



# ST. JOHN THE BAPTISTS COLLEGE

## SCHOOL RULES

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## School Rules

### Attendance

- 1 Pupils should be present every day except in cases of illness or exceptional circumstances. When absence cannot be avoided, it is important the parent/guardian notifies the College as soon as possible and on the pupil's return, sends in a note giving the date and explanation for the absence. The College is required to keep the Education and Welfare Officer and Department of Education aware of the cause of absence.
- 2 Pupils must arrive punctually to school, attend all classes on time and remain in school for the full day. (No Pupil should be in after class ends unless supervised by a teacher).
- 3 Pupils must remain in school for the full school day unless there are exceptional circumstances where the parents request his/her release. **In the interests of child protection and safety, it is advisable for the child to be collected from the school by the parents.**
- 4 All routine Medical and Dental Appointments should take place after school hours. Medical and dental appointments must be shown to the form teacher the day before the appointment. On the day of the appointment pupils must sign the school appointment book at the General Office at break time and receive permission to leave from Mrs McCabe or Mrs McConville. Pupils must also sign the school appointment book on their return that day.
- 5 No pupil may leave the school grounds during the day without permission from the Vice-Principal or Pastoral Co-ordinator.

### Consuming Food and Beverages

- 6 Eating and drinking are only permitted during break time and lunch time in the canteen and foyers.
- 7 Eating in the classroom, toilets or corridors is strictly forbidden.
- 8 Food and drink will be carried in school bags and not stored in pockets. Fizzy drinks are strictly forbidden.
- 9 There will be no chewing gum in school.
- 10 All litter is to be put into the bins provided. If you see litter, please keep the school clean by picking it up.

- 11 All corridors are out of bounds at break time and lunch time. Areas out-of-bounds are beyond the marked red lines which should not be crossed. The two foyers maybe used for recreation.

### **Movement around the school**

- 12 **Out-of-class you need a pass.** No pupil should be out of class without an authorised pass from their teacher.
- 13 Walk on the left hand side of the corridor and in single file. There will be no running in the school. Pupils may talk gently; there is no need for raised voices.
- 14 All bags will be left in the period 4 classroom before lunch and collected after lunch at 1.15pm. All classrooms will be locked at lunch time.
- 15 Smoking is not permitted in school and no pupil may bring cigarettes or matches into school.
- 16 Within the College and its grounds

**-Smoking is strictly forbidden.**

**-Because of our Child Protection Policy camera phones and video phones must not be on and must not be visible at any time during the school day. Confiscated phones may be collected from the office by parent/guardian.**

**-MP3 players and ipods are only permitted in class for educational use under direction of the classroom teacher.**

**-Chewing gum is strictly forbidden.**

**-Correction fluid is strictly forbidden.**

**-Fireworks and illegal substances are strictly forbidden.**

- 17 Damage to or defacement of College property including furniture, equipment and walls is prohibited and anyone found causing such damage may be suspended from class and will be required to pay replacement costs.

### **Out of bounds areas**

- \*All staff car parks
- \*Beyond gable wall of girls' gym
- \*Boiler house and music block area
- \*CDT Block
- \*Pathway along flower beds
- \*Fenced off area beside canteen
- \*Grass areas

## LIST OF POSSIBLE OFFENCES/SANCTIONS

<b>OFFENCE</b>	<b>INFORM</b>	<b>ACTION/SANCTION</b>
Persistent failure to obey class instructions, defiance of a teacher, disruption of class affecting teaching and learning.	Form Teacher/ Year Head	Remove to another colleague's room. After School Detention Daily report. Parent contacted. Time Out.
Smoking	Parent & Year Head	After school detention.
Mobile phone/jewellery	Form Teacher	Confiscate and leave in general office.
Foul language in class	Year Head	After School Detention
Foul play/dangerous behaviour	Year Head	After School Detention
Hair: Shaven/partly shaven/ unnatural colour/extensions.	Year Head/ Vice Principal	Parent informed and pupil sent home.
Leaving school without permission.	Vice Principal	1 day suspension – return with parent after suspension.
Truancy	SIM (PC)	Parents contacted.
Persistent late coming – Class School	Form Teacher Senior Teacher	After School Detention
Serious bullying	Form Teacher/ Year Head/SIM (PC)	Investigation and parents contacted. Serious incidents could result in suspension.
Failure to attend After School Detention	Year Head	Final warning letter after which overnight suspension. Return with parent.
Disrupting After School Detention	Vice Principal.	Parents contacted. After School Detention reissued – overnight suspension if disruption next time.
Serious misbehaviour	Year Head > Senior Teacher > Vice Principal	See Positive Behaviour Policy
Very serious behaviour e.g. *Extreme violence and/or aggression. *Possessing, using or distributing illegal substances. *Intimidation. *Fireworks.	V.P. Principal	Investigation which could lead to suspension or expulsion.