



## *Code of Good Behaviour*

**A Code of Good Behaviour operates in the school in order to:**

- (a) Create and foster a school community which is seen to be respectful of one another and of one another's property.**
- (b) Facilitate teaching and learning in a positive, safe environment for all members of the school community.**
- (c) Uphold the good name of the school.**
- (d) Provide an opportunity for all students to grow and develop in all areas of their education.**

Parents are asked to cooperate as follows in order to maintain the smooth running of the school:

- Any **significant medical condition** a pupil may have should be notified to the school authorities without delay.
- **On instruction from the Department of Education it is necessary for any parent/guardian wishing to meet a member of the school management or staff to arrange a prior appointment.**
- In case of **emergency** please telephone the school at (045) 431417

## The organisation of a large number of people on a daily basis depends on the following:

### Respectful Behaviour and Language

- Students will comply with the direction of teachers at all times.
- Student will be well behaved and mannerly at all times.
- Foul/abusive language, physical or verbal harassment/bullying will not be tolerated in any circumstances. Parents and students are asked to inform the school authority of any such harassment of which they are aware.
- Eating & drinking will not take place in classrooms. Eating and drinking will take place at break times in the assembly area only. Chewing gum and fizzy drinks are not allowed at all.
- All litter will be placed in bins.
- Smoking is forbidden, by law, within the school grounds, building and environs. It is also forbidden to bring into school any illegal substance or to be under the influence of an illegal or other substance in the vicinity of the school. Cigarettes, electronic cigarettes, lighters, bangers, matches or weapons of any description must **not** be brought into the school.

### School Day

- The School Day begins at 9.00 a.m. daily and ends at 4.00 p.m. except on Wednesday 9.00 a.m. to 1.10 p.m. Break: 11.00-11.10am. Lunch-break: 1.10 p.m. to 2.00 p.m.
- Students will have access to lockers before 9.00a.m., during break and lunch times and after 4.00pm.
- Students will be in the places designated on the time-table at any given time of the day and will be punctual at all times.
- While awaiting class, students will stand quietly, in single file outside the room.
- Students will be organised so as to have their equipment ready for each class i.e. books, pens, instruments etc. Tipp-ex is not allowed.
- Students will bring school bags each day and take them home each evening.

## **Journal and Homework**

- All notes will be written in the Journal, dated and signed.
- A student will be in possession of his/her school journal at all times during the day.
- School journal will be signed by parent/guardian weekly.
- Schoolwork and homework will be recorded in school journal and be completed as directed by each teacher. An explanation from home is required if homework is not done and will be signed by parent/guardian on the date in question.
- Regular non-completion of homework is unacceptable and may be brought to the attention of parents/guardians for response and action.

## **Attendance**

- Students will attend every school day. Late arrivals must sign themselves in at the office.
- Students will enter the school on time and not loiter at the entrances.
- A **signed note in the student journal** clearly explaining the reasons for their absence/lateness is required on their return from parents/guardians for absences and late-comings.
- Permission of the Principal, Deputy Principal or a designated deputy is required for a student to leave the school premises or grounds **any time** during the school day.

## **Uniform, Presentation, Equipment**

- The **full school uniform** as outlined in the uniform requirements provided to all on admission to school will be worn every day. Additional forms of clothing and accessories are not acceptable.
- **Hair** must be kept neat and tidy at all times.
- Students may wear **one pair of ear studs**. Other forms of body piercing are not allowed. Jewellery is not allowed in practical classes as it is not safe.
- Students will bring ingredients and any other items necessary to class.
- Students will bring correct clothing and footwear for P.E. classes.
- Students are responsible for the safe keeping of their property. Uniform and jackets should be clearly labelled with students names.

## **Other Information**

- Bicycles will be left only in the areas set aside for them and locked. Motorcycles and cars may be parked in areas set aside for them subject to prior arrangement with the School Authorities.
- **Cycling is prohibited in the school grounds.**
- Students will not have mobile phones, electronic communication devices, ear phones, audio equipment in the vicinity of the school at any time. The policy on these items is available from the school on request and on the school website at [www.stconlethsc.ie](http://www.stconlethsc.ie).

**The Board of Management reserves the right to alter or amend the above rules if it deems it necessary.**

## **Possible Sanctions**

Procedures for dealing with breaches of the above Code of Good Behaviour are outlined in the School Discipline Policy which is available from the school on request and on the school website at [www.stconlethsc.ie](http://www.stconlethsc.ie).

**A serious breach of school rules will be dealt with as follows:**

- Any student who brings in alcohol/ any illegal substance/weapon into the school or any student found using or under the influence of alcohol or any illegal or other substance will be excluded forthwith and the matter brought to the attention of the Board of Management.
- Students, whose behaviour when representing the school, either in or out of the school uniform, brings the good name of the school into disrepute, will be excluded and may be liable to permanent exclusion by the Board of Management.
- Students whose behaviour at lunch time outside of the school premises is giving cause for concern will be deemed to have brought the school into disrepute and will be dealt with as outlined above.
- Pupils may be placed on detention any day of the week before classes begin, at breaktime, at lunchtime and after 4:00 pm. Students will advise Parents/Guardians of the times for detention.

Ratified by the Board of Management on 9<sup>th</sup> November 2017