

## **Mission Statement**

We in Ratoath College are a partnership of students, staff, parents and the community. We foster personal development and learning through hard work, creativity and commitment. Each individual is given the opportunity to realise their full potential in a community that is inclusive, respectful, caring and positive. In all our pursuits we embrace the spirit of “Mol and óige agus tiocfaidh sí”

## **Our Behaviour Statement**

Everybody in Ratoath College is entitled to an education in a safe and healthy environment and in an atmosphere of mutual respect. It is the responsibility of all members of our community to create this environment.

## **Our Anti-Bullying Statement**

We want Ratoath College to be a bully-free school where all of us feel safe and happy.

# Ratoath College Dialann

## Students please note:

1. The responsibility for looking after your dialann is yours alone.
2. When in class, this dialann must be kept on the top right hand corner of your desk.
3. This dialann must be kept free from graffiti and tippex.
4. The dialann must be carried by you at all times and handed to staff for inspection on request without comment.
5. This dialann must be available for inspection at all times for inspection by your parents.
6. Notes from parents to the school and from the school to the parents must be written in the relevant sections of the dialann.
7. The dialann will be collected from each student at the end of each academic year and its contents and condition noted. It will be retained in the student file and specific reference will be noted to it when compiling current or past student's references and/or reports. In effect, therefore, a student, in maintaining his/her dialann is writing a significant part of his/her school reference.
8. It is an extremely serious offence to damage this dialann.
9. If you forget your dialann, you must report this to your Caomhnóir at assembly.
10. All homework must be recorderd in the dialann at the end of every class.
11. If anything happens to your dialann, it is your responsibility to report the matter directly to your Caomhnóir.
12. The cost of a replacement dialann is €20.00.

**I understand and accept the above regulations and will take responsibility for looking after this dialann.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Class:** \_\_\_\_\_

## **A message to the students of Ratoath College**

*Welcome back to Ratoath College. We hope you had a good summer and are ready to settle down and work hard this year. Mol an Óige is our motto and we will praise you for all your efforts rather than your ability. So please, put in the effort and reap the rewards.*

*The students of this school have a great reputation. They have achieved fine examinations results over the past few years and have excelled in sporting and cultural activities. We want you to be proud of your school and to work hard to promote the reputation of the school in Ratoath, in Meath and in Ireland. We want to see your participation in all aspects of the school life and hope you will become involved in at least one extracurricular activity.*

*We have high hopes for 2013/2014.*

*We had great success in 2012/2013. We became the first school in Meath to gain an active schools flag. We wish to encourage you all to become more active in your daily life. We want where possible for students to walk/cycle to school everyday.*

*Last year we worked on trying to improve our school environment; we need to continue to do this. We need to work together to ensure our school remains litter and graffiti free and it is up to each and every one of us to do this.*

*We need to be tolerant. We need to accept that people are different and have a right to be different. We need to continue to work at eliminating homophobic bullying in the school. We need to put a stop to cyber bullying. Tell a teacher if you think another student is being bullied.*

*Well done to Ben Scroope (Student of the Year 2013) Judy Bobbett ( Sports Personality 2013) Lucy Doherty ( Cultural Award Winner 2013) Meagan Witter-Nolan ( Academic Student of the Year 2013)*

*In Ratoath College we will be demanding. We will expect high standards. We want you to achieve your potential. Enjoy your years!*

*Best Wishes*

*Máire Ní Bhróithe and Oonagh Prendergast*

# Code of Behaviour

## Ratoath College

*Ratoath College aspires to be a school of excellence. This will be possible where respect, courtesy and pride in Ratoath College are the cornerstone of the relationship between all members of the school community. To support this culture of excellence and mutual respect a code of behaviour has been drawn up and is set below to ensure no doubt exists as to the behaviours which are expected from all of us.*

### Introduction

This policy applies to the Students of Ratoath College and relates to all school activities both during and outside of school hours. Once a student is recognisable as a student of Ratoath College (i.e. wearing school uniform) then the school reserves its right to safeguard its good name. Where a student is alleged to have engaged in serious misbehaviour outside school, when not under the care or responsibility of the school, the school code of behaviour will apply if there is a **clear connection** with the school and a **demonstrable impact** on its work. This policy has been drawn up in consultation with all the school partners. The policy has been developed in line with our mission statement.

### Our Goals:

- To create a safe learning environment for all students
- To promote good behaviour and self-discipline and pride in Ratoath College
- To outline fair and agreed sanctions that will be used in response to misbehaviour.
- To outline the interventions to be used when a student repeatedly misbehaves

### Our Behaviour Statement

*Everybody in Ratoath College is entitled to an education in a safe and healthy environment and in an atmosphere of mutual respect. It is the responsibility of all members of our school community to create this environment.*

### Responsibilities

#### 1 To have Respect for yourself and others

- All members of the school community are expected to show mutual respect, good manners and co-operation to each other
- Bullying and bad language are not tolerated. ( See Anti-Bullying Policy)

## **2 To have Respect for our school environment**

- Students must not damage, deface or interfere with school property/safety equipment.
- Students must not break, steal or hide another person's property
- Graffiti is not tolerated.
- The school and its environs should be kept litter-free.
- Chewing gum is forbidden.
- The possession of any weapon is forbidden.
- For safety reasons aerosols, tippex bottles, permanent markers and lasers are banned from the school.
- Smoking is forbidden. It is unhealthy and illegal.
- Use of Drugs or Alcohol is forbidden. ( See Substance Abuse Statement/Policy)

## **3 To attend and to be punctual:**

- Students are expected to attend school and be punctual every day.
- Students should remain in the General Purpose area before 8.30am unless involved in Extra Curricular activities.
- Students must be on time in the mornings for assembly at 8.45am. If for any reason you cannot attend your parents should contact the school office by 9.30am each morning.
- On returning from absence all students are now required by law to have a note from a parent explaining their absence. This note should be in the Dialann.
- It is the student's responsibility to catch up on work missed through absence.
- If the school is concerned about a student's attendance or if the absences exceed 20 days in one year the Principal or Deputy Principal or Moltóir will contact the Education Welfare Officer and / or Parents.
- After three days unexplained absence Parent will be contacted by the school.
- Students should not take holidays during school terms
- Students must be on time for all classes during the day
- No student may leave the school without permission from Caomhnoir or Moltóir or Deputy Principal. Students leaving school early must be signed out in the book in the main office by a guardian.

## **4 To strive for Excellence in the Classroom:**

- Students must be prepared for class and must bring all books, copies, PE gear and equipment that are needed for school on a particular day.
- Classroom behaviour which interferes with the teaching and learning of others is not tolerated.
- Students are expected to actively participate in class.

## **5 To comply with all School Policies and School Regulations:**

- Students (and their parents/guardians) are requested to read and sign the following Policies /Guidelines on a yearly basis :
  1. The Dialann Rules
  2. Dress Code for students
  3. Mobile Phone Policy
  4. Homework policy
  5. ICT user Policy-June 06
  6. Healthy Eating Policy-June 06
  7. Other Policies which may be developed.
- Students are requested to comply with all school regulations regarding the lockers, the corridors, the toilets, the school lift and the possession of Discmans, ipods etc.

*Please note that the list of responsibilities above should not be regarded as exhaustive and the mere fact that a particular matter is not specified in this code will not exonerate a pupil from blame should there be an infringement of another person's rights*

## **Consequences of Good and Bad Behaviour Rewards**

### **Mol an Óige agus Tiochfaidh sí!**

- Verbal praise for student in private/in class/at assembly
- Positive note in the Dialann
- Stamps/Stickers in the Dialann
- Certificate of Merit in the Dialann
- Bronze/ Silver and Gold Stars in Dialann
- Phone call home to parents
- Positive Postcard posted to parents
- Small prizes throughout the year
- Student of the Month Awards
- Inter- Class Competitions with awards for the best class
- Prize giving ceremony at Christmas
- Display of students work in classrooms and on corridors
- Leadership Roles given to pupils.
- Gradam an Choláiste - Prize giving ceremony in May every year. Awards for attendance, good behaviour, hard work, citizenship, sporting and cultural activities will be presented
- Plaques on walls of school naming the Award Winning Students

## Sanctions and Interventions

*Please note that Ratoath College has a “ladder of referral” system and for the most part all misbehaviours will be dealt with by this system. However should an incident occur such as serious verbal or physical abuse of any person in the school community, theft, alcohol or drug abuse or possession of offensive weapons then these behaviours will automatically be reported to the Deputy Principal.*

The **subject teacher** may use any or all of the following sanctions/interventions

- Reasoning with the pupil
- A firm reprimand
- A note to parents in the Dialann
- Extra work given to the pupil
- Letter of apology required for poor behaviour
- A phone call to the parents
- Referral to Caomhnóir
- A ten minute supervised detention at lunchtime

The **Caomhnóir** may use any of the above sanctions/interventions plus those listed below:

- Withdrawal of privileges.
- Lunchtime detention.
- Caomhnóir Report Form (in Dialann).
- Student required to complete an incident report form.
- Agree an improvement plan
- Referral to school Counsellor, school chaplain or the resource department.
- Arrange meeting with Parents.
- Recommend In- house/external suspension to the Moltóir/ Deputy Principal.

The **Deputy Principal/ Moltóir** may use any of the above sanctions/interventions plus those listed below:

- Arrange meeting with student, parents and caomhnóir.
- Supervised Detention before or after school.(Parents will be given at least 24 hour notice)
- In-House Suspension from particular subject(s) for a limited time. \*\*\*
- Seek cost of repair of damaged property from the student or impose fines
- External Suspension (in consultation with the Principal).
- Referral to Principal.

**\*\*\*This would normally entail a student being asked to sit at the back of another teacher's class for a day or a period of a day. In the case of a senior student, the student may on some occasions be asked to sit in the school library.**

The **Principal** may use any of the above sanctions/interventions plus those listed below:

- In all cases of external suspension the Principal will inform the Board of Management. Parents have a right to appeal the decision to suspend their son/daughter to the Board of Management.
- The Principal will inform the National Education Welfare Board (NEWB) if a student had been suspended for more than 6 days in any school year.
- The Principal may refer the student to an out centre for assistance in behaviour modification.
- The Principal may refer the student to the school psychologist.
- The Principal may refer the pupil to relevant authorities, including the Gardaí.
- The Principal may refer the behaviour of the pupil to the Board of Management.

### **Exclusion**

*In order to maintain good order and discipline and ensure the safety of all the students in the school it may be necessary to permanently exclude a student from the school.*

*Where the Principal considers that the safety of other members of the school community is at risk or where the teaching and learning of other students is being seriously disrupted by another student then he/she will refer this matter to the Board of Management*

*The rules of natural justice shall be adhered to and pupils (over 18) and parents will be given an opportunity to respond in their own defence prior to any decision being made.*

*Where the Board is of the opinion that the student should be excluded it shall notify the NEWB, in writing, of its opinions and reasons therefor.*

*Parents may appeal the decision of the Board to Co. Meath Vocational Education Committee.(VEC)*

*Should the VEC uphold the decision of the Board to exclude a pupil then parents may appeal this decision to the Secretary General of the Department of Education and Science*

### **Student Contract**

As a student I will be respectful of myself and all members of the school community at all times, I will adhere to all school rules and work to the best of my ability in the classroom. I will take responsibility for all I say and do. I understand and agree to abide by the Code of Behaviour of Ratoath College

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### ***Parent Contract***

As Parents/Guardians We/I have read and fully accept the Code of Behaviour of Ratoath College.

We/I will do our/my best to

- Ensure excellent attendance and punctuality
- To encourage and actively support our child in regard to school work, homework and extra-curricular activities.
- Support school policies
- Attend Parent/Teacher Meetings and special appointments if requested
- Sign all notes sent home through the Dialann
- Provide him/her with required books/uniform

Signature of Parents/Guardians \_\_\_\_\_

Date \_\_\_\_\_

This Code of Behaviour was devised in consultation with all the school partners. The process began in February 2006. The partners were consulted in April/May 2006 and the Board of Management ratified this policy in June 2006.

This policy was reviewed in March 2012 and the section in relation to internal suspensions was updated

## **Anti- Bullying Policy 2013**

### **Ratoath College**

*This policy has been drawn up by the students and teachers and parents of Ratoath College*

**Definition:**

*Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or a group against others*

**Ratoath College Bullying Statement:**

We want Ratoath College to be a bully-free school where all of us feel safe and happy.

**What are the effects of Bullying on young people?**

Fear

Anxiety  
Depression  
Reduced Self esteem  
Feeling of isolation  
Lack of concentration on school work  
Reluctance to go to school  
Negative attitudes/Difficult/Argumentative  
Bruises, Cuts, Sprains, scratches or torn clothes  
Damage to or loss of property  
Suicidal thoughts and self-harm.

**Bullying Behaviours which are not acceptable in Ratoath College:**

**Physical:** Pushing others, tripping up others and fighting

**Verbal:** Slagging, jeering, and talking about others behind their backs  
name-calling, threats , demanding money, sarcasm..

**Psychological:** Giving the “Look”, staring at others, isolating others

**Sexual Bullying:** Sexual comments, unwelcome touching of others, making nasty comments about someone being gay, lesbian, bisexual or transgender.  
(Homophobic bullying will not be tolerated).

**Racist Bullying:** Commenting on others accent, race, ethnicity or colour. Racial jokes.

**Relational Bullying:**

Spreading rumours and lies about a student  
Rallying friends against one person

**E- Bullying**

Threatening text messages  
Internet Bullying

**What can students do to prevent Bullying?**

Notify a teacher/parent if they notice anybody being bullied/repeatedly mistreated.  
Do not give an audience to the bully  
Discourage others from bullying behaviour  
Give support to person being bullied.

### **What can parents do to help their children cope with bullying?**

1 It is not advisable to advocate hitting back

2 Teach them some coping strategies

Walk Tall

Walk away

Teach your child to appear confident

Encourage them to tell

Stay with friends-avoid bullies

Avoid provoking a bully

Take reasonable care of their belongings

Encourage assertiveness not aggression

Save any abusive mobile phone message and report it to the Gardaí

For further advice please read an excellent publication for parents:

***“Bullying in Secondary Schools”: What parents need to know.***

Also the following book is an excellent resource for your son/daughter “

***“R U B n Bullied: Tips for Teens”***

Available from the Cool Schools Programme: HSE. Phone: 041- 9079350

### **What can Ratoath College do to prevent bullying?**

- Have an effective anti-bullying policy
- Regular Anti-Bullying confidential questionnaires
- Highlight the issue of bullying in CSPE , SPHE and RE classes and in assemblies.
- Hold an anti-bullying week
- Provide adequate supervision at break times.
- Provide In-service for teachers through the “Cool School “ programme
- Set up an Anti-Bullying Committee from among the staff
- Promote respect for fellow pupils

### **What should a student do if they are being bullied?**

**TELL**

**Who do I tell?**

Teacher, Caomhnoir, Principal, Parent or Friend.

**How do I tell?**

Tell a teacher after class

Hand up a note inside your homework

Phone the school

E- mail the school with details.

**What should a parent do if they know that their son/daughter is being bullied?**

Assure them that it's not their fault and that you will help them to sort it out.

Contact the school- arrange an appointment with the tutor

Prepare for that meeting- bring notes and details of events from your child's point of view

Ask that the incident be investigated and ask what supports the school can offer your child.

Work with the school to develop a strategy to deal with the problem

If the problem continues, return to the school and make an appointment to meet the Principal/Deputy Principal

**What can the staff of Ratoath College do when Bullying occurs?**

When an incident is reported we will speak privately and individually to those involved.

We will take a calm, problem-solving, non-confrontational approach

We will inform the parents of both parties should we deem it to be a bullying incident.

As every case is different we will discuss strategies with individuals concerned

If we believe that reconciliation between the parties is possible we will act as mediators.

We will keep a written record of all bullying incidents

We will endeavour to provide counselling for the victims of bullying and the bully.

If this is a serious case of victimisation of one party by another it will be reported directly to the Deputy Principal

The student(s) will be subject to the school's Code of Behaviour and may be suspended/excluded from the school should they threaten the health and safety of others

**Useful contacts and websites:**

[www.coolschoolbullyfree.ie](http://www.coolschoolbullyfree.ie)

[www.youthhealthinfo.com](http://www.youthhealthinfo.com)

**Bernardos:**

Tel: 01-4530355

Call-save: 1850 222300

[www.bernardos.ie](http://www.bernardos.ie)

**Support for Lesbian, Gay, Bisexual and Transgender Students**

[www.belongto.org](http://www.belongto.org) Telephone: 6706223

[www.teni.ie](http://www.teni.ie) (Transgender Equality Network Ireland)

**Childline**

Tel: 1800666666

[www.childline.ie](http://www.childline.ie)

**Ombudsman for children**

Tel 01 4757333

[www.oco.ie](http://www.oco.ie)

***This policy was reviewed in May 2011***

# **Ratoath College**

## **ICT Usage Policy (Sept 2012)**

### **Designing our Policy**

*Our ICT Usage Policy has been written and agreed by all the partners in Ratoath College in accordance with government guidelines. This policy has been updated to take account of advances in ICT including WIFI access throughout the campus. This covers students who may use technology while on the school premises or on school tour.*

*The staffs of Ratoath College have a separate Acceptable Usage Policy and Security Guidelines which is governed by Co Meath VEC.*

### **1.0 Introduction**

Ratoath College recognises that access to Information and Communication Technology (ICT) gives our students enhanced opportunities to learn, engage, communicate and develop skills that will prepare them for many aspects of life. To that end, Ratoath College provides access to ICT for student use.

This *ICT Usage Policy* outlines the guidelines and behaviours that our students are expected to follow when using school technologies or when using personally-owned devices on the Ratoath College campus or at Ratoath College organised activities.

### **2.0 Technologies Covered**

Ratoath College may provide students with Internet access, desktop computers, digital imaging equipment, laptop or tablet devices, video-conferencing capabilities, virtual learning environments, online collaboration capabilities, online discussion forums, email and more.

As new technologies emerge, Ratoath College may provide access to them also.

The policies outlined in this document are intended to cover all online technologies used in the school, not just those specifically mentioned.

### **3.0 Ratoath College ICT Network**

Ratoath College ICT network is intended for educational purposes. All activity over the network may be monitored and retained. Access to online content via the network is restricted in accordance with policies of Meath V.E.C. and the Department of Education and Skills, through its agency, the *National Centre for Technology in Education*.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student can ask his/her teacher submit the site in question for review. This is done through our ICT helpdesk via Meath VEC.

- Students are expected to follow the same rules for good behaviour and respectful conduct online, as offline – these rules can be found in the Ratoath College’s existing *Code of Behaviour*.
- Misuse of school resources may result in disciplinary action.
- We make a reasonable effort to ensure students’ safety and security online, but will not be held accountable or liable for any harm or damages that result from misuse of school technologies.
- Students are expected to alert his/her teacher immediately of any concerns for safety or security.

#### **3.1 Email and online collaboration**

- Ratoath College provides students with email accounts for the purpose of school-related communication.
- Email accounts should be used with care. Email usage may be monitored and archived.
- Ratoath College recognises that online collaboration can have an educational value and Ratoath College may provide students with access to a variety of online tools that allow communication, information sharing, and messaging among students.
- Students are expected to communicate with the same appropriate, safe, mindful and courteous conduct online as offline.

### **3.2 Ratoath College's own mobile devices**

Ratoath College may provide students with mobile computers, digital recorders or other devices to promote learning both inside and outside of the school. Students should abide by the same policy, when using school devices off the school network, as on the school network.

Students are expected to treat these devices with respect and should report any loss, damage, or malfunction to their Caomhnoir (or classroom teacher) immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices may be monitored and archived.

### **3.3 Mobile devices in the possession of Ratoath College students**

Students may only use personally owned devices (e.g. laptops, tablets-computers, digital-cameras, and smart-phones, etc.) for educational purposes, if directed by their classroom teacher.

Appropriate online behavior and adherence to the ICT Usage Policy applies equally to all students and all devices, when using the Ratoath College network.

## **4.0 Ratoath College Website**

Our website is provided by Meath VEC and is located at <http://www.ratoathcollege.ie>. Ratoath College is committed to using our website in order to promote our school, showcase student work and to provide information for our students, their parents/guardians and the general public. Ratoath College may also make use of other self-controlled websites to this end.

- Students may be given the opportunity to publish projects, artwork or other schoolwork on the World Wide Web.
- Student's work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.

- The creation and publishing of photographs, audio and video clips will focus on educational activities.
- Personal information including home address and contact details will be omitted from school web pages.
- Ratoath College will continue to own the copyright on any work it publishes.

## **5.0 Ratoath College ICT Security**

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programmes and not opening files or programmes of unknown or un-trusted origin.

Students should use common sense if a website does not look right and should inform a teacher before clicking on anything they deem to be not right.

If students believe a computer or mobile device might be infected with a virus, they should alert a teacher. Students should not attempt to remove the virus or download any programmes to help remove the virus.

### **5.1 Downloading files & Programmes**

Students should not download or attempt to download or run *.exe* programmes over the school network or onto any school resources or devices. Students may be able to download other file types, such as images of videos, PDF, MS Office Documents, etc.

For the security of our network, download such files only from reputable sites, and only for educational purposes.

### **5.0 Netiquette**

Netiquette may be defined as appropriate social behavior over computer networks and in particular in the online environment. To this end:

- Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.
- Students should also recognise that not all online content is correct or appropriate and should use trusted sources when conducting research online.
- Students should never post anything online that they wouldn't wish their grandparents, Parents/guardians, teachers, future colleges or employers to see. *Once something is online, it is out there - and can sometimes be shared and spread in ways students never intended.*

## **6.1 Plagiarism**

- Students should not plagiarise content (copy or use as your own without citing the original creator), including words or images, from the Internet.
- Students should not take credit for articles they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.
- The school may check for plagiarism using online tools as are available for such purposes.
- At times, the school may encourage students who create original content to claim copyright ownership of their work using a [\*Creative Commons\*](#) license.

## **6.2 Personal Safety**

If students see a message, comment, image, or anything else online that makes them concerned for their personal safety, bring it to the immediate attention of:

- A teacher if at school or on a school activity.
- A parent / guardian if at home.

Students should never share personal information about themselves or others, including phone

numbers, addresses, PPS numbers and birth-dates over the Internet.

Students should never agree to meet someone in real life, who they have met online.

**6.3 Cyber-bullying** (this section should be read on conjunction with all other school policies)

Harassing, fraping, impersonating, outing, tricking, excluding and cyber-stalking are some examples of cyber-bullying.

Cyber-bullying will not be tolerated in Ratoath College. In many cases, cyber-bullying is a crime.

*Students should remember that all online activities are monitored and retained.*

### **Note to students:**

*Don't be mean. Don't send emails or post comments or photos with the intent of scaring, hurting, annoying or intimidating someone else.*

*Engaging in any online activities intended to harm (physically, mentally or emotionally) another person, will result in severe disciplinary action and immediate loss of privileges.*

Ratoath College will support students, teachers and parents in dealing with cyber-

Bullying. Ratoath College is committed to the [Child Protection Procedures for Primary and Post-Primary Schools \(Circular 0065/2011\)](#) and will act as required by [Meath VEC](#), the [Department of Education and Skills](#), the [Department of Children and Youth Affairs](#), the [Department of Justice and Equality](#) and the [Health Service Executive](#).

### **6.0 Sanctions for Policy infringements**

*Infringements of this policy in may have disciplinary repercussions, including, (but not exclusively):*

- Suspension of network and computer privileges
- Notification to parents
- Detention
- Suspension from school and/or school-related activities
- Exclusion
- Legal action and/or prosecution

#### **Student ICT Student Usage Contract**

*I have read the Ratoath College ICT Usage Policy and I agree with both the word and spirit of the document. In addition to the Ratoath College ICT Usage Policy...*

*I will:*

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow when offline.
- Treat school resources carefully, and alert teachers if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher if I see threatening/bullying, inappropriate, or harmful content (images, messages, posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits

only.

- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Recognise that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

***Furthermore, I will not:***

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Engage in cyber-bullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Plagiarise content (copy, use as their own, without citing the original creator) I find online.
- Post personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to access sites, servers, accounts, or content that isn't intended for my use.

*(The above lists are not intended to be an exhaustive list and students should use their own good judgment when using school technologies.)*

\_\_\_\_\_  
(Students Printed Name)

\_\_\_\_\_  
(Students Signature)

\_\_\_\_\_  
(Rang)

**Parents/Guardians:**

I have read and understood this ICT Usage Policy and agree to abide by it, in word and in spirit. I have also discussed this Policy with my child:

\_\_\_\_\_  
(Parent/Guardian Printed Name)

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

\_\_\_\_\_  
Date

## Ratoath College Homework Policy

- The purpose of homework is to reinforce work done in class.
- Homework and study should be part of a routine established by students from the beginning of first year.
- It is school policy to give homework in every class. Homework given may be written or learning work and it must be entered into the Dialann at the end of each class. There is no such thing as 'no homework' and this must not be written in the Dialann. 'Study' or 'Revise' should be written instead.
- Students are accountable for all homework given, even if they are absent from school due to a school's match or event.
- All homework should be done on the evening that it is given. Ideally students should do their homework in a quiet, comfortable and warm environment. It is important that a regular time is set aside for homework.
- **First Years** should work for one and a half hours each evening.
- **Second Years** should work for 2 hours each evening.
- **Third Year** students should work for two and a half hours each evening.
- **4th years** must complete projects and assignments on time and as directed by the teachers.
- **5th years** should work for 3 hours each evening.
- **6th years** should work for three and a half hours each evening.
- When homework to a very high standard is done, a good note may be written in the Dialann by the teacher.
- If a student cannot do homework for a particular reason, a note must be written in the Dialann by the parent/guardian on that particular evening explaining the reason.
- If a student fails to do homework or the homework is incomplete or is not presented to the teacher in the class, a note will be written in the Dialann and the student may be given extra work to complete.
- If a student repeatedly fails to do homework, this will be dealt with as a discipline issue.
- All students may be requested to work during their holiday periods.

# Code of Dress

**Full school uniform must be worn at all times. Runners are strictly forbidden.**

- Students will be required to wear a tie on formal occasions or as directed by the principal and staff of the school.
- Hair must be clean and tidy. No distracting or outlandish hairstyles will be accepted. Students are required to wear appropriate hair nets during practical classes.
- A small stud- sized earring in each ear is acceptable.
- Facial piercings are strictly forbidden.
- Students are not permitted to wear make-up, nail varnish or visible tattoos. However the discreet use of makeup by senior students will be permitted.
- A small ring on each hand is acceptable. There should be no other visible jewellery.
- No Jacket other than the school fleece may be worn to and from school.
- Hats, scarves and gloves may be worn to and from school. However they may not be worn during the school day inside the building.
- PE gear and uniform runners must be worn for all PE classes.

If a student attends school without the full school uniform their parents will be contacted immediately.

I agree to the above

Signed \_\_\_\_\_ Student

## **Mobile Phone Policy**

Parents/Guardians and pupils are asked to note the following:

- **If at all possible mobile phones should not be brought to school**
- Where it is absolutely necessary that a phone be brought to school it may not be used between 8.30am and 3.30 pm in the school building. Students must leave their mobiles in their lockers for the duration of the day. The mobile phone is the sole responsibility of the student and the school does **not** accept responsibility if the phone is lost or stolen. Students bring phones to school at their own risk.
- A student who wishes to go home during the school day must arrange to do so through reception and not independently by mobile phone. This ensures that the correct procedures for leaving school are observed. Responsibility cannot be taken by the school authority for students who arrange independently to go home without following proper procedure. Any such arrangement is in breach of the code of behaviour
- All phones (even silent models) must be switched off during the school day
- The Department of Education and Science in state examinations does not allow mobile phones to be used as calculators or clocks. This is also school policy
- If a phone rings or is produced in a classroom or between classes the phone will be confiscated and returned only to the student's parent/guardian. If this occurs again the phone will be confiscated for the remainder of the term. If this occurs a third time in the academic year, the student will lose the privilege of bringing the mobile to school.

I agree to the above conditions

Signed \_\_\_\_\_ Student

Signed \_\_\_\_\_ Parent/ Guardian

**Mobile phone confiscated: Date and Signature:**

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

**This policy is been revised in September 2013. The updated version will be available on our website.**

## Substance Use Policy

The problem of drug abuse has become a serious problem in our society. The school has drawn up a comprehensive Substance Use Policy, the full text of which is available on our website.

The key paragraph in the policy reads:

### **School Substance Use Policy Statement**

- *Ratoath College does not accept or tolerate the possession, use or supply of banned or prohibited substances and/or drugs paraphernalia, use or supply of alcohol or solvent based substances by any student on the school grounds, in uniform, on school trips and outings or during school-related activities..*
- *Drugs prescribed by a medical practitioner for a particular student are accepted. In such instances the parents must give prior notice to the school authorities of the situation.*
- *Students may not give another student any prescribed or “over the counter medication”*
- *Teachers will not give a student any prescribed or “over the counter medication” except in exceptional circumstances and with the prior consent of the parent.*

Severe sanctions may be imposed (including exclusion) where the school authorities have been satisfied that the policy has been contravened by any student.

## Smoking Policy

Ratoath College has a smoking ban. The school is a smoke-free campus. Students/Visitors may not smoke in any area of the school grounds. In the interest of the health of all members of the school community, students should report any incidents of persons smoking on the school campus. For an infringement of this policy, students will be disciplined. They will be suspended if they ate smoking within the school building, their parents may be asked if the school or the students and their parents may be required to be brought before the Board of Management.

Signed \_\_\_\_\_ Student

Signed \_\_\_\_\_ Parent / Guardian

# Ratoath College Healthy Eating Policy

## **Aim:**

Ratoath College aims to promote healthy eating throughout the school community with a view to maintaining good health and to optimise the learning experience for all.

## **Objectives:**

- To develop an awareness of the importance of healthy eating.
- To continue healthy eating patterns established in primary school for lifelong good health.
- To increase energy and concentration levels and so enhance learning.

## **Guidelines for a healthy lunch:**

Try to eat a balanced lunch- have at least one serving from each of our four food groups.

1. Carbohydrates
2. Dairy
3. Fruit & Vegetables
4. Meat/Fish/Eggs

- Water, milk, unsweetened juice and soup are healthy drink choices. Soft/Fizzy drinks are not acceptable.
- Foods high in sugar and/or fat are not suitable as a healthy lunch such as crisps, sweets, biscuits, cakes and chocolate bars and will be confiscated if found.
- Healthy alternative snacks which are encouraged include popcorn, fruit, cereal bars, yogurt, crackers, dried fruit and nuts. Rice Krispie Squares are not allowed.
- Chewing gum is strictly prohibited on the grounds of Ratoath College.
- 

## **Other provisions of the policy:**

- Healthy Eating Lessons are provided by Caoimhnoirí in SPHE classes.
- Staff should support & encourage healthy eating among students who act as positive role models.
- Exemptions: Special occasions such as “Le Petit Dejeuner” during French Week, Pancake Tuesday, etc. Also any person with diabetes may need to have food containing Glucose eg chocolate in case of emergency.
- Parents /Guardians of any child with a medical condition/allergy which requires a special diet should contact the school.

Signed: \_\_\_\_\_ Student

Signed : \_\_\_\_\_Parent/Guardian

# Green Schools Policy

Pupils are asked to note the following:

- **Paper Recycling** – Each class has a recycling bin to collect waste paper, bottles etc. for recycling. This is emptied into a main recycling bin at the side of the building. When possible left over paper is used as scrap paper in class.
- **Litter Policy** – All litter must be properly disposed of in the correct bin. One way to stop litter outside is not to let it out in the first place. Students eat their break and lunch inside before they go out.
- **Photocopying Policy**- Reducing waste. Both sides of the sheet are used when photocopying. Teachers only copy exact quantity required. Photocopied handouts should be filed in the relevant folder etc.
- **School Journal** - The school reduce the amount of paper being used by communicating with parents via notes in the Dialann and texts home whenever possible. Letters are only sent out when absolutely necessary.
- **Conserving Energy** – There are energy awareness posters displayed in each classroom. We turn off the lights when we leave the room and turn down the radiators when it's too warm before opening windows. Appliances are turned off when not in use e.g. computers, CD players etc. Blinds should be closed in order to save energy.
- **Conserve Water** –Students take care to turn off the taps when not in use and watch out for leaks. Leaks are reported to the Office.
- **Staff Room** – Glass jars from coffee and jam are washed and brought to the glass bank. Plastic pots and bottles are recycled. There is a bin for recyclable waste. Newspapers are recycled. Teachers only print what is necessary. Equipment and lights are turned off at the end of each day.

I agree to the above conditions

Signed: \_\_\_\_\_ Student

Signed: \_\_\_\_\_ Parent /Guardian

