

## **IN-CLASS BEHAVIOUR**

The school is a learning environment. It is important, therefore, that a high standard of discipline is maintained so that all students can benefit from their courses.

1. Parents/Guardians are required to understand that authority within the classroom rests with the staff member in charge of the classroom.
2. Students are required to respect the right of other students to learn and must not disrupt the progress of classwork.
3. Bad language or offensive disruptive behaviour will not be tolerated and maybe subject to interim suspension.
4. Students are expected to come to class in good time with all books and or equipment required for the lesson in question.
5. Students are required to enter and leave classroom in an orderly and respectful manner.
6. Homework assignments must be completed neatly and on time.
7. Students should address staff politely.

## **PUNCTUALITY**

1. Students are expected to be on time for school and for each class. Students who are late for class will be subject to sanction from the class teacher.
2. A signed note in the student's journal is required from parent or guardian when a student is late for school. A note does not necessarily exempt your daughter from sanction which may be taken. Students who come late for class miss valuable class time and disturb classes that are already in progress. The School may contact parents/guardians to confirm the reasons for lateness. The student must report to the Deputy Principal's Office and sign in from 9:00 9:40 and main office thereafter. She will be given a late stamp, which she will then show to the Subject Teacher.
3. The school maintains records of all instances of lateness and sanctions that are imposed and will be taken into account when a reference is required.
4. A student who is consistently late for school/class will be reported to the Year Head and Parents/Guardians will be contacted. This is regarded as a serious breach of discipline.
5. Students should use their locker before school, at break time or at lunchtime. Students may not use lockers between classes as this can cause students to be late for class.
6. Students who exceed three lates will be required to do detention.

## **ATTENDANCE**

1. Regular attendance at school is essential for sufficient progress to be made. A signed note (Yellow Note) from parent/guardian in the student's journal is required to explain any absence. This note (Yellow Note) should be presented to the Tutor at Tutor time. Records are kept of all absences. In the case of a student being absent for more than 20 days for any reason, the Education Welfare Officer must be notified in accordance with the Education Welfare Act 2002.
2. A school calendar is included in this journal stating the dates on which students are required to attend classes. If there is any deviation from this calendar, a letter of explanation will normally be issued. If in doubt, contact the school office.
3. Students should not take holidays during school term.
4. Where possible medical/dental appointments should be arranged outside school hours.
5. Should a student be taken ill she should report to the office immediately, with the permission of her class teacher. Where it is considered necessary, a parent / guardian will be contacted. Parents/guardians are requested to provide a daytime contact number. Students should not contact parents/guardians without first reporting to the office. Please note that, in the case of illness or accidents, any first aid rendered to the student is of a temporary nature and parents/guardians should assess the situation and decide if further attention is needed. In the case of an emergency where a parent/guardian cannot be contacted, school management will take whatever action is considered necessary for the health and safety of the student. This may include contacting the students GP or taking her to the casualty department.
6. Students are required to remain on the school premises throughout the day.
7. The request to leave school note (Green Note) in the school journal is required for a student to leave the school at any time. This must be presented to your class teacher at 9am. Students being collected/leaving the school should report to the office at the appointed time. No student will be permitted to leave the school premises unless the request to leave school form (from journal) has been signed by parent/guardian and signed by the Principal/Deputy Principal. The School Register must be signed by both student and parent/guardian on leaving the school.
8. Lunch passes are issued to senior students only. They will be issued on receipt of completed consent forms. It should be noted that permission to leave the school premises is conditional on good behaviour, and abuse of this privilege will result in the lunch pass being withdrawn.
9. First year, Second year and Junior Cert. students must remain on the school premises during lunchtime. They may get involved in games or other activities, which are organised during lunchtime.
10. Unauthorised absence from school or from class is regarded as a serious breach of discipline.
11. It is a student's responsibility to catch up on work missed through absence.