



St. Columba's College

Code of Behaviour & College Rules

Person Responsible for updating policy: Head of Pastoral Care

Behaviour

We are fortunate to live and work in a close-knit, caring and supportive community at St. Columba's. As in all such communities, however, rules must be formulated and adhered to for the benefit of the greatest number, and this inevitably involves some compromise on individual freedom.

We are eager to promote and reward positive behaviour and therefore publish here for pupils some general principles governing behaviour in the College. Specific College Rules follow overleaf.

- You are expected to maintain a high standard of manners, courtesy and behaviour at all times. You should behave in a civilised manner and be respectful of the rights and needs of others. You should at all times be considerate and sensitive to others and their feelings. You should go out of your way to help others.
- You should behave appropriately at all times. At public performances, there should be applause instead of whistling and shouting. In Cloisters the queue should be quiet and orderly. Food should be eaten in the appropriate place and waste should be avoided. Coarse language must not be used and behaviour indoors should be tranquil.

- You must not use physical force against another pupil or member of staff.
- College Rules must be obeyed at all times and careful note taken of those guidelines published in the Green Book.
- Pupils must attend all classes and other obligatory functions as directed. If it is necessary to miss a class or other event you should excuse yourself beforehand to the person in charge of the event.
- You should be punctual for class, Chapel and all other functions. If you are late you should apologise immediately and give a reason for your lateness.
- You must respect the property of others. If you wish to borrow something you must ask the owner and not simply assume permission. If you lose or damage borrowed property you must replace it. College property should also be respected and if a breakage occurs it should be reported immediately.
- Personal relationships must be conducted with discretion. The College is a working public community, and conspicuous displays of affection are not appropriate. Senior pupils in particular are expected to give an example to younger boys and girls.
- Personal areas should be kept tidy and communal areas should be left in a state fit for others to use them.
- The College believes in the fundamental values of sport. It teaches us teamwork, fair play and responsibility to others. Participation is a positive experience, and all pupils are expected to take part in this spirit. Full guidelines are posted in the College each year. In summary: a) A high standard of sportsmanship and conduct is expected of all College teams and supporters. b) Respect must always be shown to the opposition team, teachers/coaches and supporters. c) There is no place for foul or abusive language on or off the field of play. d) Neither players nor spectators must criticise a referee, umpire or other official. e) If selected for a College team you must attend, unless you have the coach's permission not to. f) The appropriate College sports clothes must be worn by all players during practices and matches. g) Supporters at matches must wear official uniform or College sports clothes.
- Proper and appropriate dress is expected at all times:
 - in uniform, boys' ties and top buttons should be done up and shirt-tails tucked in; girls' shirt-tails should also be tucked in.
 - if in casual dress, it should be clean and tidy.
- Pupils are expected to maintain the highest academic standards. You must attend all classes, be on time for those classes, organise your own books and other materials, and complete all work set for you by teachers.
- Any disruption of classes or prep, preventing other pupils' learning, will be treated seriously, as will plagiarism.
- You must read carefully, and obey, all instructions about examination conduct. Cheating in exams is regarded as one of the most serious offences in College.



College Rules

These regulations are subject to change during the year; changes will be notified in College. Major breaches of discipline may result in temporary or permanent exclusion, as detailed in the document 'Pupil Exclusion Procedures' on www.stcolumbas.ie.

Behaviour

1. A high standard of behaviour, courtesy and manners is expected, as described in the Code of Behaviour.
2. It is only realistic to recognise that bullying behaviour can find its way into any community at any time. It is thus all the more important that we should affirm that we believe that:
 - a. Everyone's individuality should be valued and respected.
 - b. Everyone has a right to live free from fear and intimidation.
 - c. Bullying should not be tolerated.Every pupil must read and absorb the published Bullying Policy.
3. Pupils are reminded that they must obey the laws of the Republic of Ireland.
4. Possession of illegal drugs and controlled substances is strictly forbidden. Pupils who bring these into school will be required to leave the College; pupils who use such substances inside or outside the College in term-time are also likely to be required to leave.
5. Consumption of alcohol inside or outside the College in term-time is forbidden. Pupils who bring alcohol into the College or return from exeat under its influence are liable to be suspended.
6. Possession and use of tobacco or its derivatives are forbidden inside or outside the College in term-time. Repeated breaking of this rule is likely to lead to suspension.
7. Sexual activity involving intimate contact is forbidden, and is liable to result in severe sanction.
8. Behaviour in buildings must be orderly, and tranquil behaviour is required in College gardens and in Cloisters (except for Cloister Cricket).
9. Running in passages, through doorways and in the Warden's Garden is forbidden. Trees, windows and roofs may not be climbed up, through, or upon.
10. The throwing of any object is forbidden within Iron Railings. The only place ball games may be played within Iron Railings is the Cloisters for traditional Cloister Cricket.
11. Materials or objects deemed to be dangerous and publications deemed objectionable will be confiscated.
12. Chewing gum is forbidden.
13. Music must not be played at an unacceptable level and should not be audible outside the room in question. Portable and other music players may only be used within Houses; they will be confiscated if this rule is broken.

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14. Mobile phones may only be used within House and must be switched off after lights-out; they will be confiscated if this rule is broken. Mobile phones and other electronic devices must never be used in an inappropriate or harmful way, including the use of voice calls, text messaging and picture/video capabilities and recording or broadcasting without consent.
 15. Literature, posters and similar deemed unsuitable or offensive by a member of staff will be confiscated.
 16. Every pupil must read the Daily Notice every day. The writing of graffiti on notices, and the property of pupils, staff or the College is forbidden.
 17. Prefects (and VI Formers in their area of responsibility) have power to award reporting, or constructive punishments of not more than half an hour's duration, and should report these to Housemasters/Housemistresses. They are obliged to refer unco-operative pupils to Housemasters and Housemistresses. Detentions, gating and the stopping of exeats are given only by members of staff. Full details of acceptable sanctions are given in the Sanctions Procedure.

Exeats

18. Pupils wishing to exceed a restriction of bounds (see separate guidelines) need permission from their Housemaster/Housemistress (or the House Tutor when appropriate).
19. Pupils may take up to two regular Overnight Exeats per term. Permission for such an exeat (Saturday to Sunday) will not be given on a Matins weekend or when there is a major College function, other than by the Warden, and then only in exceptional circumstances.
20. Pupils returning from an exeat must on their return report without delay either to their Housemaster/Housemistress or to the Master on Duty.
21. Pupils who miss a Roll-call must report at the earliest opportunity to their Housemaster/Housemistress or to the Master on Duty.
22. Group excursions and outings (other than teams) beyond the restrictions of bounds are termed Expeditions. Pupils may not go on such Expeditions without staff supervision. Pupils on Expeditions both during and outside term-time are subject to school rules.
23. An Expedition list must be completed and then signed by Housemasters and Housemistresses and the Sub-Warden before 11.30am of the preceding day. No pupil may leave on an Expedition without the Housemaster's/Housemistress's written permission.
Dormitories
24. All beds must be made before the first Chapel Bell, and dormitories left tidy.
25. All dormitories must be quiet after first lights-out.
26. Boys may never enter girls' Houses, and vice versa. Only Prefects may enter other Houses, although VI Formers may enter other House common-rooms, unless a Housemaster/Housemistress indicates otherwise.



Medical

27. Pupils may not keep or use any medicines or drugs without permission and instruction from Matron, and the knowledge of the relevant Housemaster/Housemistress.
 28. The regular morning and evening surgeries are the proper time for routine treatments and for reporting sick. At other times (except in emergencies) pupils who feel unwell should report to a member of staff before proceeding to the Sanatorium or going to bed.
- Property

Safety

29. Pupils should avoid bringing valuable articles to College. Personal insurance is advisable. The College does not provide insurance for the loss of pupils' belongings.
30. Theft is the removal of an article without prior consent of its owner, with no intention of returning it. Stealing is a criminal offence. The College will not tolerate theft. Anyone found stealing, whether inside or outside the College, will be liable to suspension. A further offence will mean that the pupil will be liable to be asked to leave the College.
31. No pupil should have overnight more than €20. Money in excess of this must be entrusted to the Housemaster/Housemistress. No pupil may make any collection, or conduct any commercial transaction, except as sanctioned by the Housemaster/Housemistress.
32. College and private property must at all times be treated with care and respect. Nothing may be pinned to surfaces other than noticeboards specially provided and nothing may be stuck with adhesive to any surface without the specific permission of the member of staff in charge of the room.
33. Any breakage or damage to College property must be reported immediately to the appropriate member of staff, or otherwise directly to the Bursar. The charge to the pupil will depend on the circumstances and nature of the damage, and on the promptness with which it was reported.
34. Lost property which cannot immediately be returned to the owner should be dealt with as follows: clothing to the Linen Room; text books and exercise books to the kiosk in Whitehall; other articles to a member of staff for display in the lost property cabinet.
35. All notices put up on the 40-Hour Board require the signature of a member of staff. Tampering with any notice on College noticeboards is an offence.
36. No food, cutlery or crockery may be taken from the Buttery or Dining-Hall.
37. Computers may only be used in accordance with the rules of the College Acceptable Use Policy, after pupils have read and signed it.
38. Electricity can be lethal and a serious fire hazard. No pupil may operate isolating switches or tamper with fuses, wiring, junction boxes or fixtures installed by the College. Housemasters and Housemistresses may allow some pupils to connect lamps or appliances by means of proper plugs and adapters and flex of the correct rating without any joins. Unauthorised or unsafe wiring will be removed, together with the appliance. Only authorised kitchen and electrical equipment may be used.

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39. Bicycles must be clearly marked with the owner's name, and boarders' bicycles may only be used when listed as having passed an inspection by the member of staff in charge. They must be kept locked in the appointed place. Anyone leaving the College must come to a halt at the gate. Pupils may borrow bicycles only with the written permission of the owner and his/her Housemaster/Housemistress. Bicycles must not be ridden after dark. Safety helmets must be worn by cyclists. Bicycles may not be ridden within Iron Railings. Skateboards and roller- skates may not be used in College for safety reasons.
 40. Pupils may only swim at the specified times and may not enter the swimming pool enclosure in the absence of a member of staff. No pupils may swim anywhere outside the College except under the supervision of a member of staff, their parents/guardian or the parents/ guardian of another pupil.
 41. Cars, motorbikes and mopeds may not be driven by pupils inside College grounds without permission from the Warden. Before any vehicle is driven into College, the appropriate form must be completed and approved. No pupil may ever drive, or be a passenger of, another pupil.
 42. Pupils must familiarise themselves with the positions of extinguishers. If a pupil discovers a fire, he/she should: (a) attempt to put out the fire if it is small and containable; (b) raise the alarm in the building where the fire is; (c) go to the assembly point, as notified in the Green Book.
 43. House fire drill practices will be held as directed by the Housemaster/Housemistress. Assembly points are posted in each House.
 44. If the Chapel Bell or fire klaxon is heard at an unusual time or for longer than the usual period, the College will assemble in Chapel Square and Heads of House will take roll-calls.
 45. Pupils must not ignite any materials: this breach of safety will be regarded as a very serious offence.

Dress Code

46. Only clothes specified in the clothes lists may be worn, except after lunch on Saturdays, and on Sundays (and other specified occasions) when suitable casual dress may be worn.
47. Gowns must be worn for all classes (other than science and art), for Chapel (except White Chapel), and at breakfast and lunch (they need not be worn at Sunday meals).
48. The College blazer is to be worn by all pupils at daily Chapel.
49. School uniform is to be worn to breakfast, lunch, class and Chapel (Monday to Saturday) and other functions as notified. Boys wear white shirt; grey flannels; House tie (except for Prefects and VI form); College v-necked jumper and/or the College blazer. Girls wear the College skirt; cream shirt; jumper and/or the College blazer.
50. On Sundays school uniform is worn by all to Chapel, including the College blazer and (for boys other than Prefects) the College tie rather than the House tie. Surplices are also worn.
51. From Monday to Friday, for supper and prep, pupils may wear their own smart casual clothes. All clothing must be appropriate for the working environment: for instance games clothes, shorts and flip-flops can not be worn at these times. Pupils who wear clothing which is not appropriate will be required to revert to full school uniform.

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52. Plain black leather shoes must be worn with school uniform.
 53. Only College games clothes may be worn for all sports practices. Games clothes may not be worn to meals in Dining Hall.
 54. Jewellery: this may consist only of one ring, one small plain bracelet, and one small plain neck- chain; only girls may wear ear-rings, which must be stud ones. Any jewellery must be discreet.
 55. Hair should be of a normal length and colour, and should be kept clean and neat. Girls must keep long hair tied back. Pupils may not cut each others' hair without permission from the relevant Housemaster/Housemistress.
 56. Pupils may not wear cosmetic make-up with school or prep dress.
 57. Summer dress: when notified during settled, warm, dry weather. Differences from normal school dress: boys may wear white shirts with sleeves rolled up without blazer and jumper, and no tie; girls may wear cream shirts without jumper and blazer. Vests and t-shirts may not be worn under the shirt, which must be buttoned properly.