



CLONGOWES

CLONGOWES WOOD COLLEGE SJ

SCHOOL RULES

The aim of the School Rules is to create conditions conducive to personal growth, to ensure a high standard of good behaviour in the community, and to encourage courtesy and consideration in the conduct of all its members. It is important for every member of the College community to present a good image of our College. Such an image cannot be created artificially or solely for public occasions. Clongowes' reputation must be faithfully guarded at all times. In cases where the rules of the College do not cover a particular situation, conduct should be governed by respect and consideration for others.

1. GENERAL

1.1 Safety

In the interests of safety, students are expected to conduct themselves in a manner that does not endanger or impede others, especially on stairs and on corridors, and at whole school and public gatherings.

Students are neither permitted to have, or drive a car, or to use scooters or bicycles, in the school grounds.

Students may not be in the multi-gym or swimming pool unless supervised by a member of staff.

1.2 Fire Alarm

When the fire alarm sounds, all students and staff must follow procedures, vacate the building through the nearest exit and remain outside until instructed by the fire officer. Any interference with the alarm system, re extinguishers or other safety apparatus will be considered a serious breach of College discipline. Accidental activation of the alarm should be reported immediately.

1.3 Bullying

The College views bullying as a grave breach of the School Rules and Code of Behaviour as it undermines community spirit and the ethos and culture of the school. Students who bully others may be suspended or expelled.

1.4 Alcohol

A student's presence in a public house or bar and the purchase or consumption of alcoholic drink while under the care of the College is forbidden. On no account may

students have alcohol in their possession on College property. In certain supervised situations, approved by the Headmaster, senior students may be permitted to drink beer or wine. Disregard for this policy is deemed to be a serious breach of school rules. Students who return to the school under the influence of alcohol will also be deemed to be in serious breach of the rules. (Cf. Policy on Use of Alcohol and Tobacco).

1.5 Smoking and Vaping

Smoking and vaping **including nicotine products** are not permitted in the College at any time, and may result in suspension. The possession or purchase of tobacco, nicotine or similar products while under the care of the College is forbidden (cf. Policy on Substance Misuse)

1.6 Illegal Drugs

The possession, attempt to purchase, use or sale of illegal drugs by students while under the care of the College is absolutely forbidden and may result in expulsion. Disregard for this regulation, particularly in the form of promoting or selling drugs, will make the offender liable to immediate expulsion (cf. Policy on Use of Drugs) with referral to the appropriate authorities.

1.7 Stealing

The College views stealing as a grave breach of the Code of Behaviour. It is regarded as a serious breach of trust and it undermines community spirit. A student who steals may be liable to suspension or expulsion.

1.8 Litter

Everyone should help to keep the College - house and grounds - as clean and tidy as possible. Litter should neither be caused nor tolerated.

2. BOARDING

2.1 Dormitories

No-one may play games in the dormitories, other than those specifically permitted by the Prefect, e.g. table tennis etc., as walls, cubicles, and fittings are easily damaged. Since dormitories are public places, posters and other forms of decoration should be chosen with care and not give offence or show bad taste in any way. Drying rooms should be used to dry sports gear etc. Cubicles and rooms should be kept tidy as a mark of consideration for staff and visitors and one's self-esteem. Chargers should be unplugged when not in use. Suitable footwear should be worn on the way to showers and for the pool. Students are responsible for ensuring their lockers are locked at all times when they are out of the dormitory.

No-one may enter a dormitory, other than his own, without the permission of his own Prefect, and the Prefect of the dormitory he wishes to enter. Students may talk quietly after lights flicked, but must observe strict silence after lights out.

Trunks and cases should be sent home, or stored as directed by Prefects.

Sleeps' may be obtained from your Prefect in exceptional circumstances. You should notify the study Prefect of your absence before the end of the first study, or a note should be written by your Prefect.

2.2 Money

In everybody's interest and in order to prevent stealing, all money must be banked with the Prefect. The College authorities will accept no responsibility for money kept in rooms or lockers or left unattended.

2.3 Private Property

The College does not insure students' private property and cannot accept responsibility for the loss or theft of such. Therefore, all items of personal property must be clearly and indelibly marked with the owner's name and laundry number, and should always be kept safely. Lockers should be kept locked at all times.

2.4 Keys

No one may possess a College master key, or swipe card, or be in possession of any other school key without specific authority from a Prefect or teacher.

2.5 Medication

Students on prescribed medication must inform the Infirmary and their Prefect. All medication, prescription and non-prescription, must be administered through the school Infirmary. Students are not permitted to have non-prescribed medications or performance enhancing substances in their possession. Non-prescribed medication should be given to the Prefect or Infirmary for safekeeping.

2.6 Infirmary

The Infirmary is a vital service to the school and it is expected that students will use this service responsibly. The Infirmary is available to students at the indicated times. Students who need to be attended outside these hours must follow the published procedures. During the school day students must have the permission of either the Deputy Headmaster, Head of Boarding or Director of Studies before going to the Infirmary.

2.7 Identity Cards

Students who produce, possess or use false identification are liable to serious sanction.

3. TECHNOLOGY

3.1 IT Equipment

The use of IT during class and study time is permitted for educational purposes only and with the permission of the teacher/supervisor. The use of IT is permitted for personal use. The content must be age appropriate. It should be used only at the agreed times e.g. not after lights out.

If the use of this equipment constitutes a social disturbance, as defined by a member of staff, it may be confiscated. Earphones, as they are deemed anti-social, are not permitted

in public areas of the school. (cf. Student IT Acceptable Use Policy)

3.2 Mobile Phones

Boys are permitted, if their parents so wish, to have a mobile phone in the College for personal use only. Students are not allowed to have more than one phone in school. Use of the phone is limited to their personal space (cube or room), without the presence of other students, and at stipulated times. All mobile phones must be registered on the College Wi-Fi network for connection to the Internet. The use of phones after 'lights flicked' is expressly forbidden.

In Third Line and Grammar, students have access to their phones after evening study until bedtime returning them to the phone cabinet by 'lights flicked' time. Use is restricted to the student's own cubicle.

In Syntax students can use phones in their own cubicles or rooms only during the day, returning them to the phone cabinet by 'lights flicked' time. Phones can be taken out before class time but should remain in the dormitory.

Higher Line students can use mobile phones in their own rooms only until lights out. Phones must remain in students' rooms during class time. Poetry students should leave their mobile phones switched off in the common area, as directed, during study times.

If mobile phones are used outside these times / locations without the permission of a Prefect or teacher the mobile phone will be confiscated and returned at a later date. (cf. Student IT Acceptable Use Policy)

3.3 Communications

All students should communicate with parents/guardians regularly.

- **E-mail:** All students have their own email addresses and have ready access to the College's computer system.
- **Mobile phones:** Use as set out in Section 3.2 above.
- **Messages:** Messages may be left for students by email (students own email or reception@clongowes.net).
- **Technology:** The use of technology, within or outside the College, in a manner that brings the College into disrepute and is contrary to the spirit and ethos of the College, is deemed a serious offence.

(cf. Student IT Acceptable Use Policy)

4. BOUNDS

4.1 Outside Areas

The following areas are out of bounds: the farm, the Pleasure Grounds, (except for Higher Line), the immediate surroundings of the Castle and the front lawns, the back of the kitchen and staff hall, Prefects' houses, garages and workshops. Students may pass by the Castle in transit to other areas of recreation (but never in boots and sports gear).

Those waiting for visits on Sundays and half-days may wait outside the Castle, but should take care not to cause disturbance by unnecessary noise and congregating. Students should not lie against parked cars and under no circumstances should students engage in football or ball-throwing in the vicinity of cars.

The Higher Line Pavilion and its grounds are out of bounds except to those playing cricket or taking part in athletics.

4.2 Inside Areas

The kitchen and staff-areas are out-of-bounds. The Castle is out-of-bounds except on authorised business.

4.3 Visits to Clane Wed & Sat

Clane is out of bounds for Third Liners. Lower Line and Higher Line students must request permission from their Prefect if they wish to leave the grounds. Students should not hitch lifts to or from Clane. Once permission has been granted for 'Clane leave' (1.30 p.m. - 4.45 p.m.) students must sign at Reception when leaving/returning to the College.

5. APPEARANCE

5.1 Dress

In general, one's dress and personal appearance should be governed by self-respect and respect for others. Each student's personal appearance should reflect the high standards which are synonymous with the image of the College.

Class dress refers to a shirt with a turned down collar, uncut trousers or jeans and non sports footwear. Clothing should not carry large logos or advertisements. Sportswear, hoodies and jackets are not permitted for class. Ankle socks are not allowed as class wear.

Formal dress refers to a navy blazer with school crest, white shirt, school tie, dark grey trousers, dark socks, and black polishable leather shoes.

Hairstyles perceived to be of an extreme nature are not allowed. This includes but is not circumscribed to: no hair below the collar or fringe in the eyes; and no dyed hair. Students who return to the College in breach of the above will be given a formal warning in the first instance, and sanctions will be applied. Students should not cut either their own hair or that of others.

6. VISITS AND LEAVES

6.1 Visits

- Wednesdays and Saturdays 1.00 p.m. - no later than 5.45 p.m.
- Sundays 12.00 noon - no later than 8.45 p.m. Evening study begins at 6 pm for those who wish to attend.

Clongowes is a seven-day boarding school. Students are encouraged to invite those who do not have regular visits to accompany them home on their own visits from time to time. Parents who have to travel long distances and who are only able to occasionally visit the College, may visit students on other days.

The College celebrates Mass each Sunday morning, usually at 11 a.m., and all students are expected to be in attendance.

6.2 Overnight Leaves

Permission to be away from the College overnight, for any reason, must be obtained from the Head of Boarding / Deputy Headmaster, on presentation of an "overnight-leave" docket, which must initially be requested from the Year Prefect at least 48 hours in advance (except in case of emergency). If overnight leave is granted, the signed docket must be given to the Prefect and Reception to record the absence. Everyone absent on such a leave should report in person to the Prefect on duty immediately on his return.

6.3 Absences

No student should ever be absent from the College without the knowledge of his Prefect. The College accepts no responsibility for students who absent themselves without permission.

Holidays during official term time are not permitted.

All students returning from overnight leave should 'check in' with their Prefects.

7. CLASSES AND STUDY

7.1 Punctuality

Punctuality is a courtesy, which should be applied to all situations. Students are expected to be prepared and on time for class or study and should be at their desk and prepared to study five minutes before the indicated time.

7.2 Absences from Class and Study

Students must not absent themselves from class or study without permission. As a matter of courtesy a student who is not on the official absence list should communicate with the teacher or study facilitator at the earliest opportunity as to the reason for his absence. It is the student's responsibility to complete the work given during the missed class. If a student misses study because of involvement in other College activities then he is expected to complete his homework in recreation time.

7.3 Presentation of Work

All work presented to a teacher should be neat and legible. Students are responsible for keeping their copies (and), textbooks and school journal, in good order and free from graffiti and other unsuitable materials.

7.4 Class and Study Behaviour

The classroom and study environment is designed to promote good learning. Students are expected to be attentive, respectful, and responsive at all times in class. Each pupil, whether in class or in study, should contribute to an atmosphere of mutual respect and consideration.

8. PUBLICATIONS

No publications, or online content, referring to the school or members of the school community, may be issued without the express permission of the College. The same principle applies to the College Coat of Arms or logo.

9. TIMETABLES AND SCHEDULE

9.1 Daily and Weekly Order of Time

Morning Prayer	
Monday - Friday	8.30 a.m.
First Class	
Monday - Friday	8.45 a.m.
Saturday	10.00 a.m.
Morning Break	
Monday - Friday	10.45 a.m.
Afternoon Classes	
Monday – Friday (except Wednesday)	13.45 p.m.
Evening Study	
Monday - Friday	6.00 – 8.00 p.m. (Third Line) 9.15 - 10.15 p.m. (Lower & Higher Lines)
Saturday	6.00 – 8.00 p.m.
Sunday	6.00 – 7.30 p.m.
Mass	
Sunday	11.00 am (unless otherwise advised)

9.2 Lunchtimes

Monday, Tuesday, Thursday & Friday						
Study	Elements	Rudiments	Grammar	Syntax	Poetry	Rhetoric
12.30 p.m.	12.35 p.m.	12.40p.m.	12.50 p.m.	12.45 p.m.	12.55 p.m.	1.00 p.m.
Wednesday						
11.55 a.m.	12.00 p.m.	12.00 p.m.	12.00 p.m.	12.00 p.m.	12.00	1.00 pm
Saturday						
11.55 a.m.	12.00 p.m.	12.00 p.m.	12.00 p.m.	12.00 p.m.	12.00	12.00 pm

Note: Teachers accompany their Third Line and Lower Line classes to the Study Halls.

9.3 Latest Retire Times

Line	Weekdays	Weekend
Third Line	Lights Flicked 9.40 p.m. Lights Out 10.00 p.m.	Saturday 10:45 p.m. Sunday 10.30 p.m.
Lower Line	Lights Flicked 10.40 p.m. Lights Out 11.00 p.m.	Saturday 11.00 p.m. Sunday 10.30 p.m.
Higher Line	Lights Flicked 10.45 p.m. Lights Out 11.10 p.m.	Saturday 11.00 p.m. Sunday 10.30 p.m.

Approved by the Senior Management Team

Updated by SMT 11th June 2024