



## Colaiste Mhaigh Éne

*'We pride ourselves on the personal and individual attention given to each student and value the partnership with parents in achieving this goal'*

### Code of Behaviour

**In accordance with our Mission Statement this Policy has been developed in order to maximise educational achievement, personal development and health, safety and welfare of our students and the College community as a whole**

#### **1. College Expectations:**

##### **Respect:**

- Students must show respect for themselves for fellow students, staff members and visitors.
- Students must show respect for all College property.

##### **Bullying:**

- Bullying by way of either verbal, physical, psychological, cyber/text or homophobic will not be tolerated, and dealt with in accordance with the College's Anti Bullying Policy.

##### **Attendance:**

- Regular attendance is essential as outlined in the College's "Strategy for School Attendance".

In accordance with the Educational (Welfare) Act 2000 it is the duty of the parent to ensure their child attends College every day. Any absences from College either in part or in full days must be explained by the parent or guardian, in writing pursuant to Section 18 of that Act.

Where a child is absent for whatever reasons for a period not less than 20 days the National Educational Welfare Officer for the area must be notified. That officer will then investigate the absences and if necessary can prosecute the parent for their child's failure to attend school without good reason.

- Students must provide a note from parent /guardian to explain all absences
- Students are not allowed to leave the college without the written permission from a parent / guardian
- Unexplained absences from class or College are regarded as a serious breach of discipline
- Students who become unwell requiring them to leave College must inform their Year Head who will make contact with parent /guardian
- A record will be kept of all students who leave the College during the day

##### **Punctuality:**

- Students must be on the College premises **by 8.55 a.m.** each morning and **2.00 p.m. after lunch.**
- Students must be on time for all classes
- Students who are late for classes will be given an automatic lunchtime detention from 1.25 to 1.40pm

**Supervision** of students on College property is limited to College times.

Supervision outside these College hours will be limited to 30 minutes before College starts and 15 minutes after. Supervision during study hours is strictly limited to those hours.

**Parents** must be aware that leaving their child on College premises outside supervised times is **their responsibility** and will mean the child *is not* covered by College insurance should any accident befall them during that time.

### **Smoking and Illegal Substances:**

- The College community is entitled to have a College free of all forms of substance Misuse.
- Smoking, consumption of alcohol and substance misuse is prohibited in the College, on the College grounds and while students are engaged in any College related activity whether on or of the College premises (inclusive of school trips).

Where deemed necessary the proper authority will be informed of an incident where a prosecution is warranted. (ie. the Gardaí will be notified if necessary.)

### **Preventative Measures:**

- Each class is assigned a Class Tutor & Year Head Year who are responsible for all aspects of each students development
- The Code of Behaviour is sent to the parents/guardians of all new students and they along with each student are asked to study it and to sign an agreement to support and co-operate with it.
- At the start of the College year as part of the induction process, the Code of Behaviour is taught to all students.
- Issues such as bullying harassment violence, substance miss-use etc are discussed with students using various mediums

## **3. 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
- An affirmative note in student's journal
- A positive letter/card home
- Announcements
- College Prize Giving
- College outings/gifts
- College Report
- Student of the Month Award

### **The College operates Restorative Justice Procedures.**

This includes:

- A non punitive approach based on instilling a sense of responsibility and empathy on the perpetrator(s) and justice for the target(s)
- A positive approach to discipline based on the individual taking responsibility for his/her actions.
- An approach based on mutual respect and empathy with both sides being listened to & heard

## **4. Sanctions**

Self Discipline is required of all members of the College community. The College will apply sanctions for breaches of discipline in a fair and consistent manner.

There are four categories of breaches of discipline examples include:-

### **A. Misdemeanours**

- Lateness
- Use of mobile phones
- Failure to complete homework assignments
- Writing on College property
- Going to toilets or lockers without permission
- Forgetting books, journal etc.
- Litter, chewing gum
- Uniform violation
- Disruptive behaviour
- Insubordination. (Disobedience of any direction by person in position of authority)

### **Typical Sanctions**

- Reprimand from subject teacher (privately)
- Isolation within classroom
- Removal from class
- Additional homework, worksheets etc.
- Note home in journal (to be signed by parent /guardian)
- Detention by subject teacher
- Carrying out a useful task in the College
- Grounding during breaks
- Suspension (internal or external)
- Mobile phones will be confiscated and must be collected and signed for by Parent / Guardian

### **B. Continuous Misconduct**

- Continuous misdemeanour as in A above

### **Typical Sanction**

- Referral to Year Head
- Supervised detention
- Exclusion from College activities (e.g. football matches, tours etc.)
- Suspension for health & safety reasons.
- Referral to Discipline Committee (Principal & Year Head)
- Meeting with parents
- Expulsion

### **C. Isolated Breaches of Discipline**

- Leaving College grounds without permission
- Fight between students, or involvement in an organised fight
- Offensive or abusive language
- Mitching
- Gross Misconduct

### **Typical Sanctions**

- Parents informed immediately
- Suspension (internal or external)
- Punishment duties
- Grounding

### **D. Very Serious Misbehaviour**

- Repeated disruptive behaviour interfering with Teaching & Learning
- Assault or threatening behaviour towards a staff member or a student.
- Bullying
- Substance misuse, smoking, drinking, drugs, aerosols, etc
- Sale, possession or use of alcohol, illegal drugs or substances
- Theft within the College or during College activities
- Malicious damage to property of staff or students or College
- Possession of offensive weapon or explosive substance(includes fireworks)
- Using devices to record a member of staff or a student without permission.

### **Typical Sanctions**

- Student removed from class
- Parents informed immediately
- Parent may be asked to collect student if on a school trip
- Immediate suspension
- Restitution of stolen goods or value thereof
- Appearance before Discipline Committee
- Report made to appropriate authorities e.g. Gardaí etc.
- Expulsion

Misdemeanours in category A are generally dealt with by the class teacher.

Misdemeanours in the remaining categories are dealt with by Year Heads, Deputy Principal and Principal.

## **5. Other Interventions**

To support positive student behaviour and to help those who find it particularly difficult to uphold the Code of Behaviour the following may also be used.

- Interview between student and a member of staff (Year Head) and/or parent, after which the student is required to complete a Restorative Practice report and give an undertaking to modify their behaviour.
- Restorative Justice – process to help students understand the effects of their behaviour on themselves and on other members of the College community
- Referral to Student Counsellor
- Referral to Pastoral Care Team
- Referral to National Educational Psychology Service (NEPS)
- Referral by College to other agencies for assistance in behaviour modification.

## **6. Suspension**

The Board of Management of Magh Ene College holds the authority to suspend a student.

This authority is devolved under Section 44 (11(a)) of the Education and Training Boards Act 2013 by Donegal ETB to the Board of Management.

Suspension is viewed as a serious sanction and will only be imposed in cases where;

- Previous effort has failed to resolve the problem
- There has been serious disrespect shown towards persons or property

Before suspension is implemented, parents / guardians will be informed in writing and/or verbally of;

- The reason for suspension
- The period of suspension

Students will be regarded as being in the care of parents/guardians from the end of the College day prior to the student's suspension commencing.

At the end of the suspension period, the student along with his/her parent/guardian will meet with the Principal / Deputy Principal and/or Year Head on the morning of return.

The student's behaviour file will be reviewed and the decision may be made to establish probationary conditions of return

### **Instant Suspension**

Donegal ETB recognises that the Boards of Management of Magh Ene College has delegated this authority to the Principal of Magh Ene College. The Board of Management has made a formal delegation arrangement taking due account of the provisions of the Education and Training Boards Act 2013.

A suspension of up to five school days may be applied by the Principal as delegated by the Board of Management under the above arrangements..

Parents/guardians will be notified in writing, informing them of the issue and inviting them to a meeting in the College.

The parents may present a case to the Principal

Having heard their case, the Principal will inform them of the decision or recommendation. Serious misbehaviour will warrant instant suspension and possible expulsion following an enquiry by the Principal or Deputy Principal in cases where;

- The offence involves substance misuse
- The nature of the incident dictates that the student be immediately removed from the College

### **Appeals Procedure**

A suspension in excess of three school days may be appealed by the parent(s) to the Board of Management. A special meeting of the Board of Management will be convened to deal with the appeal.

Having heard from all the parties involved it is the responsibility of the Board to decide whether or not the allegation is substantiated and if the imposed suspension is a proportionate sanction.

When the Board of Management having considered all the facts of the case, is of the opinion that the student should be suspended, the Board will instruct the school principal to communicate the decision of the Board of Management to the parents/guardians, or student aged 18 or over and to uphold the decision to impose a school suspension

Parents/guardians may appeal the decision of the Board of Management to the Donegal Education & Training Board.

In the case of a suspension imposed by the Board of Management in excess of five school days, parents may appeal the decision to the Donegal Education and Training Board.

### **Procedure for Expulsion**

1. Principal informs parents/guardians by letter of immediate suspension. Letter explicitly states;
  - Expulsion is being considered
  - Board of Management meeting will be convened
  - Parents/guardians will have an opportunity to present their case
2. Parents may seek an immediate meeting with the Principal to clarify circumstances
3. Chairperson of Board of Management will be contacted and BoM meeting convened. Board will be informed of the facts of the case. College discipline records relating to student may be used as evidence.
4. Parents may attend this meeting.
  - The case will be presented in an objective manner.
  - Principal may answer further questions if asked.
  - The matter is discussed by the Board and a decision is made.
5. Principal instructed to communicate the decision to the parents and the ETB
6. Principal instructed to communicate decision to the Education Welfare Officer.
7. Board of Management, through the Principal, must inform the parent/guardian of the right to appeal its decision to the ETB and / or the DES

### **Expulsion Appeals Process**

1. Letter informs parents/ guardians that an expulsion will take effect 20 days after Education Welfare Officer receives notification of expulsion
2. Parents will be advised in writing of their right to appeal, if desired, to Donegal ETB with the ETB's address provided
3. ETB communicates decision to parents, Board of Management and the DES
4. Parent may appeal this decision to the Department of Education & Science (DES)

## **7. Record Keeping**

In accordance with College Policy a record on each student's behaviour will be kept by the College and will remain the College property which will be held in the strictest confidence and for use only by the College management unless specifically requested by the parent, Guardian or child, if over 18.

## **8. Education Act 1998 (Section 29)**

This Act gives the right to appeal certain decisions (in accordance with policy on refusal to admit, suspension and/or expulsion).

## **9. Monitoring**

This Code of Behaviour was drawn up in consultation with the parents, students, staff and management of Magh Éne College and was ratified by the Board of Management.

## **10. Pastoral Care**

The College provides a range of Pastoral Care supports in order to address student needs and to encourage good behaviour.

## 11. Conclusion

It is envisaged that this Code of Behaviour will enhance the learning environment. Behaviour has a huge influence on school life and in particular on the quality of teaching and learning. We aim to nurture and develop the kind of school ethos, relationships, policies and practices which promote positive behaviour we want for all of us here in Magh Éne College through supporting our students and acknowledging their achievements.

Every student in order to fulfil enrolment requirements for Magh Éne College, must have the following Declaration signed by parents/guardians and returned to the College Secretary prior to the commencement of the first term

**This policy will be reviewed annually.**

- Reviewed & updated May 2019

Signed

  
Chairperson, Board of Management

Date



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**Please complete and return to the College**

We, the undersigned agree to adhere to the College's Code of Behaviour and have fully familiarised ourselves with the Code and the Student Expectations.

Student Name: \_\_\_\_\_

Year Group: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_