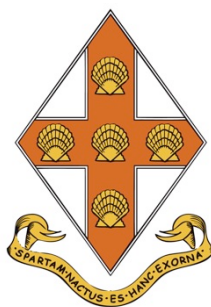


MIDDLETON COLLEGE



Rules of Behaviour

Version 1.3, May 2022

1 INTRODUCTION

The Middleton College *Rules of Behaviour* sets out further standards for the College Community that are part of the College *Code of Behaviour*. The purpose of the Rules of Behaviour is to describe the College's expectations about how each member of the College community (students, staff and parents/guardians) helps to ensure that the environment exists to support the highest standards for teaching and learning, consistent with the ethos of Middleton College.

These Rules, therefore, should be viewed in conjunction with the College's *Code of Behaviour*, as they are subject to the standards and procedures set out there.

These Rules apply across every aspect of College life, including (but not limited to) all activities that take place in the physical environs of Middleton College, including all aspects of boarding life and activities – residential or otherwise. These Rules also cover all College activities that take place away from the physical environs of Middleton College.

The College management may amend these rules from time to time.

2 RULES OF BEHAVIOUR

2.1 Covid-19

The school looks to follow public health guidelines to protect the school community from Covid-19.

It is important to note that each member of the school must take personal responsibility to behave in a manner that ensures the safety of themselves and those around them.

2.2 Attendance

Attendance at school is a prerequisite for learning and in order for students to derive meaningful benefit from their time at school, parents/guardians and students are encouraged to cooperate with the College in every way in order to ensure maximum student attendance at all times. Middleton College has a legal obligation to monitor school attendance and report absences to Tusla in accordance with statutory requirements.

- The College day commences at 8.40am with Assembly. All students are required to be in attendance for Assembly and remain at the College for the duration of the College day.
- The College records each student's attendance and this is reported to parents/guardians in term reports or at other times when necessary. The College may contact parents/guardians in cases of unexplained absences, particularly when a student may be absent over a period of time.



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- Parents/guardians must contact the College on the first day of any period of absence to provide a satisfactory reason for a student's absence from the College. This may be done via the School App. In the case of continued absence, parents/guardians should give regular updates to the College and keep the College informed of any concerns that might impede their child's progress.
- A student who arrives late to College – after 8.50am – must provide an explanation by reporting to the College Reception. Students should sign in at the College Reception before bringing a late card to class.
- The College may contact parents/guardians in the case of persistent lateness.

2.3 Leave-out

Students are expected to remain on campus throughout the College day. At the end of the College day, students may remain on campus if engaged in supervised study or extra-curricular activities. College Rules continue to apply in these instances..

The College understands that students may need or wish to leave College for particular reasons at different times and the following procedures seek to ensure that this is done safely.

- Students wishing to leave the College premises during the College day, must have permission from parents/guardians, provided to the College Office . Leave out is at the discretion of College Management; where leave out is refused, Management will provide the reasons for the refusal to the student concerned.
- Parents/Guardians are encouraged to make medical/dental or other such appointments outside College hours where possible.
- Any student wishing to leave the campus must sign out and, if returning, sign back in at Reception or with the staff member on duty as appropriate.

In the case of Boarders and Day Boarders:

- Boarders and day boarders who remain on campus after school are allowed to sign out from the College grounds, with permission of parents/guardians) as follows:
 - Form I and II, one afternoon per week, from 4.15pm to 4.45pm or 5.15pm to 5.45pm
 - Form III, TY and V: Two afternoons per week, from 4.15pm to 4.45pm or 5.15pm to 5.45pm
 - Form VI: Two afternoons per week, from 4pm to 5pm or 5pm to 6pm

Permission must be received from the member of staff on duty, with sign out and sign back in, on return. Late return or failure to comply with any of the above requirements may result in leave-out permission being withdrawn from a student.

- Leave-out during the course of a weekend may be granted by the member of staff on duty. Students must sign out with the member of staff and sign in **immediately** again on their return. The staff member may seek parental permission in advance of any leave out.
- If boarding students wish to stay overnight away from the College, permission must be granted by their parents/guardians and from the adult at whose house they will be residing. Management reserves the right to refuse this leave out.
- Students returning to the College on a Sunday night must do so after 7pm but in time for roll call at 9.30 pm. Once students arrive at the College they may not leave the College grounds again.

2.4 Uniform and Appearance

The uniform is a fundamental symbol of who we are as a College community; it is worn with a strong sense of pride and belonging. To uphold this principle:

- Students 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.



- All clothing should be neat and tidy.
- Personal hygiene should be maintained.
- It is the responsibility of parents/guardians to ensure that their children comply with the College uniform requirements each day as set out in the *Midleton College Uniform and Appearance Policy*.
- Where the correct uniform is not worn, or the appearance of a student falls below these standards, the student may be requested to address the situation before returning to class.

2.5 Classroom Behaviour

It is important that good order is maintained in class to ensure the environment is conducive to learning for all. Students and staff are both individually and collectively responsible for promoting a positive learning environment for all. To implement this principle the following procedures should be followed:

- Students will normally have an assigned seat and should remain in class throughout the lesson except with the teacher's permission.
- Posters or any other class materials are important to student learning and should not be moved or used without permission.
- Students should pay attention to their studies and engage proactively at all times in line with the teacher's guidance. The completion of homework on time and to the required standard supports the learning process.
- Students should proceed to class to ensure tuition can start on time, avoiding congregation on corridors which can cause delay.
- Classrooms should be left neat and tidy, with chairs placed on the tables at the end of the day to facilitate cleaning.

2.6 Break/Lunch

Breaks provide rest from formal learning and are an important opportunity for social interaction, recreation and having something to eat/drink.

- Break for Junior students takes place from 10.50-11.05am; Lunch takes place from 1.05-1.45pm. For Senior students, break takes place from 11.30-11.45am and lunch from 1.45-2.25pm.
- Students should eat outside or in designated areas. Food may be consumed in the Dining Room, Marquee, G1 and the Assembly Hall.
- Vouchers for the Dining Room may be purchased by Day students in Reception.
- Students should ensure they arrive ready for class at the designated time.

2.7 After school

- As outlined above, currently, day students are permitted to remain on campus at the end of the College day only if they are involved in an extra-curricular activity or supervised study, otherwise they should leave the premises in a timely fashion.

2.8 Use of Technology

- All students and members of staff are required to agree to the Midleton College *Acceptable Use Policy*. Guidelines for the use of technology at Prep is detailed in the *Midleton College Boarding Handbook*.
- Laptop and tablet devices may only be used in the classroom with the sanction of the school Special Educational Need Coordinator or the Principal.
- In order to respect privacy rights, the College does not permit the use of technology to take images, record, copy or transmit illegal material or material that is offensive, intimidating or discriminatory; where appropriate, such matters will be referred to An Garda Síochána.



- Circulating, publishing or distributing (including on the internet or through any social media) material associated with the College including, but not limited to, material in relation to staff and students, where such circulation causes harm to another person or damages the reputation of the College may result in disciplinary action..

2.9 Mobile Devices

We recognise the importance of technology and mobile devices to our everyday lives. For this reason, students may have personal mobile devices on campus.

To ensure they are used safely and in line with the College values, the following requirements apply:

- Devices are to be used at appropriate times, in appropriate places and in an appropriate manner. College management reserves the right to restrict a student's access to their mobile devices or remove their permission to have such devices in school or on school activities and will explain the reasons for such action to the student concerned.
- Form I-III students must place their mobile phone in the box in the classroom each time they enter.
- Form IV-VI students may be asked to put their phone in the box at the discretion of the class teacher.
- If a student has to leave the classroom to use the toilet, they may not bring their mobile phone.
- To minimise the distraction to learning, mobile devices can only be used in the classroom and during prep with the express permission of the teacher. A device may be confiscated by a teacher if these conditions are not met. If this happens, the following will apply:
 - The teacher will explain to the student why the device has been confiscated and what will happen next.
 - On the first occasion a device is confiscated, students may collect it at the end of the school day.
 - If it happens a second time, parents/guardians will be requested to collect the device from the College office.
 - If the device is confiscated on a further occasion, College management may place restrictions on the student's use of the device up to and including not permitting its use on-site.
- To ensure the integrity of the examination process, mobile devices are not permitted in exam halls during which time they should be placed in students' lockers or stored as directed by College staff.

2.10 ECA, College Tours & Trips

Extra-curricular activities (ECA), tours and trips are an integral part of a balanced education and a fundamental feature of the life and witness of Middleton College. The College provides many opportunities for students to participate actively in such tours.

- There may be additional requirements associated with particular activities which will be communicated clearly to all participants.
- Students participating on field-trips, tours or any other College-related activity that occurs away from College premises should maintain high standards of behaviour in line with College values.
- College rules and standards of dress (uniform or other appropriate clothing as specified by those in charge) must be observed on all occasions.
- Students representing the College as part of a team do so with the implied permission of their parents/guardians. In other instances, written permission from parents/guardians may be required before students can participate in College trips and tours.
- In certain circumstances, College management may choose to restrict a student's participation in College extra-curricular activities, tours and trips. Such restrictions will be explained to the student in advance



and may be related to a breach of this Code of Behaviour. Any costs incurred as a result will be borne by the parents/guardians.

2.11 Care of College & Personal Property

Everyone in the School community has responsibility to respect and take care of Midleton College and personal property. To implement this principle:

- Chewing gum is not permitted on the College campus.
- The College is committed to maintaining a safe environment for every person and their property.
- Students are responsible for their own belongings and should ensure that they are clearly labelled and not left unattended.
- The College cannot accept responsibility for their loss or damage.
- If a student's property is lost or damaged, it should be reported immediately to a member of staff.
- Students should avoid bringing valuables in to the College. Where this is necessary, any valuables should be placed in the student's locker where possible.
- Theft of College or personal property is a serious offence and will be subject to sanction including referral to An Garda Siochana.
- Textbooks are the property of the College. In order to maintain their life students must to maintain textbooks in good order and return them at the end of their use. The cost of any missing or damaged books will be charged to the student.

2.12 Student Health

Good health is important to ensure students can engage actively with their learning. To maintain good health, the following requirements apply:

- Students should not attend College when feeling unwell or where there is a risk of them spreading an infectious disease.
- Where a student has a medical condition that may impact on their learning or participation in College activities, the College should be informed by the parents/guardians.
- Any student required to take prescription medication while attending the College or at College activities must inform the College nurse in advance, so that appropriate supervision can be put in place.
- If a student feels sick during the College day or activities, they should advise an appropriate member of staff.
- Midleton College considers the use of alcohol, drugs (illegal or the misuse of prescription drugs) including cigarettes/vaping to be contrary to good student health. For this reason, the possession or use of these substances on College premises or during College activities is strictly forbidden and any alleged possession or use will be considered an act of serious misbehaviour and will be subject to the procedures set out in the 'Unacceptable Behaviour' section of this code. This may also be reported to An Garda Siochana .
- Smoking is prohibited by law on any school campus. Students found in possession of cigarettes or e-cigarettes, or discovered to be smoking on the College campus or while in the care of the College will be subject to the procedures set out in the 'Unacceptable Behaviour' section of the *Code of Behaviour*.
- Possession with the intent to distribute and / or the distribution of prohibited substances or intending to distribute prescription drugs is a criminal offence . Any violation of this rule will be grounds for immediate suspension or recommendation for expulsion from the College and will be referred to An Garda Siochana .
- In order to promote good student health and to prevent the possession and use of alcohol and illegal substances, College management reserves the right to carry out spot checks of students belongings e.g. coats, bags, lockers, dormitory areas etc. while taking account of the student's right to dignity and privacy.



2.13 Boarding

Rules relating to boarding are contained within the *Middleton College Boarding Handbook*.

2.14 Privacy & Data Protection

All members of the school community should be mindful of their responsibilities under the EU General Data Protection Regulation (GDPR) and other relevant legislation. Further details can be found in the *Middleton College Data Protection Policy*.

Dr Jerry Lynch
Chair of Board of Management

Date