

# **Rules and Regulations**

## **St Joseph's Patrician College**

### *Health and Safety*

Students must always behave in a way that never endangers the Health and Safety of any person in the College.

In particular:

- Students must at all times take reasonable care to ensure their own safety and that of others
- Students must not leave the College grounds, except at lunchtime, without permission. They MUST report and sign the register in the College Office if they have to leave for an appointment. A signed note from parents should be produced
- Students must obey ALL safety instructions given to them by the College staff and familiarize themselves with exit and counting stations. They are displayed in each class and laboratory.
- Students must not interfere with safety equipment such as fire extinguishers and hose reels
- Students should not litter their classroom or College grounds as this can be a serious hazard as well as being unsightly.

### *School Rules*

#### 1. Entry to College

Students enter and leave the College premises by the doors designated for their respective year. Doors are opened at 8:15am and 1:50pm. In the case of inclement weather other arrangements will be made. To ensure maximum safety students are expected to enter and leave the premises in an orderly manner. Cycling is not permitted in the yard and students with motorbikes should slow down and proceed to the area of the yard designated for these bikes. No student will remain in the College premises or yard when school is over unless they are present for some supervised activity.

#### 2. School Uniform and Appearance

All students are expected to attend school wearing the uniform and to be neat and tidy in appearance. Any student attending school out of uniform or part uniform will be sent home unless a valid reason is given in writing by parents. The rule is "NO UNIFORM - NO SCHOOL". Each student should have an extra slacks and shirt available as these are very readily available

#### 3. Attendance and Punctuality

All absences must be explained in writing on the day the student returns to school. If a student is to be absent for more than one school day parents should contact the school secretary by telephone. If an appointment with a doctor or dentist etc., is to be arranged it should, where possible, be arranged after school time. If this is not possible the student should report to the office where he can collect a form to be signed by his medical practitioner and returned to the office on his return to school. Persistent poor attendance will be notified to the proper authorities. Absence from classes cannot be used by students as an excuse for falling behind in their schoolwork. Lateness will not be tolerated. Any student arriving late for school without a valid

written note from their parents will be sent home for such a note. Persistent lateness will result in parents being asked to come to school to discuss the situation with the Year Head.

#### 4. Books and Equipment for Classes

Students should use their timetable to ensure that he has the appropriate books and equipment needed for a full school days work. Any persistent breach of this rule could result in a complaint being made by the subject teacher to the Year Head and a message being sent home. A system of Book Grants exists and all genuine cases of hardship will be accommodated

#### 5. Classroom Behaviour

A very high standard of behaviour is expected from all students in class. Students must sit in the seat assigned to them by the teacher and should enter and leave the classroom in an orderly manner. Any student who is interfering with or disrupting the smooth running of the class and is preventing other students from receiving their education to which they are entitled, will be dealt with according to procedures as laid down in the College of Rules

#### 6.

##### Homework

Homework, whether written or oral must be done. Any student who fails to produce homework on the day must produce a letter of explanation from his parents to the subject teacher at the start of class. Persistent refusal to produce work will be reported to class tutor and parents will be contacted as in any other case of misbehaviour. Parents should familiarize themselves with the level of homework and each student should have school journal or note book in which he records such work

#### 7. Respect for Teachers and other

##### staff

All staff are to be treated with respect and courtesy. Any showing of disrespect will be recorded by the class teacher and deal with as appropriate. Teachers must be addressed in the school as Ms., Mrs., Mr., Brother., Sister or Sir as per teacher's preference. A student must never argue with a teacher. It is quite possible to put forward a point of view without being cheeky.

Confrontation with a teacher in class and the disruption caused as a result will be dealt with as a serious matter by the Year Head. Students are expected to treat teachers and other staff with normal respect and courtesy when they see them outside of the school

#### 8. Respect for other students

Interference with or damage to the property of another student in the school will be dealt with most severely. Students must look after their own property but where help is needed it will be given. All forms of bullying or intimidation will be dealt with firmly by the school. Any student being bullied should inform class teacher or Year Head or Principal or Deputy Principal. Any student who knows of incidents of bullying should also do the same. Remember there are no silent witnesses to bullying. It is school policy to act immediately on receiving information on Management also will be informed and sanctions will be laid down

#### 9. Respect for School

##### Property

The school management has a policy of keeping all property in the school clean, painted regularly, desks in a good safe repair and it expects students to be appreciative of the standards shown by this environment. Any damage or graffiti caused to property will result in the student being reported to the management

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#### General

Eating snacks etc., may only take place during break time. Chewing gum is not encouraged. All litter must be placed in the bins provided. Students are asked to tidy an area which has been littered. Parents are asked to remind their sons of the necessity to keep litter and waste to the minimum.

Smoking in the school grounds is not allowed any time. The use of alcohol or other illegal substances is strictly forbidden.

Students are reminded that their conduct to and from school is as important as within the school. Any misbehaviour while in school uniform will be acted upon. No student may leave the school grounds during class times without the written permission of the Principal, Deputy Principal or Year Head.

The Principal reserves the right to suspend students where he feels that the overall tone of the school is affected.

The College reserves the right to amend or add to the school rules as becomes necessary.

The wearing for the correct and complete uniform is a most important part of school discipline. All students must be in full uniform before they are admitted to class. (Parents are asked to co-operate with the school in this regard).

The onus is on the parents and the students to ensure that the proper and complete uniform is worn at all times.

Students will participate in any religious exercise or prayer services or retreat organised by the Religious Education Faculty.