are in breach of this Code of Behaviour.

2.24 The Rules relating to alcohol, illegal drugs, flammable substances, weapons etc are contained in the Substance Use/Abuse Code and the Banned Objects/Materials Code.

2.25 Students must not involve themselves in activities likely to injure others or damage property e.g. throwing stones, gravel, conkers etc.

2.26 Students must avoid placing themselves or others at risk in relationship to the Physical Education class or sport in general e.g. in the weights area of the gym etc.

2.27 Students injured during PE/training should report the injury to the PE Teacher/team trainer during or immediately after the class/session. If injuries flair up sometime after class/training students should with the permission of another teacher, then report in person to the PE Teacher/team trainer for further direction in the matter. If the PE Teacher/ team trainer is unavailable, the student should report the injury to the Office. An injured student should not go home until there has been communication between the school and parents.

2.28 Students generally feeling unwell are not permitted to go home unless with the consent of their Class Tutor, Year Head, Deputy Principal or Principal who has already been in touch with the student's parent(s)/guardians.

2.29 To avoid irritation to those who suffer from respiratory conditions, students are not permitted to use aerosol sprays or aerosol deodorants.

2.30 As a safeguard against the transmission of infectious illnesses, spitting is strictly forbidden.

2.31 Students are nor permitted to go to the Office to ring home without first being given permission to do so by their subject teacher, Class Tutor or Year Head.

2.32 The sale (hawking) or exchange (bartering) of goods such as sweets, drinks, CD's, DVD's, electronic games, games consoles etc. is not permitted, at any time during the school day, on or near the school premises.

2.33 As part of the school's Healthy Eating Policy, fizzy drinks such as Coca Cola, 7 Up, Sprite etc. and high-energy drinks such as Red Bull etc. are not allowed on the school premises. If such drinks are brought to school, they will be confiscated and returned to parents/guardians if they wish to call to the school to collect them. A phone call requesting that the drinks be returned to the student will not suffice.

2.34 In the event of snow during the school term, students are strictly forbidden from throwing snowballs or engaging in horseplay, which may cause injury to another student or member of the school community. Students who breach this health and safety code will be sent home immediately and will not be re-instated until their parents/guardians visit the school to discuss the matter.

Sanctions: Students found to be in breach of any aspect of the Health and Safety Code may be subject to sanctions, up to and including Suspension. In the case of a serious breach of the Code or a series of repeat offences, students may be invited to appear before the Board of Management with a view to ultimate Expulsion.

3.0 Personal Electronic Equipment Code:

The use of Personal Electronic Equipment during the school day compromises the school's entire learning environment. During class, students must give teaching and learning their full attention and participate, without distraction, in all class activities. The primary concern of our school is the welfare of our students and staff at all times during the school day. The use of Personal Electronic Equipment during school time is an infringement of the rights of other students and teachers to a peaceful and totally private learning environment. Students must also be in a position to give their full and undivided attention to any emergency health and safety instructions, which might be issued, on the intercom or by the School Management or teachers.

3.1 Students' Personal Electronic Equipment, mobile/smart phones, Smart watches, MP3/4 players, including earphones, or any other electronic devices (excluding calculators), if brought to school, must be powered off before students enter past the school gate and they must be stored in the students' lockers during the school day (8.45am-3.50p.m.), <u>including morning break and lunch break.</u> Devices may not be turned back on again until the student has left the school premises. This rule also applies during State Exams and school day trips or other extra-curricular activities where students will return to school before the end of the school day (3.50pm).

3.2 Students are prohibited from photographing, filming or recording themselves or any other person during the school day by means of a mobile phone or any other personal electronic device. The School Management reserves the right to check confiscated equipment to ensure that it has not been used in this way.

3.3 Recording of images/sound on any form of Personal Electronic Equipment is absolutely forbidden as is sending/receiving images or text messages of an inappropriate or unsavoury nature as determined by the School Management.

3.4 It is the advice of School Management that students do not bring items of Personal Electronic Equipment to school. The School Management cannot be responsible for the safekeeping of the various items of Personal Electronic Equipment students decide to bring to school. Students do this entirely at their own risk and against the advice of the School Management. All students are issued with a combination lock for their lockers at the beginning of the school year. It is the responsibility of each student to ensure that he uses his lock at all times. If a student loses his lock or if it broken he must report this immediately to the school office and arrange to get a replacement lock.

3.5 Students who need to contact their parents urgently during the school day may, with permission, use the phone in the Office.

3.6 In the case of family emergencies parents can contact a student at any time during the school day by ringing the Office.

3.7 The School Management reserves the right to confiscate a mobile phone or electronic device belonging to a student if there is a suspicion that inappropriate material has been recorded, stored, sent or received on it.

Sanctions:

(a) Any breach of this code will result in the electronic equipment, mobile phone/MP3/4 player, smart watches including earphones being confiscated immediately, placed in a confiscation bag and passed on to the Deputy Principal, in normal circumstances, to be returned to the student after 1 week (first offence).

(b) Refusal to hand over a mobile phone/MP3/4 player, smart watch or any other item of Personal Electronic Equipment when requested to do so by a member of staff will result in the student's immediate suspension from school. The student will only be re-instated in school provided he is willing to hand over the item before his return.

(c) Mobile phones must be handed over complete with the SIM card. Any attempt to remove the SIM card will be taken as a refusal to hand over the entire item and such action will result in immediate suspension from school. A student is not permitted to bring a replacement phone//iPod or any other item of electronic equipment to school while he is waiting to have the item which was confiscated to be returned.

(d) School Management reserves the right to ask a student to turn out his pockets if there is a suspicion that he has a mobile phone or electronic device on his person.

(e) In cases where inappropriate images/information have been stored on the confiscated item a meeting will organised with the student's parent(s) to discuss referral to the Board of Management and any legal action which might be taken.

(f) Where it has been found that a student has photographed, filmed or recorded another person without that person's knowledge or permission and subsequently shared that material with others, device to device or on the internet, the case will immediately be brought before the Board of Management. The person photographed, filmed or recorded without consent may also decide to take legal action.

(g) Sexting is the sharing of sexual text, video and photographic content using mobile phones, apps, social networking services and other internet technologies. The

sharing of explicit text, images and/or video, is an unacceptable and prohibited behaviour and will have serious consequences and sanctions for those involved in accordance with the school's Code of Behaviour.

Please note that:

- All incidents involving creating, storing, or sharing of explicit text, images and/or video of children under the age of 17 years will be reported as an incident to An Garda Síochána and Tusla and the State Claims Agency (to the latter as there is the potential to cause injury/harm to the individual)

- Sharing of explicit text, images and/or videos of pupils in the school will incur serious sanctions including suspension and up to expulsion as determined by the Board of Management.

(h) Students repeatedly in breach of this Code may be banned from bringing Personal Electronic Equipment to school either for a fixed or an indefinite period.

4.0 Substance Abuse Code:

Substance abuse hinders the achievement of positive goals and invariably leads to a decline in academic performance, to higher levels of truancy and to increased incidents of misconduct. St. Patrick's Classical School is committed to the health, safety and well-being of the school community as a whole and as a result, the School Management will not tolerate any form of substance abuse by any student.

4.1 Students are strictly forbidden to possess, consume, offer for sale or be under the influence of alcohol or illegal substances e.g. non-prescription drugs, inhalants etc. while they are in the care of the school authorities, on or off school property.

4.2 Substance abuse poses a threat not only to the student's well-being but also to the school community as a whole and as a result, any student who violates the provisions of this policy may be required by the School Management to participate in a substance abuse education programme or a rehabilitation programme at the student's own expense.

4.3 In the case of illegal substances being offered for sale on the school premises, in addition to implementing the school's own sanctions, the School Management may be required to report the matter to the Drugs Unit of the local Gardaí.

4.4 Smoking/cigarettes, including electronic or e-cigarettes, is/are not allowed in the school buildings, school grounds or on any outside activity organised by the school. Students are also prohibited from smoking on the way to or from school and during the morning or lunch breaks even if outside the school grounds.

4.5 Students should note that a violation of this code may also be a violation of the law. Under Section 47 (2) of the Public Health (Tobacco) Acts a person who smokes in contravention of subsection (1) of that section i.e. on school grounds, is guilty of an offence. Under Section 5 (2A) of the said Acts, a person found guilty of an offence under Section 47 is liable on summary conviction of a fine of up to €3,000.

4.6 The School Management reserves the right to request students to turn out their pockets or to search bags, lockers etc. belonging to students if there is a suspicion that alcohol, drugs, illegal substances, cigarettes etc. are being concealed. Such searches will only be carried out in exceptional circumstances.

4.7 Students found to be taking performance-enhancing supplements will not be considered for selection for any of the school teams.

Sanctions: Students found to be in breach of any aspect of the Substance Abuse Code may initially be subject to sanctions up to including Suspension, where a breach of the Code is of a sufficiently serious nature so as to pose a threat to other members of the school community, the matter may be referred to the Board of Management as part of a process of Expulsion.

5.0 Banned Objects/Banned Materials Code:

St. Patrick's Classical School aims to maintain a safe and healthy environment for students, members of staff and visitors and every student has a responsibility to take the greatest care in not putting others at risk.

5.1 Students are strictly forbidden to bring weapons, or objects of any kind which could be used as weapons, into the school e.g. knifes, pen-knifes, pellet guns, catapults etc.

5.2 Students are also forbidden to possess/use/throw stink bombs or other Joke Shop materials, matches, fireworks, cigarette lighters or other flammable liquids, correctional fluids such as Tippex, conkers, aerosol sprays/deodorants or any other substances or objects deemed by the School Management to pose a threat to the Health and Safety of students and/or staff.

5.3 The possession or display of offensive or unsuitable materials or publications, as determined by the School Management, is strictly forbidden.

5.4 The careless disposal of chewing gum causes damage to clothes and property resulting in a great deal of inconvenience and often expense to students and staff and for that reason chewing gum/bubble gum etc. is banned from the school premises.

5.5 The School Management reserves the right to search bags, lockers, jackets etc. belonging to students if there is a suspicion that weapons etc. are being concealed. Such searches will only be carried out in exceptional circumstances.

Sanctions: Students found to be in breach of any aspect of the Banned Objects/Banned Materials Code may be subject initially to sanctions up to including Suspension. Where a breach of the Code is of a sufficiently serious nature so as to pose a threat to other members of the school community, the matter may be referred to the Board of Management as part of a process of Expulsion.

6.0 Classroom Code:

The classroom is a place where students have a right to learn and teachers have a right to teach. Every class period represents a valuable educational opportunity and students are required to attend each class armed with a determination to work quietly and diligently and make the most of the learning opportunity provided.

6.1 Students should come to each class on time and fully prepared with the necessary books/copies/Student Journal and equipment (including the appropriate gym gear for the Physical Education Class).

6.2 All books and equipment should be maintained in good condition and be free from all unnecessary markings. Books lost or abused must be replaced at the student's own expense.

6.3 Upon entering a classroom, each student should immediately sit at the desk appointed by the Subject Teacher, take out the required books and/or copies and open them at the page appropriate to that day's work.

6.4 Students should ensure that the classroom is tidy before the teacher's arrival and that it is left clean and tidy at the end of class. Students should use the appropriate bin(s) provided.

6.5 Students are required to pay attention in class and always work to the best of their ability.

6.6 Students are expected to have all their written exercises completed and oral/learned work properly prepared. If this is not possible, a note from a parent will be required.

6.7 Students are expected to submit work which is their own and not copied from other students or other sources.

6.4 Students must not move around or leave the classroom without specific permission from the Subject Teacher.

6.5 Students should not tamper with or mark any furniture (desks and chairs), fittings, wall posters/hangings or any other equipment in the classroom. Graffiti is strictly forbidden.

6.6 Students are not permitted to eat, chew gum or drink during class.

6.7 Students must observe fully the rules of conduct set down for their own safety in specialist classrooms e.g. the library, the laboratories, woodwork rooms, art rooms, music room etc.

6.8 Disruption of the classroom-learning environment will not be tolerated (See 1.0 Relationships Code).

6.9 At the end of a class period students timetabled to remain in the same classroom should remain seated and prepare quietly for the next class.

6.10 Students should not interrupt a class to make announcements etc., unless acting with the permission of, or at the request of, another teacher and having first asked the permission of the teacher present in the classroom visited.

6.11 No student may change subject or Subject Teacher without first obtaining permission from all the teachers/ Year Head concerned.

Sanctions: Students who breach the Classroom Work Code may face sanctions up to and including Suspension.

7.0 Homework Code:

Homework is a valuable aspect of the learning process. It contributes to the development of sound study skills, reinforces class work and promotes independent learning and creativity.

7.1 Homework usually takes the form of written work but it may also involve learning, studying and revision.

7.2 Homework, given by each Subject Teacher, whether written or otherwise must be recorded by the student in his Student/Homework Journal.

7.3 Students have homework in one form or another every night so students must ensure that all the books/copies necessary to fulfil their homework requirements are brought home with them at the end of the school day.

7.4 All homework assignments must be completed or at least attempted. Where they are not, an explanatory note from a parent/guardian must be included in the Student/Homework Journal and presented to the Subject Teacher prior to the commencement of the class.

7.5 In the event of no written explanation, being offered students who fail to present homework in class or who fail to make an acceptable effort at an assigned exercise may face sanctions from the Subject Teacher involved. Students who fail to present homework or who fail to make an acceptable effort on a regular basis will be reported to the Class Tutor and/or the Year Head who will determine the level of sanctions to be imposed.

7.6 Students who miss all or part of a class due to extra-curricular events e.g. sport, tours etc. must make arrangements to find out what homework assignments they missed and have that homework completed for the next class in that subject.

7.7 Students who continually refuse to do homework may face sanctions up to and including suspension.

7.8 Homework requirements vary from subject to subject and from Year grouping to Year grouping but the following times may be a useful guideline to students and parents.

First Year	1-1 ½ hours
Second Year	1-1½ or 2 hours
Third Year	2-2 ½ hours increasing as mock and state exams approach
Fifth Year	2 ½ hours
Sixth Year	3 hours, increasing as mock and state exams approach

Sanctions: Students who are found to be in breach of the Homework Code may face sanctions up to and including Suspension.

8.0 Attendance Code:

Only full or near-full attendance can guarantee a complete knowledge and understanding of all course material and homework requirements and for that reason, students of St. Patrick's Classical School are expected to be in attendance every school day.

8.1 The National Educational Welfare Board (NEWB) is the national agency established to ensure that every child attends school regularly or otherwise receives an appropriate minimum education. In accordance with the Education (Welfare) Act 2000, the school is obliged to keep a register of all students and inform the area Educational Welfare Officer in writing of any student absent for an aggregate of 20 days during the school year.

8.2 As indicated by Section 18 of the Education (Welfare) Act, 2000 any student absent for a day or the first part of a day must bring in a dated letter or student journal entry of explanation signed by a parent or guardian. The letter or journal entry must specify the reason for the absence e.g., illness, urgent family reasons, suspension, other. A written explanation must always be provided. A phone call to the Office does not suffice. The letter or journal entry must be shown to Subject Teachers at the start of each class, to the Class Tutor and to the Year Head. All absences and explanations are recorded, details of which are then made available to the Department of Education and Science.

8.3 A student may not leave the school premises during the school day (excluding lunchtime for senior students) unless he has done the following:

A note/letter via the school app or in the school journal from his parents/guardians must be produced, stating the time and reason that he has to leave the school. This note/letter must also state if he will be returning during the same school day and the expected time of return. This note/letter must be approved by the Class Tutor, Year Head, Deputy Principal or Principal **before the student leaves the premises.** The student must go to the School Office and sign out. If returning to school during the same school day he must go to the School Office again on his return and complete the digital sign in process.

If the student needs to leave the school premises during the school day **but does not have a note/letter** from his parents/guardians detailing the information required above he is required to go to the School Office and ask the school secretary to ring his parents/guardians to confirm his need to leave school. Contact must be made with the parents/guardians confirming his need to leave school **before the student leaves the school premises**. The parent/guardian will be requested to send a note of explanation in via the school app. He must then complete the school digital sign out process filling in all the information required. If returning to school during the same school

day he must go to the School Office again on his return and fill in his time of return and complete the complete the digital sign in process.

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8.4 The school accepts no responsibility for students who leave the school premises without proper permission.

8.5 Senior students who go downtown during lunchtime and who are unable to return to school after lunch for some unforeseen reason must ensure that the school is contacted (046- 9023772) immediately to state that they are not returning and the reason. The usual note/letter must be provided via the school app on the student's return to school the next day.

8.6 When in school students must attend all their time-tabled classes. No student is permitted to absent himself from any class without the prior consent of the Subject Teacher concerned.

8.7 First, Second and Third Year students must remain on the school premises during the Lunch-Break. In exceptional circumstances a student may apply for a Lunch Pass to go home at lunchtime by providing the Deputy Principal with a letter of application signed by a Parent/Guardian. This letter should state the reason why the student requires a Lunch Pass. If the circumstances are deemed to be exceptional by Management the student will be issued with a Lunch Pass.

8.8 Students with Lunch Passes are not, under any circumstances, allowed to stop off at shops or fast food outlets on the way to or from home. Students with Lunch Passes must show them to the Teacher/Supervisor on duty before leaving the school. Students who lose or forget their Passes may not be permitted to leave the school premises.

8.9 If a student who is at home on a Lunch Pass does not return for the afternoon classes, the student's parent/guardian should contact the office 046-9023772 prior to the commencement of the afternoon classes, or as soon as possible, and provide an explanation. A note of explanation must also be provided on the student's return to school.

8.10 In the case of any pre-planned absences e.g. family holidays, attendance at sports events etc. students must inform the school authorities in advance. Notification of such pre-planned absences must be given in writing and the usual letter of explanation provided for teachers on return.

8.11 Where a long term illness is concerned, parents/guardians should inform the school authorities of the nature of the student's illness and the likely impact it will have on the student's future attendance.

8.12 In the event of a student contracting a contagious disease/illness, parents/guardians should immediately inform the school authorities of the nature of the illness and under no circumstances should the student be sent to school until the risk of contagion has completely passed.

8.13 A student who is feeling unwell during a class may be given permission by the Subject Teacher to go to the Sick Room for a limited amount of time. Before going to the Sick Room students must inform the Office of which Subject Teacher gave them permission to do so. At the end of one class in the Sick Room, a student must then go to his next time-tabled class or if the student continues to feel unwell to the student's Class Tutor or Year Head or to the School Secretary who will telephone home and arrange for the student to be collected. In the case of illness telephone calls to parents must always be made through the Office and not on personal mobile phones (the use of which for calls or text messaging is banned during the school day, including morning break and lunch break).

8.14 Students who fail to attend the Deputy Principal's Lunchtime Detention will be liable to automatic suspension.

8.15 Students must sit all House Exams i.e. Christmas Exams and (with the exception of Leaving and Junior Cert students) Summer Exams as well. Students who fail to attend some or all of these House Exams should provide the School management with a Medical Certificate stating the reason for the student's absence. Students may be required to sit the missed examinations at a later date.

Sanctions: Students who are in breach of the Attendance Code may face sanctions up and including immediate Suspension.

9.0 Punctuality:

By being punctual students show respect and consideration for others. Punctuality also reflects a student's reliability, self-discipline and organisational ability.

9.1 The school day begins at 8.45am and ends at 3.50pm. Students are expected to be in their designated classrooms before 8.45am each morning.

9.2 The Locker Rooms close at 8.40am and it is the responsibility of students to get the required books for their first two classes from their lockers before 8.40am each morning. Students who fail to do so and as a result do not have the necessary books and/or homework for those classes may face sanctions as determined by the Subject Teacher affected.

9.3 Lockers may only be visited during Official Breaks unless in exceptional circumstances when given permission by the Principal or Deputy Principal.

9.4 The Locker Rooms are opened (1) prior to 8.40am, (2) between 10.45am and 11.00am when books/copies should be collected from lockers for the last three classes of the morning, (3) between 12.20pm and 12.30pm when bags or books/copies can be stored in lockers for the Lunch Break, (4) between 1.25pm and 1.45pm when bags and books/copies can be collected for the last three classes of the day and (5) again at 3.50pm when book/copies not needed for homework may be stored until the following morning.

The school day is divided as follows:
Monday, Tuesday, Thursday and Friday:

First Class	8.45-9.45
Second Class	9.45-10.45
Morning Break	*10.45-11.00*
Tutor Time	*11.00-11.10*
Third Class	11.10-12.05
Fourth Class	12.05-1.00
Lunch Break	*1.00-1.50*
Fifth Class	1.50-2.50
Sixth Class	2.50-3.50

Wednesday (Half Day):

First Class	8.45-9.45
Second Class	9.45-10.45

Morning Break	*10.45-11.00*
Tutor Time	*11.00-11.10*
Third Class	11.00-12.00
Fourth Class	12.00-1.00

9.5 Students who arrive late for school i.e. after 8.45am will be registered as late. The student concerned must register in the School Office giving details of his class and the reason for being late. A signed and dated note of explanation from a parent or guardian should also be provided via the School App.

9.6 Students should proceed from class to class without delay and must, without exception, be on time for each and every timetabled class.

9.7 Students who are regularly late for class may be reported to their Class Tutor and/or Year Head by the Subject Teacher involved.

9.8 Senior students i.e. Fifth Year and Leaving Certificate students who leave the school grounds during the lunch break must be back in school before 1.40 p.m. at the latest.

Sanctions: Students who breach the Punctuality Code may be subject to sanctions up to and including Suspension.

10.0 Dress/Appearance Code:

St. Patrick's Classical School demands high standards in dress and appearance. An importance aspect of education is learning to present oneself properly and students are therefore encouraged to take pride in their personal appearance.

10.1 The full School Uniform, as stipulated by the Board of Management, School Authorities and Parents Association- navy jumper, sky blue shirt, school tie, trousers (**mid** grey for junior students, navy blue for senior students) and **plain** black or brown shoes (white soles are not permitted) - must be worn at all times i.e. in School, travelling to and from School, on School outings, at all functions where the student is representing the school and during State Examinations.
The Official School Jacket is the only jacket which is permitted in this school. Students are not permitted to wear any other jacket/top to or from school or to bring any other jacket/top concealed in a bag or otherwise onto the school premises. Once students arrive in school their School Jackets must be stored in their lockers or in their bags and must not be worn in class.
Trouser belts, if worn, must be plain black or plain brown in colour. Vests/t-shirts worn under the school shirt must be plain white and must be collarless.

10.2 All items of the uniform should be marked or labelled clearly with the student's name written in indelible ink. Students should wear the regulation School Jackets only. Jackets should not be worn indoors. Hats, scarves and gloves must be removed once students arrive in school and must not be worn indoors. The school shirt must be tucked in at all times. The school tie must be worn above the 'V' of the school jumper and be visible at all times. Students who come to school not wearing the regulation uniform will be or sent home or placed on internal suspension for the entire day or until such time as the offending item/s have been replaced.

10.3 Badges or slogans must not be worn on clothing. Students are not permitted to wear baseball caps, bandannas, pirate caps or any such items of clothing which management deem to be unacceptable in school, or on the way to/from school.
Sunglasses are not permitted to be worn on the school premises.

10.4 The Physical Education class has a very specific dress code. Students are required to bring to class whatever sports gear they are instructed to by their P.E. teacher e.g. an appropriate sports bag, runners (with non-marking soles), football boots, shorts, sports shirt, gum shields etc.

10.5 Health and safety considerations mean that students are prohibited from wearing ordinary uniform shoes in the main hall of the gymnasium, the upstairs exercise area of the gymnasium and outside on the Astroturf pitch. Runners are the only acceptable type of footwear to be worn in those areas.

10.6 For health and safety reasons the wearing of jewellery (ear studs, eye bars, tongue bars, chains, rings and anything else of that nature) on the school premises is forbidden. Students are not permitted to cover piercings/conceal items of jewellery with plasters/band aids. Parents/guardians are asked to support the School Management in ensuring that their son/s do/does not wear such items of jewellery to school. Students who breach this rule will have the offending item confiscated, placed in the care of the Deputy Principal and returned at a later date.

10.7 Students who refuse to hand over prohibited items of jewellery will be suspended from school. The usual excuse i.e. 'the hole will close up' for refusing to remove jewellery from a piercing will not be entertained. It is advisable therefore for students not to get a piercing done during the months – August to June.

10.8 Hair must be kept clean, neat and tidy. Hair must be no longer than collar length. Fringes must not conceal the student's eyes or interfere with his sight or with the teachers' ability to see the student's entire face and eyes during class.

10.9 Hair colouring or hair styles which the School Management consider to be extreme or unconventional are not allowed. This includes a '*no blade*' , '*number one blade*' '*number one and a half blade' or 'number two blade*' on <u>any</u> part of the head, Mohican style, V style, Mullet style, Dreadlocks, Undercut, Steps, Man-buns, dyed hair, hair stripes or ends that are dyed blue, yellow, purple, pink, red etc. Hair should be cut evenly throughout the head. Students are not allowed to cut/shave designs or lines into their hair or eyebrows. Students who arrive to school with a hairstyle which is in breach of this rule may be sent home immediately. Students may not breach this code for charity/fundraising events. Hair accessories –hair bands, bobbins, hair clips, slides, bandanas, durags etc. are strictly forbidden.

10.10 Students should be clean shaven at all times. Side burns should be no longer than mid-ear. Any student who arrives to school unshaven will be given an opportunity to shave in school before he is allowed to attend class. Failure to do so will result in suspension from school.

10.11 Tattoos (including fake tattoos) or drawings/artwork on the skin are not permitted.

Sanctions: Students who fail to adhere to any aspect of the Dress/Appearance Code will face sanctions up to and including suspension.

11.0 Email/Internet User Code:

The Internet is an integral part of our contemporary society and St. Patrick's Classical School supports the responsible use of the World Wide Web and its many associated features.

11.1 While in school students are expected to use computers, computer networks ,school communication platforms and all forms of Internet access solely for the purpose of education and academic research.

11.2 Students must not use the computer system for commercial purposes which means that students may not offer, provide or purchase products or services through the computer system.

11.3 Students must not tamper with or reconfigure any computer software without the permission of the teacher in charge.

11.4 Any student using computers or social networking sites such as Facebook, Twitter Snapchat, TiK Tok etc. (in or out of school) for the purpose of bullying a fellow student, insulting or defaming a member of staff or bringing the school into disrepute may be immediately suspended and the matter referred to the Board of Management for further action.

11.5 Students are not permitted to access pornographic sites or sites which display any form of unsavoury imagery or written material.

11.6 Specific details relating to Personal Safety, Illegal Activities, System Security, Inappropriate Language, Respect for Privacy, Respecting Resource Limits, Plagiarism and Copyright Infringement and Inappropriate Access are contained in the school's Email/Internet User Policy.

Sanctions: Students who are in breach of the Email/Internet Code may face sanctions up to and including Suspension from school.

12.0 House/Public Examinations Code:

House examinations help reinforce learning and are of vital importance in the revision process. St. Patrick's Classical School students are without exception expected to sit all time-tabled House Exams.

12.1 Students must be on time for exams and must not leave before the exam finishes.

12.2 All bags and coats must be left at the top of the room before the exam starts.

12.3 Students must sit where the supervisor requests.

12.4 Mobile phones, MP3 players etc. must be switched off and out of sight. Students who breach this rule will have their mobile phones confiscated for the duration of the exams.

12.5 All students must have their own pens, materials, calculators etc.

12.6 No eating during the exams.

12.7 Students are not allowed to communicate in any way with other students for the duration of each exam.

12.8 Students who disrupt exams or who are caught cheating will be sent home.

12.9 Students must bring the relevant books/copies to study for their next exam. (Students do not have permission to go to lockers during the exam.)

12.10 As some morning exams may finish early, that is before the normal lunchtime, students must exit the building quickly and quietly.

12.11 Senior students who go down town for lunch must be back in school at least 10 minutes before their afternoon exam commences.

12.12 Students who are on report must ensure that their report booklets are on the supervisor's desk during each exam.

12.13 All students doing exams must attend school as normal between 8.45am and 3.50pm. (Students not doing an exam will be accommodated to study in school).

12.14 The Junior and Leaving Certificate Examinations are governed both by the school's Code of Behaviour and by the Rules and Regulations of the Department of Education and Science and students should familiarise themselves with these separate requirements.

Sanctions: Students who are in breach of the House or Public Examinations Code may face sanctions up to and including suspension.

13. 0 Appendices:

Appendix 1 – Laboratory Safety Rules

When carrying out experiments in the lab, safety is of the utmost importance. To avoid accidents, it is important that you follow the lab rules at all times.

1. Do not enter the laboratory without your teacher's permission.
2. Follow all directions as given by your teacher.
3. Safety goggles must be worn during all practicals.
4. Long hair must be tied back during all practicals.
5. Never point the mouth of a test tube at any other person during the heating process.
6. Never use a naked flame to heat a flammable liquid e.g. alcohol.
7. Regard all chemicals as poisonous. Chemicals should never be tasted.
8. Report all accidents or spillages to your teacher immediately.
9. Never eat or drink in the lab.
10. Never rush around the lab.
11. Perform only the experiment assigned to you by the teacher.
12. If you are unsure of the next step in an experiment, ask your teacher.
13. Bags must be placed under the benches.
14. Any spillages on the skin must be immediately washed off with lots of water.
15. Always co-operate with the teacher. As well as learning science, it is important that you learn to work as part of a team.
16. Wash any glassware you have used and put apparatus in its correct place before leaving the lab.
17. Wash your hands before leaving the lab.

The above rules have been explained to me in the Science Class and I have taken down these rules in my hardback copy. I agree to follow the above safety rules at all times.

Student's signature_____

Parent's / Guardian's signature_____

Please sign and return as soon as possible

Appendix 2 - Woodwork Room Safety Rules.

Some simple rules that the pupils should observe:

- Keep all benches tidy and don't have tools thrown all over the place.
- Never leave tools or materials sticking out over the bench or on the ground.
- Always brush the bench top clean of dust and shavings at the end of class.
- The areas between the benches and around machines should be kept clear and tidy at all times.
- Breakages and liquid spillage must be reported immediately

Using power tools:

- Never use a power tool or machine without your teacher's permission and under their supervision.
- Double check everything before starting.
- Hold with a firm grip.
- Hold the workpiece securely in the vice, cramps or holdfast.
- Never walk away from a portable power tool/machine that is running. Wait until it comes to a complete stop. A serious injury could occur if the tool is flipped or contacted accidentally.
- Keep handles and grips dry.
- Do not overreach, keep proper footing and balance at all times.
- Do not tamper with or remove safety guards.
- Switch off and unplug when changing bits, blades, belts or abrasive paper.

Hand tools safety:

Some general rules which should be followed when using hand tools:

- Treat all tools with respect
- Use tools as demonstrated by the teacher
- Sharpen, clean or replace blades before they become damaged or dull. A sharp tool cuts smoothly, accurately and safely. A blunt tool will slip causing injury.

- When using sharp-edged tools such as chisels, push the blade away from you, keeping both hands behind the edge so that if you slip you won't cut yourself.
- Materials must be held firmly (vice, cramp, holdfast etc.) when cutting, shaping and drilling.
- To avoid causing an injury to another person, carry tools with sharp blades pointed towards the ground.
- The distribution and collection of hand tools should be completed in a safe, orderly, quiet and direct manner.

Appendix 3 – Music Room Safety Rules.

1. Students do not have permission to enter the Music Room unless a teacher is present.
2. Unless with the permission of the Music Teacher students are nor permitted to play any instrument in the Music Room (including instruments stored there by other students).
3. Students are not permitted to use the computer or CD player.
4. Books and CD's in the Music Room are not for student use.
5. There should be no eating in the Music Room at any time.

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Appendix 4

LUNCHTIME DETENTION

Lunchtime Detention is held daily (1.15pm to 1.45pm). Lunchtime Detention takes precedence over any other activity. Requests to change the time or day of detention will only be considered in exceptional circumstances (written evidence of medical/dental appointments etc). Involvement in sports (training/games) will not be accepted as an excuse for missing detention.

Students will be given one day's notice of their detention. This is to give students an opportunity to bring a packed lunch, as queuing in the canteen, or going downtown for food (senior students), will not be accepted as an excuse for being late for detention. Students have 15 minutes to eat their lunch before detention begins.

Rules of Detention:

1. Students must be on time for detention.
2. Students must bring a pen.
3. Students must complete the written exercise given.
4. Eating is not permitted during detention.

5. **Students who disrupt detention will be suspended from school.**
6. **Students who do not turn up for detention will be suspended from school.**

WEDNESDAY AFTERNOON DETENTION

Wednesday Afternoon Detention is held each **Wednesday 1.20pm – 3.20pm**. Involvement in sports (training/games) will **not** be accepted as an excuse for missing Detention.

Students will be given at least one day's notice of their Detention. This is to give students an opportunity to bring a packed lunch, as queuing in the canteen, or going downtown for food (senior students), will not be accepted as an excuse for being late for Detention. Students have 20 minutes to eat their lunch before Detention begins.

Rules of Detention:

1. Students must be on time for Detention.
2. Students must bring a pen.
3. Students must complete the written exercise given.
4. Eating is not permitted during Detention.
5. One toilet break, at the discretion of the supervisor, will be permitted.
6. **Students who disrupt Detention will be suspended from school.**
7. **Students who do not turn up for Detention will be suspended from school.**

Appendix 5

Procedures for Signing Out

Procedures for signing out/phoning home for junior students (1st Year – 3rd Year)
1. We operate a strict mobile phone policy in our school. Under no circumstances should a student use his mobile phone to send a text or make a phone call to a parent/guardian while he is on the school premises. 2. Only the Class Tutor, Year Head, Principal or Deputy Principals can give a student permission to ring home if he is feeling unwell. 3. Once permission has been given for the student to ring home, the Office staff will make the phone call, **not the student himself**. 4. 4. If contact is made with the parent/guardian, and the student is allowed to go home, **the parent/guardian must be present in the School Office to sign the student out.** 5. In the case of pre-arranged appointments, a note via the Unique school app must be sent in advance, stating the time and reason why your son has to leave the school. This note will be sanctioned by the Year Head, a Deputy Principal or Principal. 6. **The student must then go to the School Office, but must not leave the premises until his parent/guardian has arrived to sign him out.** 7. If the student is returning to school during the same school day, having signed out for an appointment, he must go to the Office again on his return and fill in his time of return in the book.

Senior Students **(Transition Year, 5th Year and 6th Year)**
All of the above procedures should be followed by Senior students too, except that they may sign out without their parent/guardian being present, but only after a member of the School Office staff has spoken to their parents and permission has been granted for the student to leave. Senior students who go downtown during lunchtime and who are unable to return to school after lunch for some unforeseen reason must ensure that the school is contacted immediately by parent/guardian to state that they are not returning and the reason why. A note/explanation via the School App must be provided on the student's return to school the next day. **Note: There will be days when we will request that parents of ALL students (Junior and Senior) are present when the student is signing out, e.g. the last day of term.**

The school accepts no responsibility for students who leave the school premises without following the proper procedures.

By enrolling their children in St. Patrick's Classical School parents indicate their acceptance of and support for these Codes and Appendices.

The School Management reserves the right to change, add to or amend any aspect of the above Codes if and when circumstances dictate they should do so.

Last reviewed and ratified by The Board of Management 29/09/2022.

The Board of Management will review the policy annually.

The Board of Management approved and ratified the School Policy on the 29-09-2022.

Signed: *Fr. Gerry Stuart*	Signed: *Mr. Harry Mc Garry*
Fr. Gerry Stuart	Mr. Harry Mc Garry
Chairperson of Board of Management	Principal/Secretary to the Board of Management
Date: 29-09-2022	Date: 29-09-2022