



STUDENT SCHOOL RULES

St. Clare's Comprehensive is our School

A: GENERAL:

- * I will show good manners to others at all times.
- * I will treat others as I would wish myself to be treated.
- * I will respect the property of others.
- * I will respect school property
- * I will respect school transport.
- * I will behave well and in a responsible manner at all times.
- * I will cooperate with school authorities in any search for offending/offensive items.
- * I will abide by the lawful direction of all school staff.
- * I will respect all staff and each other.

B: READY FOR SCHOOL:

- * I will come to school on time.
- * I will come to school with the intention of learning and doing my best.
- * I will come to school in my proper and well maintained school uniform.
- * I will get all of my recommended books.
- * I will bring to school the proper books and equipment for lessons.
- * I will bring to school appropriate gear for sport and physical education.
- * I will wear all school items of clothing specified in specific work areas.
- * I will abide by the rules concerning body/face piercings and my appearance.

C: LEARNING:

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

D: MOVEMENT:

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

E: ABSENCES:

- * I will explain all of my absences and lateness through the school app..
- * I will be absent from class or part of a lesson for a serious excused reason only.
- * I "sign out" if I leave school during working time and I "sign in" on return.
- * I leave the school during school hours with the consent of school authority and only when the school has received a permission to leave request on the school app. **Parents must present at the office to collect a student.**
- * I inform a teacher when I am ill. I accept teachers' accommodation for my illness. When I am too ill to be in class, I ask that arrangements be made to get home.
- * I will stay in school for the full day unless I am ill or have an appointment.
- * Our parents sign us out.
- * **I use an appointment card when absent from class on the instructions of another teacher.**

N.B. Students will only be permitted to leave school to attend an appointment following approval of a permission request on the school app. Notes will not suffice. Parents/Guardians MUST present themselves to a member of school staff at the school office, before collecting a student from the front door of the school.

F: ENVIRONMENT:

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

I will abide by School Rules and Policies in every detail, during the school day, when in uniform and when I represent my school.

I undertake not to interfere with or disrupt the learning of my fellow students

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 by ambulance, 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/guardians, 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 students 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
<p><u>Please see Point 6 on runners/canvas shoes.</u></p> <p>PE tracksuit-Compulsory for all students representing the school on teams – ordered through Jako (Sligo).</p>	<p>Crested bottle green jumper with a gold stripe, white shirt with collar attached, black pleated front trousers, clip-on black tie with gold stripe, black shoes. Crested school rain jacket.</p> <p>P.E. Tracksuit-Compulsory for all students –order through Jako (Sligo)</p>	<p>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> <p>P.E. Tracksuit-Compulsory for all students –order through Jako (Sligo)</p>

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 correct PE gear.
3. If a student cannot wear their uniform for medical reasons they must have a note from their parents/guardians explaining the circumstances.
4. Students may wear **one pair** of earrings, studs/sleepers in earlobes. Students are permitted to wear **one small** nose stud/ clear nose stud only. **Students must remove all other prohibited piercings when instructed to do so.**
5. 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. Students participating in PE and any sports must remove piercings. **Students must remove all prohibited piercings when instructed to do so.**
6. Students must maintain a high standard of personal hygiene and smart appearance. Hairstyles should be neat, tidy and hygienically maintained. Boys should be clean shaven. Make-up should be minimal.
7. Hats, scarves, gloves and jackets should not be worn in class. Runners & canvas shoes are strictly forbidden (except during P.E.) The correct trousers, not tracksuit bottoms or yoga pants, must be worn. NO black-soled or high-top runners can be used for P.E. Students wearing jeans will be asked to return home and change.
8. 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.
9. The school expects full cooperation 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 and Killasnett Co-Op, Manorhamilton.

The compulsory school rain jacket is available from Callus in Killybegs (074 9732185 or ordered online at callus.ie) P.E. – Tracksuit – Compulsory for all students -ordered through Jako, Sligo.

SMOKING POLICY(see substance use and misuse policy)

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

We actively support the Smoking Ban in all areas of the school **both inside and outside**. This includes the use of **electronic cigarettes**.

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 suspension-after parents have been informed.

Electronic cigarettes are banned and incur the same penalty.

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)

Other than prescribed drugs there is a zero tolerance to drug use. A student involved in use or abuse of drugs will be suspended from attendance at school and relevant information will be passed to the relevant authority. The B.O.M. may recommend Expulsion.

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.
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 journal must be reported to the Year Head immediately and a new journal bought in its place. A damaged/defaced journal must be replaced at the expense of the student.

MOBILE PHONES AND ALL PERSONAL DEVICES.

1. See Personal Digital Device Policy & AUP
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.
- 7.

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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.

We welcome comments and observations on these policies at all times. Entrance to a school year is implicit on school rules being signed.

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We have read the School Rules and agree to comply with them in every detail.

As parent/Guardian of the above student, I have read and understood the Code of Behaviour and policies set out in the journal as well as those on the School website.

I hereby accept

- All parts of the School's Code of Behaviour
- The School's Digital Device Policy.
- The School's Anti-bullying policy.
- The School's ICT Acceptable Use Policy. I give my child permission to use the internet and the ICT facilities in the school. I accept that the school cannot be held responsible if students access unacceptable websites but every precaution is taken to ensure online safety.

Student Signature _____ Date: _____

Parents' Signatures _____

Date: _____