

# 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 Tiocfaidh 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 that 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* \_\_\_\_\_