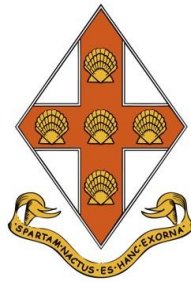


Midleton College



Code of Behaviour

PREAMBLE

Midleton College is a co-educational boarding and day school recognised by the Department of Education and Skills. While our *Code of Behaviour* is founded in the Christian teaching of the Church of Ireland and its underlying principles are expressed in the *College Ethos Statement*, the College welcomes applications from those of all religions and of none.

Our *Code of Behaviour* establishes the means through which, our central functions of teaching and learning in their varied forms, can occur effectively within an atmosphere of care, support and encouragement. It is fundamental to the successful daily routine of the College that teachers have the right to teach and that each student has the right to learn and enjoy school.

However, this College takes an holistic view of the educational development of each pupil. It is our aspiration that all pupils will have the opportunity to develop as people and to realize their own worth alongside that of others. Our aim is that our pupils will leave the College equipped to make an active contribution to the community. Opportunities for teaching and learning therefore are not restricted to the classroom. Thus, the *Code of Behaviour* extends beyond the classroom and embraces all activities occurring within the College, or on behalf of the College, in which our pupils participate.

Staff are also encouraged to take a personal interest in the welfare and progress of each pupil regardless of academic ability or personality. In implementing this *Code of Behaviour*, the Board of Management, Principal, Deputy Principal and any other designated College authority will consider any extenuating factors which may be relevant for consideration.

The *Code of Behaviour* has been compiled by the teaching staff in consultation with parent and student council representatives. The final document has been considered and ratified by the Board of Management. It also has been submitted to and has the approval of the College Patron: the Board of Governors

Midleton College has introduced a number of policies to regulate School life and provide direction and instruction for everyone on issues which they may have to address from time to time. The College reserves the right to introduce further policies or amend existing policies from time to time as required.

GENERAL BEHAVIOUR REQUIREMENTS

In applying our *Code of Behaviour* the College requires that all members of the College community, both staff and pupils, treat each other with respect and recognise the dignity and value of all.

As Midleton College is a co-educational campus the following general rules must be observed at all times:

Physical relationships

Physical relationships between pupils are unacceptable. No sexual activity is allowed between students at any time on the campus or at school activities. In any such cases students are liable to be suspended from the College and/or recommended for expulsion from the College.

Female dormitories and changing areas are exclusively for the use of female pupils. Male dormitories and changing areas are exclusively for the use of male pupils.

Male boarding students only are permitted in the male boarding areas. Female boarding students only are permitted in the female boarding areas. Any student who seeks or obtains access to a boarding or changing area of the other gender is liable to suspension and/or recommendation for expulsion from the College.

The only students with right of access to any dormitory are those students who sleep there.

Only those residing in a particular dormitory must have right of access to those dormitories.

Child Protection Policy (CPP):

The College *Child Protection Policy* is available from the office at any time and available on the College Website www.midletoncollege.ie

The Principal is the College Designated Liaison Person (DLP). The Deputy Principal is the College Designated Deputy Liaison Person (DDLDP).

Uniform and Appearance

Pupils are required to wear the College uniform to and from school, during the normal school day and at other times as designated by the College authorities. The uniform is a symbol of who we are and should be worn with a sense of pride in belonging.

Students are not permitted to have holes in the arms of their jumpers or torn shirts or torn trousers. Girls' skirts must be of an appropriate length.

The only clothing items permitted are those set out in the prescribed list. Any pupil wearing other clothing items will be withdrawn from class until s/he is wearing the proper uniform. Hoodies are not school uniform and are not permitted. It is the responsibility of parents/guardians to ensure that their daughters/sons comply with the College uniform requirements each day.

The *College Health and Safety Policy* prohibits facial jewellery or visible tattoos. Boys are not permitted to wear earrings. Hair must be of a natural colour and worn neatly.

The designated authorities of the College will decide whether a pupil is complying with the uniform requirements or not.

Attendance

School commences at 8.40am each morning with Assembly. All students are required to be in attendance. Students who are late must provide a written explanation on the morning they are late. Any pupil who is late for school must go to the College Office to sign in before going to class. A pupil who is late more than 3 times in a fortnight without satisfactory explanation is subject to a disciplinary sanction.

Absence

Parents/Guardians must contact the College on the first day of any period of absence, to inform as to the reason for a pupils' absence from school. On the day of return from an absence, a pupil must bring a written explanation and place it in the Absent Notes Box in the main building before going to class.

In class and out of class

Each student is provided with a lockable locker. Students are expected to equip themselves with all relevant materials for each section of the school day. This means all books and other equipment should be brought for each class between assembly and break, then break and lunch and finally between lunch and the end of the school day.

Students must arrive punctually for class. Students must ensure that they are attentive during class and do not interrupt either the teacher or another pupil. Each class is an opportunity for teachers to teach and students to learn. No-one has the right to interrupt or delay the teaching and learning experience. Classrooms must be left tidy at the end of each period.

When students are moving around the school they must ensure they do so in a safety conscious and courteous manner which will not cause damage to others, to property or to the environment.

Students are provided with a range of opportunities to participate in extra-curricular activities. They must adhere to the requirements specific to any particular activity and comply with all normal school rules during this participation.

Any pupils participating on field-trips, school tours or any other school-related activity, which occurs away from the College premises must comply with all normal school rules.

Theft

Attempting to, or actually having, stolen items belonging to any other person is regarded as a serious offence and will be subject to sanction which may lead to expulsion.

Smoking / Alcohol / Illegal Drugs

Smoking is prohibited by law on a school campus. Pupils found in possession of cigarettes/e-cigarettes will be subject to sanction, which will include suspension.

Pupils found smoking on the College campus will be suspended for a first offence and may subsequently be recommended for expulsion from the College. Possessing, using or distributing illegal drugs or misusing or distributing prescription drugs is strictly forbidden. Any violation of this rule will be grounds for immediate suspension or recommendation for expulsion from the College and will involve formal reporting to the Gardai (Police) following which the civil authorities will investigate as appropriate.

Any and all types of weapons, including camping knives, are strictly forbidden.

Spot Checks

As part of a preventative policy in relation to the possession of Alcohol and Illegal Drugs the College authorities may, from time to time, carry out spot checks of bags, lockers, dormitory areas, in the presence of the pupils' concerned.

Sexual Harassment

Sexual Harassment of another student is absolutely unacceptable and will result in disciplinary action. If a student believes they are being sexually harassed, he or she should immediately speak with a staff member. Sanctions for sexually harassing another student(s) may result in suspension, recommendation for expulsion, the direct involvement of the Gardai, (Police) and/or the Health Services Executive (HSE), as may be appropriate.

All members of the pupil community are entitled to be happy at school. Bullying will not be tolerated at Midleton College. The College Anti-Bullying Policy is issued to all parents/guardians and pupils, copies are available from the office. Students who have behaved in a bullying manner towards others will be sanctioned through the discipline structures which may include suspension and referral for expulsion from the College.

Physical violence is absolutely unacceptable and will result in disciplinary action which may include suspension and/or recommendation for expulsion from the College.

Information Technology Policy

All pupils and members of staff are required to sign the College Acceptable Use Policy. Copies are available from the College office. No pornographic or violent materials are allowed. Any possession of such materials in paper form, on laptops, mobile phones, MP3 players or any other such items will be deemed in breach of these regulations. Where appropriate such items will be handed over to the Gardai (Police) for formal investigation as may be appropriate.

Mobile Phone Policy

Students may have mobile phones/iPods/Mp3 players on campus. Students must not misuse such equipment in or out of class. By way of examples texting, making or receiving calls or listening to music will lead to the device being confiscated.

As the College is a co-educational residential campus camera enabled mobile phones must not be used to take photographs of other students or members of staff without their permission. Students must abide by the College rules regarding the use of telephones, computers, electronic games, and televisions. Students are responsible for and liable for the contents of text messages or images which they send from mobile devices. Such items deemed to be of a violent, pornographic or offensive nature will be subject to disciplinary measures which may include suspension and/or recommendation for expulsion from Midleton College.

Prescribed Medicines

All prescribed medicine which pupils may require during school must be handed in to the Nurse's office on the first day of use. No prescribed medicines or drugs can be self-administered without written notification having been provided by a parent-guardian and agreed to by the Nurse. If a student feels sick, he/she must report immediately to the Nurse on Duty or a member of the boarding staff, or, if during school hours, to their teacher. If at school the student may be referred to the Midleton Medical Centre and / or Cork University Hospital depending on the seriousness of his or her condition. Contact with a parent or guardian will be sought but the College authorities are permitted to act in the best interest of student concerned in fulfilment of 'in loco parentis' responsibility if contact is not feasible.

Leave out during school hours

Leaving or attempting to leave the campus without permission will result in disciplinary action which may include suspension and/or, in extreme cases, recommendation for expulsion from the College.

Pupils are allowed to leave the school premises only if permission has been given in writing by parents/guardians. During the school day any pupils wishing to leave the school grounds must also have the permission of the member of staff on duty.

After arriving in the morning day pupils may not leave the school grounds to go home until after school has finished or when they are being collected from the College.

Lunchtime procedure

Day pupils may either have lunch with boarding pupils in the Dining Hall at the daily charge, purchase sandwiches/rolls and refreshments from the tuck shop or bring lunch to school with them.

All students eating their own lunch must do so in the student locker rooms.

Boarder Leave Out After School

1st and 2nd Form boarders and day students who stay on after school are only allowed to leave the school grounds on one afternoon each week for 30 minutes, if they do not have a previous commitment to extra-curricular activities. Pupils must seek permission of the member of staff on duty and sign out and sign back in on their return.

3rd, 4th & 5th Form boarders are allowed to leave the school grounds on two afternoons per week for 30 minutes on each occasion. Pupils must seek permission of the member of staff on duty and sign out and sign back in on their return. Late return or failure to comply with any of the above requirements may result in leave permission being withdrawn from a pupil.

Leave times are from 4.15pm to 4.45pm or from 5.15pm to 5.45pm.

6th Form boarders are allowed to leave the school grounds for two afternoons per week for one hour on each occasion. Leave out times for 6th Forms are 4pm and 5pm.

The College reserves the right to refuse Weekend Leave Out to a boarding pupil if either the Principal or the Deputy Principal believe the pupil's reason for seeking leave out is inappropriate. If parents/guardians wish their son(s)/daughter(s) to go home at the same time every weekend they should confirm this in writing at the start of the term. Any changes to this understanding should be forwarded to the College Secretary in writing by the Thursday of the week concerned.

Leave Out During Weekends

Leave out during the course of a weekend is granted by the member of staff on duty. Pupils must sign out with the member of staff and sign in again on their return.

Sunday Night Return

Any pupil returning to school on a Sunday must report **immediately** to the member of staff on duty. Pupils returning to school on a Sunday night must do so in time for roll call at 9.30 p.m.

Boarding pupils returning early on a Sunday evening may not leave the school grounds again.

Monday Morning Return

Boarding pupils returning on a Monday morning must sign in with the appropriate member of staff after Assembly in the Assembly Hall. Pupils must be on the premises by 8.30am and in full school uniform.

Waste Management

The College recycles cardboard, aluminium, plastics and paper. Pupils must use the designated bins for each item they wish to dispose of. Anyone seen dropping litter will be subject to the appropriate sanction.

Chewing Gum is not permitted on the campus. There is a €25 fine imposed on anyone chewing gum on the campus.

DISCIPLINARY STRUCTURES AND PROCEDURES

It is the College's aim to foster a positive attitude to personal responsibility and behaviour. The primary goal is to encourage pupils to consider what they should do as part of their moral and ethical development. There are a range of means in which positive behaviour and achievement both within and beyond the classroom are recognised. These include daily Assembly, Form Assembly, individual classes, awards nights and Prize Day.

In the daily routine of school pupils can achieve high standards for themselves and make a positive contribution to the community in a variety of ways.

Some examples are:

- Assisting new pupils or any visitors to the school.
- Being punctual to class and activities.
- Ensuring all equipment is brought to class.
- Completing homework to the best of their ability.
- Helping others around the campus
- Valuing yourself and other people.

Weekly Progress Reports are compiled by class teachers each Tuesday in which both positive achievements, and, if necessary, incidents of negative behaviour, are recorded. These are used by Form Teachers as a means of drawing together a regular composite picture of a pupil's performance.

In the event of a pupil engaging in a negative behaviour a structured series of disciplinary responses will be invoked.

The chain of reporting proceeds from the Class Teacher to the Form Teacher to the Deputy Principal to the Principal, to the Board of Management. This structure may be separated out into 5 stages which are explained in detail below. Depending on the nature of the conduct or incident, the school may begin the disciplinary process at any step in the disciplinary structure.

Subject Teachers: Stage 1

In the event of negative behaviour occurring in class, subject teachers have a range of sanctions available to them. These include:

- Verbal reprimand
- Moving the pupil to a different location within the class
- Assigning extra work
- Detaining the pupil at break-time / lunch-time
- Assigning cleaning tasks

This list is not exhaustive.

In the event of a disciplinary incident occurring, which, in the view of the class teacher is of sufficient severity to require further sanctioning, the matter must be referred to the relevant Form Teacher and, if necessary, the Deputy Principal.

Form Teachers: Stage 2

Form Teachers may issue a **Report Card** to students as a means of monitoring their performance in class and encourage them to improve their behaviour. These are issued on a Wednesday and run for one week. Students must present the Report Card to each teacher at the beginning of each class for the week. The teacher will make a comment on the pupil's participation at the end of the class. The Report Card must be signed by a parent/guardian and returned to the Form Teacher by the following Wednesday.

The issuing of a Report Card is seen as a sanction in itself on the student's behaviour. In certain circumstances it may be necessary to proceed to another phase of the disciplinary structure.

Detention (Within Stage 2 – 3)

Form Teachers, the Deputy Principal and the Principal may issue a detention. Detention occurs on a Tuesday and a Thursday in Room 19 from 4.00 – 5.30 p.m. Students are required to attend the next available detention. Work will be set and must be completed. A letter will be sent home.

Written records are maintained in relation to behavioural offences that occur. This information may be used in meetings with parents/guardians, or as evidence in the event of further sanctions being deemed necessary.

Stage 4 Suspension

A pupil may be suspended only by the Principal (up to a maximum of 5 days). Longer suspensions may be imposed by the Board of Management on the recommendation of the Principal.

Stage 5 Recommendation for Expulsion

A pupil may be recommended for expulsion by the Principal to the Board of Management.

In the event of a pupil being recommended for expulsion the parents/guardians, or, in the case of a pupil 18 years of age or over, the pupil him/herself, will be notified of the meeting at which the Principal will make that recommendation to the Board and afforded the opportunity to attend it. Following such a meeting, there is a right of appeal as specified in Section 29 of The Education Act 1998.

Local Appeals Procedure

Any parents/guardians who feel that a recommendation for expulsion is unreasonable may lodge an appeal addressed to the Chairperson of the Board of Management c/o The Principal, Midleton College. Any appeal must be made within seven days of the action complained of. The Principal shall, as soon as practicable after receipt of the Notice of Appeal, notify the Chairperson of receipt of the Appeal, and the Chairperson shall, within seven days of receipt of the notification from the Principal, appoint a subcommittee of the Board comprising three members. The subcommittee shall meet with the affected parties within seven days of its appointment, or such further period as it may decide having regard to all the circumstances, with a view to achieving a mutually agreed resolution to the matter. If agreement is not possible the subcommittee shall hold such further meeting, hearings or interviews deemed appropriate. The subcommittee shall be entitled to adjourn or defer meetings from time to time as required. The subcommittee shall issue its decision, if possible, within seven days of its final meeting. Any breach of time limits in these Rules, by the subcommittee, shall not invalidate any finding of the subcommittee. The decision of the subcommittee, shall be binding on parents/guardians and all other affected parties subject only to a right of further appeal being available pursuant to the Education Act 1998 and any Statutory amendment or modification thereof.

Concluding Points

All pupils are subject to the School's various Policies as may be introduced from time to time. These Policies include Policies on Bullying, IT use and mobile phone use. This list of Policies is not exhaustive and every pupil is obliged to familiarise himself/herself with the School's policies and procedures. The Policies are available on the School's website at www.middletoncollege.ie. Failure to comply with any of the School's Policies may leave the pupil into Disciplinary procedures and sanction, as outlined in detail above.

This Code of Behaviour will be issued to all prospective parents/guardians in advance of their daughters/sons being accepted into the College. It is a requirement of entry that parents/guardians sign their acceptance of the Code of Behaviour in advance of their daughters/sons being accepted into the College.

The Code of Behaviour is also issued to all members of staff and they are required to adhere to it while employed by the College.

As the College values the role played by the parents, teachers and students, all formal reviews of the Code of Behaviour will be circulated to parents/guardians (through the P.T.A.), teachers and students (through the Student Council) and the opportunity afforded for submissions to the Board of Management.

Adopted 2009

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Updated version approved by the Patron, February 2009

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