

## **SECTION A**

### **MISSION STATEMENT**

Scoil Ruáin will provide a quality education in a caring, respectful and nurturing environment. We will encourage the development of the complete person in keeping with our school motto: *Ad Totam Personam*

## **SECTION B**

### **RATIONALE**

1. Promoting good behaviour is the goal of the Scoil Ruáin Code of Behaviour. School management and staff will actively foster a school ethos; policies and practices that help promote positive behaviour and prevent inappropriate behaviour.
2. Scoil Ruáin strives to provide a safe, secure environment for the development of our students in which they can learn. The Code of Behaviour encourages mutual respect and co-operation and has due regard for the rights and responsibilities of all concerned.
3. All students have the duty to assist in the learning process and a duty to allow others to show respect for themselves and for all other members of the school community. Positive behaviour is affirmed and encouraged.
4. Students/Parents/Guardians are obliged to make themselves aware of, and comply with the school Code of Behaviour and are required to renew their acceptance of the school's Code of Behaviour at the commencement of each school year.

## **SECTION C**

### **AIMS**

1. To create a safe, secure learning environment for all students by promoting a sense of mutual respect among all members of the school community.
2. To enhance the learning environment where children can make progress in all aspects of their development.
3. To promote positive behaviour and self discipline, recognising the differences between children and the need to accommodate these differences.
4. To ensure the safety and well being of all members of the school community.
5. To have effective procedures in place which allow for the day to day running of the school and which meet the demands of current legislation.
6. To ensure understanding by the parents, students, staff and the management of the Code of Behaviour and the reasons for it.

## **SECTION D**

### **SCHOOL DISCIPLINE POLICY**

1. The discipline structure aims to monitor and identify minor problems before they develop into more serious issues.
2. The system is based on a complaint system where incidents are recorded in the Class Behaviour Book.
3. Incidents of a more serious nature may be filled in on a formal complaint sheet with and placed on the student file and also recorded in the class behaviour book.
4. Incidents are also recorded in the student diary so that parents are aware of any dis-improvement in a child's behaviour. It is a requirement of Scoil Ruáin that parents sign the student journal on a weekly basis.
5. Class Behaviour Books are regularly monitored and students who show a continuous pattern of poor behaviour will face further sanctions
6. A student who shows a pattern of poor may be placed on report if deemed necessary.
7. The school discipline is operates on a graduated level of 5 Stages and a report sheet/card system.
8. Parents will receive regular contact regarding any discipline issues with their children.
9. School management has the final say in all matters of student behaviour and discipline.

The following pages contain the details of the above policy:

## **SECTION E**

### **BOARD OF MANAGEMENT**

Scoil Ruáin acknowledges the role of the BOM in the development and operation of our Code of Behaviour. All policies are developed with the authority of the BOM and must be approved by it before becoming official school policy. While it is not involved in the day to day procedures, it is the body to which parents and students over 18 may appeal in cases of suspension or expulsion.

## SECTION F

### School Rules

1. A student must be respectful, courteous and co-operative to each other, to school staff and to visitors.
2. A student must not behave in a manner which may bring the school into disrepute.
3. A student must work to the best of his/her ability at all times, complete all homework assigned and follow teachers' instructions promptly and without question.
4. A student must follow the school timetable at all times.
5. A student must attend all classes punctually and have all necessary books and equipment with them.
6. **Only in exceptional circumstances is a student allowed out of class** and in the case of such an absence, a student, must carry their student journal with them. A student must have a signed note in their journal authorising their absence from class.
7. A student must enter the name of each timetabled subject in the journal each day and record the homework given (written, oral and learning) in that subject.
8. If a student is absent from class/classes due to a match or other school activity, it is the duty of the student to get any notes given by a subject teacher on that day, get the assigned homework and complete the required work (both learning and written).
9. A student may not under any circumstances excuse him/herself from assigned work due to participation in an activity.
10. A deadline for completion of a specific piece of work (project/research/report) may from time to time, be set by a subject teacher. The date for such work is specified by the subject teacher and should be carefully entered in the journal. Late submissions will not be accepted.
11. Deadlines for project work set by the State Examinations Commission for Leaving and Junior Certificate Examinations are set by the commission and are final. These dates, where applicable, are notified to students as soon as they are provided to us.
12. If a student is late for school (s) he must sign in at the office before going to class. A record of late coming will be kept and a student who is late without written explanation from a parent/guardian must report to detention at 1.25pm on that day. (See separate page for further details on late coming)
13. If a student needs to leave school early for a medical appointment or other such appointment then he/she must report to the office before morning assembly and produce a signed note written in the journal. This will then be recorded in the office and must be countersigned by a parent/guardian when the student is leaving at the

appointed time. N.B Only a parent/guardian may sign out a student. **UNDER NO CIRCUMSTANCES MAY A STUDENT SIGN THEMSELVES OUT.**

14. A student must wear the school uniform and maintain it in a smart condition. A student is not permitted to wear runners/trainers and are not permitted to wear hats/coats/jackets/hoodies or scarves within the school building unless given specific instructions by their classroom teacher. The school uniform must be worn during the state examinations. (Please see separate Uniform Policy)
15. A Junior Cycle student is not allowed to wear makeup (See separate page for further details on make up). Senior Cycle students may wear a discrete amount of cosmetics. Jewellery must also be discrete.
16. Girls may wear one pair of small unobtrusive earrings. Boys may not wear earrings.
17. **Other facial or body piercings for example, nose piercings, eyebrow piercings, neck piercings, tongue piercings are not permitted.** A student is not permitted to remain in school with visible body piercings. (Covering the piercing with a plaster is not acceptable.)
18. A student who refuses to remove jewellery when requested to do so will be sent home until the piercing has been removed. A subsequent refusal will incur a three day suspension. Further breaches will lead to more serious sanctions being imposed.
19. Unconventional or extreme/loud hair colours/styles are not permitted. **If in doubt consult school management.** Visible Tattoos must be covered at all times. Students that break this rule will be sent home and will not be permitted to return to school until the issue is resolved.
20. Smoking in, near, or on the approach to the school premises is forbidden. **This includes the approaching laneway from the Primary School to the school gateways. Any student in breach of this rule will receive an automatic 2 day suspension in the first instance. More serious sanctions will apply if the offence is repeated.**
21. Possession of intoxicating liquor or illegal substances, equipment or dangerous implements in school or at school related activities is strictly forbidden. A student in breach of this rule will face serious sanctions.
22. A student who needs to contact home urgently will be facilitated in making a call from the office. A parent wishing to contact a student urgently may contact the school mobile number supplied in the journal or contact the office using the landline. **Student mobile phones and their use is banned in Scoil Ruáin. Parents may not contact students on their mobile phones.**
23. A student may not bring a mobile phone into the school or school grounds of Scoil Ruáin. (Please see separate Mobile Phone Policy)

24. A student is expected to show respect for school property and to keep classrooms and school grounds litter free and tidy.
25. With the exception of inhalers, a student is not permitted to keep medication with them at school. All medication must be brought to the office where it will be stored until required by the student.
26. Junior students must remain on the school property from the time they arrive in the morning until they leave school in the afternoon (**morning and lunch breaks included**) **Junior students travelling by bus are not allowed to leave the premises until their bus arrives.**
27. Senior students may go down town for lunch on receipt of a signed permission slip. **JUNIOR STUDENTS MAY NOT LEAVE THE SCHOOL GROUNDS AT LUNCH TIME.** Any student who leaves the school grounds without permission will receive an automatic one day suspension. Further breaches of this rule will lead to more serious sanctions being imposed.
28. Students that are placed on detention must report to detention at 1.30pm on that day. Lunch can be provided in school for those students placed on detention. Senior Students placed on detention may not go down town on that day. Lunch will be provided for students on request.
29. A student must fasten their seat belt when travelling by bus to/from school and on all out-of school activities.
30. A school **driving permit** must be obtained before students have permission to drive themselves to school/park in school grounds. Only students that have a full driver's licence will be issued with a driving permit. (See separate policy driving permit policy)
31. A student may not loiter in the toilet areas. Food may not be brought into the toilet areas.
32. A student is permitted to eat in an area designated for that purpose and at specific times only.
33. Chewing gum is not permitted in the school building as it destroys both furniture and clothing. Students in breach of this rule will face the following sanctions:  
  
First Offence: Detention, Second Offence: Evening Detention, Subsequent Offences: Suspension may be imposed.
34. Physical Education (P.E) is a timetabled class. Participation in P.E is compulsory for all students (see rule 5). If there is a medical condition precluding a student from participation then a medical certificate explaining the inability to participate should be supplied to school authorities. A student who is unable to participate in P.E due to a medical condition must bring their P.E equipment with them and change into it for the duration of the class. A recovery programme will be implemented for students who have various injuries. A student in breach of this rule may be placed on Friday evening detention.



35. A student is expected to participate in all school activities, curricular and extracurricular when requested.

### **Courtesy Guidelines**

- Bad language, excessive noise, and general rough play are not tolerated.
- When moving within the school, walk in an orderly fashion.
- Give way to staff/visitors at doorways.
- Be polite in your dealings with others, saying 'please' and 'thank you' as the occasion arises.
- Address others by their correct title.
- Knock before opening a closed door.

## **SECTION G**

### **SANCTIONS**

Scoil Ruáin sanctions focus on the unwanted behaviour of the student rather than on the student personally. Sanctions are not intended to be punitive. They are scaled to match the misdemeanour. They enable students to experience the consequences of their misbehaviour and to make responsible and mature choices.

#### **Sanctions are as follows:**

1. A positive request for good behaviour.
2. Withdrawal of attention from irresponsible behaviour.
3. Take student aside and discuss his/her inappropriate behaviour.
4. A discussion with the student from a member of staff outlining the possible consequences of poor behaviour.
5. Warning/ verbal reprimand from a member of staff or subject teacher at the time of the incident with advice on how to improve.
6. Caution noted in teacher's journal.
7. Caution noted in Class Behaviour Book.
8. Note in students journal to be signed by parent/guardian.
9. A referral of the incident to the class teacher or Year Head.
10. Detention in school.
11. A withdrawal of privileges. For example the loss of an activity that a student enjoys (must be non curricular). This deprivation to be at the discretion of the Principal/ Deputy Principal.
12. Student required to make up for work missed through his/her non participation due to misbehaviour.

13. Student removed from classroom and placed under the supervision of another teacher with that teachers consent. (Buddy System)
14. Student removed from classroom, given work and placed under the supervision of a SNA.
15. Student removed from classroom, given work and placed under the supervision of the Year Head/Deputy Principal/Principal
16. Non academic duties during break times eg collecting litter
17. Objective description of the misbehaviour recorded in the Class Behaviour Book by **any member of staff**, this included misbehaviour in the corridor and on the school grounds/ school environs wherever the student is in school uniform during the school day.
18. Refer student immediately to the Principal/ Deputy Principal for serious breaches of the Code of Behaviour.
19. Confiscation of items which are detrimental to safety.
20. Confiscation of mobile phones, ipods, etc which are switched on or ring during class times.
21. A telephone call to parents from Year Head, Deputy Principal or Principal.
22. A meeting with parents.
23. Placed on Report (Stage 1-5)

## SECTION H

### DISCIPLINE STRUCTURES

A single serious incident or several minor incidents may warrant a formal complaint. The following are the steps when making a complaint:

1. The teacher may record the incident in the student's journal and also in the **Class Behaviour Book** in the front office.
2. Depending on the severity of the incident the teacher may fill out a formal complaint form and place it on the student file but also make reference to the complaint in the Class Behaviour Book.
3. Class Behaviour Books are regularly monitored by the Class Teachers, Year Heads, Deputy Principal and Principal.
4. Students who have several incidents recorded may face further sanctions.

### Interview

5. A student who has several incidents recorded in his/her journal and in the Class Behaviour Book, may be interviewed by the Class Teacher, Year Head, Deputy Principal, Principal, to discuss a resolution. Parents may also be called to discuss a resolution.

## 6. Student Placed on Report

**Stage 1:** A student who displays a pattern of poor behaviour where several incidents are recorded in the Class Behaviour Book may be placed “**On Report**”. If a student is placed on report then a comment as to the student’s work/behaviour/attitude is filled in on the *Student Report Sheet* by each teacher during the day. Parents are also required to sign the report sheet. Students placed on report Stage 1 will have their situation reviewed after 1 week. If the student’s behaviour has improved to a satisfactory level then they will come off “Report”. However, if behaviour is not to a satisfactory level the student may remain on Report Stage 1 until their behaviour improves to a satisfactory level or they may be moved on to Stage 2 of Report. Should a student improve their behaviour while on Stage 1 and come off “Report” and then at a later stage display a pattern of poor behaviour they will be placed on Stage 2.

**Stage 2:** A student who fails to satisfactorily improve their behaviour when “On Report” at Stage 1 may move on to Stage 2 of the Scoil Ruáin discipline system, whereby the student will continue on a report sheet and also be placed on detention from 1.25pm to 1.55pm daily. Work will be assigned for the student to complete as part of Stage 2. The student shall remain on report at stage 2 until their behaviour improves to a satisfactory level. Lunch can be provided for students placed on detention. Should a student improve their behaviour while on Stage 2 and come off “Report” and then at a later stage display a pattern of poor behaviour they will be placed on Stage 3.

**Stage 3:** If in the opinion of school management, the student’s behaviour has not improved to a satisfactory level at Stage 2 the student will then be placed on a Yellow Report Sheet (Yellow Card). This report will initially last for 10 consecutive school days. After the passing of 10 consecutive school days, the student’s behaviour will be reviewed by school management and the student may (i) be removed from report, (ii) continue on Report Stage 3 until such time that their behaviour improves to a satisfactory level or (iii) if poor behaviour continues the student may move on to the next stage of the Scoil Ruáin discipline system. Should a student improve their behaviour while on Stage 3 and come off “Report” and then at a later stage display a pattern of poor behaviour they will be placed on Stage 4.

**Stage 4:** If after Stage 3, the student has not modified his/her behaviour to a satisfactory level the student will be placed on a second “Yellow Card” report sheet combined with daily detention from 1.25pm to 1.55pm daily for 10 consecutive school days. Work will be assigned for the student to complete as part of Stage 4. Lunch can be provided for students placed on detention. After the passing of 10 consecutive school days, the student’s behaviour will be reviewed by school management and the student may (i) be removed from report, (ii) continue on Report Stage 4 until such time that their behaviour improves to a satisfactory level or (iii) if poor behaviour continues the student may move on to the next stage of the Scoil Ruáin discipline system. Should a student improve their behaviour while on Stage 4 and come off “Report” and then at a later stage display a pattern of poor behaviour they will be placed on Stage 5.

**Stage 5:** If in the opinion of school management the student has failed to satisfactorily modify their behaviour while on stage 4, the student will receive a 5 day suspension and the Education Welfare Officer will be notified. On the students return to school after suspension Parents/guardians will be called to attend a meeting. An explanation will be given to parents of the various stages that their child has been through to improve behaviour. Parents and the student will be informed of the serious nature of where the student is at in the discipline system and the student will be placed on a “Final Report Sheet” (Red Card). A student placed on a Final Report Sheet must have their sheet filled in by every class teacher. Any student placed on Stage 5 of the Discipline system will remain on Stage 5 for the remainder of the academic year. Should a student continue to display a pattern of poor behaviour while on Stage 5 of “Report” the parent’s of the student may be notified in writing and asked to attend a Board of Management Hearing where expulsion may be recommended by the Board of Management.

If a student is placed on Report during the school year and improves their behaviour, it may not be necessary to move the student onto the next stage of the discipline system. However, if the student re offends, they will not start back at Stage 1 of the discipline system, they will move on to the next relevant stage as decided by school management. This policy will also exist for students who move from Year to Year. The student will not necessarily begin at Stage 1 of the Discipline System after progressing to the next academic school year.

School management will inform parents, via the student journal, phone call or letter of the various stages their son/daughter are moving to in the discipline structure.

School management may inform parents that their child is not to return to school without being accompanied by a parent if the student continues to break school rules and is moving through the stages of the discipline structure.

Scoil Ruáin will endeavour to do all in its power to help students who display a poor pattern of behaviour to modify their behaviour.

## **7. Suspensions**

Suspensions apply in the ways outlined below:

7.1 When the graduated steps in the Report System are being tried and are failing to modify behaviours which interfere with the learning process of others.

7.2 Where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school or any other person.

7.3 A two day automatic suspension for truancy, smoking or leaving school grounds without permission. Imposed by the Principal/ Deputy Principal, the student may only return to the school with a parent/ guardian.

7.4 A student may also be suspended for up to 5 days for a single serious incident/ breach of the school rules and on return to school will be placed on the relevant report stage to that student's behaviour.

7.5 The procedure for suspending is as follows:

1. The nature of the complaint is clarified with the student and parent/guardian.
2. Student/Parent/Guardian are given an opportunity to respond before any decision to suspend is imposed.
3. In the case of immediate suspensions, parent/guardian is notified, and arrangement is made with him/her for the student to be collected, the school having regard to its duty of care for the student. **In no circumstances is a student to be sent home from school without first notifying parents/guardian.**
4. Students and parent/guardian are informed in all instances in writing of the reason for and duration of suspension, arrangements for returning to school and any commitments to be entered into by student and parent.
5. In the case of suspensions, the student may not return to school after suspension unless accompanied by a parent/guardian
6. Parents are informed in writing of their right to appeal each suspension.
7. The Board of Management will respond in writing to all appeals.
8. The Board of Management may request parent(s)/guardians to attend an appeal hearing where it deems necessary.

## 8. Expulsion

Expulsion is currently automatically applied where drug/illegal substance dealing, use or supply to other students takes place within the school and within the school grounds or on school related activities. The following situations also incur the ultimate sanction of expulsion:

1. Actual violence or physical assault on or threat of same to another student or staff member.
2. Where the continued presence of a student in the school environment constitutes a real and significant threat to the safety of other students, staff and visitors.
3. Student is responsible for serious damage/vandalism to property.
4. Exhaustion of the school discipline procedures as outlined in the school discipline structures where a student has failed to comply with the procedures outlined and the school has exhausted all of its resources in attempting to improve the student's behaviour.
5. Where a student's behaviour is a persistent cause of significant disruption to the learning of others and to the teaching process, with the school having exhausted all of the measures at its disposal.
6. Sexual assault
7. Sale, supply or use of illegal drugs in the school grounds or in the environs of the school during school time.
8. The intimidation of staff members in school or outside the school environment may lead directly to permanent exclusion.

The procedures followed in respect of expulsion are:

A detailed investigation carried out under the direction of the Principal. The student, parent/guardian are notified in writing of the nature of the complaint, ensuring that parents have records of the allegation against the student, the investigation itself and written notice of the grounds on which the BOM is being asked to consider expulsion.

Student and parent/guardian are given an opportunity to respond before any decision to expel is imposed.

A recommendation is made to the BOM by the Principal regarding proposed expulsion, giving BOM the same comprehensive records as have been given to parents.

Parents are notified, giving them the adequate notice and time to prepare, of the date of hearing by the BOM. They are invited to the hearing and advised of their right to make a written or oral submission to the hearing by the BOM.

On deciding to expel, The BOM notifies the Education Welfare Officer in writing of its opinion and the reasons for its opinion. The student cannot be expelled before the passage of 20 school days from the date on which the EWO receives this written notification.

When this 20 days' period has elapsed the BOM formally confirms the decision to expel and parents are notified in writing that the expulsion is to proceed.

Parents and the student are told about the right to appeal to the VEC and the DES and supplied with the standard form on which to lodge an appeal.

The formal record should be making of the decision to expel the student. The decision to expel is notified to the EWO in accordance with legislation.

The school's decisions are made and implemented in line with Section 23 of the Education (Welfare) Act 2000 and NEWB guidelines. The rules of natural justice are adhered to. All expulsions are reported to the Educational Welfare Officer as required by law.

# SECTION I

## DAY TO DAY PROCEDURES

### School Timetable 2016-17

From August 2016, all classes in Scoil Ruáin will be 40 minutes. The following is the school timetable:

#### Monday, Tuesday & Thursday Timetable

Time	Class
9.00-9.40	1
9.40-10.20	2
10.20-11.00	3
11.00-11.20	BREAK
11.20-12.00	4
12.00-12.40	5
12.40-1.20	6
1.20-2.00	LUNCH
2.00-2.40	7
2.40-3.20	8
3.20-4.00	9
4.00pm finish	

#### Wednesday Timetable

Time	Class
9.00-9.40	1
9.40-10.20	2
10.20-11.00	3
11.00-11.40	4
11.40-12.00	BREAK
12.00-12.40	5
12.40-1.20	6
1.20-2.00	7
2.00pm finish	

<b>Friday Timetable</b>
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<b>Time</b>	<b>Class</b>
9.00-9.40	1
9.40-10.20	2
10.20-11.00	3
11.00-11.20	BREAK
11.20-12.00	4
12.00-12.40	5
12.40-1.20	6
1.20-2.00	LUNCH
2.00-2.40	7
2.40-3.20	8
3.20pm finish	

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| <ul style="list-style-type: none"><li>• Evening Study will operate from 4.15pm until 6.00pm on Monday, Tuesday &amp; Thursday</li><li>• Evening Study will operate from 2.30pm until 4.00pm on Wednesday</li><li>• Evening Study will operate from 3.35pm until 5.30pm on Friday.</li></ul> |
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### **Uniform Policy**

School Uniforms may be bought in O'Dwyer's Drapery in Cashel, Barrett's Drapery in Clonmel 052-6122056 or in The Uniform World Outlet in Clonmel 052 - 6128004

	<b>Juniors (1<sup>st</sup> – 3<sup>rd</sup> Year)</b>	<b>Seniors (TY – 6<sup>th</sup> Year)</b>
Jumper	Blue with Scoil Ruáin Crest	Green with Scoil Ruáin Crest
Shirt	Blue	White
Trousers	Black	Black
Skirt	Black Scoil Ruáin Skirt	Black Scoil Ruáin Skirt
Shoes	Black, Navy or Dark Brown	Black, Navy or Dark Brown
School Half Zip	Available to order in Scoil Ruáin	Available to order in Scoil Ruáin
PE UNIFORM	Plain White Polo Shirt OR T-Shirt with plain dark navy or black tracksuit bottoms. Appropriate runners with laces. Canvas shoes are not permitted.	Plain White Polo Shirt OR T-Shirt with plain dark navy or black tracksuit bottoms. Appropriate runners with laces. Canvas shoes are not permitted.

- **Note Regarding Girls Trousers:**

Normal black trousers only to be worn (similar to the Ann Fahey style)

**NO** hipster/ low rise/ denim/ lycra/ flared/ bootcut/ leggings/ jeggings/ cropped/ baggy or tracksuit trousers may be worn.

- Runners or athletic shoes may **NOT** be worn under any circumstances.

1. Students must present themselves in full school uniform on a daily basis
2. If a student does not have a full uniform they must have a written explanation signed by a parent/guardian detailing the reason for lack of uniform. They must present this note at the office in the morning.

**NB: Only 3 notes in the entire school year will be accepted for a student not wearing full uniform**

3. Any student who does not present a signed note will be on detention on the day that they do not turn up in full uniform.
4. Any student who presents themselves without a full school uniform for 3 school days in the entire school year will face disciplinary action and that student will not be permitted to attend class and will have to be collected and brought home by a parent.

**The following sanctions will apply when students do not present in full uniform without a note:**

**First Offence:** Student will be placed on detention and a note will be sent home to parents

**Second Offence:** Student will be placed on detention for 3 school days and a note will be sent home to parents

**Third and Subsequent Offence:** Parents will be contacted immediately and the student may not attend class until they return in full school uniform.

Should a student's uniform be wet or dirty they may bring it to school in a bag and it will be washed/dried in school for them. There should be **NO EXCUSE** for students not wearing a full school uniform

**Make Up and Jewellery Policy**

Senior Students (Transition Year, Fifth Year and Sixth Year Students) may wear a discreet amount of make-up.

Junior Students (First Year, Second Year and Third Year Students) **are not allowed to wear make-up**

The following sanctions will apply to students that refuse to follow this rule.

**First Offence:** The student will receive a verbal warning and will be instructed to remove the make-up. The incident will also be recorded.

**Second Offence:** The student will receive 2 days detention and will be instructed to remove the make-up. Parents will be notified of the offence.

**Third & Subsequent Offence:** The student will be refused entry to class. A parent will be contacted to collect their child and the student may only return to school when they agree to comply fully with the make-up policy.

NB: Any student that refused to remove make-up when instructed to do so will receive an automatic one day suspension.

### **Jewellery**

Girls are permitted to wear one pair of small earrings (eg studs). Boys are not permitted to wear earrings.

**Other facial or body piercings for example, nose piercings, eyebrow piercings, neck piercings, tongue piercings are not permitted.** A student is not permitted to remain in school with visible body piercings. (Covering the piercing with a plaster is not acceptable.)

A student who presents with a piercing will have the piercing confiscated should they remove it on request. The piercing will be returned at the end of the school year.

A student who refuses to remove jewellery when requested to do so will be sent home until the piercing has been removed. A subsequent refusal will incur a three day suspension. Further breaches will lead to more serious sanctions being imposed.

### **Tattoos:**

Tattoos must be covered and not visible in any way. Students who break this rule will be sent home and will not be permitted to return to school until the issue is resolved.

## **Mobile Phone Policy**

Mobile Phones are not permitted in, near or on the approach to the school grounds of Scoil Ruáin. Parents who wish to contact their children or vice versa may do so via the school telephones or the Scoil Ruáin mobile.

Any student who displays a mobile phone (regardless of whether the phone is switched on or not) will have their phone confiscated.

The following are the sanctions which apply to students who have their mobile phone confiscated:

Any student who refuses to hand up their mobile phone, or who attempts to remove a battery or sim card will receive an automatic 3 day suspension.

**First Offence:** The mobile phone will be confiscated for a period of 2 school days. The phone will only be returned to a parent/guardian after this 2 day period. The parent/guardian and student will be advised of the school mobile phone policy.

**Second Offence:** The offending student will be suspended for a period of 1 school days. The mobile phone will be confiscated for a period of 4 consecutive school days. The phone

will only be returned to a parent/guardian after this 4 day period. The parent/guardian and student will be advised that any further matters will be referred to the school Board of Management.

**Third and Subsequent Offence:** The offending student will be suspended for a period of 2 school days. The mobile phone will be confiscated for 8 consecutive school days. The phone will only be returned to a parent/guardian after this 8 day period. The parent/guardian and student will be advised that this matter will now be dealt with by the school Board of Management which may lead to more serious sanctions.

Failure to hand up a phone for confiscation, when asked by a staff member to do so will be treated as a serious offence. Any student who refuses to hand up their mobile phone, or who attempts to remove a battery or sim card will receive an automatic 2 day suspension. This sanction will increase if the student in question has more than one offence.

#### **Use of mobile phones on out-of-school activities**

Mobile Phones may be permitted on certain out of school activities. Parents will be informed of such events.

#### **PHOTOGRAPHS/VIDEO**

Please note it is an offense for any student to use a phone or other device to take photographs or video footage while on school grounds or on school related activities.

Any student in breach of this will face an automatic 3 day suspension and may be referred to the Scoil Ruáin Board of Management for further disciplinary procedures.

#### **OUR ADVISE TO PARENTS IS TO PLEASE ENSURE THAT YOUR CHILD LEAVES THEIR MOBILE PHONE AT HOME**

### **Use of Lockers**

1. Students may use their lockers at the following times only:

- Before the commencement of first class in the morning
- During morning break
- During lunch time
- At the end of the school day

### **Students may NOT go to their locker either during or in between classes**

2. Students must provide their own lock and key and ensure that lockers are locked at all times.
3. Lockers will be taken from students that do not keep their locker, locked every day.
4. Non-school materials may not be kept in lockers
5. Students may not place books or other materials on top of lockers
6. School management reserves the right to inspect any or all lockers at their discretion
7. Scoil Ruáin management do not accept responsibility for theft and/or damage to any non-school materials from/to student lockers

### School Books

1. Scoil Ruáin operates a book rental system. School books at all times remain the property of Scoil Ruáin.
2. Students must endeavour to keep school books in a neat and tidy manner at all times.

I am aware that all text books provided by Scoil Ruáin remain the property of the school and that my son/daughter may be liable for the cost of replacing any text book which they lose or damage. I am also aware that my son/daughter may not deface school books with graffiti.

The school diary also remains the property of the school and may not be defaced with graffiti of any description. Lost or damaged diaries must be replaced at a cost of €20.

Parents Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **Scoil Ruáin iPad Initiative**

### **Student Contract**

#### **Use of iPad**

- The iPad remains the property of the student and Scoil Ruáin does not accept responsibility for any lost or damaged iPads.
- I agree that I will have my iPad with me for school on a daily basis.
- I agree that I will have my iPad fully charged and ready for school on a daily basis.
- I agree that I will only use the iPad for educational purposes while on the grounds of Scoil Ruáin. (This includes break and lunch time)
- I agree to follow teacher's instruction immediately regarding my iPad while on school grounds or on a school related activity.
- I agree to abide by the Scoil Ruáin Acceptance Use Policy and I will not inappropriately use my iPad in any fashion.
- I will not access the internet in Scoil Ruáin unless under the supervision of a teacher in class. (This includes internet use at break and lunch time)
- I agree not to use my iPad for video or photography purposes while on the school grounds or on any school related activity unless under the guidance of a teacher.
- I agree that I am not permitted to download the application "Snap Chat" during the school year from Friday August 26<sup>th</sup> 2016 until Friday June 2<sup>nd</sup> 2017. This period includes school holidays and weekends. Any student who breaks this rule will have their camera disabled and may be removed from the iPad initiative

I recognise that any breach of the above agreement will result in the confiscation of my iPad and may also result in my removal from the iPad initiative.

Removal from the iPad initiative will result in a return to the book rental scheme for which a separate fee must be paid. Reimbursement for iPads is not possible.

Scoil Ruáin strongly recommends that parents insure their child's device. **Insurance is not included in the Scoil Ruáin iPad initiative.**

Scoil Ruáin management reserves the right to ban various applications which the school may deem inappropriate within the school year. Parents and students will be informed of this.

Signed: \_\_\_\_\_ (Student)

Signed: \_\_\_\_\_ (Parent)

**ALL STUDENTS AND THEIR PARENT/GUARDIAN MUST SIGN THIS CONTRACT IN ORDER TO PARTICIPATE IN THE IPAD INITIATIVE**

**School Bags**

A student is responsible for his/her bag at all times throughout the school day. Bags must be left in a safe and orderly manner at break and lunch time. Any student in breach of this will face disciplinary action.

**Litter Free School**

1. Littering is not permitted anywhere within or around the school grounds.
2. Every student is responsible for the tidiness of his/her classroom and litter should not be left for disposal by someone else
3. A student is permitted to eat in an area designated for that purpose and at specific times only.
4. Students who litter within the school grounds may be placed on litter duty for up to 1 week.

**Use of School Equipment Policy**

1. A student who damages school property will have to personally pay the cost of repairs or the replacement cost, whichever is appropriate.
2. A student who damages school property will face disciplinary action and may not be permitted to return to school until damage is paid for in full.
3. Serious damage to school property may result in the student being referred to the Board of Management for further sanctions.



### **Computer Room Rules**

1. Students are not permitted to access computer rooms under any circumstances unless supervised by a member of staff.
2. Food or drinks are not allowed in computer rooms.
3. Each student must sit at the computer allocated to him/her by the class teacher for all computer classes.
4. Any malicious damage will have to be fully compensated for by the student responsible for the damage and the student in question may be referred to the Board of Management for further sanctions.
5. Any problems encountered by a student must be immediately reported to the class teacher.
6. All internet use is monitored and students in violation of school policy regarding internet usage are subject to the school code of discipline
7. A student is only permitted to print documents with the approval of the teacher

## **School Outings/Trips**

It is school policy to organise outings for the benefit of students when this is deemed appropriate by the teaching staff, in consultation with the school management. Scoil Ruáin recognises the benefits of outings to complement normal school work, for educational or sporting purposes.

Some trips are organised as part of the course to be followed in a subject area. Other trips and outings are additional to the curriculum and are not deemed a core activity.

The length of trips may vary from a short local visit to a longer trip involving staying away for several days.

### **Behaviour**

Scoil Ruáin outings and trips are a privilege reserved for students who meet minimum standards of behaviour while at school. Students who do not meet minimum standards of behaviour, as decided by school management, may be refused permission to participate in a school outing. School management decisions on this matter are final.

### **When on Outings**

Students are expected to represent the school in an exemplary manner

Full school uniform must be worn by students unless otherwise informed

Directions from the person(s) in charge must be followed at all times

School rules remain in force, including the ban on smoking and use of illegal substances

Mobile Phones may only be used on certain school outings. Parents will be advised.

Both Parents and Students should be aware that permission to travel on a Scoil Ruáin related activity is conditional on strict adherence to the Code of Behaviour. This applies to all school events either during the school day or outside the school day.

For further information please see the Scoil Ruáin School Tour/Trips Policy

### **Late for School**

1. Students that present late for school must sign in and have a written explanation for being late.

**NB: Only 3 notes in the entire school year will be accepted for students who come late to school. After this the sanctions below apply.**

2. In the absence of a note the student will be placed on detention on the day that they are late.
3. If students continue to present late for school without a written explanation the following sanctions will apply:

**First Offence:** Detention

**Second Offence:** 3 days detention and parents contacted

**Third and Subsequent Offence:** The student will be refused entry to school Parents will be contacted and asked to attend an interview with their child to attempt a resolution.

## **Permission to Leave School**

Students may not leave the school premises during the school day without permission from school management.

If a student needs to leave the school premises during the school day the following steps **MUST** be followed:

1. The student must bring a signed note from a parent/guardian to the office in the morning before class giving details of the reason for leaving the school grounds and the time that they will be leaving.
2. The student must come to the office at the time they are due to leave and wait outside the office to be collected by a parent or guardian.
3. The parent/guardian must collect the student from the office in Scoil Ruáin and sign the student out. **Parents/Guardians may NOT arrange to collect the student at an alternative venue.**
4. **ONLY the Parent/Legal Guardian of a student may sign the student and collect the student.**
5. Students may not sign themselves out under any circumstances.
6. A phonecall from a parent giving permission for a student to leave the school grounds will not be accepted. The student **MUST** be signed out by a parent/guardian.
7. Any student that leaves the school grounds without prior permission will receive an automatic 2 day suspension.

The above guidelines are to ensure the safety of our students at all times

### **Scoil Ruáin Student Driving Permit**

**Driving to school is a privilege which is subject to the following conditions:**

1. Students must register their cars with the school office in order to receive a driving permit.
2. Students are not allowed to drive to school until they have received a driving permit.
3. Driving permits will only be issued to FULLY LICENCED drivers.
4. Driving permits may be withdrawn at any time by school authorities.
5. A driving permit does not guarantee a parking space.
6. Students must park in their allotted area (if available) in the school car park.
7. Students may not use their cars at any stage during the school day.
8. Students may go to their cars during the school day only with the strict permission of school management.
9. Students driving to school may not transport any unauthorised passengers in their cars at any time.
10. Students must observe a speed limit of 15kph within the school environs and on school grounds. Any breach of this will result in the withdrawal of the driving permit.
11. Tipperary ETB or Scoil Ruáin are not responsible for any loss or damage caused to students vehicles parked on school property.
12. It is the duty of parents/guardians to ensure that their children have the following
  - (a) A full driver's license or if on a provisional license that they are accompanied by a fully licensed driver with a minimum 2 years' experience.
  - (b) Carefully read and conform to the rules of the road.
  - (c) The correct driving documentation
  - (d) Valid insurance
  - (e) Valid NCT Certificate
  - (f) That their children are fully competent to drive to school.

**PLEASE NOTE: ANY STUDENT THAT DOES NOT HAVE A SCOIL RUÁIN DRIVING PERMIT AND CONTINUES TO DRIVE TO SCHOOL AND PARK IN THE LOCALITY WILL BE REFUSED ENTRY TO SCOIL RUÁIN.**

I/We fully accept the conditions set out above and request that our son/daughter receive a driving permit:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Student

### **After School Detention**

A student who regularly disrupts class, or is placed on lunchtime detention on a regular basis or who fails to comply with school rules may be placed on Evening Detention.

Evening Detention is from 4.15pm until 6.00pm Monday, Tuesday & Thursday; from 2.30pm until 4.00pm on Wednesday or from 3.35pm until 5.30pm on Friday.

Further breaches of the school Code of Behaviour could lead to Saturday Detention from 8.45am until 1.00pm.

Parents will be notified in advance and may have to collect their child at the end of the Detention Period. Food will be provided for any student that is placed on evening detention.

Students who fail to turn up for Evening Detention will receive an automatic 1 day suspension and will have to complete their Evening Detention on return to school

### **Evening Study**

Evening study takes place from 4.15pm until 6.00pm, Monday, Tuesday & Thursday and from 2.30pm until 4pm on Wednesday for all years. Evening study takes place on Friday for 3<sup>rd</sup> and 6<sup>th</sup> year students only from 3.35pm until 5.30pm.

First and Second Year students will receive assisted study whereby a teacher will be present to assist students who may have issues with various aspects of their homework.

Third, Fifth and Sixth Year students will receive supervised study. The aim of evening study for this group is to study for this two hour period and then complete homework when the student goes home.

A student who disrupts evening study may be permanently removed.

It is the duty of the parent to ensure that their child attends evening study. If a student is not attending on a particular date please ensure that a note is placed in his/her journal detailing reason for absence from study.

## Scoil Ruáin

### State Examinations Behaviour Policy

#### Junior & Leaving Certificate Students

1. **Uniform:** Students must wear their full school uniform for all examinations
2. **Leaving Exam Hall:** As the state exams are in the PE Hall, to avoid disturbance to all candidates, students may NOT leave an exam before the final 30 minutes of the exam.
3. **Exam Times:** Students may not leave any exam during the final 10 minutes.
4. **Mobile Phones:** Students may not bring mobile phones into the examination centre
5. **Food/Drinks:** Students may bring a bottle of WATER ONLY into the exam hall, no other drinks or food are allowed.
6. **Wednesday 7<sup>th</sup> June:** Students must be present in the exam centre 30 minutes before the start time on the first day.
7. **All other exams:** Students must be present in the exam centre 15 minutes before the start time of all other exams.
8. **Seating:** Students must sit in the seat assigned to them.
9. **Talking:** Students may not talk to any other student from the moment they arrive in the exam hall.
10. **Notes/Books:** Students may not bring notes or books into the examination centre with them. Mathematical tables will be supplied by the superintendent for relevant exams.
11. **Questions:** Should you have any questions you must raise your hand and wait for the superintendent to approach your seat. This also applies to bathroom requests.
12. **Maths Sets:** Students must use their own Mathematical sets for exams. The school or exam centre will NOT supply these.
13. **Calculators:** Students must use their own Calculators for exams. The school or exam centre will not supply these.
14. **Lunch:** All students may go downtown for lunch provided that they behave in an appropriate manner.
15. **Instructions:** Students must follow the exam superintendent and school authorities instructions at all times

**PLEASE NOTE:** The above rules relate to the behaviour of Scoil Ruáin students during the State Examinations.

If any student breaks these rules they may **be referred to the Board of Management OR the State Examinations Commission which may end in a result not being awarded and**

**the student being barred from sitting the remainder of their exams or future state examinations.**

**DEADLINE DATES – LEAVING CERTIFICATE**

<b>SUBJECT</b>	<b>DEADLINE DATE</b>
Home Economics Food Studies Portfolio	
Ag Science Portfolio	
D.C.G Portfolio	
Engineering Folder	
L.C.V.P Portfolio	
History Research Study	
Geography Research Study	
Construction Studies Folder	

**LATE PORTFOLIOS/FOLDERS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

**ORAL EXAMINATIONS – PROVISIONAL DATES**

Mock Orals – Gaeilge	
Mock Orals - French	
Orals – Gaeilge	
Orals – French	



**PRACTICAL EXAMINATIONS**

ENGINEERING	
LCVP	
CONSTRUCTION	
ART	
MUSIC	

**DEADLINE DATES – JUNIOR CERTIFICATE**

<b>SUBJECT</b>	<b>DEADLINE DATE</b>

**LATE PORTFOLIOS/FOLDERS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

### ORAL EXAMINATIONS – PROVISIONAL DATES

Mock Orals – Gaeilge	
Orals – Gaeilge	

### PRACTICAL EXAMINATIONS

HOME ECONOMICS	
METALWORK	
WOODWORK	
ART	
MUSIC	
CSPE WRITE UP	

### **Acceptance of School Rules/Policies**

The Scoil Ruáin Code of Behaviour Policy has been developed in line with the NEWB Guidelines and with the agreement of the staff and Parents Association. The policy has been ratified by the Scoil Ruáin Board of Management.

NB The rules listed in this journal do not constitute the entire disciplinary code. Copies of the Scoil Ruáin Code of Behaviour Policy area available from the school office or may be viewed online at [www.scoilruain.com](http://www.scoilruain.com)

Parents and Students are asked to sign the declaration below.

I have read all of the above and agree that my son/daughter is expected to follow the rules as outlined at all times.

Parents Signature \_\_\_\_\_

Date \_\_\_\_\_

I hereby accept all of the above and undertake to keep my journal neat and tidy.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

## **SCOIL RUÁIN STUDENT JOURNAL**

**This student journal is the single most important piece of equipment used by a student.**

- It contains all permission slips signed by parent /guardian and is required to be in a student's possession at all times during a student's working day.
- A student is required to record all homework for each subject for each day in the journal (oral work, written work and material to be learned). It is, therefore, a guide to work in progress and a clear indication of work to be completed on an ongoing basis.
- The journal is the main means of communication between school and home as it includes both a daily record of work assigned and **a section requiring the signature of parent/guardian at the end of each week.** A parent's signature indicates that he/she has checked that the work assigned has been completed and encourages a partnership approach to student progress during the years spent in Scoil Ruain. We recognise that a parent is a valuable ally in ensuring that each student develops good learning habits and achieves his/her potential in all areas.
- The journal also enables the parent/guardian to communicate with teachers regularly if a child is having difficulty or if homework is incomplete for a genuine reason.
- The journal contains a school calendar, a list of school rules and many of the school policies. A copy of all school policies is available on request.
- The journal also includes a section on student behaviour, student absence/punctuality notes and requests to leave class (yellow pages).
- It is a very informative document for the parent giving, as it does a picture of a student's daily life in school and, if used properly, it can help to avoid or address any problems arising at an early stage.
- We ask you as a parent to read the journal carefully, familiarise yourself with the layout, sign it in the required places and **check its contents on a regular basis.**

You have given us a daytime contact number, names and addresses. Please remember to notify us should there be any change in these details.