



# Brookfield College

OAKPARK, TRALEE

Established 1988  
Formerly Tralee Tuition Centre

## **BROOKFIELD COLLEGE** **LEAVING CERTIFICATE COURSE 2011 – 2012**

### **RULES**

**To ensure a working environment and an atmosphere which will allow every student to gain the maximum return from class work and study periods the following code of conduct must be adhered to:-**

- 1) Students must be respectful to staff and fellow students.
- 2) Students must attend (and be punctual for ) all classes and study periods for which they are timetabled. If a student is absent for any reason we must be informed by a parent/guardian only. (Between 9.00am & 11.00am if possible)
- 3) (a) Homework must be completed fully and submitted on time.  
(b) Learning must be done for class.  
These are basic minimum requirements.  
Note: 3 homework slips will result in detention. Continued failure to complete homework will result in suspension.
- 4) Students must ensure to have all notes, books, exam papers etc needed for class.
- 5) Any misconduct or undisciplined behaviour in class or study periods will result in suspension. Any further incident will result in expulsion from the course.
- 6) Any verbal abuse directed at a member of staff will result in an automatic 2 week suspension.
- 7) A student can be expelled directly for any behaviour that the Principal deems to be of a serious nature.
- 8) Each student is expected to work to the best of his or her ability. Where a student is not working a written warning will be sent home. Unless there is an immediate improvement the student will be suspended. If there is still no significant improvement the student will be expelled from the course.
- 9) Smoking is not allowed in the building or its environs.
- 10) Eating and drinking are not allowed in the classrooms.
- 11) No chewing of gum in the building.
- 12) Students are expected to keep classrooms and study rooms tidy at all times.
- 13) Mobile phones are to be turned off during school time. (If confiscated the phone will be retained for 1 week)
- 14) Possession or use of illegal substances in school or environs will result in expulsion.
- 15) Students are not to leave school environs during morning break.



# Brookfield College

OAKPARK, TRALEE

Established 1988  
Formerly Tralee Tuition Centre

- 16) Damaging or defacing property within the environs of Collis Sandes House will be dealt with by way of sanction as deemed appropriate by the Principal at his sole discretion. Parents/Guardians will be liable for the full cost of any repairs.

**Please note that if a student withdraws from the course, or is expelled, all fees paid by that date will be retained by Brookfield College.**

Signature of Parent(s)/Guardian \_\_\_\_\_

Signature of Student \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please ensure that this letter is signed and returned at the interview.