

# STUDENTS' CODE OF CONDUCT

The purpose of schooling should be to teach young people to teach themselves – how to live, how to work, how to direct their lives, how to shoulder responsibility. School rules and regulations must have this as their objective. Unless we discipline ourselves we cannot achieve our goals; young people must learn the value of discipline if they are to succeed. Students are expected to show respect for themselves and for all other members of the school community.

The members of our school community are expected to show:

- **Care, courtesy, respect and responsibility**

## School regulations

Admission to the school implies acceptance of school rules and regulations. These rules and regulations apply to any school lined school activities, e.g. school tours, school bus, games away, etc. The student and his/her parents/guardians are requested to read carefully the following code of conduct and information in regard to school regulations and then sign in the spaces provided to indicate acceptance of the school's code of conduct.

## The journal

The journal is an important medium of communication during a student's school life. It serves the following functions:

- (i) Record of all homework.
- (ii) Record of important notices.
- (iii) Means of communication between teacher and tutor.
- (iv) Means of communication between teacher and parent.
- (v) The journal must be presented immediately when requested to do so by a teacher.

Students are to have the journal in school at all times. This should be signed by parents and never defaced. Replacement cost of lost/defaced journal is €10.

## Appointments

Parents should write to class tutor, via the journal or letter to meet a teacher during school hours. It would be appreciated if the teacher is not interrupted during class times. Parents may phone the school at any time and make an appointment with principal, deputy principal, year head and tutor.

## Uniform

The school uniform is a symbol of our school to all who see our students as they come and go from school. Complete school uniform is to be worn in school, on school business or when representing the school. Students who do not attend in full uniform will be required to change into a school uniform provided by the school for the duration of school hours. Students must return uniform at the end of the school day. These regulations apply to all students including repeat leaving cert. Students.

## Girls uniform

- Specified blue round neck jumper with grey stripe in the collar.
- Royal blue/navy/grey pleated skirt (style no. 14774).
- White shirt or polo shirt with crest.
- Navy knee length socks or navy tights.
- A tailored navy trousers. Leggings or other style trousers are not allowed

## Boys uniform

- Specified blue round neck jumper with grey stripe in the collar.
- Slate grey trousers. **(denim, cord or casual trousers are not allowed)**
- White shirt or polo shirt with school crest.

## Footwear

*To avoid any confusion for the 2024/2025 school year, the accepted footwear will be as follows:*

- Sensible black, navy or brown shoes allowed.
- Deck shoes allowed (white soles permitted on deck shoes).
- Runners style shoes **must be all black – no coloured soles, markings, stripes or logos allowed.**
- Black or white laces only.
- Canvas shoes not allowed.

**Students will not be allowed to class unless in full uniform.**

Students are **not allowed to wear hoodies/sweatshirts or jackets** during the school day. Full uniform must be worn in the school building. A jacket may be worn if there is a need to be outdoors but it must be removed and placed in the students' locker once back in the building.

**The school crested jumper must be worn and cannot be replaced by other garments.**

- Badges and like insignia are not allowed.
- Nose and eyebrow rings and any other such attachments are not allowed.
- Boys are not allowed to wear earrings.
- Facial piercing is not allowed.
- Girls & boys may wear stud earrings only.

## Courtesy

- Pupils are expected to show co-operation, good manners and respect to all members of staff as well as to each other. They should make way for staff members or other adults in corridors, etc. And open doors to allow them pass through first.
- Physical intimidation and verbal abuse of students by their fellows shall not be tolerated.
- Students who remain in the school during lunch hour must eat their lunch in the assembly hall or other areas provided. All students should ensure that tables are left clean before they leave them. Any form of eating or drinking in class is strictly forbidden.
- Pride and respect for your school should be important to you.

## Attendance and Punctuality

In Banagher College Coláiste Na Sionna we value punctuality and regular attendance at school. To ensure these, the following rules apply to all students:

1. All students are expected to be in school before 8.45am to properly organise themselves for their classes. Students are expected to prepare themselves for their afternoon classes at 1.40p.m. Monday –Thursday and 12.30 Friday. Consistent punctuality throughout the day is a requirement. Should it be necessary to absent oneself from a particular class for any reason, prior permission of the class teacher must be obtained.
2. Roll call/pastoral care will be held from 8.52am to 9am every morning Monday to Thursday and Friday 8.50am to 8.58am. It is essential that all students be on time for this period.

If a student has been registered absent for roll call and the first class of the day, parents/guardians will be informed by text message on the contact number they have provided to the school. To avoid receiving a text parents/guardians have the option of explaining the absence by either emailing the school at [absences@bccns.ie](mailto:absences@bccns.ie) or phoning to explain the absence.

If a student is late to school **they must report to the office to sign in** or they will be recorded as being absent for the day.

3. In the case of unexplained absences, the tutor or year head will contact a parent/guardian. No student will be allowed to leave the school during class times without the permission of the principal, deputy principal, year head or tutor. The student must “sign out” at reception before leaving school.

A note of explanation in the pupil’s journal from parent or guardian is required for absence from school, homework undone, late arrival, or for permission to leave school. Unauthorised departures from the school within the school hours are regarded as serious transgressions and a student found in breach of this rule may be suspended. If a student arrives to school after tutor time he/she **must report to the office** and sign in.

4. To comply with the education welfare act 2002, all absences from school must be explained in writing by parents on the day the student returns to school. If a student is absent from school in excess of **twenty** days, then Tusla must be informed.

## Student Illness/Appointments

### Illness

- If a student is ill, he/she must remain in class where possible.
- If a student is very unwell and needs to go home, he/she must go to his/her tutor/year head/deputy/principal who will then refer him/her to the school office.
- A member of staff will contact the student’s parent/guardian and arrange for the student to be collected. The student must sign out in the “sign out book” in the office

before leaving the premises. A student cannot leave the school unless a verified adult collects them.

## **Appointments**

We request that all non-urgent medical/dental appointments will be made for outside school hours so as not to disrupt students' class time. Any student leaving the school during the day must sign out at the secretary's office with a parental/guardian note signed by their tutor and they must sign back in on return.

## **Study/Homework**

Students are expected to comply with the study/homework assignments as set by the relevant teachers. In this regard the role of parents cannot be minimised. Student's homework diary should be examined and signed each week by a parent/guardian.

Homework should show a student's best effort both in content and neatness and must be handed up in the class on the day it is due.

## **Required Classroom Etiquette**

- Greeting (teacher to student, student to teacher).
- Students placed in their seats as per teacher instructions.
- Students give teacher their full attention.
- Students are expected to comply with all class procedures and teacher directions for teaching and learning to occur.
- Students may be absent from class only with permission of class teacher and possession of student pass card.
- Teacher dismisses class and students leave after the bell has rung.

## **Extra-Curricular Activities**

We encourage all students to take part in extra-curricular activities to promote their wellbeing. Students involved in school extra-curricular activities are representing Banagher College. It is considered a privilege to represent our school in any activity.

To be involved in activities representing our school students must attend school regularly. Students who do not behave appropriately during class/school time will lose the privilege of partaking in a school event or playing for a school team.

## **Evening Study**

Evening study will be held Monday to Friday each school evening unless otherwise arranged. All students and their parents/guardians must sign the evening study policy.

Evening study will be from 4pm to 6pm. Each evening except Friday, 2:45pm - 4:45pm.

Students must adhere to all usual school rules. Students attending evening study will have their student journal stamped to show attendance. Parents/guardians should check journals to ensure students are attending as expected. Evening study will be supervised by teachers or others suitably acceptable to the school management. Students will be informed if study is cancelled for any reason.

## E-Learning Approach

**Definition:** a learning system based on formalised teaching but with the help of electronic resources is known as e-learning.

E-learning will take what is known as a blended approach in Banagher College and teachers may use different methods such as regular live classes through Microsoft teams, while others may distribute work as weekly bulk assignments or as daily homework-style tasks.

In all cases, the primary aim is to cover the required curriculum areas for their specific subject. The teacher will decide the most effective method to use to achieve this aim.

In all cases communication with students must be through their @bccns.ie email account students are not to use any other account under any circumstances for the purposes of e-learning within Banagher College.

The list of applications that will be used for distance learning will primarily be:

- Office 365, incorporating:
  - Microsoft outlook (e-mail)
  - Microsoft Onedrive
  - Microsoft Teams
  - Microsoft Onenote
  - Microsoft Forms
  - Microsoft Stream

There may be some additional applications that teachers may use, and the teacher will provide the student with the information required to access them. This must, in all cases, use a @bccns.ie account as the login.

## Guidelines And Protocols For Remote Learning

Please be reminded that BCCNS school acceptable user policies and BCCNS Code of Behaviour remain in place during any remote learning period from home and that **users must engage in a responsible and appropriate manner** at all times. It is essential that users review the above policies– and how they relate specifically to online behaviour when using technology for education.

- In the event of a school closure the ETB and BCCNS approved educational platform **Microsoft Office 365** will be in use to support and facilitate teaching and learning. All of the BCCNS protocols contained in the aforementioned policies are relevant to the use of Microsoft teams for online learning and must be observed in all communications between students and teachers.
- School BCCNS email accounts are set up for all student-teacher-class contact. Personal email addresses are not permitted and **should not** be used.
- Please note that individual emails from students to teachers should be sent during normal school working hours with queries/submissions that relate to subject work only. We ask students to be mindful of email etiquette as distinct from online communication with peers. For example, address the relevant teacher at the

beginning of the email, maintain a polite tone throughout, and sign off as appropriate.

- The use of social media applications or setting up of private groups (e.g. whatsapp; facebook, snapchat, instagram etc.) For class or student-teacher communication is strictly prohibited.
- The use of subject content-based videos and images including voiceovers may be used by teachers and students to share and submit class work. Live chat and mic may also be used for education applications. **However, the use of live cameras or recording in remote learning by students is strictly prohibited.**
- Students are advised to follow their daily timetable to maintain a structured approach to learning and to keep a record of all completed work in their school journal.
- Students are required to check Microsoft teams/their BCCNS email account each day to collect assigned work and instructions from various subject teachers. It is important for learning that students engage with the set tasks and activities to the best of their ability in current circumstances; and that they submit work on completion as advised by their subject teachers.
- As student internet access cannot be supervised by teachers during a period of school closure, student personal responsibility is essential and/or parental/guardian monitoring where possible.
- If students have any queries regarding remote learning or require assistance with accessing email accounts or other approved educational apps - please contact the school office.
- Students please contact your tutor, year head, deputy principal, principal or a member of the care team if there are any issues affecting your ability to engage with remote learning.

**Students Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## School Book Scheme

The school runs a text book rental scheme. This also includes all required text books, digital books, a student journal, locker rental, school personal accident scheme (24 hour – 365 days) a subsidy towards school activities. Workbooks are not included in the rental scheme and if required must be purchased by the student themselves. All books are the property of the school and must be kept clean and maintained in good order. Books lost or returned in poor condition must be replaced by the student. All books must be returned at the end of the year or course as designated or if the student leaves the school.

## Care Of Property

By having genuine group concern it is possible to maintain all school property i.e. walls, furniture, chairs, equipment, gardens at a very high level.

Litter in this school is created by students and consequently it can only be eliminated by them. A little effort by everybody in each classroom would help enormously. Adequate litter containers are provided and students are expected to use them. **Chewing gum is strictly forbidden.**

Students are responsible for their own property – uniform, school books, etc. A secure locker is provided for each student to keep his/her books and other personal property needed for school. Students are expected to keep their property in their lockers and to keep their lockers locked and their locker key safe. Student's books and belongings left on benches around the school will be confiscated.

The school authorities will not be responsible for any property, which is lost or stolen. Therefore, great care regarding belongings should be exercised by students at all times. Each student is allocated the use of a locker for the year. This locker is their sole responsibility and it must be kept clean, tidy and locked at all times.

## Safety

Students must never behave in a way that endangers the health or safety of any person in the school. In the interest of students, teachers in charge of laboratories and specialized classrooms will have additional regulations concerning the correct and safe use of equipment and apparatus. Students are not allowed in the practical rooms without supervision.

## Fire Safety

It is the responsibility of each student to familiarise themselves and to comply with fire notices and the fire drill. Whenever the fire alarm signal is given the presumption is that an emergency exists.

- The fire drill instructions are to be strictly followed.
- Quiet and order is to be observed throughout the whole procedure. A serious view will be taken of anyone who makes it an occasion for fooling or joking.
- Interference with the fire-fighting equipment or the fire alarm system is a very serious offence and will be severely dealt with.

## General Laboratory And Specialist Room Regulations

The following general rules apply to all specialist rooms in the school:

- No student is to enter a specialist room without a teacher.

- No unsupervised practical work may be attempted by students in the science labs, home economics room, woodwork rooms, technical drawing rooms, engineering room, art room or in the computer rooms.
- Electrical machinery or any other equipment must not be used unsupervised by a teacher under any circumstances.
- Students must walk at all times and behave with decorum, conscious of the specific risks in the particular specialist room. Students are required to take extreme care in specialist rooms.
- Do not bring food or drink into the specialist rooms.
- All bags must be placed as indicated by the teacher so as not to cause obstructions.
- Interference with or damage to any equipment will be considered a major offence under the behaviour code of the school. Students will be billed for any damage done.
- Any burns/cuts, abrasions, etc. That a pupil may sustain while performing practical work must be reported immediately to the teacher in charge.
- Any accident (or spillage) with equipment should be reported to the teacher immediately. The teacher will take appropriate action in the circumstances.
- Students are responsible for leaving the specialist rooms as they found them and are expected to participate in cleaning up the rooms as directed by the teacher.
- NOTE: Specific Rules For Each Specialist Room Will Be Explained To Students By The Teachers And Are To Be Adhered To Fully

## Motor Vehicles

Students are strongly discouraged from taking vehicles to school: however, if it is essential for a student to drive to school they must complete a vehicle identification form with the school by contacting either the principal or the deputy principal.

- No student parking is available on the school grounds. Set down areas and staff car park are out of bounds.
- Parking is not permitted at the service entrance.
- Students must observe the rules of the road and respect the need for extra vigilance in the vicinity of the school.
- Speeding, reckless operation, making excessive noise etc. On school grounds or near any school building will not be tolerated.
- In the interest of safety vehicles must not be accessed or moved during the school day unless authorised by the school.
- Students are advised not to carry other passengers (other than siblings) in their cars.
- Students must not drive vehicles to school activities.
- The school will not be responsible for any damage to or loss of property from the vehicle.
- As by law it is illegal for a learner driver to be unaccompanied by a qualified driver. "n" plates must be displayed.
- It is the responsibility of parents/guardians/students to ensure that cars are roadworthy and are licensed and insured as required by law.
- Students driving to school who have to leave school early must have the relevant note left in to the office by 8.52am and parents must telephone the school on 057 915 1323 to confirm this, as they are not available to sign the student out.



## Use Of Chewing Gum And Tippex

Chewing gum and tippex are strictly forbidden. Anybody chewing gum or using tippex will be disciplined.

## Fostering Health: Smoking/Vaping

In view of the clear and convincing evidence that smoking is injurious to health, the school urges all students not to smoke. Smoking, in any part of the school building or its environs is illegal under current legislation. Smoking while in school uniform and the possession of cigarettes is also prohibited. Those in breach of this rule will warrant suspension and/or other sanctions as deemed necessary.

**E-cigarettes/vapes are forbidden in the school and will be confiscated if a student is found in possession of one.**

Parents will be contacted if a student is found to be vaping or in possession of a vape

## Drug Abuse

The consumption of alcohol and the use of possession drugs by students in the school building in school uniform or while representing the school is absolutely forbidden. Disregard of this regulation will warrant suspension and/or expulsion.

## Mobile Phones






1. Mobile phones, or any hand-held/digital devices should be powered off and not seen or used during the school day **including break and lunch.**
2. In the case of emergency, **contact with the home should be made by phone through the office.**
3. Use of such items will lead to them being confiscated with the exception of use under the direct supervision of a teacher for educational purposes.
4. Confiscated items will be left in the Principal's office and will be returned to the student at end of the school day if it is a first offence and the student co-operates fully with their teacher.
5. For repeat offences parents/guardians will be contacted by the school and may collect the confiscated item(s) from the office.
6. Any recording, photographing or videoing is a serious offence and is not allowed.
7. Any inappropriate use of mobile phones or other devices on school grounds or on school organised activities may result in a suspension or other penalty and/or referral to the Gardaí.
8. The school authorities will not be responsible for any loss or damage to any confiscated property while in their possession.

As you are aware, there is an abundance of undesirable, illegal and objectionable material available and in circulation at present, which can be downloaded from the internet to a mobile phone. It is parents'/guardians' responsibility to ensure their son's/daughter's phones are clear of all such dangerous and harmful material.

## School Rule Reminders: Don't Forget!

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|---|--|
| <p><b>Lates</b></p>    | <ul style="list-style-type: none"> <li>Students <b><u>MUST SIGN IN</u></b> at the office when late into school.</li> </ul>   |
| <p><b>Mobile Phones</b></p>    | <ul style="list-style-type: none"> <li>Mobile phones <b>are not allowed</b> and should not be visible, on the corridors and/or at the break of classes, morning break and lunchtime.</li> <li>Students can only have their phones out before the first bell rings at 8.45 am, and at the end of the school day.</li> </ul> <p style="text-align: center;"><b>Or</b></p> <p>If a teacher gives permission for the phone to be used in class</p> <ul style="list-style-type: none"> <li><b><u>If parents wish to contact their son/daughter they may do so via the office.</u></b></li> </ul>    |
| <p><b>Vaping</b></p>  <div style="text-align: center; margin-top: 20px;">  </div> | <ul style="list-style-type: none"> <li>Vapes/e-cigarettes/cigarettes <b>are not allowed</b> in the school</li> <li>Students in possession of a vape or holding a vape in their hand is a breach of our school rules.</li> <li>Vapes will be confiscated and parents will be notified.</li> <li>Repeat breaches of this will result in detention and may lead to suspension.</li> <li>When in the toilets only one student should be in a cubicle. If two or more students are found in the same cubicle it is assumed they are vaping and will merit the sanctions specified above.</li> </ul> |

## School Rule Reminders: Don't Forget!

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| <p><b><i>Non Uniform</i></b><br/><b><i>Jackets/Hoodies/Sweatshirts</i></b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  </div> <div style="font-size: 4em; color: red;">X</div> </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 20px;"> <div style="text-align: center;">  </div> <div style="font-size: 4em; color: green;">✓</div> </div> | <ul style="list-style-type: none"> <li>Hoodies/jackets/sweatshirts <b>are not allowed</b> to replace the school uniform jumper.</li> <li>Once students enter the school building they must remove their jacket/hoodie/sweatshirt and leave it in their locker.</li> <li>Students may wear their jackets if they are leaving the school building or are outdoors but they must remove it once they re-enter the school building.</li> <li>Correct school uniform as per school rules should be worn at all times</li> </ul> |
| <p><b><i>Signing Out</i></b></p> <div style="text-align: center;">  </div>  | <ul style="list-style-type: none"> <li>Students must present a note or a parent/guardian should contact the office if a student has to leave school early.</li> <li>Students must sign out at the office if they are leaving early</li> </ul>  |
| <p><b><i>Motor Vehicles</i></b></p> <div style="display: flex; flex-direction: column; align-items: center;">   </div>   | <ul style="list-style-type: none"> <li>Students <b>are not allowed</b> to park in staff car park, school grounds or at the service entrance.</li> <li>Vehicles <u>must not be accessed</u> or moved during the school day</li> <li>Students must not drive vehicles to school activities</li> </ul>  |

## IN CASE OF ILLNESS

There may be occasions during school hours when, in the event of an accident or sudden illness, it can be necessary for us to take your child to a doctor or go to a hospital. It is very important for us that we have your permission to do this. To give us that consent, please sign below:

I, ..... Do hereby give permission to the school authorities of Banagher College Coláiste Na Sionna to take my child to a doctor or hospital for any necessary treatment in an emergency.

## School outings, field trips, work experience, etc.

During the school year, it is often necessary for students to go on educational outings of various kinds - visits to exhibitions, museums, factories etc. Many students, especially those taking science and geography, go on 'field trips' while some senior students go on work experience. Again, we seek your permission to take your child on such outings.

Approval and permission of parents/guardians:

Signature: .....

## Lunch Pass

Students are not allowed out of school at break or lunchtime. Please indicate if you wish to give permission to your son/daughter to go home at lunchtime

YES ☐ NO ☐

I have read and am aware of the school's anti-bullying policy and child safeguarding policy as shown on the school website [www.bccns.ie](http://www.bccns.ie) and/or available from the school.

Signed: ..... Parent/Guardian

Final decisions on the issuing of lunch passes are at the discretion of the school authorities.

# BREACH OF CODE OF CONDUCT

This document sets down the code of conduct and sanctions applicable to all students in our school. You are requested to study it carefully and sign in the space provided - thus showing your acceptance of the code and the following sanctions.

- There are five teachers who may be involved in disciplinary action with a student who has misbehaved – class teacher, tutor, year head, deputy principal and principal.
- **Detention:** a student who misbehaves in class or on the school premises or is careless in regard to homework may, at the discretion of the teacher, in consultation with the year head, be put on lunch or evening detention.
- If misbehaviour comes to the attention of the year head, deputy principal or principal, the student concerned will be cautioned and warned that persistence with such behaviour will lead to disciplinary action.
- If the student concerned fails to heed the warning and continues to misbehave, then the parents/guardians of the student will be asked to visit the school to discuss the matter.

## **Suspension:**

- If the student concerned continues to cause trouble, his/her parents/guardians will be informed that the student may now be suspended for a specified time and thus will be invited to a further meeting with the year head/deputy principal/principal.
- Failure by the parents/guardians to attend this meeting will result in the automatic suspension or in house suspension of the student concerned.
- If the parents/guardians and student fail to give a firm guarantee of improved behaviour on the part of the student, then the student will be suspended or a period of in house suspension will be imposed.
- Following consultation with the five teachers listed in (1), a student may not be allowed to participate in school activities.
- If a student is involved in a serious breach of school discipline, the principal may immediately suspend the student in question pending discussion with parents.

**Expulsion:** expulsion will be considered if gross misbehaviour has taken place or the misbehaviour of a student clearly puts the safety of others at risk or where the misbehaviour is so disruptive as to interfere substantially with the rights of the students. The student may be expelled by the order of the laois offaly etb when all other procedures have been exhausted.

**Signature Of Student:** .....**Signature Of Parent/Guardian:** .....