

## **Rockbrook – a centre of learning**

### **Introduction**

From its foundation Rockbrook Park School has sought to provide an environment that combines academic excellence, personal attention to each student and sound moral development, with a very close working relationship between teachers and parents. A school should be a happy place for students, for teachers and for other staff, where people feel valued and respected and where the behaviour of all helps ensure a good working environment where a familial tone prevails.

How a school manages behaviour and discipline has an important role in ensuring that this atmosphere prevails.

### **Section 1 Promoting good behaviour**

In general, the day-to-day experience in Rockbrook is that students behave well, that people show respect for each other and that all help each other to live up to their responsibilities within the school community. Rockbrook students also have a highly valued reputation when engaged in activities outside the school.

School staff appreciate the efforts made by students. They support these efforts in the following ways:

- they seek to develop mutually respectful relationships, balancing warmth and empathy with objectivity, professional detachment, fairness and consistency
- they involve students in the preparation of school and classroom rules
- they allocate a range of responsibilities to students within the school community
- they affirm good learning behaviour and give positive feedback about behaviour
- they promote appropriate reward systems that are meaningful, that acknowledge good behaviour by individuals or groups, that are sensitive to personal factors, that are given for effort as well as achievement, and that are inclusive.

Currently the school reward system includes the following actions:

- acknowledgement of good quality work by marking it in the Student Journal
- public praise for good effort or work and the reading out of that work in the classroom
- occasional 'fun' classes organised by a teacher as a reward for consistent good classwork
- occasional class outings organised by the form-master for ongoing high standards of effort or work in a class group
- public acknowledgement of good or exemplary behaviour or achievements in the school assembly
- occasional prizes awarded at assembly for high achievement (effort and attainment) in assessments or exams

- annual prizes awarded on Awards' day for effort, attainment, service to the school, and achievements on behalf of the school.

## **Section 2      Responding to misbehaviour**

Students must observe the general rules of the school as well as specific rules of the classroom. Once-off infringements are minor matters and should be treated as such, unless the infringement of itself is serious.

Serious misbehaviour or misconduct includes:

- unexplained absence from school grounds
- fighting / bullying
- abusive language or behaviour, especially to staff
- habitual lateness
- damage to school property or furniture
- serious misconduct within the classroom situation
- inappropriate use of digital media
- drug / alcohol abuse.

The principal and deputy principal may deem actions which would be seen among the school community as serious, to be of sufficient seriousness to warrant suspension or expulsion.

A standard procedure for a teacher would be to record misbehaviour in a Student Journal. Also the teacher may write up a Report Slip and leave it for the attention of the form-master. Consistent infringements over a period of time can constitute serious misbehaviour. Form masters will pay particular attention to students with poor behaviour records. The detention system will be the normal main remedy in use for such students.

It is also the school's good practise to record positive behaviour or attitudes in the Student Journal, on the basis that ongoing good behaviour which merits positive comment can be a mitigating factor before any serious punishment is authorised.

Parents in junior classes are actively encouraged to review journals. In senior classes, it can be more difficult for parents to see journals as students may avoid bringing these home and parents may be reluctant to demand them. The policy of the school is that all students and parents should use the journal, and not just junior students.

The sanctions that can be imposed by a teacher include: a reminder of rules; a verbal warning; recording of misbehaviour in the student's journal, allocation of written punishment, lunchtime detention, informing form master. The teacher may stop at any stage in this process, and will avoid putting the student out of the classroom. If a teacher cannot continue with class while the disruptive student is present, he will place the student in another class by agreement with another teacher.

If the form-master has to be formally informed of the misbehaviour, it is on the understanding that the teacher has deemed the behaviour sufficiently serious. In such circumstances the teacher will supply the form-master with a brief written report of the incident. The form-master has the option of discussing the matter with the mentor and/or with the deputy principal. Having exhausted the internal route, parents may then become involved, although in certain serious matters they may become involved at an earlier stage. The aim is to manage the situation so as to improve the behaviour of the student and his participation in the school. The involvement of parents is a means for the school and family to work together to solve the problem.

Further sanctions available include: a period of detention at lunchtime and allocation of additional work; informing parents; meeting with parents and boy, after-school detention on one evening per week. If the matter is not resolved, the school policy for serious misbehaviour will be deemed to apply.

The school may impose fines for intentional littering, out-of-bounds, smoking or occasionally for serious breaches of dress code. These fines may be levied by the form-master of the boy or by the deputy principal and should be paid to the school secretary. Details on fines are as outlined in the Student Journal. This money will be donated for community service activities.

Discipline matters ultimately requiring the attention of the deputy principal may lead to a student's involvement in school trips being curtailed. In such circumstances adequate notice will be given to all concerned, including parents. The form-master should also be party to any such decision.

Misbehaviour which takes place outside the classroom and which relates to the general rules of the school (e.g. incidents during breaks, out of bounds, smoking, leaving school without permission) will normally be dealt with by asking the student to report to the deputy principal. Detention or fine sanctions will normally apply, unless the matter is deemed as serious behaviour and requires an additional response.

Feedback to parents is valuable and, in general, it is good for teachers to be in contact with parents where this can help to solve problems.

For clarity, a list of misdemeanours and related sanctions has been included in the student's journal. These are:

<b>Incident</b>	<b>Sanction</b>
Serious misbehaviour incident	An immediate suspension may be imposed
Fighting within the school	An immediate suspension may be imposed

No School Journal in class	Warning; then may be refused entry
3+ days without a Student Journal	New Journal (€15) must be purchased
Journal in very poor repair	New Journal must be purchased
3 negative marks in a week	Form-master may impose after-school detention
3 (unexcused) late marks	Form-master may impose after-school detention
Leaving school w/out permission	After-school or Saturday detention
Out of bounds offence	€10 fine payable within the week
Smoking offence	€10 fine payable within the week
2 <sup>nd</sup> smoking offence/same week	Fine €20 for the second offence
Intentional littering	€5 fine payable within the week
Uniform infringement	Verbal warning; access to class may be restricted
Grooming offence -hair, jewellery	Verbal warning; access to class may be restricted
Minor misdemeanours in class	Journal entry and/or lunch-time detention
Homework not done	Journal entry; and possibly lunch-time detention
Skipping lunch detention	Form-master may impose after-school detention
Persistent misdemeanours	One after-school detention may be imposed
Failure to take exam seriously	Re-sit exam out of term
Use of ipods	Confiscation for day or week
Unauthorised phone use	Confiscation: a day to a term; returned to parent

### **Section 3 Serious Misbehaviour**

It is recognised that the repeated correction of students, done with patience, is a normal part of the education process. This is an aspect of school 'discipline' and aims to help the student acquire good social skills and to develop good habits such as order, punctuality, application to work, respect for others, self-control, good appearance, healthy lifestyle and a sporting spirit. What follows relates to more unusual and significant problems in the area of discipline (i.e. serious misbehaviour or serious misconduct).

Minor breaches of discipline by a student are handled by the staff member directly involved, who may decide to impose a proportionate sanction. When a staff member judges a student to have committed a more serious breach of discipline, or when a student stubbornly resists repeated patient attempts to correct his behaviour on a specific point, the staff member will write a brief factual report of the incident or problem and pass it on to the corresponding form-master.

If and when a form-master receives three such reports of more serious conduct by a particular student, the matter will be brought to the attention of the disciplinary committee by the principal. The disciplinary committee consists of three senior staff members, normally the principal, deputy principal and form-master of junior classes. Parents/guardians may be requested to come to the school to discuss the matter. The form-master may make recommendations to the disciplinary committee, ranging from

required action by the student and / or his parents/guardians, through consultation with appropriate professional counsellors, through specific sanctions to be imposed, to suspension. If recommending temporary suspension, the form-master may also recommend certain conditions to be fulfilled, by the student and / or his parents / guardians, before normal class attendance might be resumed.

Among the sanctions available to the committee include suspension for a particular class or from all classes, for a shorter or longer period. (For the purposes of the Education Acts this constitutes a first formal warning from the school to the parents/guardians about action the school might have to take.)

At any meeting between the form-master and the parents/guardians, if possible it should be agreed what actions should be taken by the parents/guardians, by the student and by the school, and parents should be aware of what procedures will be followed in the event of further major breaches of discipline by the student. It may be that the principal will suspend the student (see suspension) on foot of the disciplinary committee review.

If the form-master receives two further reports from staff members of significant misbehaviour by the same student, or just one report of a sufficiently serious kind, or if the form-master, principal or deputy principal experiences such an incident, the form-master will contact the parents/ guardians, referring to the previous agreement and informing them that the case is being referred to the disciplinary committee who may in turn recommend to the principal or to the Board of Management that the student be suspended. (This can be deemed to constitute a second formal warning.) A disciplinary committee meeting assembled on foot of a second formal warning has the option of recommending permanent suspension.

In making its decisions and recommendations, the committee's primary concerns will be the welfare of the student in question and the overall good of the school.

The committee may decide to interview the student and / or the form-master and /or parents / guardians and/or take submissions in writing from these, before taking its decision. Within the bounds of reasonableness and the interests of the welfare of the student and the school, the Committee has a wide range of possible recommendations open to it, including a suspension of the student. If it decides to recommend permanent suspension the procedures outlined under Expulsion apply.

Notwithstanding the above, in the unusual case of an extremely serious breach of discipline, for example involving significant danger to the physical or moral health of persons in the school, or serious potential damage to the ethos or reputation of the school, or to property, or a serious breach of civil law, or a direct and wilful challenge to the authority of the school, the principal, normally in consultation with the deputy principal, has the right to suspend a student at any time, pending formal procedures.

In such a case he will contact the parents / guardians and may request them to remove the pupil from the school until due process has been completed.

A short internal suspension is an ordinary disciplinary procedure of the school. So also is a one-day or two-day temporary suspension from school. It is school policy to inform parents either by telephone or in writing that these suspensions have taken place.

#### **Section 4 Suspension**

The Board of Management has delegated to the principal the authority to suspend a student. The Principal will regularly inform the Board on how that authority is used. In Rockbrook suspension will be a proportionate response to the behaviour that is causing concern (and normally deemed serious misbehaviour or serious misconduct). Thus, the decision to suspend a student requires grounds such as:

- the student's behaviour is having a seriously detrimental effect on the education of other students
- the student's continued presence in the school at this time constitutes a threat to safety
- the student is responsible for serious damage to property.

A single incident of serious misconduct may be grounds for suspension.

#### ***Form, duration and procedures around suspension***

The principal may consider an **immediate suspension** to be necessary where the continued presence of the student in the school at the time would represent a serious threat to the safety of students or staff of the school, or any other person, or where the behaviour is seen as a deliberate affront to the good order or the ethos of the school.

A student may be **suspended from sitting State examinations** in the school if there is a threat to good order in the conduct of the examination, a threat to the safety of other students and personnel or a threat to the right of other students to do their examination in a calm atmosphere.

A suspension longer than three days that is imposed by the principal requires the approval of the board of management, who may extend or reduce the suspension. The Board of Management will normally place a ceiling of ten days on any one period of suspension imposed by it. The Board will formally review any proposal to suspend a student, where the suspension would bring the number of days for which the student has been suspended in the current school year to twenty days or more.

Where the total number of days for which the student has been suspended in the current school year reaches twenty days, the parents, or a student aged over eighteen

years, may appeal the suspension under section 29 of the Education Act 1998, as amended by the Education (Miscellaneous Provisions) Act 2007.

Except in the case of an immediate suspension the principal or form-master will normally speak with the parents to inform them that a suspension is likely. Where feasible, face-to-face meetings between parents, student and school authorities is desirable before a suspension is imposed. The decision to impose a suspension will be taken by the disciplinary committee (principal, deputy principal and form-master for junior classes).

Usually the principal will notify the parents and the student in writing of a decision to suspend. The letter will confirm the period of the suspension and the dates on which the suspension will begin and end, the reasons for the suspension, any study programme to be followed, the arrangements for returning to school, including any commitments to be entered into by the student and the parents, the provision for an appeal to the Board of Management (where the principal exercises his power to suspend for a period longer than three days).

When any sanction, including suspension, is completed, a student will be given the opportunity and support for a fresh start. Although a record is kept of the behaviour and any sanction imposed, once the sanction has been completed the school should expect the same behaviour of this student as of all other students. If a suspension for three days or less is given, and the student receives no further serious sanction in the same school year, the suspension will be removed from the student's record at the end of that school year.

## **Section 5 Expulsion**

The Board of Management has the authority to expel a student. Expulsion of a student is a very serious step, and one that will only be taken by the Board of Management in extreme cases of unacceptable behaviour. The school will generally have taken significant steps to address the misbehaviour and to avoid expulsion of a student including, as appropriate:

- meeting with parents and the student to try to find ways of helping the student to change their behaviour
- making sure that the student understands the possible consequences of the behavior, if it should persist
- ensuring that all other possible options have been tried
- seeking the assistance of support agencies where useful to do so (e.g. National Educational Psychological Service, Health Service Executive Community Services, the National Behavioural Support Service, Child and Adolescent Mental Health Services, National Council for Special Education).

A proposal to expel a student requires serious grounds such as that:

- the student's behaviour is a persistent cause of significant disruption to the learning of others or to the education process in the school
- the student's continued presence in the school constitutes a real and significant threat to safety
- the student is responsible for serious damage to property.

The grounds for expulsion may be similar to the grounds for suspension. In addition to factors such as the degree of seriousness and the persistence of the behavior. A key difference is that, where expulsion is considered, the school has tried a series of other interventions, and believe that all possibilities for changing the student's behavior have been exhausted.

### ***Expulsion for a first offence***

The Board of Management may expel a student on the basis of a single breach of the code.

Such breaches include

- a serious threat of violence against another student or member of staff
- actual violence or physical assault or significant damage to school property
- supplying illegal drugs to other students in the school
- sexual assault.

Expulsion will not be proposed for:

- poor academic performance
- poor attendance or lateness
- minor breaches of the code of behaviour.

However, any behaviour that is persistently disruptive to learning or is dangerous can be a serious matter and may lead to expulsion as a last resort.

### ***Procedures in respect of expulsion***

Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the following steps will be taken:

1. An investigation will be carried out under the direction of the principal.
2. A recommendation will be made to the Board of Management by the principal.
3. The Board of Management will consider the recommendation; and hold a hearing.
4. Board of Management will make a decision to expel (or otherwise) following on the hearing.
5. Consultations may be arranged by the Educational Welfare Officer.
6. Confirmation of the decision to expel will be sent to the parents and student.

### ***These steps in more detail***

In investigating an allegation, in line with fair procedures, the principal shall:

- inform the student and their parents about the details of the alleged misbehaviour, how it will be investigated and that it could result in expulsion
- give parents and the student an opportunity to respond to the complaint of serious misbehaviour before a decision is made and before a sanction is imposed.

Ideally parents will be informed in writing of the alleged misbehavior, thus underlining the seriousness with which the school views it. Where expulsion may result from an investigation, a meeting with the student and their parents provides them with the opportunity to give their side of the story and to ask questions about the evidence. If a student and parents fail to attend a meeting, the principal will write advising of the gravity of the matter, the importance of attending a re-scheduled meeting and, failing that, the duty of the school authorities to make a decision to respond to the inappropriate behaviour.

Where the principal forms a view, based on the investigation of the alleged misbehaviour, that expulsion may be warranted, the principal makes a recommendation to the Board of Management to consider expulsion. The principal shall:

- inform the parents and the student that the Board of Management is being asked to consider expulsion
  - ensure that parents know of the allegations against the student; know of the investigation; and have written notice of the grounds on which the Board of Management is being asked to consider expulsion
  - provide the Board of Management with the same material as given to parents
  - notify the parents of the date of the hearing by the Board of Management and invite them to that hearing
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- advise the parents that they can make a written and oral submission to the Board of Management
  - ensure that parents have enough notice to allow them to prepare for the hearing.

The Board shall review the initial investigation and satisfy itself that the investigation was properly conducted. The Board shall undertake its own review of all documentation and the circumstances of the case and then hold a hearing. At the hearing, the principal and the parents, or a student aged eighteen years or over, put their case to the Board in each other's presence. Each party will be allowed to question the evidence of the other party directly. The meeting may also be an opportunity for parents to make their case for lessening the sanction. Parents may wish to be accompanied at hearings and the Board will facilitate this, in line with good practice and Board procedures.

Having heard from all the parties, it is the responsibility of the Board to decide whether or not the allegation is substantiated and, if so, whether or not expulsion is the appropriate sanction. Where the Board of Management, having considered all the facts of the case, is of the opinion that the student should be expelled, the Board will notify the Educational Welfare Officer in writing of its opinion, and the reasons for this opinion. (*Education (Welfare) Act 2000, s24(1)*). The student will then be expelled after the passage of twenty school days from the date on which the EWO receives this

written notification (*Education (Welfare) Act 2000*, s24(1)). The Board will inform the parents in writing about its conclusions and the next steps in the process. The Educational Welfare Officer will consult with the Principal, the parents and the student, and anyone else who may be of assistance to ensure that arrangements are made for the student to continue in education. The Board may consider it appropriate to suspend a student during this time. After the twenty days have elapsed the Board of Management will formally confirm the decision to expel, will make a formal record of the decision and will tell parents and student about the right to appeal and supply them with the standard form on which to lodge an appeal.

A parent, or a student aged over eighteen years, may appeal a decision to expel to the Secretary General of the Department of Education and Science (*Education Act 1998* section 29). An appeal may also be brought by the National Educational Welfare Board on behalf of a student. The appeals process under section 29 of the *Education Act 1998* begins with the provision of mediation by a mediator nominated by the Appeals Committee (Department of Education and Science). For further details about the Appeals process, including requirements for documentation, and the steps in the process, refer to current DES guidance.

#### ***Review of use of suspension and expulsion***

The Board of Management will review the use of suspension and expulsion in the school at regular intervals to ensure that its use is consistent with school policies, that patterns of use are examined to identify factors that may be influencing behaviour in the school, and to ensure that suspension and expulsion are used appropriately.

### **Section 7 Serious misbehaviour: tobacco, alcohol and drug misuse**

Rockbrook is committed to addressing the needs of the whole school community in relation to drugs. It acknowledges that it has an important role to play in drugs' education, in its prevention and the offering of support/advice to those who use drugs.

The school's drug education programme will focus on prevention, and will be conducted through SPHE or an equivalent subject, as well as approached from a moral perspective in Religion or other classes.

For the purpose of this policy, we understand that a drug is 'any substance that changes the way the body functions, mentally, physically or emotionally'. This broad classification of drugs does not imply that the school treats all drug incidents as being of equal seriousness.

### ***Smoking***

This school is a smoke-free area. Students are not permitted to use, possess or supply cigarettes or tobacco products on the premises, on school trips, or when involved in any school activities.

Visitors to the school must comply with our smoking policy. Students found in possession of tobacco products will have them confiscated, and his parents/guardians will be informed. Students found smoking will be fined, and their parents/guardians will be informed.

### ***Alcohol***

Students are not permitted to bring alcohol into school or to consume alcohol in school. Students are not permitted to consume alcohol on school trips or tours. Students found in breach of these rules will be suspended, pending an investigation by the school management and a meeting with the student's parents. Use of alcohol in the circumstances above or coming to school when under the influence of alcohol is deemed to be serious misbehaviour.

### ***Illegal drugs and solvents***

This school does not permit the possession, use or supply of drugs or solvents on the school premises, on school trips, on school transport, or in the course of any school related activities. Any such action is regarded as serious misbehaviour and leaves a student open to expulsion. Exceptions are made for prescribed drugs for legitimate medicinal use, but the school has to be informed in advance about such use.

### ***Drug Incidents***

For the purposes of this policy the following are classified as drug incidents:

- suspicion of drug use, possession or dealing
- emergencies following drug use (including when person may be unconscious)
- disclosure by another person of drug use
- possession of a drug on school premises or on school related activity
- selling/supplying illegal/legal drugs
- school grounds being used for drug activity
- drug paraphernalia found on school property.

Where the school suspects the possession, use or trafficking of illegal drugs, an investigation will be carried out, seeking where appropriate the advice and assistance of the Gardai. The school management will expect parents/guardians to inform the school if they suspect their child of drug-taking. Students suspected of taking drugs or solvents outside of school will be monitored and every effort will be made to support them and ensure they get the counselling and help they need.

The school authorities will fully investigate any drug incident and take whatever steps are necessary to protect the student body from harm. Involvement in a drug incident

is deemed serious misbehaviour and as a result a student is open to suspension or expulsion.

### ***Managing a drug incident***

Members of staff should generally be aware of the signs of drug use, including changes in behaviour. In any suspected or confirmed drug incident a limited number of people should be involved in managing the incident. This would normally be the principal, deputy principal, form-master and mentor. All written documentation will be kept in the confidential care of the principal.

Relevant parents/guardians will be informed if a case is confirmed and with regard to action that is being taken (e.g. contacting the Gardai, HSE). If the person has a drug problem then referral to an appropriate service will be recommended. Where a student has been suspended for serious misbehaviour with regard to a drug incident, their return to school will be conditional on a non-recidivist undertaking and external counselling or follow-up.

## **Appendix**

### **Various regulations as outlined in Student Journal**

#### **Code of Conduct**

Students should present themselves each day in school wearing proper school attire. The uniform (classes) & sports wear (sports periods) consist of the following items:

##### ***Uniform***

Navy jacket (reversible/ waterproof)

Navy pullover with school crest

School tie

Light blue shirt (1<sup>st</sup> to 5<sup>th</sup> year) or white shirt (6<sup>th</sup> year)

Plain Mid grey trousers

Black school shoes (polished) – not near-black footwear, brown shoes nor adapted sports shoes

##### ***Sports wear***

School sports top/jacket (*or* existing fleece top, senior students)

Sports shirt (navy with crest)

Plain navy tracksuit bottoms

Those playing on school teams will be required to have or purchase royal blue sports shorts & socks (the team colours) from the school office as required during the year. Students should come to school in the school navy jacket or equivalent. Hoodies are not acceptable dress. Runners or similar shoes can only be worn at P.E., Sport and

on the Astro Pitches – where these are compulsory. Students must wear uniform shoes travelling to and from school.

Hair must be groomed in a clean and neat style. A student whose hair is excessively long or excessively short, or unconventionally styled, will be considered inappropriately groomed for school. Colouring and experimental styles are not acceptable. The wearing of jewellery (ear-rings, studs etc.) is not part of the school uniform and these items should not be worn in school or on school related activities. Students ignoring regulations regarding self-presentation and dress may be sent home.

All students are issued with a Student Journal which they must carry with them in order to attend class. Students should attend all classes and study periods as scheduled. Toilet breaks will not normally be granted during class periods. Students may not enter a classroom until a teacher is present. Students may not eat or drink in classrooms. Students must keep classrooms and study areas clean and tidy, using litter bins as required. Liquid Tippex and chewing gum are forbidden.

Students should show respect for school property, their own property and that of others. Accidental damage must be reported immediately. It will be assumed that unreported damage has not been caused accidentally.

Courtesy and respect is to be shown at all times towards staff and other students, and also to the general public both inside and outside the school. Horseplay, rowdy behaviour or coarse language will not be tolerated in any school-related activity.

The school does not accept responsibility for loss of a student's property. Valuables should not be brought to the school. Such items should be kept on one's person and not in lockers, which are convenient storage spaces for books and clothing.

The use of cameras or camera phones is prohibited. This constitutes an invasion of privacy of students and teachers and is a serious offence. Punishment may include confiscation of the camera or phone for a period up to a term. Mobile phones or ipods or games systems etc. may not be used during the school day, or during after-school study. Such devices, if confiscated, must be collected by a parent from the school office.

From time to time, students are assigned jobs or responsibilities in the school and are expected to undertake these in a diligent manner.

Written explanations for homework which has not been completed, or which has been incompletely done, must be presented to teachers and these explanations must be signed by a parent. Ideally, this communication should be through the homework journal.

The punishment available for unacceptable behaviour includes after-school or weekend detention. Notwithstanding any of the above, the school reserves the right to suspend a student who seriously or persistently breaches the “Code of Conduct.”

For the purposes of clarity some of the current immediate sanctions are as follows:

<b>Incident</b>	<b>Sanction</b>
Serious misbehaviour incident	An immediate suspension may be imposed
Fighting within the school	An immediate suspension may be imposed
No School Journal in class	Warning; then may be refused entry
3+ days without a School Journal	New Journal (€15) must be purchased
School Journal in very poor repair	New Journal must be purchased
3 or more negative marks in a week	After-school detention
After every three (unexcused) late marks	After-school detention
Leaving school without permission	After-school or Saturday detention
Out of bounds offence	€10 fine payable within the week
Smoking offence	€10 fine payable within the week
Second smoking offence in same week	Fine €20 for the second offence
Intentional littering	€5 fine payable within the week
Uniform infringement	Verbal warning; then access to class restricted
Grooming offence (hair, jewellery)	Verbal warning; then access to class restricted
Minor misdemeanours in class	Mark in journal and/or lunch-time detention
Homework not done	Mark in Journal; possible lunch-time detention
Skipping lunchtime detention	May impose after-school detention
Persistent misdemeanours	One after-school detention may be imposed
Failure to take exam seriously	Re-sit exam out of term
Use of ipods	Confiscation for day or week or term
Phone use	Confiscation for day or week or term

### **Student Journal**

Students are required to have their Student Journal with them at all times. These Journals are distributed by the form-m asters in September. Lost or mislaid journals must be replaced immediately.

The Student Journal is school property and must be cared for as such. All homework, both written and oral, should be recorded in the Student Journal each day, at the end of each class.

The Student Journal must be available for inspection at all times by either the school or parents. Failure to present the journal regularly (including at morning sign-in if requested) constitutes unacceptable behaviour and may lead to suspension from class. Explanations regarding incomplete homework will normally be recorded in the journal by parents. Teachers will use the journal to communicate with parents regarding a student’s school performance. Parents are required to check and sign the journal at the end of each week.

The Student Journal must be maintained properly. Students are not permitted to draw on or otherwise deface the journal or its cover. The removal of any page from the journal is a serious offence. It is also a serious matter if a student loses his journal. He is obliged to report it to his form -master at the earliest opportunity. There is a replacement charge of €15.

### **Health & Safety**

To help provide a healthy and safe educational environment for all, the following regulations should be observed:

All students are to remain within the school boundaries as indicated on the school notice- boards, during school hours. A fine system operates for those breaking bounds. A student may not be in a laboratory or down by the river without a supervising teacher being present.

Smoking is expressly forbidden while a student is at school, in school uniform or involved in school related activities. Stiff fines and/or suspensions are imposed for smoking.

Neither running nor horseplay should take place in the school buildings, nor should any objects be thrown.

The school disapproves strongly of bullying. Parents are asked to co-operate fully in tackling any bullying issues that arise, not matter how small these may appear to be. Teachers will take a proactive approach towards its elimination. Students will be aware that bullying can be psychological and non-verbal as well as physical. A student should not have to tolerate unpleasant behaviour from another student and should be ready to take steps to prevent reoccurrence. These steps will include reporting to parent/guardian, mentor / form-master, Deputy Principal /Principal. The school authorities strongly disapprove of any action, behaviour or attitude assumed in a provocatively consistent way by any student for the purposes of intimidating others. Appropriate sanctions will be available. These include counselling, parental consultation, removal from class and possible suspension/expulsion.

Students may need to use cars or motorbikes for the purposes of coming to or going from school. **They must not use them at other times during the day except with the express permission of the school authorities, which will not normally be given.** In the interests of the safety of all, the school may request that students' car keys be handed into the school office on arrival and collected before departure. No student should carry another school student in a car or on a motorbike without parents'/guardians' written permission. Students cycling to school are urged to take care and to strictly follow the rules of the road. Because of the high record of accidents among school-students using

motorbikes, we very strongly advise against their use by Rockbrook students. However, should students travel to Rockbrook on motorbikes they may not lend, give lifts to other students, or use the bike during school hours.

Any student who uses illegal drugs or psychoactive substances at school, or on school related activities, or while in school uniform will be immediately suspended and, after his parents are met by school authorities, may be removed from the school.

### **General Regulations**

1. Students may not leave the school or school grounds during school hours without permission from the Principal, Deputy Principal or their Form Master. The 'out of bounds' areas are indicated on the school notice-board.
2. Parents should telephone the school authorities as early as possible if their son is not attending school on that day. Written or telephone notification of early departure from school must be received. Parents collecting students early from the school due to sickness, appointments etc must do so through the school secretary's office (i.e. call to the office on arrival at the school to sign the student out).
3. All students should sign in between 8.40 and 8.50 each morning, wearing full school uniform. Students should have all necessary books, including Student Journal, papers and pens with them for any class. Students disregarding this regulation may not be permitted to attend class until properly prepared and parents will be informed.
4. Lockers are available for all students. An annual fee and deposit is payable for the use of the locker. Lockers must be kept clean and will be inspected from time to time. A fee will be charged for a replacement locker key.
5. Students are required to have their school homework journal with them at all times.
6. The school's Internet Acceptable Use Policy (AUP) aims to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.
7. The Code of Conduct and Health and Safety regulations constitute part of the general regulations of the school. Further details on school regulations are posted on the school notice-board.

### **Internet Acceptable Use Policy (AUP)**

The aim of this Acceptable Use Policy is to ensure that pupils will benefit from learning opportunities offered by the school's Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege. Therefore, if the school AUP is not adhered to, this privilege will be withdrawn and appropriate sanctions – as outlined in the AUP – will be imposed.

### ***School's Strategy***

The school employs a number of strategies in order to maximise learning opportunities and reduce risks associated with the Internet. These strategies are as follows:

#### ***General***

1. Internet sessions will always be supervised by a teacher. Where this is not so, the internet will be used in a public area.
2. Filtering software and/or equivalent systems will be used in order to minimise the risk of exposure to inappropriate material.
3. The school will regularly monitor pupils' Internet usage.
4. Students and teachers will be provided with training in the area of Internet safety.
5. Uploading and downloading of non-approved software will not be permitted.
6. Virus protection software will be used and updated on a regular basis.
7. The use of personal memory sticks, CD-ROMs, or other digital storage media in school requires a teacher's permission.
8. Students will treat others with respect at all times and will not undertake any actions that may bring the school into disrepute.

#### ***World Wide Web***

1. Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
2. Students will report accidental accessing of inappropriate materials to a teacher or the teacher in charge in accordance with school procedures.
3. Students will use the Internet for educational purposes only.
4. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
5. Students will never disclose or publicise personal information.
6. Downloading materials or images not relevant to their studies, is in direct breach of the school's acceptable use policy.
7. Students will be aware that any usage, including distributing or receiving information, school-related or personal, may be monitored for unusual activity, security and/or network management reasons.

### ***Email***

1. Students will use approved class email accounts under supervision by or permission from a teacher.
2. Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
3. Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
4. Students will never arrange a face-to-face meeting with someone they only know through emails or the internet.
5. Students will note that sending and receiving email attachments is subject to permission from their teacher.

### ***Internet Chat***

1. Students will only have access to chat rooms, discussion forums, messaging or other electronic communication forums that have been approved by the school.
2. Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised.
3. Usernames will be used to avoid disclosure of identity.
4. Face-to-face meetings with someone organised via Internet chat is forbidden.

### ***School Website***

1. Pupils may be given the opportunity to publish projects, artwork or school work on the World Wide Web in accordance with clear policies and approval processes regarding the content that can be loaded to the school's website.
2. The website will be regularly checked to ensure that there is no content that compromises the safety of pupils or staff.
3. Websites using facilities such as guestbooks, notice-boards or weblogs will be checked frequently to ensure that they do not contain personal details.
4. The publication of student work will be co-ordinated by a teacher.
5. Pupils' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
6. The school will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the school website without parental permission. Photographs, audio and video clips will. Video clips may be password protected.
7. Personal pupil information including home address and contact details will be omitted from school web pages.
8. The school website will avoid publishing the first name and last name of individuals in a photograph.
9. The school will ensure that the image files are appropriately named – will not use pupils' names in image file names or ALT tags if published on the web.
10. Pupils will continue to own the copyright on any work published.

### ***Personal Devices***

Pupils using their own technology in school, such as leaving a mobile phone turned on or using it in class, viewing or displaying to others unsuitable or obscene material downloaded from the internet or uploaded onto the personal device, sending nuisance text messages, or the unauthorised taking of images with a mobile phone camera, still or moving, is in direct breach of the school's acceptable use policy.

### ***Sanctions***

Misuse of the Internet may result in disciplinary action, including written warnings, withdrawal of access privileges and, in extreme cases, suspension or expulsion. The school also reserves the right to report any illegal activities to the appropriate authorities.

### **Policy regarding School Trips**

The plan for school trips will normally be drawn up before the beginning of the school year and finalised by the school management in September and then approved by the board of management.

School trips and exchanges will be organised to enhance the learning of students, as well as providing good opportunities for personal development and building friendships. Disruption to the normal school timetable will be minimised and use will be made of the school holiday period to facilitate longer trips. The school will generally avoid high cost trips which effectively exclude those who cannot afford them

Parents will provide written permission for students' participation in school trips. Exclusion of individual students from trips is a school management decision. Such decisions will be made taking into account a student's school performance, his level of co-operation with teachers, his previous performance on school trips, his capacity to make the trip difficult for other students. It is acknowledged that some trips may not be suitable for some students due to temperament, maturity and, perhaps occasionally due to disability issues.