



SCHOOL RULES

August 2015

St. Clare's Comprehensive is our School

A: GENERAL:

- * We show good manners to others at all times.
- * We treat others as we would wish ourselves to be treated.
- * We respect the property of others.
- * We respect school property
- * We respect school transport.
- * We behave well and in responsible manner at all times.
- * We co-operate with school authority in any search for offending/offensive items.
- * We abide by the lawful direction of all school staff.
- * We respect all staff and each other.

B: READY FOR SCHOOL:

- * We come to school on time.
- * We come to school with the intention of learning and doing our best.
- * We come to school in proper and well maintained school uniform.
- * We maintain an appearance acceptable to the ethos of St. Clare's.
- * We get all our recommended books.
- * We bring to school the proper books and equipment for lessons.
- * We bring to school appropriate gear for sport and physical education.
- * We wear at school, items of clothing specified in specific work areas.
- * We abide by the rules concerning body/face piercings and our appearance.

C: LEARNING:

- * We attend all classes scheduled on our timetable
- * We come promptly to class.
- * We always do our best and allow others to learn.
- * We attempt our homework well.
- * We occupy the places assigned to us.
- * We pay attention to the teacher
- * We abide by teachers' directions.
- * We leave only when instructed to do so.
- * We keep our homework books in good order and up to date.
- * We maintain school Journal for school purposes only and understand that it will be inspected by teachers on various occasions.
- * We abide by the school regulations governing use of the Internet.
- * We turn off our mobile phones in class and when they might interrupt school activities.
- * We do not use tape recorders or any recording equipment in class unless given permission to do so.

D: MOVEMENT:

- * We use the school's one way system
- * We always walk quietly in school.
- * We walk by the right hand side.
- * We go directly to the next class.
- * We leave school in an orderly manner and proceed **directly** home or to our bus queue.
- * We will not **in any circumstance** go on the school roof
- * We will not go into areas of the school grounds which are declared out of bounds.

E: ABSENCES:

- * We explain all our absences and lateness
- * We bring a note from our parents when we are absent at roll call.
- * We will be absent from class or part of a lesson for a serious excused reason only.
- * We "sign out" if we leave school during working time and we "sign in" on return.
- * We leave the school during school hours with the consent of school authority and only after **our parents have phoned in**.
- * We inform teacher when we are ill. We accept teachers accommodation for our illness. When we are too ill to be in class, we ask that arrangements be made to get home.
- * We use a signed 'red card' when we are late for class.
- * **We use an appointment card when absent from class on the instructions of another teacher.**

N.B. Students will only be allowed out of school for an appointment if a parent/guardian phones in or collects the students. Notes will not suffice.

F: ENVIRONMENT:

- * We keep our school clean.
- * We dispose of litter in bins.
- * We eat only in designated areas, at appointed times and not during class.
- * We do not chew gum.
- * We do not use tipp-ex .
- * We observe the law on smoking, alcohol and drugs.

ILLNESS - ACCIDENTS: Members of the school staff attend to sick or injured students when the need arises as a duty of care. When a member of staff arranges to bring a sick or injured student to a doctor or to hospital he/she is operating strictly "in loco parentis" and in accordance with the dictates of Christian charity. Moreover, such intervention on the students behalf may not be interpreted as an admission of legal responsibility for an injury. (With regard to the payment of medical fees (including current hospital charge) for a sick or injured student, it is the students' parents, and not the school, who are legally liable to pay such fees.

UNIFORM, APPEARANCE AND DRESS

St. Clare's while respecting the individuality of all our students views the school uniform is an essential part of school life. It represents the high standards that we expect from our students. By applying a strict uniform code, we are preparing our student for life, in that most workplaces have standards with regard to dress that must be upheld. It also teaches the students the value of neatness and projecting a good image of oneself. The support of parents/guardians is of utmost importance in this regard and sanctions will apply where there are breaches in the uniform code.

Each student is expected to wear the full school uniform everyday and to be neat and tidy in their overall appearance.

1. The school uniform is as follows:

	Boys	Girls
Junior school	Crested bottle green jumper with a gold stripe, white shirt with collar attached, black worsted pleated front trousers, clip-on black tie with gold stripe, black shoes, crested school rain jacket. P.E. navy bottoms and grey polo shirt-no brand names	Crested bottle green jumper with gold stripe, white blouse, green tartan skirt of knee length, or black bootleg trousers, Clip on black tie with gold stripe, black shoes, plain black tights/black socks, Crested school rain jacket. P.E. Navy bottoms & grey polo shirt-no brand names.
Senior school	As above	As above

2. The correct school uniform must be worn coming to school and going home from school, on school outings and when representing the school. Travelling sports teams must wear the school tracksuit.
3. If a student cannot wear their uniform for medical reasons they must have a note from their parents/guardians explaining the circumstances.
4. Because of Health and Safety in P.E., in Practical classes and in the school environment as a whole, students are advised not to wear jewellery. All facial and body piercing is prohibited. Students may wear one earring stud/sleeper in each earlobe. Boys should be clean shaven. The use of make-up should be minimal.
5. Students must maintain a high standard of personal hygiene and smart appearance. Hairstyles should be neat, tidy and hygienically maintained. The school authorities reserve the right to decide whether a particular hairstyle or colour is acceptable or not.
6. Hats, scarves, gloves and jackets should not be worn in class. Runners are strictly forbidden (except during P.E.) The correct trousers, not tracksuit bottoms or yoga pants, must be worn
7. Students are advised to ensure that their names are on all uniform items. The school uniform must be maintained and kept in good condition throughout the school year.
8. The school expects full co-operation from parents/guardians in ensuring that their child is correctly attired at all times.

All items of uniform are available at: Manor Fashions (Prop. Mary Mawn) Main St., Manorhamilton Killasnett Co-Op, Manorhamilton.

The compulsory school rain jacket is available from Callus in Killybegs (074 9732185)

SMOKING POLICY(see substance use and misuse policy)

The school and its environs is designated as a **smoke free zone**.

We actively support the Smoking Ban in all areas of the school **both inside and outside**.

Irrespective of parental tolerance of students smoking at home, we uphold our right to implement our decision to preserve the school as a smoke free environment.

Students deemed to be smoking within the school environment will incur a two day suspension-after parents have been informed.

ALCOHOL POLICY(see substance use and misuse policy)

The Intoxicating Liquor Act 1998 prohibits the sale of intoxicating liquor to persons U.18 years of age. The act also forbids persons U.18 to consume alcohol in public. School policy forbids use of alcohol by students in the school and in any school related context. The penalty for breach of this policy will include a period of suspension from attendance at school.

DRUGS POLICY(see substance use and misuse policy)

There is zero tolerance to proscribed drugs. A student involved in use or abuse of drugs will be suspended from attendance at school and relevant information will be passed to relevant authority. The B.O.M. may recommend Expulsion.

- **We abide by School Rules and Policies in every detail, during the school day, when in uniform and when we represent our school.**
- **We maintain an appearance acceptable to the ethos of St. Clare's.**
- **We undertake not to interfere with or disrupt the learning of our fellow students**

We welcome comments and observations on these policies at all times.
Entrance to a school year is implicit on the detachment being signed and returned on your 1st day back at school.

PHOTOGRAPHS/VIDEOS OF STUDENTS.

St. Clare's maintains a database of photographs/videos of school events held over the years. It has become customary to take photos/videos of students engaged in activities and events in the interest of creating a pictorial as well as historical record of life at St. Clare's Comprehensive. Photographs/videos may be published on our school website or in brochures, newsletters, local and national newspapers and similar school related productions. If you would prefer not to have your child's photograph/video included in such records, please notify the Principal.

Circulating, publishing or distributing (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 may 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.

St. Clare's Comprehensive uses webtexting as our main form of communication with parents/guardians. It is your responsibility to ensure that we have a correct mobile number to receive those messages.

SCHOOL JOURNAL.

1. Each student must purchase a school journal.
2. A careful record of all homework given or class activities is to be kept in the school journal. (See sample on page 15)
3. Every student is expected to have their journal on their desk at the beginning and for the duration of each class.
4. Journals must be made available for inspection by Teachers at all times.
5. Each student is responsible for his/her own journal. Loss of a diary must be reported to the Year Head immediately and a new diary bought in its place. A damaged/defaced journal must be replaced at the expense of the student.

MOBILE PHONES AND ALL PERSONAL DEVICES.

1. Any mobile phone seen or heard during class times will be confiscated for 5 school days.
2. Irresponsible use of camera phones can lead to serious violations of people's rights and reputations. Any bullying or harassment in any form, involving camera phones will be severely dealt with by the school.
3. Parents who need to contact students in the case of an emergency must do so through the school office at 071 9855087.
4. Personal audio devices are not allowed.
5. Photographs should not be taken within the school grounds without the permission of the school authorities.
6. The school accepts no responsibility for the loss of, theft, or damage to mobile phones and personal audio devices while on school property.

Circulating, publishing or distributing (including the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines or humiliates or causes damage to another person is considered a serious breach of school discipline and may result in disciplinary action. As part of the 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 actions.

We would like to remind you that students must be responsible for their own property. The management of the school accepts no responsibility for property lost or stolen on the premises.

----- ✂ -----

**Please DETACH and return at Roll Call on your 1st day back.
We have read the School Rules and agree to comply with them in every detail.**

Student's Signature _____ Class: _____

Parents' Signatures _____

Date: _____

