

Meán Scoil Nua an Leith-Triúigh

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Code Of Behaviour And Discipline

Student Name: _____

Class: _____

Parents / Guardians must read the following guidelines/rules, Code of Behaviour and Discipline and agree by their signature that they have read them.

I/We, the parents/guardians of the above pupil certify that we have read the Code of Behaviour and Discipline outlined in the school journal of Meán Scoil Nua an Leith Triúigh. I/We agree they are acceptable and certify that I/we will support the school and will instruct our child/children to co-operate. These rules are in his/her best interest and in the best interests of the education development and welfare of all the students in the school.

Signed: _____
Father/Guardian

Signed: _____
Mother/Guardian

Date: _____

Date: _____

I agree that the School Guidelines/Rules and Procedures are acceptable and will support the school in upholding the standards and conditions outlined in the school journal.

Signed: _____ (student)

Date: _____

Guide to Students and Parents

In Meán Scoil Nua an Leith Triúigh we wish to provide quality teaching and learning for our students in a happy and stimulating environment where everyone and everything is respected and the self-esteem of all is fostered.

We want each student to realise his/her full potential in terms of academic and personal development. The whole school community places a strong emphasis on partnership with parents, students and Board of Management. We must all realise that each and every one of us has responsibilities for the well-being of the school community.

It is anticipated that our school rules will be seen as guidelines. We believe that non-compliance distracts from the quality of the teaching and learning environment of each student.

Class Teacher

The class teacher or subject teacher is the front-line source of help for students. As a leader of learning and someone with an established relationship of trust, the teacher will have strong influence with students. The class teacher will deal with routine incidents of misbehaviour through classroom management strategies thus minimising the need for other interventions.

A subject teacher can refer a student for advice and support such as:

- Teacher referral of a student to another designated member of staff – Principal or Deputy Principal.
- Referral to Guidance Counsellor or other member who may have a specific role in managing behaviour.

The following is intended to create a suitable environment for all.

School Uniform: A full school uniform must be worn at all times and must be kept neat, clean and presentable. It is advisable to purchase an additional shirt, trouser and jumper at the start of the year. Only plain black trousers can be worn in school except the day that PE is scheduled. On this day a plain black tracksuit is permitted (no stripes, logos etc allowed) . Ugg boots are not permitted as footwear. **The only jacket permitted in the classroom is the official school jacket. Students may wear a plain black jacket to and from school and the shop but not in the school building.** All items should have owners name on it.

Students will be prohibited from attending classes or sent home if not in full uniform. Parents are responsible for student's uniform when they leave for school.

Text Books: Each student must have a full set of textbooks and exercise books for each subject. Students name and address should be written on all books. All books should be carried in a school bag and stored in the lockers. Only the books needed for the class should be on the desk for each class. Books cannot be left on windows etc. as they get lost and damaged.

Use of School Journal: On each daily section the subject name should be listed in the left margin. The allotted homework should be written in the relevant space provided. In the event of a student being absent on any school day the word "absent" should be entered in the first column for that day. It is essential that each student brings his/her journal to school every day and has it in his/her possession at all times. Any misdemeanours will be written in to the journal by the teacher during the class. A parent/guardian should check the diary every evening if possible but at least once per week. The class teacher will sign the journal to alert you if a Wednesday afternoon detention needs to be served by your child.

Homework: All homework should be noted as directed below. In the event of a student being absent the appropriate exercises and home-study should be obtained from a friend or fellow classmate. The following is a guide to the amount of time each student should devote to daily home-study. We strongly recommend supervised study for those students who are not giving the appropriate time to homework and study.

First Year:	1 hour
Second Year:	2 hours
Third & Fifth Year:	2-3 hours
Senior Cycle:	3 hours

The times suggested here are a minimum.

Attendance: It is essential that students are punctual for all classes. Students must be in their classrooms before the start of each class as set out in the school timetable. Students must stay seated between classes unless they are changing rooms.

On being late for school the student must report to the staff room or office and record the time of arrival and sign the Late Register. Proper written explanation should be supplied by parent/guardian.

Students will only be granted permission to leave school during normal class periods for exceptional reasons and on receiving a written explanation (note) from parents/guardians.

Students must also sign the Early Departure Book. Any student absent from class or from school without permission may be subject to disciplinary procedures.

If a student misses any day he/she must bring in a note to the principal to explain why days were missed. If a student misses 21 days of school a letter will be sent to the parents and reported to the NEWB.

Mobile Phones: Mobile Phones, ipod's etc. are not permitted within the school grounds without prior approval from Parents/Guardians or management of the school. They will be confiscated and the school has the right to hold onto the phone until Parents/Guardians come in to collect the phone or other electronic device.

Substance Use: Alcohol, tobacco and illegal drugs are strictly forbidden anywhere in the school grounds, school building, school buses, on school outings or at any time during the school day.

Litter: All litter should be placed in bins provided. Chewing Gum is strictly forbidden within the school building at all times. Students are asked to keep classrooms tidy. If classrooms are left untidy, students will not have access to their classroom during lunchtime the following day.

Within the School and classroom you are expected to:

- Be on time and be prepared for class
- Sit quietly at your designated seat with your books opened
- Have your school journal on the desk at all times
- Raise your hand for teachers attention
- Be respectful to fellow students and school staff
- Make sure your classroom is tidy and safe and put you chair on the desk at the end of the day
- Avoid going to your locker during change of class
- Stay in general classrooms unless changing rooms enter all homework in your journal
- Place all litter in the waste bins
- Avoid fighting or rough play
- Remember that bad language and bad behaviour is not acceptable

Bullying: Bullying is repeated aggression, verbal psychological or physical conducted by an individual or group against others. Bullying behaviour thrives in an atmosphere of

uncertainty and secrecy. The victim often feels a sense of hopelessness against the power of the bully. Fellow students and parents often know about this type of behaviour before the school becomes aware of it. Parents and students are asked to bring to the notice of the school principal or teachers, information they may have about bullies as quickly as possible so that those involved may be helped. The source of this information will be kept confidential and the matter will be investigated immediately.

Every student is entitled to enjoy school in a secure and happy environment. Our school takes a preventative approach to bullying and encourages students to tell teachers and staff or parents of any incidents of bullying or intimidation. It is essential that we are made aware so that we may act accordingly. A 'Bully Box' is located outside the Deputy Principal's office and we are fully compliant with official anti-bullying laws. Please visit our Anti-Bullying Policy on our website www.msltcastlegregory.ie for more information.

Code of Discipline: Our aim is to educate our students to take responsibility for themselves and to learn that they are accountable for their own actions. When students defy school rules sanctions will ensue as follows:

- All incidents of misbehaviour are recorded by teachers on an incident report sheet & in the student journal if necessary.
- The incident report sheet is then filed with the details of the incident in a class file.
- **If a student receives 3 incident report sheets he/she will be placed on detention for 2 lunch time periods from 12.55 – 1.20 (10 mins for lunch) on Thursday and Friday (of the same week) which is supervised by teachers on a roster basis.**
- Homework or study is not permitted in detention and students will be given separate written work as punishment.
- Four after school detentions is considered repeated misbehaviour at which point a 2 day suspension will be implemented.
- In instances of grave misbehaviour, suspension may be applied automatically at the discretion of the principal.
- In extreme cases of grave misbehaviour and only after efforts have been made to modify his/her behaviour, will expulsion be resorted to and recommended to the Board of Management.
- Suspension will not generally be for more than 2 days and will only be after parents/guardians have been notified. They may appeal the suspension to the Board of Management.