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| Code of Behaviour |  |

## General Principles

* To further the aims and objectives of the College
* To promote a positive learning environment
* To ensure the health and safety of all in the College
* To foster an atmosphere where the rights of staff and students are protected
* To acknowledge good behaviour

## Rights and Obligations of students and staff

### Rights of Students

* The right to physical, emotional, social, intellectual, creative and sexual safety
* The right to respect
* The right to learn and work in a positive atmosphere
* The right to learn in a suitable environment
* The right to fair, just and effective teaching and work training
* The right to help when difficulties are being experienced
* The right to express needs and grievances
* The right to structures within the College that safeguard rights

### Rights of Staff

* The right to physical, emotional, social, intellectual, creative and sexual safety
* The right to respect
* The right to teach or manage in an atmosphere of order and attention
* The right to work in a suitable and safe environment
* The right to be communicated with by students, management and colleagues
* The right to receive help when needed
* The right to express needs and grievances
* The right to structures within the College that safeguard rights

### Obligations of students

1. To attend regularly and punctually
2. To work to the best of their abilities in all programmes
3. To contribute to the programme by full participation and co-operation at all times
4. To respect, by their behaviour and demeanour, their fellow students, College staff and all persons who are associated with a programme, both inside and outside the College
5. To respect College property and to contribute to a pleasant atmosphere in the College

### Obligations of tutors and staff

1. To attend regularly and punctually
2. To carry out all their duties in a professional manner
3. To contribute to College programmes by creating an environment which promotes learning and growth for all
4. To respect, at all times, by their behaviour and manners, their fellow staff members, students and all persons connected with a programme, both inside and outside the College
5. To respect College property, and to contribute to a pleasant College atmosphere

## Code of Behaviour

The Code of Behaviour consists of :

* A set of rules
* A list of sanctions for unacceptable behaviour
* A grievance procedure

### General Rules

* No abusive behaviour, name-calling, or bad language toward staff, fellow students or persons associated with the College
* No bullying
* Students must never be under the influence of, sell or be in possession of alcohol, drugs or any other dangerous or illegal substances while in the College or participating in any College activity
* Each student is expected to comply with lawful instructions of College staff
* Students are expected to attend class regularly unless there is an acceptable reason for non-attendance. (See Attendance Policy)
* Students should be in class on time
* Students must comply with all health and safety regulations
* Students may not use any equipment, machinery, material or substances unless under the supervision of, and with the permission of a staff member.
* Personal hygiene and cleanliness is essential
* Use of mobile phones is not permitted during class time
* Chewing of gum is not allowed in the College
* Smoking only in designated areas
* At all times, the building is to be respected and all damage will have to be paid for
* All visitors to the building to be shown courtesy and brought to reception
* Appropriate clothing and footwear to be worn where specified

### Sanctions for Unacceptable Behaviour

If a student chooses not to follow the code of behaviour, the following sanction/sanctions will result:

1. The misdemeanour will be brought to the attention of the student and improvement in conduct will be requested
2. If poor behaviour continues a formal verbal warning will be issued by the Course Co-ordinator. This warning will be recorded
3. If unacceptable behaviour persists then this will be recorded and the student will be given a formal written warning
4. A student may be suspended for up to three days (Appendix 1)
5. The student may be suspended and/or a report sent to the Board of Management. This may include a recommendation for exclusion.

### Cases of serious breaches of the Code of Behaviour

In cases of very serious breaches of the Code of Behaviour this process may be short-circuited, and an immediate suspension may be imposed by the Principal. (Appendix 1) In particular this may apply in cases involving:

* Physical or verbal abuse
* Bullying or threatening behaviour
* Being under the influence of, selling, or in the possession of drugs, alcohol or illegal substances
* Behaviour that interferes with the student’s own safety or that of fellow students or staff

### Grievance Procedure

An appeal may be made to the VEC in respect of a decision of the Board to:

* Permanently exclude a student from the College
* Suspend a student from the College for a period that would bring the cumulative period of suspension to 20 full days in any full year

A student who has reached the age of 18, or the parent or National Education Welfare Board on behalf of a younger student, may make the appeal. The appeal to the Secretary General must be made within 42 calendar days from the date the decision of the Board was notified to the student.

The decision to suspend/expel the student should be appealed in the first instance to the Board. The appeal should be made within 14 days of the decision being notified in writing to the student. The letter of appeal should include grounds for appeal, documentation to support the case and confirmation of the intention to appeal in oral or written form. The prior agreement of the Board must be obtained if either party wishes to be accompanied. The decision of the Board will be notified in writing to the appellant within 5 days.

In the event that the appeal is denied, the appellant will be advised of the right to appeal within 14 calendar days to North Tipperary VEC. A copy of the relevant procedures (Circular M. 48/01) and appeal application form are available from the Principal or VEC. If the appellant remains unhappy with the outcome at VEC level, he/she may appeal to the Secretary General.

# *Legislation*

The Education Welfare Act 2000 in Section 23 requires that the Board of Management of a recognised school shall, after consultation with (principal, teachers, parents and educational welfare officer) prepare a code of Behaviour in respect of the students registered at the school.

A code of behaviour shall specify

* The standards of behaviour that shall be observed by each student attending the school
* The measures that may be taken when a student fails or refuses to observe those standards
* The procedures to be followed before a student may be suspended or expelled from the school concerned
* The grounds for removing a suspension imposed in relation to a student; and
* The procedures to be followed relating to notification of a student’s absence from school

The principal of a recognised school shall, before registering a child as a student at that school shall… provide the parents of such child with a copy of the code of behaviour in respect of the school and may, as a condition of so registering such child, require his or her parents to confirm in writing that the code of behaviour so provided is acceptable to them and that they shall make all reasonable efforts to ensure compliance with such code by the child.

## Equal Status Act 2000 and Equality Act 2004

“… discrimination shall be taken to occur” where a person is treated less favourably than another person is, has been or would be treated in a comparable situation on any of the ground specified in subsection 2

Section 7 (2)

Educational establishments

An educational establishment shall not discriminate in relation to:

1. The admission or the terms or conditions of admission of a person as a student to the establishment
2. The access of a student to any course, facility or benefit provided by the establishment
3. Any other term or condition of participation in the establishment by a student,
4. The expulsion of a student from the establishment or any other sanction against the student

# Appendix 1

Suspension is only a strategy within the Code of Behaviour of the College. Suspension allows students to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour, which led to the suspension and to accept responsibility for changing their behaviour to meet the College’s expectations in the future. It also allows time for school personnel to plan appropriate support for the student to assist with successful re-entry.

## Principal’s Authority

The Principal has authority, under the Articles of Management for Vocational Schools, to suspend *“any pupil for a limited period and shall report any such suspension to the Board of Management at its next meeting”* Article

If, in the judgement of the Principal, a student should be expelled, *the Principal shall refer the matter to the Board of Management for decision* Article