

## SCHOOL RULES - GENERAL

### Uniform and Personal Belongings

1. School uniform is compulsory and must be worn correctly on all school occasions, e.g. shirts/blouses must be tucked in, top buttons fastened and ties properly done up. Alternative articles of clothing are not permitted unless there are exceptional circumstances. At no time should a pupil wear an article of clothing that is identified with a sports team/club. Hooded tops, scarves – other than Coleraine College scarves and over jackets are not to be worn in school.
2. Items of jewellery are obvious sources of danger, especially in practical subjects. Girls are permitted to wear one stud in the lobe of each ear and one signet ring and boys are not permitted to wear ear rings or rings of any kind.
3. (a) Pupils must not wear heavy eye make-up or lipstick and are required to keep their hair tidy. Unnatural colours (e.g. bright red, green, blue purple etc.) are unacceptable. Blonde or bleached stripes are not permitted. Lines shaven into the hair are not permitted. Boys are expected to be clean shaven (i.e. beards and moustaches are not permitted).  
(b) Shaven hairstyles are not permitted (not less than a number 2 is recommended).  
(c) Boys are requested to maintain hair length not below the collar. Pupils with longer hairstyles will be required to tie them back in a pony tail.
4. Where pupils bring excessive money, electronic music devices (e.g. i-Pods/MP3 Players), phones, electronic games etc. into school they do so at their own risk. Staff cannot be held responsible for any losses incurred.
5. Mobile phones or other electronic devices (e.g. MP3 players) must not be used in class at any time. Pupils must hand over mobile phones to staff when requested – they can be returned at the end of the school day from the office. If a mobile phone is taken from a pupil on three occasions a letter will be sent to parents or guardians to alert them that on the next occasion the phone is misused in school it will not be returned until a parent or guardian comes into school to collect it.  
Mobile phones must not be used inappropriately and those which incorporate a camera **must not be used under any circumstances to take photos, videos or recordings, sound or video, on any occasion. Persons found breaching this rule may be subject to investigation by the PSNI.**
6. Dangerous devices e.g. laser pens, knives etc. must not be brought to school and pupils must not act in any manner which endangers the Health and Safety of themselves or others. The school reserves the right to stop and search any pupil suspected of being in possession of harmful devices.

### Attendance and Punctuality

7. Pupils who become ill in school should inform their class teacher. Pupils should only attend the school nurse/firstaider with the permission of the classroom teacher and must not leave the premises without the school's permission.
8. Pupils must be punctual on all occasions.
9. Medical and dental appointments should be arranged, where possible, outside school hours and significant absence due to family holidays should be avoided.
10. Pupils wishing to leave school **must** bring a note signed by a parent/guardian requesting permission to leave. The reason for leaving school must be clearly stated.
11. Pupils who have been absent from school for one or more days must present a note to his/her Tutor on the first morning back. This note should be dated, state the number of days absent, give an explanation for the absence and be signed by a parent/guardian.
12. Telephone requests to leave school will only be granted in exceptional circumstances.
13. Pupils must not leave the school grounds at any time during the school day except with written permission of parents and by arrangement with the Principal/Vice-Principal/Year Head. (Pupils who walk out of school without the knowledge/consent of school staff will face suspension and the PSNI will be informed).
14. All pupils, without exception, must report to their Tutor at 9.00.am. in their registration Room so that they may be marked present, and must remain in school until 3.15p.m. Pupils must never leave the school premises without parental or school permission.
15. Pupils must use only the gates to enter and leave the school grounds. The main door is for the use of staff and visitors only after 9.00am and before 3.15pm unless permission is given by staff.

### **Respect and General Behaviour**

16. Bad manners or bad taste in language, dress or demeanor as determined by the school will not be tolerated.
17. Use or possession of fireworks, alcoholic drinks, drugs, tobacco, organic solvents (including correction liquids such as Tippex) or any illegal substance is strictly prohibited. It will be an offence to be in the company of anyone using these materials. Smoking is forbidden in school.
18. Damage to school property should be reported immediately to a teacher or the school office. Payment may be demanded from the person(s) responsible for the damage.
19. Pupils must help to keep our school and its grounds clean and tidy (e.g. by putting litter in the bins provided).
20. The school office staff cannot relay telephone or other messages to pupils. The only Exceptions are those calls concerning serious family matters.
21. Pupils must comply with the school's homework policy.
22. All pupils (Years 8-12) must take part in P.E./Games. Pupils who cannot take part must bring a note from a parent/guardian giving a reason. If an illness/injury lasts beyond two weeks a medical certificate is required.
23. Pupils who sell or misuse their free dinner ticket may lose their free meals. Theft of dinner tickets is a serious offence and may involve the PSNI.
24. Pupils must show due respect for their own property, the property of the school and that of other people. Vandalism in any shape or form including graffiti is a serious offence which may lead to a suspension.
25. Misbehaviour on the school buses could result in the NEELB withdrawing a pupil's free bus pass.
26. Chewing gum is not permitted in school.
27. Any form of gambling is not permitted in the school.
28. Any person who carries out a physical attack risks suspension and/or investigation by the PSNI  
  
for assault. Pupils who have differences to resolve should report to the appropriate staff member so that the problem can be sorted out in a fair and amicable manner.
29. Any form of bullying – physical, mental, racist, religious, homophobic or e-bullying – will be dealt with according to the anti bullying policy of the College. Pupils may face extra work, withdrawal, detention, suspension or expulsion.
30. The school cannot deal with matters relating to Facebook, Bebo or mobile phone misuse outside of school or at weekends etc. These may be referred to the PSNI.

### **Notes**

- No list of rules can cover every contingency. Specific regulations/instructions are published or otherwise communicated from time to time. Pupils are expected to familiarize themselves with these and comply.
- School rules apply when pupils are in school uniform or representing the school.
- Pupils are expected to be familiar with, and to obey, all other relevant school policies e.g. School Outings, Corridor Behaviour, Playground and Classroom Rules.
- Pupils are expected to show **RESPECT** for each other, all staff and the school property and environment.
- After school detention runs from 3.15 – 4.00pm and may be extended for poor behaviour during detention.