

COLLEGE REGULATIONS AND CODE OF CONDUCT

Rathmines College aims to provide a teaching and learning environment in which participants can achieve their full potential. The regulations set out here are necessary for the safe and harmonious operation of the College. Rathmines College is a health promoting College and full compliance with Health and Safety Regulations and Practices is required.

Student Responsibilities:

Students are obliged to make themselves aware of, and comply with these regulations. Students must provide themselves with such books, stationery, equipment, materials and dress as may be required by the College. In addition, each student has a responsibility in a number of areas:

- (i) to fellow students to co-operate in the creation and maintenance of a suitable environment;
- (ii) to staff to fulfil all obligations to ensure the smooth running of the College;
- (iii) to College to respect the buildings and property and to ensure the College maintains a respected position in the community as a whole;
- (iv) to the community to behave responsibly and respectfully in the community;
- (v) to health and safety to ensure that the Health and Safety procedures and regulations are adhered to. Students are obliged to note all safety notices and to comply with all Evacuation Procedures.

Behaviour: Students are expected to co-operate fully with all members of staff in a spirit of mutual respect and courtesy. Students must comply with all instructions given by any member of the College Staff.

SERIOUS BREACHES OF DISCIPLINE

Sanctions:

A student whose conduct is unsatisfactory may be subject to warnings or penalties as determined by the Principal, including that of exclusion from the College in case of a serious breach of College discipline.

Unsatisfactory conduct includes failure to comply with general rules and regulations, unacceptable behaviour or inappropriate behaviour towards students or staff, bringing illegal substances into the College, theft, and damage to property, bringing the College into disrepute or other misconduct.

All sanctions are subject to CDVEC and Department of Education and Science policies and procedures.

Attendance: Students are expected to attend all classes for which they are timetabled. A detailed Policy and Procedures Statement on attendance will be issued to registered students.

Punctuality: Late attendance at classes is not acceptable under any circumstances. Persistent late coming will be recorded as an absence for the purpose of determining the overall attendance level.

Class Assignments/Projects: All work allocated by the subject teacher should be carried out in time. Students are obliged to meet all deadlines set by their teachers. It is the responsibility of the individual student to note all such dates and times. Work should not be handed to a third party but directly to the subject teacher.

Plagiarism: Plagiarism is a breach of academic values and is not in keeping with the ethos of Rathmines College. A detailed Policy and Procedures statement on plagiarism will be issued to registered students.

Examinations: The College will not accept responsibility for late entries under any circumstances. College Examinations may only be taken at the time specified. It is the responsibility of the student to read and note all notices displayed in relation to dates, times and rooms for examinations. Examination Regulations will be distributed to students and strictly adhered to.

Mobile Phones: Mobile phones must be switched off and remain so during class time. Use of mobile phones for text messaging or as calculators is prohibited during class time. Their use to record or photograph staff or students without permission is prohibited.

Refreshments: No food or drink may be consumed in the specialist rooms, computer rooms or radio studio. A facility will be provided for this purpose. All litter should be placed in the bins provided.

Use of College Computers: Students should be aware of and comply with CDVEC regulations regarding the use of computers. Students should also comply with the CDVEC policy on social networking. Copies are available from tutors.

Smoking: It is an offence in law to smoke within the College. Smoking is not permitted in front of the main entrance doorway or in the front entrance hallway. A special area has been set aside in a yard to the rear of the canteen in the Town Hall and also to the rear of the Leinster Road Building.

Infectious and Notifiable Diseases: Students must inform the College of any personal health issues which may affect the health, safety or progress in the course/activity of themselves or of others. Any student who has had contact with a condition that is considered contagious/infectious must immediately notify the College.

Students should note the following:

- All students are obliged to be aware of and comply with CDET General Rules and Regulations for schools.
- The College reserves the right where necessary to alter the days and times for subjects and to alter courses. Notice will be given to the students concerned.
- It is the policy of the College to consult with students and in the case of them being under 18, their parents, whenever it is deemed necessary and appropriate.
- Students are free at all times to consult with Course Tutors, Guidance Counsellors, Heads of Departments, Deputy Principal or Principal by appointment.
- Students will be required to sign a copy of these regulations.



**RATHMINES
COLLEGE**

College of Further Education

As a student of Rathmines College I can expect:

- an opportunity to achieve a high standard of education
- access to all supports the College has to offer
- to be treated with dignity and respect by all members of the college community
- to be a full member of the College Community

As a student of Rathmines College I will:

- take responsibility for my own learning and contribute towards creating an environment which is conducive to learning for all
- establish a productive working relationship with fellow students and staff
- attend all timetabled classes punctually and take an active part in my course of study
- treat with respect and dignity all members of the college community
- treat Rathmines College property and facilities with due care
- make myself familiar with the Rathmines College Mission Statement and comply with the rules and regulations of the College.