



John Scottus Senior School

PRINCIPLES AND RULES OF CONDUCT

As a major part of the School's Code of Behaviour Policy

[To the pupil who can govern himself by the natural law 'Love thy neighbour as thyself', no rules are necessary. For those that cannot, the following principles and rules are given to guide their conduct.]

1.0 Respecting and upholding Principles and ethos of School **Principle**

This is *your* School. The School's principles, and the ethos arising from them, are taken up over time into the heart and mind of every pupil. This helps to form character. These principles are the reason for the founding of the School in the first place and the reason for the continued existence of the school at all times.

Rule:

Honour the School in word and deed. Uphold the principles for which the school stands. Never bring the School's name into disrepute.

2.0 Regarding Authority

Principle:

Respect for authority is at the foundation of any system of education; you cannot learn from someone that you do not respect. The more respect you show, the more you will learn.

Rules:

- 2.1 In relation to teachers--Listen and follow instructions right through first time. A teacher should not have to say anything more than once.

- 2.2 The Class Teacher--Because the Class Teacher is responsible for the pupil's well being and has an interest in every aspect of the pupil's work, conduct, attitude, well-being and progress within the school, special regard needs to be paid to him/her by the pupil in his/her Class.
- 2.3 Role of Sixth Year (or Fifth Year) as Prefects:
The Sixth Year pupils are Prefects. They are in charge of organizing operations during the day such as the room setting up, after lunch clearing, lock-up and other supervision duties. Their instructions relating to good order and efficient running of the School are to be followed by all pupils.

3.0 Regarding Meditation

Pausing and Meditation are spiritual practices that need the openhearted co-operation of all. They need to be pressure-free in all respects. Pupils need to respect this and to leave both teachers and fellow pupils free to participate fully.

4.0 Regarding Classroom Conduct

Principle:

The Class is the greater whole for which the pupil works. All the pupil's actions should benefit the Class as a whole. No pupil should knowingly hinder the Class's work.

Rules:

- 4.1 Preparedness for Class--Pupils should be ready for each period with books, copies, pens etc. ready for that class. At the start of day, and at the end of both short and long breaks, all books necessary for the next batch of classes need to be taken out of lockers by the pupils, so that they do not need to return to the lockers.
- 4.2 Standing up when teachers enter and leave--When a teacher or any other adult enters the classroom, the pupils stand up; when the teacher leaves the pupils also stand up.
- 4.3 Conduct during Class: Pupils are expected to look at the teacher, listen to the teacher and respond to the teacher, and co-operate responsibly with their neighbours as the teacher requires during group work. Pupils should also do the following:
- Pause properly with the teacher at the start and end of each lesson, in the classroom or on the sports field.
 - Raise their hand before asking a question.
 - Sit properly and not to swing on their chair.
 - Homework is to be written down in the School's homework journal.

Pupils may not do the following:

- May not get out of their places without permission.
 - May not leave the classroom during class.
 - May not go to the cloakroom during a class, save in rare and exceptional circumstances.
- 4.4 Presentation of Work: How work is presented to the Teacher is both important and significant. It should be given great attention. The page should look attractive. Also, pupils should:

- Write with fountain pens only (3rd Year and below), excepting in some subjects with pencils.
- Head up copies with date and title or page of exercise etc. and, using a ruler, to insert a margin.
- Pages are not to be torn out of copybooks or notebooks.

4.5 The Laboratory: No pupil may enter the laboratory without a Teacher being present. Special rules apply to the laboratory; which are posted on the wall in the laboratory. These rules must be scrupulously adhered to by all.

4.6 The Library: No pupil should be in the Library when a teacher is not present. No food is allowed in the Library. Other Library rules are displayed in the Library.

4.7 Exams: School exams take place at the end of the autumn and summer Terms for which rules are published. These include:

- Absolute silence in the exam centre.
- No moving out of one's place without the permission of the examiner.
- The only permitted means of attracting the attention of the examiner is by raising a hand and waiting.
- Completed scripts may not be given in until a half an hour before the end of the examination.
- Revision books for the next examination should be brought into the exam, but no books pertaining to the current exam may be brought in.

4.8 Homework:

Principle: Homework is a link between home and school; it teaches the pupils how to work and study on their own; it is a challenge to work without the support of the class and teacher. It thus increases the strength of the pupil.

Rules: Homework must be completed on time and handed in on time. A note from the parents is required if this has not happened. Failure to hand in work without a note from parents will be treated as homework not done.

4.9 Deans of Discipline:

If a pupil is sent out of Class, s/he will be given a report slip and sent to the Library. The Supervisor of the Library will note the time of arrival and pass the Report Slip on to the Junior or Senior Dean of Discipline, as appropriate. The pupil must report to the Dean of Discipline at the end of that school day.

5.0 Regarding School Books

Principle: Respect the property of the School.

Rule: Up to 1st Year, books are provided for the pupils by the School. They are the property of the School, on loan to the pupil. They must be looked after with great care. They may not be written on or in. Pupils will be charged for a new book should it be lost, or damaged, making it unsuitable for passing onto another pupil.

6.0 Regarding Food

Principle: The food should be fresh and wholesome and taken in good measure. Food eaten in good surroundings and in good company adds to the health value of the food.

Rules:

- 6.1 Lunches:
Pupils should look after each other at lunch.
- 6.2 Food: Other than the food served in the two Refreshment Rooms, no food or sweets are allowed in the School Classrooms, Corridors or playgrounds: the only exceptions to this rule are that in the 6th Year study rooms where food is allowed, and in the locker rooms where sweets are allowed at certain times of day. No food may be brought from the Refreshments Room to other parts of the School. Eating food in front of the School building is also prohibited, whether or not school has finished.
- 6.3 Sixth Year pupils may have snack foods in their study. They may not bring in any substantial food and they may consume their own refreshments only in that room.
- 6.4 Chewing Gum: No chewing gum is ever allowed on the School premises. A fine of €5.00 applies to any pupil found with chewing gum.

7.0 Regarding Physical Education

Principle: The physical body, being the vehicle of the soul, should be strong, agile and enduring. Hence, physical exercise is a part of the balanced education of every pupil.

- 7.1 Sports: Pupils unable to do sport on a particular day must have a note from their parents excusing them. Failing that, the Sports Teacher or Class Teacher will make a judgment on the pupil's fitness. Dodging sports is a serious offence, putting the pupil outside the care of a member of staff.

Pupils not participating in sports may be given other duties to perform during sports time, after which they can do their own work in the Library.

- 7.2 Sports Bag: Sports gear should be kept in a proper sports bag. Footwear for sports may be kept in a plastic bag. Sports gear must be taken home at the end of each week for washing.
- 7.3 Changing Rooms: Each pupil is responsible for the tidiness of his/her own locker and changing space. Wet clothing must be brought home to be dried. Clothing found in the wrong place will be confiscated and can be reclaimed only with a penalty.
- 7.4 The Yard: Out of respect to those working in neighbouring businesses and inside the school building itself, excessive noise or loud shouting should not take place in the playground areas.

8.0 Regarding Conduct Around the School

Principle: Treat the School building and everything in it with respect.

Rules: Move without rushing, particularly:

- Do not run or jump up and down the stairs.

- In passageways and on the stairs, keep LEFT, and stand to the side for a teacher or an adult.
- Do not shout anywhere inside the building.

9.0 Regarding Appearance

Principle: The outer form reflects the inner quality; one's finest qualities should be displayed through one's appearance.

Rules:

- 9.1 **Uniform:** The uniform should be complete as shown in the School's uniform list. Every item should be labelled. Pupils should all wear their complete uniform from the time they leave home to the time they arrive back home again in the evening. No pupil may leave the School buildings in anything other than their complete uniform. For Boys, blazers must be worn home. No coats other than School coats may be worn, except for 5th and 6th Year who may wear their own coats.

Fifth and Sixth Year pupils are not confined to wearing the prescribed uniform. Boys may wear a shirt, tie, jacket and trousers of their choice, if they are of good quality and formal style. Girls may wear skirts and blouses of their choice if they exhibit simplicity, and elegance, and are deemed appropriate by their Class Teacher.

The Fifth and Sixth Year pupils may wear a non-uniform coat by agreement with their Class Teacher. Such a coat can have no external logos, etc. and must be appropriate in the view of the Class Teacher.

- 9.2 **Hair styles:** Both for boys and girls, must be within a moderate fashion range, as judged by the Class Teacher. Long hair must be tied back, off the face.
- 9.3 **Jewelry and Earrings:** For Girls, only stud earrings are allowed. Any other jewelry is by agreement with the Class Teacher. For boys, no earrings are allowed or rings or studs in other parts of their face and head.
- 9.4 **Fifth and Sixth Year Boys** must be clean-shaven; stubble and beards are not allowed.

10.0 Regarding Bullying

Principle:

Just as the Absolute serves the entire creation and everyone and everything in it, so too the stronger should always serve the weaker without looking for anything in return.

Rules:

Striking terror into younger or weaker pupils is totally unacceptable. This includes physical bullying, subtle or mental bullying, and name-calling. Bullying is insidious, a canker in the system. When discovered the full rigours of the Anti-bullying Policy will be applied.

11.0 Regarding Boys and Girls

Principle:

A boy should regard a girl as his sister. The girl should regard the boy as her brother. One to one (boy to girl) relationships in a school are helpful to neither the pupils involved nor to the unity of the class as a whole.

12.0 Regarding Cigarettes, Alcohol and Drugs, Bad Language, Bad Literature, Mobile Phones, Music players, and Money

Principle:

Life is best kept simple. No young person needs to feed his/her body with harmful substances, or immerse his/her mind in foul language or bad literature by which their golden energy is needlessly squandered away.

Rules:

- Cigarettes may not be used by any pupil during school hours, on or off the premises.
- Possession or use of alcohol on school premises or during school hours is prohibited.
- Possession or use of illicit (controlled) drugs at any time or any place, in school or not, is prohibited. This school takes the strongest possible stand against drugs.
- Bad language is prohibited.
- Any magazine, book or other literature whose content is demeaning to human dignity is prohibited from the school.
- Mobile Phones: Mobile phones may not be carried by the pupil outside the locker rooms, even if switched off. If the locker is broken, the Office will hold the phone to the end of the day. Phones found outside the locker rooms are liable to be confiscated till the end of the term, or in cases of repeated offence, until the end of the school year. (5th and 6th Classes have a policy with further restrictions)
- Music players such as MP3s, Walkmans, may not be used anywhere on the premises of the School.
- Money. No pupil may have more than €15.00 Euro on their person or in their bag during the school day. If there is a reason to bring in more than this, it should be put in an envelope and given to the Class Teacher or handed in to the Office for safe keeping for the day.
- No exchange of goods may take place between pupils if it involves a sum of more than € 10.00 Euro.
- No exchange of valuable goods between pupils may take place at any time without the full knowledge of their parents.

13.0 Regarding the Neighbourhood

Principle:

All members of the School community are responsible both for living in complete harmony with our neighbours and for developing good relations with them.

Rules:

The School buildings are in densely populated areas. Pupils must conduct themselves with courtesy and due consideration of others living in the vicinity of the School.

- Pupils may not stand outside the gates of the School, or just inside, waiting to be collected, but must wait on the front door steps [Morehampton Road].

- Pupils must make every effort to be courteous to the public on the pavements in the vicinity of the School.
- Pupils may not wear soccer boots on the pavements on the way to and from sports classes.

14.0 Regarding Sanctions against Breaking Rules

Principle:

Punishment is the natural consequence of breaking the natural law. School punishments are designed to reflect this principle.

There will be sanctions for the following:

1. For not making sufficient effort at academic work.
2. For bad conduct in the classroom or elsewhere.
3. For breaking any one of the School Rules.

Regarding *Academic Work*, the **Subject Teacher** may require a pupil to:

- Write a Report Slip
- Redo at home the work that showed poor effort.
- Do extra work.
- Stay back at one of the breaks to redo the work, but allowing the pupil to have the food or drink served at that break.
- Recommend the pupil to the Class Teacher for Detention.

For *Bad Conduct* in the Classroom, the **Subject Teacher** may require a pupil to:

- Write a report slip
- Do a job either immediately or in a break.
- Write out the rules for Classroom conduct either immediately or before the next class.
- Report the pupil to the Class Teacher, who will then take further action.
- Go to the Library with a report slip for the remainder of the period, and with the consequence of reporting to the Dean of Discipline at the end of the day.

The Class Teacher:

- May require a pupil to carry a Report Card, which will have to be signed by the teacher at the end of every class period in the day and, by their parents at the end of each day.
- May, after informing the pupil's parents, have him/her stay back at the end of a day to do the work.
- May put the pupil into Detention for repeated or more serious lapses of good discipline in their work.
- May put the pupil on Community-Service Detention for repeated or more serious lapses of good discipline in their conduct.

Once the pupil has completed a job he/she has been given, or has finished a piece of written work done for a punishment, he/she must report back to the person who gave them the punishment. Failure to do this by the required time will mean that the job is considered not to have been done at all.

Failure to report to a Teacher for a punishment at an agreed time is a serious offence for which there are further penalties.

For breaking the School Rules, a class teacher may restrict the pupil from leaving the school building during the school day.

Suspensions and Permanent Exclusions Policy:

The School has a Suspension and Exclusion Policy, of which the salient points are as follows:

Serious offences, or chronic indiscipline, will be brought before the Headmaster. The Headmaster may call in the pupil's parents and meet them with or without the pupil. He may also suspend the pupil from the School for a day or more. Suspensions of six days or more will be referred to the Board of Management.

A pupil is liable to be permanently excluded from the School if:

- The Headmaster, with the support of the Governors of the School, considers that an offence or offences are sufficiently serious to warrant permanent exclusion.
- The Headmaster, with the support of the Governors, considers that the pupil has by his own actions made himself unsuitable company for other pupils in the school.
- The pupil has taken drugs.

The admission of a boy or girl to this school is conditional on the acceptance of the terms of the prospectus and the rules published by the school from time to time. While every effort is made to inform parents about serious breaches of all school rules, it must also be accepted the Headmaster has complete discretion in the imposition of sanctions, including suspension or recommending permanent exclusion.

When parents consider that a serious sanction is unjustified, they should make any representations to the Headmaster in the first instance. If they continue to be in dispute they are entitled to write to the Chairman of the Board of Management or of the Governors who may appoint a Governor or a sub-committee of the Governing Body to review the decision.

Headmaster
January 2008