

# **Mohill Community College Code of Behaviour**

## **School Mission Statement**

Mohill Community College commits itself to creating an inclusive, caring and disciplined environment, promoting a respect for diversity of culture and fostering a spirit of mutual respect among students and staff. The College, in partnership with Parents/Guardians and the wider community will challenge its students to pursue excellence, enjoy learning and to achieve their full potential as individuals and citizens.

## **Development of Code of Behaviour**

Mohill Community College Code of Behaviour has been developed in conjunction with staff, parents, students and other partners in education.

## **Vision for relationships and discipline in the College**

It is expected that every student passing through our care will develop responsible attitudes and respect for self and others. This requires careful and continuous guidance from home and school. We in Mohill Community College will take every opportunity to provide each student with a set of values which will embrace respect and responsibility.

## **Expectations for Students, Staff and Parents/Guardians**

The School Authorities are reasonable in the standards expected of students. Any procedure or rule is made with their interests and development both academic and social in mind. Parent/Guardian support and co-operation are crucial to this and the school depends on it. Research has shown that students whose parents/guardians support their schooling are more successful than those who do not. This indicates the key to success lies in the partnership between school and home

## **Responsibilities of Students**

- I.To aim at the standards of academic achievement commensurate with his/her ability and to contribute positively to all aspects of school life.
- II.To attend school on time, with the required equipment well prepared, suitably presented, appropriately dressed, ready to learn and to take a positive and active part in all aspects of school life
- III.To ensure that, in regard to other students, their behaviour never disadvantages or interferes with their rights to learn and participate in school life.
- IV.To co-operate with all staff and to accept the authority and rules of the school.
- V.To take into consideration and have respect for themselves, the feelings of others and the property of all in the school community.
- VI.To behave in a responsible way, both in school and when travelling to and from school.

## **Responsibilities of Staff**

Endeavour to generate a spirit of excellence in the school in academic, spiritual, social and physical aspects of education.

- I.To help each student fully develop their talents and to achieve the highest standards in work and behaviour.
- II.To recognize good work and behaviour and to seek modification of behaviour which disadvantages other students or interferes with their learning.
- III.To cultivate a sense of pride in the school through good example, professional standards and recognition and reward for students' contribution to life in the school.
- IV.To promote close co-operation with parents/guardians for the benefit of each student's education.

## **Responsibilities of Parents/Guardians**

- I. To show by example that they support the school in setting the highest standards in all it tries to do.
- II. To make sure that students come to school regularly, on time, suitably presented, appropriately dressed, ready to work, and to inform the school about any reason for absence. \*Please refer to the School Uniform Policy and the need to maintain school uniform in good condition.
- III. To take an active and supportive interest in their son's/daughter's work and progress.
- IV. To show support for the authority of and discipline within the school, by helping their sons/daughters to achieve maturity, self discipline, and self control.
- V. To support the school in whatever way they can in all its endeavours to promote and improve the education of their son(s)/daughter(s).
- VI. To ensure that students are in possession of all required school books and materials.
- VII. To check and sign the school journal as requested.
- VIII. To attend Parent/Teacher meetings and any special school appointment where possible.

## **Discipline Procedures: Roles and Responsibilities of Staff members in relation to Behaviour**

### **Class/Subject Teacher**

It is the Responsibility of all Class Teachers to familiarise themselves with all aspects and procedures in relation to the Code of Behaviour. The Class Teacher will in the first instance deal with any breach of classroom discipline. For minor infringements of the Code it is sufficient for a teacher to reprimand the student or use other classroom management measures such as extra work.

Following this the Class Teacher should issue a signature in the Students Journal in the area provided and upload the signature on VShare. The class teacher who gives the third signature will record that student's name in the Staffroom on the designated weekly record sheet. \*For further details on Journal Signatures refer to Consequences of Behaviour Section of the Code of Behaviour.

The Class teacher should keep a record of all such incidents or record breaches as they occur in order that a Student profile can be built up. When such behaviours are repeated or are of a more serious nature, the Class teacher should then refer the matter to the Year Head and also record the matter on an Incident Report Sheet to be filed in the file allocated to the student in question. These files are kept in the Secretary's Office. Records of Disciplinary events are retained indefinitely by the school.

### **Year Head**

The Year Head will monitor the behaviour of all students of his/her Year through the reading of the Year Group Records and by being available to subject teachers who wish to refer any serious breaches of classroom discipline. The Year Head will counsel, reprimand or impose a sanction on the student as appropriate.

Sanctions may include placing the student on detention, contacting parents/guardians and/or inviting parent/guardians to visit the school. When the above procedures have been followed and there is persistent misconduct or where there is a once-off incident of a very serious nature the matter should be referred to the Deputy Principal or Principal.

The role of the Year Head vis-à-vis student welfare is further outlined in the Pastoral Care Policy.

### **The Purpose of School Rules**

The purpose of rules in Mohill Community College is to provide clarity for students about the school's high expectations for their behaviour. Rules set goals for students that will guide them

in moving towards mature and appropriate behaviour, as well as serving as a practical tool for teaching and learning.

The school rules aim to promote:

- respect for self and others
- kindness and willingness to help others
- readiness to use respectful ways of resolving difficulties and conflict
- fairness
- good manners.

For these standards to be met, students are expected to follow rules that will benefit their own learning and that of their peers.

These rules are as follows:

- Students must respect the proper authority of their Principal and teachers.
- Students are expected to apply themselves seriously to their class work without disrupting progress of other students.
- Students are expected to attend school and to be punctual for class and school activities.
- Students should be neatly dressed and all are expected to wear the prescribed uniform.
- Students must respect school property and that of their fellow students, reporting any damage to same when it occurs.

### **Systems of acknowledging good behaviour progress and effort**

Teachers will give students a “Good Signature” in their homework diary for any of the following:

- Outstanding homework
- Showing initiative
- Helping a classmate
- Good behaviour
- Effort, which will be monitored and rewarded at various stages.
- Attendance

It is important to note, in order for a reward system to be effective, we must acknowledge behaviour that is valued and wanted and the system must be sensitive to personal development and cultural factors. Rewards must be given for effort, not only achievement. The system must be consistently used by staff. Reward systems cannot become the goal of learning or result in unhelpful competition. Rewards cannot seem unattainable leading to demotivation.

Possibilities for rewarding students will include Student of the Year Prize Giving Ceremony. This prize may be based on academic record, good behaviour, effort, willingness to work, participation in class and extra- curricular activities.

### **Meeting the standards expected**

- Meetings with parents of new students to enable clear understanding of the roles we all can play in promoting good behaviour.
- Encouraging parents to share information about issues that might affect a student’s behaviour – assuring parents that such information will be treated in the most sensitive manner.
- Keeping good channels of communication open with parents at all times.
- Involving parents in planning and reviews of policies.
- Encouraging participation by parents in the work of the Parent’s Association.

- Teachers discussing Code of Behaviour in class, and applying the values of the code in every class.
- Involving students in developing and reviewing school policies.
- Promoting effective representation of students' concerns in the classroom and on the Student Council.

### **Getting help when problems arise**

Most issues arising from breaches of the *Code of Behaviour* are dealt with by the class teacher(s). Class teachers build up a relationship of trust with their students and are therefore an important source of help. When additional help is needed, a student may be referred to the Year Head, Guidance Counsellor or Chaplain, with the expectation that advice and support can be made available. Students and parents are encouraged to avail of the services of the school's Pastoral Care Programme (please refer to ***Pastoral Care Policy***). The school will work closely with parents and students in providing advice regarding access to support services outside the school.

### **Definitions of Serious Misbehaviour**

1. Continuous disruptive behaviour, and continuous defiant refusal to co-operate with instructions given by staff.
2. Abuse of a staff member or fellow student, whether in the form of physical, written or verbal abuse.
3. All forms of bullying and intimidation of students and staff members – including physical, emotional, racist, E-bullying, extortion etc.
4. Fighting or physical assault.
5. Inappropriate sexual behaviour, inappropriate sexual language, or the possession of material of a sexual, pornographic or violent nature, or the possession of offensive weapons.
6. Misuse of ICT systems in School.
7. Misuse of mobile phones/mobile camera phones/recording devices, please refer to the school policy on mobile phones.
8. Deliberate damage to or misuse of school properties – including the use of graffiti.
9. (a) The use, possession or trafficking of drugs, alcohol, tobacco, e-cigarettes, vaping or solvents on school premises and grounds, or on school related activities.  
(b) Attending school under the influence of alcohol and/or drugs.
10. Serious discourtesy towards a visitor in the school.
11. Theft of school property or the property of another member of the school community.
12. The possession, distribution or use of fireworks/bangers or any other materials or substances likely to cause offence, nuisance or injury on school premises.
13. Dangerous or irresponsible use of motor vehicles on school grounds.
14. Unauthorised absences from class or from school premises, and repeated breaches of rules on punctuality.

### **Disciplinary Procedures**

1. Reasoning with the student.
2. Reprimanding the student, with the consideration of other measures like relocation within the classroom and /or additional work.
3. Note in Student Journal/Diary copied to VShare (this note should detail what breach of rules is involved whether misbehaviour, failure to present homework, or failure to bring required materials to class).

4. After a student has had three entries in the Journal during one week the student will be placed on Report Card for a period of at least three days, within the requirement that this Report Card should be signed each day by parent/guardian. The student will also be placed on Thursday Lunchtime Detention, in an assigned room.

*Covid-19: Arising from Health and Safety Control of Covid-19, and minimising use of paper documents, students on Report will have their behaviour monitored by the Year Head using VSware to do so.*

*Parents/Guardians will be alerted to the fact that their son/daughter is On Report and will be requested to likewise monitor behaviour by tracking any signature entries.*

*See: **Health and Safety Control of Covid-19 Policy for Students***

5. In the event of an unsatisfactory Report Card, the Year Head will place the student on Friday after-school Detention 1.45 – 2.45pm.

*Covid-19:* In the event of an unsatisfactory Report Card, the Year Head will contact the parent/guardian with a view to bringing about an immediate and significant improvement in behaviour.

6. In cases of very serious misbehaviour, any or all of the above steps may be bypassed. Details of the incident will be entered in the Student's Records, and the student will be referred to the Year Head. If the matter is not resolved at this stage, it will be referred to the Principal/Deputy Principal for the possible consideration of a suspension. If it is necessary to proceed with the suspension, every reasonable effort will be made to communicate that decision to parents/guardians. Communication will initially include a phonecall followed by a letter. In the event that a parent/guardian cannot be contacted by phone, a text will be sent. This will, however, be a last resort only.

7. Expulsion (Exclusion) will be considered by the Board of Management when the behaviour of the student clearly puts the safety of others in the school community at risk, or where the behaviour is so disruptive as to interfere substantially with the rights of other students.

### **Procedures for Detention**

Thursday Lunchtime Detention as a form of discipline may be utilised in two instances;

- when a student receives three signatures in one week
- in response to one instance of misbehaviour (where deemed appropriate)

Supervised Detention takes place on Thursday at lunchtime. Students placed on detention will be reminded on the previous day (Wednesday afternoon) and will bring a packed lunch on the Thursday. Students are not allowed downtown on that Thursday. **Students remain on the school grounds for the duration of lunchtime.** During detention students will be issued with a worksheet/work relevant to their curriculum. A Detention List is kept in the staffroom for each school week, students' names are recorded on this list by the teacher of the third signature in that school week or the staff member placing the student on detention. The Detention List is placed in the Detention File in the office at the end of detention each Thursday. Students absent are required to fulfil detention on the following Thursday. Unchtime Detention is entered as a Discipline record on the student's VSware file.

Friday Detention has been temporarily suspended (2020-2021, 2021-2022) due to Covid.

(Friday Detention as a form of discipline may be utilised in two instances;

- when a student receives an unsatisfactory Report (Card)

- in response to one instance of misbehaviour where deemed appropriate by the Year Head, in consultation with Principal/Deputy Principal

Supervised Detention takes place on Friday after classes have finished from 1.45 – 2.45 p.m. Students placed on Friday detention will be informed on Thursday afternoon. Parents/guardians will be informed by text or phone call on Thursday afternoon of Friday Detention.

Friday Detention is entered as a Discipline Record on the student's VShare file.

Failure to co-operate with Friday Detention through non-attendance will result in suspension for one school day. Where reasonable family circumstances arise preventing a student from doing Friday Detention on the designated date, and these circumstances have been notified to the Principal in advance of Friday 1.30 pm, the school will permit deferral until the following Friday.)

### **Reference to school policies to deal with bullying, harassment and sexual harassment**

We aim to create an environment in which all can learn, grow and develop to their full potential. Each person has a right to expect respect for himself/herself as a person. Any behaviour which infringes on the rights of any member of the community is inappropriate. Reference to other appropriate school policies may be necessary to deal with issues arising.

### **Reference to CCTV**

The school may use CCTV footage to monitor and investigate student behaviour and incidents requiring investigation.

### **Reference to School Tours Policy**

The Code of Behaviour will apply to all school related activities (school tours, extra curricular activities, representing the school in competitions, games, evening study, co-curricular activities etc). The standards and rules of the school will apply in any situation where the student, although outside the school, is still the responsibility of the school (Refer to School Tours Policy).

### **Guidelines for Suspension and Expulsion**

Suspension and Expulsion are the penultimate and ultimate sanctions available to the Board of Management in dealing with disciplinary issues which arise in school.

### **Suspension**

There are two forms of suspension

1. The withdrawal of permission from a pupil to attend school for a specific period of time pending the completion of a particular instruction.
2. Suspension from some class/activity while the student is in school may be imposed. Withdrawal of privilege or withdrawal under supervision from a particular subject for a period of time is a legitimate sanction which may be used in some circumstances.

### **Suspension as a Sanction**

The Principal of the school is obliged under the Education Welfare Act (2000) to report to **tess** (Tusla Education Report Service) if a student is suspended for not less than six days

consecutively. All suspensions will be reported to the Board of Management for noting and review.

The authority to suspend a student is delegated by the Board of Management to the Principal of the school, subject to the rights of the parents/guardians (or of a student who is over eighteen years) to appeal to the Board of Management. Suspension is a serious sanction and will only be imposed where other efforts to resolve a disciplinary situation have failed or where the nature of the incident dictates that the student be removed from the school immediately.

Circumstances in which suspension might be considered could include

- Repeated incidents of indiscipline in spite of warnings and counselling by staff
- Failure to recognize and submit to legitimate authority
- Behaviour which is considered to interfere with the rights to learn of other students
- Particularly serious incidents which endanger the welfare of the student or of others
- The student breaches any of the serious misbehaviour definitions as outlined in the Code of Behaviour.
- (Failure to comply with Detention on Friday despite advance notice)

These are examples for information purposes and the circumstances are not restricted to these instances. Contemporaneous notes will be kept of all incidents or events which might be called upon to support a decision to suspend.

Suspension is entered as a Discipline Record on the student's VShare file.

### **Suspension Procedure**

The School Authorities will contact Parents/Guardians to discuss events which have led to the consideration of suspension. Parents/Guardians will be informed, in writing, of the reason for the suspension, the period of the suspension and the requirements which must be fulfilled to gain reinstatement. Parent/guardians will be informed of their right to appeal the decision to suspend. Parents/guardians may request details of the procedure to be followed in making such appeal.

Students will not be dismissed from school unless and until arrangements are made for their safe return to the care of their families.

Records will be kept of all meetings and/or telephone calls in connection with the suspension. Upon completion of a suspension, the following procedures may apply for the formal re-introduction of the pupil into the school

- Parents/guardians may be requested to attend a meeting with the student upon their return to the school.
- A written apology for the misbehaviour may be required from the student, co-signed by parent/guardian.
- The student may be required to enter into a contract of good behaviour, co-signed by a parent/guardian, setting out conditions that may be specified before returning to school.

### **Expulsion**

Expulsion is the most severe sanction of the school's disciplinary procedures against a student. It will only be imposed for very serious breaches of school rules or in cases where the rights of a greater number of students are being denied because of continual disruptive behaviour of an individual.

If the Principal is going to recommend to the Board of Management to consider that a student should be expelled, the student will first be suspended by the Principal. During the suspension

period parents/guardians (or of a pupil who is over eighteen years) can make a case on behalf of their child to the Board of Management. It is a decision of the Board of Management to impose the expulsion. Once the BOM has agreed an expulsion a *Notification of Intention to Expel* will be completed and sent to **tess (Tusla Education Support Service)**.

Each step in the process will be conducted in the presence of a witness and contemporaneous notes will be kept. The following steps will be followed.

1. The case against the student will be put to him/her and he/she will be given the opportunity to respond. The parents/guardians will be informed of the grounds upon which expulsion is being considered, and the nature of evidence being relied upon.
2. The parents/guardians will also be provided with a fair opportunity to consider the evidence and offer evidence in rebuttal
3. Having considered all aspects of the case if the Principal decides to recommend to the Board of Management that the student should be expelled, he/she will inform the student's parents/guardians in writing of the decision, the reason(s) for it and of their right to make representations to the Board of Management on the behalf of the student. In the interest of the student, parents/guardians will be required to give notice to the Secretary of the Board of Management of their intention to make such representation no later than the specified date to enable an early hearing by the Board of Management.
4. The parents/guardians are entitled to seek access to the student's file and to documentation relevant to the expulsion save for any part of the same that infringes the right of privacy of another or other students is privileged.
5. Arrangements will be made at the earliest possible date for a joint meeting of the Board of Management with the Principal and the Parents/Guardians. No information which has not previously been made known will be introduced at this meeting. The student may need to stay suspended from school pending the decision of the Board of Management.
6. When the Board of Management has heard all the evidence, the Principal will withdraw to allow the Board to consider the case. Even though the Principal is the Secretary of the Board of Management he/she will not be party to the consideration of the case as he/she is an involved party. Further the Board of Management will ensure that any member of the Board of Management who might have a conflicting interest will be excused and not participate in the decision.
7. To ensure its independence as the final authority in the case, the Board of Management will not be involved in the process leading to the decision of the Principal to recommend the expulsion of the student.
8. If the recommendation of the Principal is rejected, it is a matter for the Board of Management to decide on what conditions, if any, the student will be allowed back to school.
9. If the recommendation of the Principal is approved the parents/guardians or (or of a pupil who is over eighteen years) the student will be informed of their right to appeal the decision to the **Chief Executive Officer, MSLETB, St. George's Terrace, Carrick on Shannon, Co. Leitrim** and subsequently, if necessary, to the **Secretary General of the Department of Education and Skills**.

Refer to *Procedures for hearing and determining appeals under Sections 29(1)(a) and 29(1)(b) of the Education Act, 1998 (applicable to appeals made from 12th November 2020 onwards) Appeals against expulsion or suspension for a period or periods totalling not less than 20 school days in a school year*, published by the Department of Education and Skills September 2020.



10. Where a Board of Management has taken the decision to expel a student a *Notification of Intention to Expel* will be completed and sent to **tess (Tusla Education Support Service)**.

11. Tusla Education Support Service and designated Welfare Officer will be informed of its opinion and the reason therefore. A student shall not be considered expelled before the passing of twenty school days from the receipt of such notification by the Education Welfare Officer. The student will remain suspended for the twenty days until the Expulsion Order takes effect.

### **Protocol and procedure for excluding a Student from School by a Board of Management (Section 24, Subsection C, Education Welfare Act, 2002 and Section 29, Education Act, 2000)**

A decision by the Board of Management to expel a student will be communicated by the Secretary to the Board of Management to the Parents/Guardians by registered post as soon as possible after it has been taken. At the same time the decision will be communicated to the Educational Welfare Officer. The expulsion will take effect once twenty school days have passed after the Educational Welfare Officer has received this notice, pursuant to the provision of Section 24 of the Education Welfare Act, 2000. Parents/Guardians will be notified in writing of the precise date.

### **Right to Appeal**

*Procedures for hearing and determining appeals under Sections 29(1)(a) and 29(1)(b) of the Education Act, 1998 (applicable to appeals made from 12th November 2020 onwards) Appeals against expulsion or suspension for a period or periods totalling not less than 20 school days in a school year*

Published by the Department of Education and Skills September 2020. Document available on request.

### **Notification of Absence from School**

All absences must be excused by parents/guardians by note/phonecall/email/VSMail. This may be provided in advance of or subsequent to a student being absent.

Requests for students to leave school in the course of a school day must be made in advance of that absence. The school may be notified by note/phonecall/email/VSMail.

The school may contact parents/guardians when an explanation for their child's absence is not received.

### **Details of who to contact about Behaviour Matters**

**Students** may contact the Year Head, School Counsellors, Chaplain, Deputy Principal or the Principal.

**Parents** may contact by appointment the Subject Teacher, Year Head, School Counsellors, Chaplain, Deputy Principal, or the Principal.

**Subject Teachers** may contact the Year Head, School Counsellors, Chaplain, Deputy Principal or the Principal.

### **Plan for reviewing the Code**

In the light of ever-changing circumstances in our educational system, there is a need for frequent review and evaluation of the Code. This Code will be reviewed at regular intervals and where necessary.

Ongoing reviews and evaluation take cognisance of changing information, changing society, legislation, ministerial/government instructions, developments in the school-based programmes and feedback from students, staff, parents/guardians and the Board of Management/ETB.

Ongoing reviews use the information and analysis to plan ways to strengthen positive relationships of respect and trust and also help build a shared commitment to the values and ethos of Mohill Community College.

**Date approved by Board of Management: 30<sup>th</sup> March 2009**

**Revised, and approved by the Board of Management: 13<sup>th</sup> November 2012**

**Revised, and approved by the Board of Management: 4<sup>th</sup> October 2021**

**The following Policy may be read in conjunction with the school's Code of Behaviour:**

**Mohill Community College Health and Safety Control of Covid-19 Policy for Students**

**Introduction**

Under the Health Safety and Welfare at Work Act 2005, the Board of Management of Mohill Community College as employer is required to ensure, so far as is reasonably practicable, the safety, health and welfare at work of all employees in the school. The employer is further required to manage and conduct the school in such a way as to ensure, so far as is reasonably practicable, that individuals at the place of work who are not employees, such as students, parents/guardians, visitors to the school, are not exposed to risks to their safety, health or welfare.

This policy is influenced by the need to minimise the risk of introduction of Covid-19 into the school community and to prevent its spread. Although it is acknowledged that no single act or set of actions will completely eliminate the risk of Covid-19 transmission, adherence to this policy will contribute to the reduction of that risk of transmission.

In accordance with this policy, students are expected to comply with the standards of behaviour set out in this policy or as directed by the school to prevent the introduction and spread of Covid-19. The Covid-19 control measures are consistent with current advice from the HSE, the Health and Safety Authority, the Department of Education and Skills and the Department of Foreign Affairs and, as such, may be subject to change. Students and parents/guardians will be notified of any changes to the control measures.

Students are expected to comply with all directions from school staff in relation to the school's Covid-19 control measures. Any failure or refusal to comply with this policy or to follow

instructions of school staff should be dealt with in accordance with the school's Code of Behaviour.

Parents/guardians are required to supply the school with a phone number/numbers of available person/persons who can be contacted at all times and who will be available to collect a student from school should the need arise.

### **Symptoms of Covid-19**

Symptoms of Covid-19 are similar to symptoms of cold or flu. The most common symptoms are:

- Fever
- Cough
- Shortness of breath
- Loss of sense of smell or taste
- High temperature
- Sore throat
- Runny nose

More information regarding the most up to date signs and symptoms of Covid-19 is available on the HSE website <https://www2.hse.ie/coronavirus/>.

Department of Education information available on <https://www.gov.ie/backtoschool>

### **Standards of Behaviour expected of students to help prevent the spread of Covid-19 in the school**

<b>Standards of Behaviour expected of students</b>
<p>Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of Covid-19, including, but not limited to:</p> <ul style="list-style-type: none"><li>• Maintaining a social-distance of at least 1 metre and where possible, 2 metres, from other students and staff</li><li>• Wearing a face covering. All students at post-primary level are required to wear a face covering subject to a limited number of exceptions set out in relevant Department of Education guidance. Face coverings must not contain any slogans/logos/images that may cause upset or be deemed offensive to any member of the school community.</li><li>• Wearing clean face coverings correctly. Face coverings, to be effective, should be worn correctly – covering nose and mouth. Students should ensure that their face covering fits them correctly. Face coverings, to be effective, must be clean. For this reason, among others, they must not be frequently handled.</li><li>• Performing hand hygiene with a hand sanitiser on entering the school.</li><li>• Repeating hand-hygiene at regular intervals throughout the school day and when directed by school staff.</li><li>• Refraining from misuse of sanitiser. Hand sanitiser and sanitising wipes are provided for a specific purpose. Any misuse of either item to deface another student/uniform/furniture is not permitted. Please keep either product away from eyes and face.</li></ul>

- Maintaining good respiratory hygiene. In this regard students should:
  - Cover nose/mouth with a tissue when coughing/sneezing and dispose of used tissue in waste bin and perform hand hygiene
  - Cough or sneeze into the inner elbow (upper sleeve) rather than into the hand, if no tissue is available
  - Keep contaminated hands away from the eyes and nose
  - Carry out hand hygiene after contact with respiratory secretions and contaminated objects/materials
  - Not spit or deliberately cough or sneeze at or towards any other person in the school
- Not sharing materials or stationery, such as pens, calculators, rulers, etc, with other students
- Compliance with Government guidelines for travel
- Not attending school if displaying Covid-19 like symptoms and remaining out of school for such period as is required in accordance with HSE advice.
- Not attending school where tested positive for Covid-19 and remaining out of school for such period as is required in accordance with HSE advice.
- Follow the advice of the HSE as a person who has been in contact with another person who has contracted Covid-19 and remaining out of school for such period as is required in accordance with HSE advice.
- Follow HSE advice if a member of the student's household is displaying Covid-19 like symptoms.
  
- Telling a teacher or other member of staff where a student feels unwell at school. In that regard –
  - The student will require to be collected from the school as soon as possible by a parent/guardian or a person designated by the parent/guardian for such purpose.
  - Parents must ensure that the school has up to date contact details so that they can be contacted by the school if required.
- Complying with any other such directions as advised by the DES and/or HSE and communicated to the school community.
- Co-operating with Mohill Community College Covid-19 Response Plan, including the following main points:
  - Co-operating with one way systems (set out to support social distancing)
  - Co-operating with seating plans in general areas and in classrooms (set out to facilitate contact tracing if/when required)
  - No chewing gum and no spitting (as vehicles of saliva these practices represent potential high risk to others in the context of Covid-19)
  - Sanitising own chair and table when moving in to another classroom
  - Sanitising hands when leaving the classroom

Students should be aware that the above is a non-exhaustive list. Students are expected to follow all instructions from staff which aim to prevent the introduction of Covid-19 into the school and minimise its spread.

When behaviour issues arise  
the following necessary changes have been made to the existing Code of Behaviour

- **Signatures:** teachers will no longer write a signature into a Student Journal. The signature will be uploaded by the teacher to VSware. Parents/Guardians are requested to view their child's behaviour records. The student will be requested to make a note in their Journal of the signature given (date and reason).
- **Three signatures – Thursday Detention – following week on Report:** this will continue, with one notable difference – students on Report will not carry a Report Card which will be signed off on daily by Parent/Guardian. The student will be on Report and their behaviour monitored by means of Behaviour entries on VSware. Parents/Guardians are requested to monitor their child's behaviour, particularly when alerted by text that their son/daughter is on Report.
- **Disruptive behaviour preventing continuation of teaching and learning:** where a student's behaviour is preventing teaching and learning, a parent/guardian will be requested to collect the student from school immediately. Pre-Covid 'cooling off' zones or interim arrangements are no longer available.

Students are to be commended that the need for the above guidelines is limited in their applicability.

### **Failure to comply with the standards of behaviour**

Failure by a student to comply with the standards of behaviour expected to help prevent the introduction and spread of Covid-19 will constitute a breach of the Code of Behaviour of Mohill Community College and s/he may be subject to sanction up to and including suspension or permanent exclusion.

Any sanction or sanctions taken in respect of alleged breaches of the code of behaviour will be carried out in accordance with the provision of the school's code of behaviour, the requirements of the EWS Guidelines on Developing a Code of Behaviour and relevant requirements of the Education and Welfare Act 2000. Sanctions will be proportionate to the nature, seriousness and context of the behaviour.

A student engaging in aggressive, threatening or unacceptable behaviour that creates or increases the risk of Covid-19 infection for staff, other students or visitors to the school may be removed from class and, if necessary from the school premises with immediate effect, pending any further action to be taken in accordance with the school's code of behaviour.

**Date approved by Board of Management: 28<sup>th</sup> September 2020**

**Updated, and approved by the Board of Management: 4<sup>th</sup> October 2021**

This Code will be reviewed at regular intervals and where necessary.

Ongoing reviews and evaluation take cognisance of changing information, changing society, legislation, ministerial/government instructions, developments in the school-based programmes and feedback from students, staff, parents/guardians and the Board of Management/ETB.

## **NO – SMOKING/VAPING POLICY**

The aim of this Policy is to promote healthy living and to support the SPHE Curriculum which endeavours to educate the school community about the hazards of smoking and vaping.

- Mohill Community College is a **No Smoking and No Vaping Area**.
- Students are not allowed to smoke cigarettes or vape e-cigarettes on the school premises or in the vicinity of the school.
- Students are not allowed to smoke cigarettes or vape e-cigarettes during any school related activity.
- Every effort will be made to ensure that students comply with the **No Smoking and No Vaping Policy**.
- This Policy applies equally to Students, Staff and Visitors.

Students in breach of the Policy will be suspended for one school day. This reflects the reality that it is illegal to smoke on the premises.

The School will use CCTV footage to monitor and investigate student behaviour and incidents requiring investigation.

**Date of revised Policy approved by Board of Management 4<sup>th</sup> October 2021**

(Earlier versions of the Policy approved by BOM 09/06/09; 25/09/12; 15/12/15).