

**Mulroy College**  
**Milford**  
**Roll Number: 712200**



**Code of  
Behaviour  
Policy**

# **MULROY COLLEGE**

## **CODE OF BEHAVIOUR**



**Mulroy College embodies mutual respect in a caring environment while enabling students to achieve personal success and move with confidence into a world of endless opportunities.**

This Code of Behaviour was drawn up in accordance with relevant education legislation:

The Education Welfare Act 2000 Section 23

Equality Act 2004

Safety, Health and Welfare at Work Act 2005

The National Education Welfare Board Guidelines 2008

A copy of the Code of Behaviour is printed in each student's journal and staff handbook.

In light of COVID 19 and the impact on school environments Mulroy College will adhere to all DES and Government guidelines. All members of the school community are also expected to adhere to these protocols at all times including any restrictions regarding social distancing, coughing and sneezing etiquette and appropriate hand hygiene. A deliberate failure to adhere to these measures will be deemed a breach of Mulroy College Code of Behaviour

### **Aims of the Code**

1. To clarify for all members of the college community the principles and values to which we aspire.

2. To foster a culture of respect for self and others
3. To clarify standards of behaviour to be observed by each student.
4. To inform students and parents of procedures for dealing with misbehaviour and infringement of college rules.
5. To support the moral, social and emotional development of each student.
6. To foster respect for the property of the college and the general environment.

The code will be included in the student journal where it can be seen by both parents and students. Time will be devoted by class tutors and year heads to explain aspects of the code, especially at the beginning of the academic year to all students with particular emphasis on first years. Assemblies will be devoted to explanation of aspects of the code throughout the year.

This code reflects the ethos of Mulroy College as outlined in the mission statement:

- The College promotes a positive approach to behaviour management by embracing the principles of Restorative Practices. This approach helps young people to understand how their behaviour affects others and brings people together when conflict occurs. It helps repair and restore relationships.
- The Board of Management is responsible for ensuring that there is a clear and effective code of behaviour.
- The fair implementation of the Code and the maintenance of good conduct in and out of the classroom is the responsibility of all members of staff.
- The principal has particular responsibility to ensure that the implementation of sanctions is fair and proportionate.
- By enrolling in the college, students and their parent(s)/ guardian(s) formally accept to support the school code of behaviour.
- Every member of the College community should be clear on the expectations of all.
- Consideration will be given to the difficulties faced by students with special needs, especially in situations where their behaviour is affected by their learning difficulties.
- Each student is expected to have a clear understanding of the rules and procedures which are necessary for the college to be a happy and safe environment for all students.

Our Code of Behaviour which is embedded within the school ethos emphasises the importance of positive relationships and good communication. We assist our school community in maintaining an atmosphere of mutual respect, we use various strategies to encourage students and staff to look at behaviour and its effects on others and the wider school community, based on the principles of **Restorative Practices**.

Through this approach students get the opportunity to learn more about their behaviour and how best to work through issues. We bring people together in a structured and agreed

way to discuss concerns as they arise. In this way everyone is heard, valued equally and relationships are strengthened. Some of the strategies used involve;

- listening approaches
- restorative questioning
- circle time and
- impromptu conferencing.

## **Covid 19 Expectations**

### **Rationale**

In light of the need for students to be more mindful of attending school during the current Covid-19 climate, this amendment to the Code of Behaviour Policy is required so that students will be aware of specific rules on their return to school. Our guiding principle when making any changes or adjustments to this policy is to be able to keep all of our students, families and staff safe.

These amendments will be communicated to students, parents and staff.

### **Note to Parents/Guardians:**

Parents/guardians are required to observe and respect all social distancing protocols in relation to any contact with the school. This includes maintaining a two metre distance to other families when dropping off or collecting their children from the school and any contact with the school. All visits to the school are required to be made in advance.

### **Behaviour Expectations**

Our school requires every member of the school community to observe and respect the principles of social distancing, cough and sneeze etiquette and make every effort to minimise risk to oneself and others.

This requires us to modify some of our behaviours which include;

- amended expectations about breaks or play times, including where students may or may not congregate
- clear rules about coughing or spitting at or towards any other person
- clear rules for students at home about conduct in relation to remote education

- identify any reasonable adjustments that need to be made for students with more challenging behaviour.

### **School Routines and Procedures**

All members of the school community have to be mindful of the following;

- following any altered routines for arrival or departure
- following instructions on what students they can socialise with at school
- moving around the school as per specific instructions (for example, one-way systems, out of bounds areas, queuing)
- rules about sharing any equipment or other items including drinking bottles
- use of toilets

### **Hygiene and Health Expectations**

- following school instructions on hygiene, such as handwashing and sanitising
- expectations about sneezing, coughing, tissues and disposal ('catch it, bin it, kill it') and avoiding touching your mouth, nose and eyes with hands
- tell an adult if you are experiencing symptoms of coronavirus

### **Wellbeing and Social and Emotional Learning**

Our school will provide a safe and pleasant environment and spend a considerable amount of time liaising with students on promoting their wellbeing. This will include;

- Curriculum changes to support students during SPHE, PE and CSPE classes
- Additional time devoted to in-class discussions on general wellbeing and development
- Additional supports that students can access outside of classroom if required

### **Students must:**

- Arrive to and depart from school premises at the agreed time
- Proceed to the designated classroom without delay
- Follow instructions from staff members on movement throughout the school campus
- Ask for permission to go to the toilet
- Wash hands thoroughly before entering school premises and while in school, wash their hands for at least 20 seconds more often than usual with soap and water or hand sanitiser
- Remain in their designated seating within the classroom during classes
- Wear a face covering in class and in any area when a physical distance of 2m cannot be maintained. The face mask must be compliant with the guidelines of the school and must not have any slogans or logos that may be deemed offensive or not showing a positive regard for the school community

- Keep a safe distance from other students and refrain from physical contact with their peers
- Maintain healthy practice when coughing or sneezing, cover any cough or sneeze with a tissue, then throw the tissue in a bin
- Wash hands often with soap and water for at least 20 seconds and avoid touching the mouth, nose and eyes with hands
- Adhere to rules in relation to toilet visits and pre-arranged playtime activities.
- Refrain from spitting or coughing at or towards other students and members of staff
- Maintain responsibility for their own equipment e.g. stationery and water bottles and ensure that these are not shared with other students
- Tell a member of staff if they are unwell and are exhibiting signs of Coronavirus.

The school will explain these rules clearly to students at the start of the year and remind them periodically. Class teachers will ensure that the rules are displayed in classrooms and that they are explained to students.

### **Sanctions for unsafe behaviour during the Covid-19 pandemic**

Incidents that involve students who deliberately fail to comply with instructions on the following list will be addressed in line with sanctions of our current Codes of Behaviour policy. These include;

- failure to comply with requests from staff to practice social distancing
- failure to comply with COVID-19 related protocols inclusive of hygiene, one way systems, restricted entry, etc
- refusing to wear a face-covering (except in cases as follows: any person with difficulty breathing; any person who is unconscious or incapacitated; any person who is unable to remove the face-covering without assistance; any person who has special needs and who may feel upset or very uncomfortable)
- behaving inappropriately which causes offence or concern to other students and members of staff through pranks or fake coughs/sneezes
- spitting or coughing at other student/s or member/s of staff
- spreading unfounded rumours or stories that a student/students or member/s of staff have tested positive for COVID-19

### **Manners and Courtesy**

All members of the college community are expected to treat others with respect. The use of improper or offensive language must be avoided at all times.

Mulroy College is a place where communication and relationships are based on mutual respect and cooperation

## **Inappropriate Behaviour/Bullying**

Every person has the right to be safe and to enjoy the environment they work or learn in. The positive approach to discipline in the College aims to foster understanding about the importance of establishing open relationships based on tolerance and respect. This approach follows the principles of Restorative Practices. Therefore, bullying behaviour of any kind will not be tolerated.

It is essential that anyone who becomes aware of, or suspects, such behaviour, must inform the Class Teacher, Year Head or any appropriate person in authority. Parents/guardians who may be concerned about bullying behaviour are requested to inform the College immediately so that appropriate action may be taken.

See: '**Anti-Bullying Policy**' for more detail.

## **Classroom Behaviour**

Each student has the right to learn. Each teacher has the right to teach. Students take responsibility for arriving to class on time, organising books and class materials, completing homework and assignments. Students may go to their lockers each morning, at break times, lunch time, and at the end of the school day. All students are expected to comply with the classroom/subject teacher rules and contribute to a positive teaching and learning environment.

## **Out-of-class Behaviour**

All members of the school community are expected to take pride in the college environment. Any form of behaviour that may result in damage to property is a serious breach of the code. Students are reminded that the code of behaviour applies at all times in relation to all out-of-school activities i.e school tours abroad, day trips, overnight trips. The. Students may not leave the College grounds without parental permission at any time during the school day. Students must sign in/out at the main office as necessary. Students who live locally may sign a lunchtime exemption form. College takes no responsibility for vehicles parked. The college car park is for staff and visitors only. We have no facility for student parking within the grounds of Mulroy College or in the bus parking area.

## **Outings and Tours**

Outings and tours offer students other learning experiences. The success of such events depends, to a great extent, on responsible behaviour, co-operation and a willingness to participate. Students are reminded that the Code of Behaviour applies at all times in relation to any out-of-school activities i.e school tours abroad, day trips, overnight trips. Any student who seriously misbehaves on an outing may be sent home early at the parents/guardians expense and he/she may not be permitted to participate in future outings/tours. This

decision will be at the discretion of the staff member in charge, following consultation with college management. See *Outing and Tours Policy*

### **Homework/ college journal**

Homework is an opportunity to review and reinforce classwork. It is an essential element of the learning process. Homework should be recorded in the journal. Parents/guardians are asked to check the journals to ensure that work is completed each night. The journal acts as an invaluable part of communication between home and school, it should be maintained in good condition and maximum use should be made of it.

Teachers are responsible for correcting homework and giving feedback to ensure continued development. Teachers are responsible for ensuring students are clear on homework tasks and following the college literacy plan, homework details are given at the start of classes where possible. Homework should be assigned appropriately to ability levels and completed to the best of student ability.

### **Attendance and Punctuality**

Monthly attendance meetings are held to review and encourage higher attendance and data is given to year heads and class teachers. Where students are absent phone calls will be made and letters are also sent out regards being late, absenteeism and evening absences. Students must be on time for each class and attend registration each day. Reporting of student's attendance is made to the National Education Welfare Board (NEWB) in accordance with the Education Welfare Act (2000). In accordance with the Education Welfare Act (2000) parents are responsible for their child's attendance at school each day. Attendance certificates from NEWB are given out to students each term and at the end of the year to help encourage full and improved attendance. Students should not be taken out of school during term time for the purpose of holidays. Whenever a student is absent from school the onus is on him/her to catch up on work missed. Students must remain on the school premises for the full duration of the school day and are not permitted to go down town in the morning or during break/lunchtime.

### **Uniform and Appearance**

The full uniform is: college jumper, white/grey shirt, grey/ navy trousers, tie, college jacket and black shoes. Students will be given items to wear if they present without full uniform. Full uniform must also be worn on all outings, including a college jacket unless otherwise instructed. The College reserves the right, for health and safety reasons, to specify what is considered appropriate jewellery. The co-operation of parents is necessary to successfully implement the uniform policy.



## **Illegal Drugs/Alcohol/Smoking/Dangerous Objects**

Students are aware that it is strictly forbidden to be in possession of:

1. Illegal drugs or substances
2. Dangerous objects, weapons or harmful substances

In line with current legislation, smoking, including e/cigarettes is forbidden in the building and in the college grounds. Parents are asked to assist the college authorities in implementing this regulation.

See: '***Substance Use Policy***' for more detail

## **Digital Devices:**

Digital devices are only to be used for educational use and in adherence with Mulroy College's Acceptable Usage Policy and as directed by the classroom teacher. This code is informed by and serves as an extension of the following School policies:

- School ethos
- Donegal ETB ICT acceptable usage policy

Respect is the fundamental core principle upon which this code of behaviour is based. The role of the Chromebook and Phone in the school context is a tool to support learning.

## **Use of personal devices:**

To support teaching and learning personal devices may be permitted in the school setting where the following protocols are in place:

- Teachers may request students to bring in their personal device for use in class.
- At all times students must follow the instruction of the teacher and keep their device visible on the table.
- Students are not permitted to access anything on their phone without prior consent of the teacher, for example camera, video, social media, internet scrolling.
- Teachers use educational apps to support students learning and promote positive digital literacy in their classes.
- A breach of their instruction is deemed a breach in our Code of Behaviour,
- All devices must remain off at all times throughout the day.

If a student's digital device is confiscated, contact will be made with home and a parent or another adult may collect it at the office. **Please note that the College will not accept any responsibility for the loss, theft or damage of a student's electrical device.**

## **Rewards**

The College recognises, encourages and rewards positive behaviour e.g. helpfulness, good manners, achievements, sporting accomplishments and extra curricular success.

- Praise privately or in public such as assembly
- An affirmative note in student's journal
- A positive letter/card/official commendation card/ certificates/ JCSP target cards
- Annual Prize Giving
- Parent teacher meetings
- College outings
- End of term Report
- Student of the month awards
- Recognised on college website/ Mulroy herald/ local media/ screen in canteen/ class teacher

## **Pastoral Care:**

The College provides a range of pastoral care supports in order to address student needs and to encourage good behaviour. Each staff member takes an active role in encouraging good behaviour. Each class is assigned a class teacher. The eight minutes registration each morning gives the class teacher the opportunity to meet with his/her class daily. The eight minute slot offers a huge potential for setting a positive tone to the day for both the students and the teacher.

Each year group has a Year Head. The role of the Year Head is to support the Class teacher, the subject teacher and also the student and parents. Corridor supervision by staff during break and lunch time encourages all staff to look out for students and staff. Parents are encouraged to address concerns via the class teacher and /or the Year Head. In turn these concerns may be brought to the attention of the Deputy and/or the Principal by the Year Head. Monthly Year Head meetings take place.

The Home School Community Liaison Co-ordinator in the college offers support to parents. Home visits and/or appointments to meet with students and/or parents by appointment. Guidance and counselling is also available within and out of the school through outside agencies.

There are weekly pastoral care meetings with the pastoral care team to support all students and identify needs.

The student council is a representative structure which students are elected onto, it provides an opportunity to become actively involved in the affairs of the college, working in partnership with school management, staff and parents.

Each first year student has been paired with a senior student as a mentor to help support and talk to students during the settling in year. A Head boy and Head girl, Deputy Head boy and girl are elected annually from 6<sup>th</sup> year to promote the positive ethos of the school and set example for all students. A breakfast club works each morning

### **Sanctions**

All students are expected to comply with the Code so as to ensure a safe and happy environment conducive to teaching and learning. When necessary, the College will apply sanctions for breaches of discipline in a fair and consistent manner. Parents may be notified through the school journal.

- Detention, during break or lunchtime, with sufficient notice is a decision for an individual teacher
- In-House Suspension
- Extra written work
- Daily Report Sheet
- Exclusion from College activities
- Suspension - in the case of a serious breach of discipline, the student will be suspended
- Expulsion – in an extreme case of unacceptable behaviour the Principal will make a recommendation to the Board of Management to consider expulsion

### **Procedures relating to Suspension and Expulsion**

#### **Procedures in relation to Suspension**

Suspension is defined as “requiring the student to absent himself/herself from the College for a specified, limited period of school day”

Suspension in Mulroy College will be a proportionate response to behaviour that is causing concern, as defined by the school’s Code of Behaviour. In considering to suspend a student the following factors will be taken into consideration

- The nature and seriousness of the behaviour
- The context of the behaviour
- The impact of the behaviour
- The interventions tried to date
- Whether suspension is a proportionate response
- The possible impact of suspension

A single incident of serious misconduct may be grounds for suspension.

Where a preliminary investigation confirms behaviour that could lead to suspension the following procedures will apply:

- A student will normally be suspended for three days or less. In exceptional circumstances the Principal is authorized by the Board of Management to impose a suspension of up to 5 days in order to achieve a particular objective.
- Suspensions can be appealed to the Board of Management of Mulroy College in writing within 21 days of the issue of the suspension.
- Where possible, inform the student and parents, by phone or in writing, about the complaint, how it will be investigated and that it could result in suspension
- Where possible, parents and students should be given an opportunity to respond before a decision is made.
- Where an immediate suspension is considered by the Principal to be warranted for reasons of the safety of the student, other students, staff or others, a preliminary investigation should be conducted to establish the case for the imposition of the suspension. Parents will be notified and arrangements will be made with them for the student to be collected.
- The Principal should notify the parents and the student in writing of the decision to suspend.

The Board of Management will review the use of suspension in Mulroy College at regular intervals to ensure that it is appropriate and effective within the College's Code of Behaviour.

### **Procedures in relation to Expulsion**

A student is expelled from school when the Board of Management makes a decision to permanently exclude him or her from the school, having complied with the provisions of Section 24 of the Education Welfare Act 2000.

The Board of Management of Mulroy College recognizes that expulsion of a student is a very serious step, and one that should only be taken in extreme cases of unacceptable behaviour. The College will normally have taken significant steps to address the misbehaviour and to avoid expulsion of a student including, where appropriate:

- Meeting with parents/guardians and the student to try to find ways of helping the student to change their behaviour
- Making sure that the student understands the possible consequences of their behaviour
- Ensuring that all other options have been tried
- Seeking the assistance of outside support agencies where appropriate.

The grounds for expulsion may be similar to the grounds for suspension with the key difference being that where expulsion is considered the school management and staff, having tried a series of interventions and supports, has exhausted all possibilities for changing the student's behaviour.

There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a decision to expel on the basis of a single breach of the code could include:

- A serious threat of violence against another student or member of staff
- Actual violence or physical assault
- Supplying illegal drugs to other students in the school
- Sexual assault

Given the seriousness of expulsion as a sanction, the Board of Management will undertake a detailed review of the incident or incidents

### **The Steps taken towards expulsion of a student**

The Board of Management of Mulroy College will follow the Guidelines laid down in the NEWB booklet on Developing a Code of Behaviour in respect of expulsion of a student. Where a preliminary assessment of the facts confirms serious misbehaviour that could warrant expulsion, the procedural steps will include

- A detailed investigation carried out under the direction of the Principal
- A recommendation to the Board of Management by the Principal
- Consideration by the Board of Management of the Principal's recommendation and the holding of a hearing
- Board of Management deliberations and actions following the hearing
- Consultations arranged by the Educational Welfare Officer
- Confirmation of the decision to expel.

Full contact with parents and the student involved will be established and maintained throughout the process so that at all times they are given every opportunity to respond to any complaints of alleged misbehaviour before a decision is made and before a sanction is imposed.

In particular parents and the student will be informed that the Board is considering expulsion, will be given records of the allegations against the student and details of the grounds on which these allegations are based.

Parents will be notified of the Board's hearing and will be invited to that hearing. They will be advised that they can make a written or oral submission to the Board and they will have adequate time to allow them to prepare for the hearing.

Full details of how the investigation is carried out, how parents will be kept informed, how the hearing is arranged and the steps that are taken if a student is going to be expelled are included in the NEWB Guidelines and will form the basis of the Board's procedures.

A parent or a student over the age of 18 may appeal a decision to expel to the Donegal ETB. Where such an appeal has been concluded a further appeal may be made to the Secretary General of the Department of Education and Science.

The Board of Management will review the use of expulsion in Mulroy College at regular intervals to ensure that it is appropriate and effective within the school's Code of Behaviour.