

**Mulroy College
Milford
Roll Number: 712200**



Code of Behaviour Policy

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Mission Statement:

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.

Code of Behaviour

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

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.

This code reflects the ethos of Mulroy College as outlined in the mission statement along with our core values of Respect, Care, Equality, Community and Excellence in Education.

- 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 the school community.
- The principal has a 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.
- 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.
- 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.

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.

Mutual Respect

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. 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 at class on time.
- organising books and class materials.
- recording and completing homework and assignments.
- being respectful and following the teachers instructions.

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. 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. The college car park is for staff and visitors only. We have no facility for student or parent/guardian parking within the grounds of Mulroy College or in the bus parking area. Mulroy College takes no responsibility for staff or visitors' vehicles parked.

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.

Homework/College journal

THE PURPOSE OF HOMEWORK IS:

- To reinforce learning that takes place in the classroom
- To encourage a self-disciplined and self-motivating attitude to study
- To encourage revision of work
- To encourage and develop links between teachers and parents/guardians

Parents/guardians are asked to check the journals to ensure that work is completed each night. 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 and should be present in every class. The journal should be used as a learning tool where feedback on learning is recorded along with test/exam scores to help guide the students. The journal also 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. Replacement journals will be issued at a cost of €10.

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 and task details are given at the start of classes where possible. Homework should be assigned appropriately to ability levels and completed to the best of the students ability.

TYPE OF HOMEWORK

- Homework may be written or oral in nature, involve research or may consist of a student revising material in order to remember it for exam purposes.
- Homework may consist of preparing for class tests or completing work begun in class.
- Homework may be ICT based eg using google classroom or student email.

Each subject teacher will specify the type of homework.

AMOUNT OF HOMEWORK

The quality of homework done and the activity of completing homework is more important than the precise amount of time spent on it. Best practice suggests that the amount of time that should be spent on average every night by post-primary students should be approximate as follows:

- 1st year - 1.5 hours
- 2nd years - 1.5 to 2 hours
- 3rd years - 2 to 3 hours
- TY and LCA - varies depending on activity and project work
- 5th year - 3 hours
- 6th year - 3.5 hours minimum, weekend study and revision is also essential

Attendance and Punctuality

Mulroy College promotes good attendance : 'Every lesson counts'. Mulroy College staff work with students and their families to ensure each student attends regularly and punctually.

- Students must be on time for each class and attend registration each day. Students who arrive late must present an explanatory note and must sign in at the main office. They will be recorded late on the VS Ware system.
- Where students are absent a text message will be sent. Parents/guardians are encouraged to contact the school when the child is absent by responding to this text message.
- Parents are requested to write and sign an explanation note in the student diary when their son/daughter is absent.
- Regular attendance meetings are held to review and encourage higher attendance and data is given to class tutors, year heads and the attendance committee.
- A letter will be issued to home following 10 and 20 days for unexplained absences.
- After 20 days for unexplained absences it may be reported to the Education Welfare Officer.
- This information will be visible on the VS Ware platform.

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. 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 downtown in the morning, during break/lunchtime. See **Attendance Policy** for more detail.

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 college's PE Uniform is compulsory for all 1st year and Transition year students for PE and sports activities and can only be accessed through XGear <https://www.xgear.ie/collections/mulroy-college-milford>. This uniform is optional for all other students. This PE uniform is only to be worn on days where students have PE classes or where students are attending a sports event. 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/vaping 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 (AUP)

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 use educational apps to support students learning and promote positive digital literacy in their classes.
- 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.

- 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 including breaks and lunches

If a student's digital device is confiscated, it will be recorded on Vsware where it can be collected by the student at the office at the end of the school day. Repeated inappropriate use may result in further sanctions being applied. Please note that the College will not accept any responsibility for the loss, theft or damage of a student's digital device.

Rewards

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

- Praise privately or in public such as assembly
- Recorded on the Vsware system
- 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/Social Media/ local media/intercom/class teacher

Student Support

The College provides a range of pastoral care support 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 Tutor. The eight minutes of registration each morning gives the Class Tutor 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 Tutor, 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 Tutor 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.

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 student support meetings with the student support 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. Our senior leadership team comprises a Head Girl and Head Boy, Deputy Head Girl and Deputy Boy are elected annually from 6th year along with 5th and 6th year prefects to promote the positive ethos of the school and set an example for all students. A breakfast club is in operation each morning.

Sanctions

All students are expected to comply with the Code of Behaviour 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 college's behaviour management system on Vsware.

- Student spoken to about behaviour
- Extra written work
- Detention, during break or lunchtime, with sufficient notice is a decision for an individual teacher
- Daily Report Sheet
- After school detention
- Exclusion from College activities
- Suspension - in the case of a serious breach of discipline, the student will be suspended
- In-House Suspension
- 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 authorised 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 in accordance with the NEWB guidelines. 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.

Mulroy College Ladder of Referral

Students begin each term with 100 VShare points. Students earn points for positive behaviours. Points are deducted for negative behaviours. All students are reset to 100 points at the start of a new term.

<p style="text-align: center;">Level 1 Subject teacher</p> <ul style="list-style-type: none">● Subject teacher addresses behaviour.● Classroom management strategies implemented.● Where necessary, the subject teacher completes Vshare entry detailing behaviour and class tutor may be informed.
<p style="text-align: center;">Level 2 Class Tutor</p> <ul style="list-style-type: none">● Class Tutor monitors VShare entries and informs Year Head● Class Tutor has restorative conversation with student
<p style="text-align: center;">Level 3 Year Head</p> <ul style="list-style-type: none">● 3 negative Vshare entries = after school detention● Year Head discusses behaviour with student, contacts home and assigns after school detention● Student on report for 3 days - parent/guardian signs report booklet each day● Following a second after school detention - student on report for 5 days <p style="text-align: center;">***Refusal to attend an after school detention results in a suspension***</p>
<p style="text-align: center;">Level 4 Year Head and Class Tutor meet with parent/guardian</p> <ul style="list-style-type: none">● Further breaches of the code of behaviour require a meeting with parent/guardian and student.● Behaviour contract agreed● Referral to supports -Eg. Check & Connect, Guidance, HSCL, SCP, Student Support, Senior Management.
<p style="text-align: center;">Level 5 Year Head & Deputy Principal</p> <ul style="list-style-type: none">● Referral to Deputy Principal for In-house Suspension● Referral to Behavior for Learning Coordinator
<p style="text-align: center;">Level 6 Deputy Principal & Principal</p> <ul style="list-style-type: none">● Referral to Principal for Suspension● Notification to the Board of Management (BOM)

Rewards

Our school rewards system is designed to motivate students by recognising the great things they do to reach their potential, encouraging them to participate cooperatively in academic and social learning experiences.

Any teacher/ member of staff can award good notes on Vsware for positive behaviour for individual students from a drop down menu list available. An example of this is shown below and may be added to.



Any staff member can award good notes on Vsware for positive behaviour for individual students which can also be monitored at home by parents using the Vsware app. Students should monitor this themselves

Rewards will be given to students when they reach the following points:

- 115 points
- 130 points
- 145 points
- At the end of each term, the names of students who have accumulated the top points receive a Gradam Óir.

Students are also awarded certificates at Prize Giving for positive notes and our ETHOS core values of Respect, Care, Community, Equality and Excellence in Education.

Student Responsibilities

- Every student has a student journal to record homework for every class throughout the day
- Students should complete homework to the best of their ability to the standard specified by the teacher.
- Students are expected to present their work on time and in a tidy and organised fashion. To facilitate this, certain subjects will have at least one homework-dedicated exercise book or folder.
- A student who, for health or domestic reasons, is unable to complete his homework shall present the relevant teacher(s) with a written note to this effect from his parent(s)/guardian(s).
- If a student is absent, especially when away on extra-curricular activities, the onus is on the student to discover what work has been set and to endeavour to complete it within the time given in as far as possible. If a student is ill an appropriate period of time will be given to complete missed homework.
- A teacher may request that homework is signed and dated by a parent/guardian when he/she thinks this is appropriate.
- A student will understand that consistent failure to produce homework will result in a sanction by the teacher.

This policy was ratified by the Board of Management of Mulroy College on: 28th May 2024