

# **Coláiste Íde College of Further Education**

## **College Code of Behaviour and Disciplinary Policy**

December 2020

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# Code of Conduct

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1. **RULES AND REGULATIONS OF THE CDETB:** Students are admitted to the College under the Rules and regulations of the CDETB. (A copy of these regulations is on permanent display in the Entrance Lobby to the College.)
2. **REGISTRATION:** Applicants are only registered as a student of the college when all course charges have been paid.
3. **I.D. CARDS:** All students must carry their I.D. Card at all times. Students must present this card to any member of staff when requested. This card is property of the college and a replacement will be subject to a charge by the college authorities.
4. **ATTENDANCE:** Every course/activity requires a commitment to attend **all** parts of the programme, fully and punctually. Selective attendance is not permissible.

A student will automatically cease to be a registered student of the college and thus forfeit all claims on a place in a class and any financial grant arising from them being a registered student of the college if one of the circumstances arises:

  - (a) Where a student is absent from some or all classes for more than five days without the prior permission of the Head of Department in the period prior to the Halloween mid-term break (missing one class constitutes half a day missed)  
**or**
  - (b) For more than a total of 10 days prior to the Christmas break.  
**or**
  - (c) Thereafter for more than a total of 15 days without acceptable explanation in writing (e.g. a medical certificate in the case of illness or notification in the case of bereavement).
  - Re-affirmation of the registration can occur only with the permission of the Principal /Deputy Principal in consultation with the class tutor.
  - **Note:** 50% attendance is required in any one month for a student to be entitled to PLC grant.
5. **PUNCTUALITY:** *Classes commence in line with the times indicated on the official time-table for the course being attended.* Late attendance is not acceptable unless prior written permission is obtained from the Head of the Department. Late attendance at classes is not acceptable for any other reason such as travel arrangements, part-time work or childcare requirements. Frequent unpunctuality will lead to a review by the Head of the Department of the student's ability to complete the course on which he/she is registered.
6. **REFRESHMENTS:** Canteen facilities are provided for the purpose of refreshments. Food and beverages may be consumed only in the canteen area and not during class or in specialised rooms. In the interest of hygiene and consideration of fellow students, it is vital that **litter is disposed of in the bins provided.**
7. **SMOKING:** It is an offence in law to smoke anywhere in or on the college grounds. Offenders will be subject to a penalty of €3,000. (This includes electronic cigarettes).

- 8. PROPERTY:** Students must take every care of College equipment and property and will be deemed liable for all repair and replacement costs in the event of wilful damage or loss due to carelessness.
- 9. BEHAVIOUR:** All students will be expected to co-operate with the teachers in the creation of a pleasant working environment in which each person has the opportunity to reach their full potential. Any abusive behaviour will not be tolerated. Students must comply with all instructions given by any member of staff.
- 10. ALCOHOL/ILLEGAL SUBSTANCES:** In the interest of the Health and Safety of the College community students who present themselves for a class whilst under the influence of alcohol or other illegal substances will be removed from class pending the investigation of such incidents.

Students should note that should they be found to be in the possession of any illegal substance regardless of content or intended use, the record you have, should you be successfully prosecuted will state that you have a drugs related conviction. This mark on your record may prohibit you from travelling to other countries including the U.S. and Australia.

**Suspected possession or use of illegal substances within the college or grounds of the college will be viewed as a serious breach of conduct and will be reported to the appropriate authorities for investigation.**

**Note:** Alcohol consumption on college trips/outings is prohibited.

- 11. EXAMINATIONS:** All students following courses leading to a recognised award shall be required to take such examinations as prescribed by the course.
- Students must comply with the rules and regulations of the examining body/ bodies relevant to the course being attended.
  - College examinations can only be taken at the specified time.
  - Assignments and projects will not be accepted after the due date published by the subject teacher and only at the place and time designated by the teacher. (See FETAC Late Assignment Policy).
  - Appeals for the submission of late work will only be accepted by the Principal or his representative
  - Plagiarism (copying work from other sources e.g. books, other peoples work or the internet etc.) is a serious academic offence and will not be tolerated. Students submitting any work for assessment must acknowledge sources of academic reference.
- 12. POSTERS:** Posters or Advertisements may not be erected in the college without prior consent of the Principal.
- 13. COMPUTERS:** Students attention is drawn to the CDET B document entitled 'Computer and Network Usage Policy'. The relevant contract must be read and signed by the student.
- 14. MOBILE PHONES:** The use of mobile phones during class time is strictly prohibited and the students are requested to switch off such equipment before entering class. In the event of an emergency a student may be contacted through the General Office. Telephone: 01 834 2333.
- 15. HEALTH AND SAFETY:** It should be noted that in the interests of Health and Safety of all, it is the responsibility of all staff and students to report any incidents/situations that might pose a danger to others.

**STUDENTS MUST NOTE THE FOLLOWING:**

- It is the responsibility of the students to familiarise themselves with the **Code of Conduct**. Failure to comply with any of the above rules will result in the College Authorities imposing appropriate sanctions.
  - In the event of a dispute arising, students may consult with the Head of the Department, Deputy Principal, or the Principal (in this order).
  - It is the College policy to consult with students and with parents (with the consent of the adult student) at any time it deems appropriate.
  - The college will not be responsible for the loss or damage to personal property within the precincts of the college.
  - The policy in relation to attendance is amended during 2020/2021 due to the impact of COVID
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I have read and agree to abide by the above **Code of Conduct**

**Signed:** \_\_\_\_\_ **Course:** \_\_\_\_\_

**Signed on behalf of Colaiste Ide:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Whole School Policy on Discipline

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## **Relationship to College Mission Statement**

*The College Mission Statement:*

*Coláiste Íde seeks to provide a school of excellence in which each individual student and staff member may reach his/her full potential in a welcoming, supportive and safe environment.*

A fair discipline policy facilitates the creation of an environment conducive to the holistic development of each member of the college community.

The College Discipline Policy aims to support students in the creation of their goals, be they educational, personal or vocational. The Policy aims to protect the dignity of each member of the college community and foster an atmosphere of trust and co-operation.

## **Rationale**

Discipline procedures are only used when a student has failed to respond to advice or warnings from college staff.

Discipline procedures are then invoked to **support** the student who has failed to cope with the behavioural expectations necessary for satisfactory participation as a student of a College of Further Education.

Procedures are then invoked to **protect** the rights of other students or staff to a supportive, safe environment where each person can reach his or her full potential.

## **Goals and Objectives of the Policy**

To promote high expectations of student behaviour

To support students who do not meet the challenges associated with student membership of a College of Further Education.

To encourage students to take responsibility for their own behaviour

To facilitate effective teaching and learning for all staff and students in a productive and safe learning environment

To maintain class morale and performance

To protect the rights of compliant students who are motivated to succeed

To prepare students for the workplace by encouraging appropriate behaviour in all aspects of college life

## Procedures

**The College will ensure compliance with the COLAISTE IDE CODE OF CONDUCT and all CDET B Rules, Regulations or Orders through the following Discipline Process:**

The College will adopt a Joint Problem-Solving approach when breaches of discipline occur.

This Joint Approach will take the form of **Progress Review Meetings**.

A **Progress Review Meeting (PRM)** consists of the Head of Department and the Class Teacher or any other subject teacher who needs to be present, along with the student.

A **Whole Class PRM** takes place towards the end of each academic term. These meetings are to facilitate positive reinforcement for all members of the class group. A half-day is required to facilitate this process.

### **Progress Review Meetings**

Unacceptable behaviour is brought to the attention of the Head of Department/ Deputy Principal through the following process:

1. In the first instance of unacceptable behaviour the teacher will issue a verbal warning, which should be recorded. This should be communicated privately to the student at the end of class.
2. The teacher may issue further verbal warnings until in his or her professional judgement, a **Written Report** to the Student File is required. A Written Report is a Standard Form, devised by the Discipline Committee and subject to change from time to time following consultation with staff.
3. **A copy of the Written Report is attached to the Class Progress Review File, held in the Staff Room. The teacher keeps a personal copy also. The student should sign the Written Report Form.**
4. When **three (3)** Forms or entries are attached to the Student's File the Head of Department calls a PRM.
5. The PRM takes a Joint Problem Solving approach to the issue, based on professional discussion. Decisions are recorded and a **Review Date** is agreed. Suggested time guidelines for PRMs are:
  - 5 minutes information
  - 10 minutes discussion
  - 5 minutes strategy
6. PRMs are only called if reporting procedures have been followed. *Meetings are not called on the basis of verbal requests from teachers.*

7. The Head of Department will arrange the time, date and venue of the PRM meeting. The Head of Department should notify the student in writing regarding the PRM and should inform the student of their right to be accompanied to the meeting by a person of their choice.
8. Students may not engage in any discussion/argument regarding the issuing of a Written Report. Specific note should be taken, in relevant section of the Written Report, if any such dispute occurs
9. Any behaviour that, in the professional judgement of the teacher, interferes with teaching or learning is grounds for the issuing of Verbal/Written Report. Written Reports may be withdrawn following a PRM, if agreed.
10. Extreme behaviour, as defined by the Principal (or contained in the Code of conduct) will supersede these procedures.
11. **Progress Review Files must be consulted when student references are sought.** Improvements should be noted on the File following a PRM Review Date.