

# HOUSE RULES (SECONDARY SCHOOL)



**St. Kilian's**  
Deutsche Schule Dublin

## Before School

Classes begin at 8.25. If you arrive before 8.10, please go to the canteen. You can go to your locker at 8.10. You are expected to go to your classroom at 8.20 at the latest. As there is no break between classes, you will not have time to go back to your locker until the morning break.

If you arrive late to school you will be given an immediate detention during break time (on the same day). You must have a late note to later class.

## Study Hall

The study hall is a place of study and the rules governing its use are simple: do not eat, do not drink, do not speak, study!

## Morning Break 10.25 - 10.50

Classrooms will be locked by teachers so you will have to move out. Please take your books to your locker, then decide if you want to go outside or to the canteen. You are not allowed to eat or drink elsewhere. That means that all food must be consumed in the canteen or outside. The study hall is not an eating area during morning break.

During morning break the basketball court is used by the Primary school for Classes 1 and 2 only.

You will be asked to leave the canteen at 10.40. Classes 11-12 can stay in the canteen or their designated eating areas until 10.45 on condition that they clean their tables and stack their own chairs.

At 10.45 the bell will remind you to come back in. Please collect your books for the next three periods and go to your classroom.

Students are **not** allowed to leave the school premises. The bushes along the Belfield wall, the terrace in front of the main entrance and the car park are out of bounds.

The canteen is swept and tidied by the class on duty.

Senior students using the room/ facility agreed during break are required to ensure the facility is left clean and tidy after each break. A failure to do so will result in this privilege being temporarily withdrawn.

## Lunch Time 12.50 - 13.30

Classrooms will again be locked by teachers. Please take your books to your locker, and then decide whether you want to go to the canteen or outside. Once you are outside you will not be allowed back in. Students from Classes 7-10 will be asked to leave at 13.10.

If there are sports activities in the gym, please remember that you are not allowed to eat or drink in the waiting area behind the gym or in the gym itself. The same applies to the library.

Classrooms will be opened at 13.25. Please collect your books for the afternoon classes.

The Study Hall may be used as an extension of the canteen for eating from **12:50 - 13.20 only**. The study hall must be restored to its purpose as a place of study for the start of 7<sup>th</sup> period. This means it must be cleaned and tables/chairs returned to their regular positions. A cleaning roster will be put in place and it will be obligatory to

turn up and clean if your name appears on the roster. Cleaning duty has nothing to do with how often or how seldom you use the facilities, it is part of your communal responsibility.

### **End of the Day**

*At the end of the day please make sure that your place is tidy. Don't leave any paper under your desk and take your books with you. If necessary, sweep the classroom quickly. The chairs must be put on the desks every day in order for the cleaners to be able to work without loss of time.*

Do not leave any litter in the corridor. Teachers are requested to keep you back to tidy up the corridor after the other students have left.

If you have to wait after class, you must go to Supervised Study in the Study Hall. Please tell the supervising teacher how long you have to stay and why you must leave earlier if you are not enrolled for Supervised Studies.

### **Wet Weather**

During wet weather, students can use the canteen and the upstairs corridor.

### **Smoking**

Smoking in the school building is illegal. It is forbidden to smoke anywhere on the school campus, on school trips and outings. A breach of this rule will result in a suspension. E-Cigarettes and vaping are also covered by this rule.

Behaviour outside the school grounds which compromises the good name or image of the school will be sanctioned.

### **Bags on the Corridors**

Please do not leave your bags on the corridor at any time – even when you have Sports or Computer Studies. All bags must be stored in lockers or on racks.

### **Chewing-gum**

We are very proud of our “Green School ethos”.

Chewing-gum is not allowed in the school building or on the school premises. If you are caught chewing gum, you may forfeit a break or time after school to scrape gum off some school furniture. You should be put off chewing-gum after this!

### **Nut-Free School**

St. Kilian's/Eurocampus is a nut-free zone.

### **Litter**

Please use the correct bins for your litter. Teachers are requested to ask you to pick up litter, regardless of whether you dropped it or not.

There is zero tolerance for litter in our school. Students who litter will be asked to stay after school on Friday and pick up litter around the school and campus. We will supply the equipment to ensure you can carry out this particular task efficiently and effectively!



## Car Park

Only students in possession of a full and valid driving licence may drive into the campus and use the designated areas of the car park (i.e. outside of the staff parking area). Students who drive to school must submit a copy of their full licence to the school secretary for filing.

## Valuables

The school cannot accept responsibility for lost property. **Please do not bring any valuables to school.** If this cannot be avoided, please ask the secretary to lock them away for the day.

## Dress Code

Whilst St Kilian's/Eurocampus do not have a uniform there is a requirement that all members of the school community dress in a manner that is appropriate to the functions of our school as an educational establishment and a place of work. We encourage diversity and self-expression however; a dress code is also part of the personal education process of the pupils who attend our school. Pupils are therefore encouraged to become aware themselves of what is and what is not acceptable dress in the school environment. The guidelines below are intended to help pupils make the right choices in terms of their school clothes and to realise that some forms of clothing are not appropriate for school.

- Our school is an integrated campus from Kindergarten to secondary school and at all times we should lead by example and be aware of our much younger and more impressionable students.
- Our school is also a place of work.
- The word appropriate should always inform our choice of clothing.
- Offensive or vulgar inscriptions are not permitted because they compromise our school's Dignity at Work Charter and are contrary to the principle of respect which underpins the Code of Behaviour and the ethos of our school.
- Trousers, shorts, skirts and dresses should always provide adequate cover so that underwear is never visible.
- Shorts (if worn over leggings/thick tights) should be of adequate length and should be clearly distinguishable from underwear.
- Transparent tops should at all times be worn over suitable and appropriate undergarments.
- Tops should cover the midriff and tummy area
- Torn jeans or tights are not appropriate for school
- Head gear must not conceal the face or prevent identification
- Hoods may not be worn indoors

## Additional Regulations

- One nose stud can be worn. (nose, lip or eyebrow rings are not permitted).
- All other facial ornaments must be replaced by clear plastic retainers. Metal bars and metal facial rings must not be worn on the school campus.
- Due to Health and safety requirements facial piercings and plastic retainers must be removed in PE.

If you wear offensive or inappropriate clothing to school you will be requested to change or cover up, you may be provided with alternative clothing from the lost and found for the duration of the day.



Refusal by a student to follow any reasonable and clear instruction in relation to the above dress code may result in suspension.

### **Conflict Resolution**

Our school operates a zero tolerance for physical violence/fighting. Violence is never acceptable as a means of resolving difference or conflict. Violent behaviour and physical fighting compromise the good order and control necessary to ensure the safety of everybody on campus, therefore, if you engage in either you will be suspended. Please talk to your Class Teacher or Year Head if there are issues which you find difficult to resolve yourself. Remember fighting solves nothing, it only helps to make the situation worse!

### **Code of Behaviour**

The code of Behaviour is accessible on the school's website [www.kilians.com](http://www.kilians.com); hard copies are available from the office on request.

***Do not run inside the building. Walls are harder than skulls!***

In addition to the House Rules the school expects that students will:

1. Attend school regularly and remain for the full day.  
This is a rule of our school because missing class adversely affects progress. (See our Attendance Policy for further details)
2. Be on time for every class.  
This is a rule of our school because not being on time causes disruption for the teacher and the class. Also as our school is concerned with the development of the whole child we see the importance of encouraging students to develop good punctuality which will be expected of them in the workplace.
3. Show respect for yourself and others.  
This is a rule of our school because having respect for oneself and for others, promotes a respectful, caring atmosphere where the rights of all are upheld.
4. Show respect for school property. This is a rule of our school because defacing / damaging school property is destructive and shows a lack of respect for the school community of which the student is a member.
5. Move quietly around the school in an orderly manner.  
This is a rule of our school for the health and safety of students and staff and so that the business of teaching and learning can take place without unnecessary disturbances.
6. Listen to messages given and do as required.  
This is a rule of our school so that instructions given to assist the smooth running of our school are carried out in the interests of all.
7. This Code of Behaviour and the House Rules are to help all members of the school community to achieve these aims. It serves:
  - To create a safe, secure learning environment for all students by promoting a sense of mutual respect among all members of the school community.
  - To have effective procedures in place which will allow for the day to day running of the school and which meet the demands of current legislation.
  - To promote good behaviour and self -discipline.



- To allow for the appropriate involvement of all school personnel.
  - To ensure understanding by the parents, students, staff and management of the code of behaviour and the reasons for it.
  - To emphasise the promotion and acknowledgement of good behaviour.
  - To outline the strategies to be used to prevent poor behaviour and the ways in which positive behaviour is acknowledged.
  - To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.
  - To outline the interventions to be used when a student repeatedly misbehaves.
  - We do not leave the school premises if we have not been given permission by a teacher or the school secretary to do so.
  - We attend classes regularly, punctually, we bring our books and other materials, we work in class as requested by our teachers, and we do our homework carefully.
  - We don't disturb classes.
  - Teachers will treat pupils with respect, and pupils accept teachers have a duty of care towards pupils. That means that pupils must follow teachers' instructions.
  - We wear clothes that are neither offensive nor inappropriate in school.
  - We do not wear head gear which conceals our faces or inhibits easy identification. (see House Rules appended to this Code)
  - We do not engage in sexual behaviour in the school.
8. What pupils do before school, during break, what they do when it rains, is described in the House Rules for the Primary and the Secondary School, which are appended to this Code of Behaviour.

The House Rules may be complemented from time to time by specific regulations e.g., Library Rules, Canteen Rules, Computer Rules, Rules for Break, Supervised Study Rules, etc.

*(updated February 2017)*

