

## **Student Code of Conduct**

### Students are expected to:

- Treat classmates, teachers and staff with respect, politeness and kindness
- Respect different cultures, languages and backgrounds
- Maintain a safe learning environment (no harassment, bullying, threatening, discrimination or aggressive behaviour)
- Follow the school rules below and Irish law
- Take part in lessons and try to speak English as much as possible
- Treat learning materials with care, do not write on school textbooks
- Keep classrooms and common areas clean and tidy
- Eat and drink only in designated areas
- Report any accidents, unsafe behaviour, or suspicious activity immediately
- Use school facilities responsibly

In the unlikely event that disciplinary action is necessary against a student, the following steps apply:

1. Informal warning
2. Written warning
3. Final warning
4. Dismissal from school

### ***Attendance and Punctuality***

Students are required to attend class on time every day. If you are 15 minutes late for class, you will only be permitted to enter the class at the discretion of the class teacher, otherwise you will not be permitted under any circumstances to enter the class until the next session after the break. Please understand that this rule is necessary to limit any disruption in the class and is out of respect for the teacher and your fellow students.

### ***Absences***

If you are absent from school, please email [info@selt.ie](mailto:info@selt.ie)

You may be granted an extension to your course on completion to cover the days you have been absent. This can only be done with presentation of a medical certificate. No refund will be given for the absence.

### ***Mobile Phone Usage***

Please use mobile phones in class only for English language learning activities and only when instructed by your teacher. For GDPR reasons, it is not permitted to take photos or videos during lessons.

### ***Food***

Please show respect for school property. Drinking (except water), eating, and chewing gum is strictly forbidden in class. Please use the student lounge room (Room 2.4 & 2.5) if you want to eat food.

### ***Smoking/Vaping***

Smoking and vaping are absolutely forbidden on the school premises, **including in the TOILETS**. This is a criminal offence. Any student found smoking/vaping will be suspended. If you smoke/vape outside the building, please do not block the school front entrance or any of the shop entrances in the vicinity of the school.