



**CLONAKILTÝ COMMUNITY COLLEGE**

**COLAISTE PHOBAIL CHLOCH NA GCOILLTE**

## **SCHOOL RULES**

These rules are intended to safeguard students' right to learn and teachers' right to teach in a caring, safe and respectful environment. Discipline is a vital part of a young person's education and training for life. Each pupil is expected to adhere to the following rules:

### **TO ATTEND SCHOOL ON ALL DAYS**

Each absence must be satisfactorily explained by a note signed and dated by the parent/guardians into the Student Journal. The note must be presented to the Year Head on return.

### **TO BE PUNCTUAL AT ALL TIMES**

Pupils must be present in the proper assembly area at nine o'clock (9.00 a.m.) and at five minutes to two (1.55p.m.). They must also be in time for all other classes during the day.

### **TO WEAR FULL SCHOOL UNIFORM AT ALL TIMES.**

The wearing of jackets/coats/scarves/gloves in school is not allowed. Students may be requested to remove jewellery, which is considered a risk to their health & safety. Full school uniform is to be worn during all examinations, including state examinations. The school uniform is as follows:

#### **Boys**

School Jumper  
School Shirt  
School Trousers

#### **Black shoes**

No facial piercing  
One Stud earring only

#### **Girls**

School Jumper  
School Shirt  
School Trousers/Skirt with black opaque tights

#### **Black shoes**

No facial piercing  
One stud earring only

School jumper, shirt, trousers and skirt (**Anne Fahy**) available only from Cash & Co., Clonakilty.

### **TO GIVE FULL ATTENTION TO THE TEACHER IN CLASS AND TO CO-OPERATE FULLY WITH STAFF AT ALL TIMES**

Pupils must not interrupt or distract the teaching and learning process by comment, movement or other actions. The use of mobile phones and I-Pods are prohibited. Activated phones/i-pods will be confiscated and will be returned upon parental/guardian collection as follows:

<b>First offence</b>	<b>- 1 week</b>
<b>Second offence</b>	<b>- 2 weeks</b>
<b>Third offence</b>	<b>- End of term</b>

### **TO HAVE WITH THEM CLASS MATERIALS**

Text books, copybooks, pencils, **student journal**, PE gear, etc. as required for class. Students are not allowed to leave the class to go their lockers.

### **TO FOLLOW HOMEWORK SET BY THE TEACHER**

Homework must be laid out neatly and must be signed by the parent/guardian when required by the teacher. Parents/Guardians are advised to check the assigned homework in the Student Journal.

### **TO CARE FOR SCHOOL PROPERTY**

This applies to the furniture, equipment, buildings and school grounds. Any damage to school property must be made good.

### **TO ABSTAIN FROM SMOKING AND THE USE OR PROMOTION OF ADDICTIVE SUBSTANCES**

Such activities are harmful to health and should be discouraged at all times. Students will face suspension for breaches of the above.

**PUPILS MUST REMAIN WITHIN THE SCHOOL GROUNDS DURING THE SCHOOL DAY**

Parents/Guardians must provide a written request in the event of a need for a pupil to leave school during the school day. This note should be handed to the Year Head or Class Tutor before leaving. The pupil must then “sign out” before leaving the school premises. **Should students leave the college without our knowledge they will face suspension for one day.**

**ALL STUDENTS AND STAFF HAVE THE RIGHT TO CO-EXIST IN A SAFE SUPPORTIVE ENVIRONMENT.**

The College has a comprehensive Bullying Policy which will be invoked in cases where Bullying is reported.

**PUPILS SHOULD AVOID TAKING PART IN BEHAVIOUR OUTSIDE THE SCHOOL WHICH MIGHT IN ANY WAY DAMAGE THE GOOD NAME AND REPUTATION OF THE SCHOOL.**

Parents/Guardians are asked to co-operate with teachers in insisting that these rules are met; that pupils are respectful at all times that they carry out instructions properly and that they show a sense of responsibility towards all persons and property.

All pupils and parents/guardians will be asked to sign the above in their school journal