

Policy on Code of Behaviour

The Code of Behaviour of Mayo College of Further Education and Training is based on a system of mutual respect, ensuring the protection of the rights of all students and staff members.

The Code of Behaviour will be reviewed regularly. Ongoing reviews and evaluation take cognisance of changing information, changing society, legislation, ministerial/government instructions, developments in the college based programmes and feedback from students, staff, parents/guardians and the Board of Management/ETB.

In accordance with the Equal Status Act 2000-2004, students and staff should respect each other and not engage in discrimination on the basis of:

- Gender
- Marital Status
- Family Status
- Age
- Disability
- Race
- Sexual Orientation
- Religious Belief
- Membership of ethnic minorities

It is important that all who use the college treat each other fairly and with respect. It is also to be expected that users of the college respect college property and the property of others, both inside and outside the building and in the car parking areas if available. *(Please note there is no student parking available at Castlebar Campus of Mayo College of FET)* Dangerous behaviour in the car parks of either campus or anywhere on college grounds will not be tolerated and will result in sanctions (see below).

Parking:

Westport Campus: Some parking spaces are reserved for staff and disabled parking and students are asked to observe this.

Castlebar Campus: The car park in Castlebar Campus is the property of MSLETB and is for STAFF ONLY. If a student has a disability or requires parking on medical grounds permission may be sought in writing to the MSLETB to use one of the designated Disabled/other slots in the car park. An MSLETB official window sticker must be applied for and displayed in the windscreen.

Mayo College of FET (Westport and Castlebar Campus) is a Smoke Free campus and smoking is not permitted on any part of the college grounds or car parks including the college garage and farm.

Students cannot attend college while they are under the influence of alcohol or drugs.

Neither can they be under the influence of alcohol or drugs while they are engaged in any college activity.

Mobile phones should be switched off or to silent during class time.

Mobile phones or other electronic devices may not be used to record classes or class notes without the prior agreement of the teacher.

Learners are expected to attend all classes and to provide a medical certificate to explain absences.

Learners are expected to arrive for class on time before the commencement of the class.

All learners must use the canteen facilities when available if they wish to eat in the college and not bring food or drinks into the classrooms. If canteen is not available rooms will be specifically allocated for this purpose. **Before leaving the rooms allocated for eating and drinking the students should wipe down surfaces with wipes provided and place all rubbish in the bins.*

While on work experience, students are representing the college and are expected to behave as they would if they were in paid employment.

Where a teacher has issues with the behaviour of a student they should discuss the matter with the student. If progress cannot be made at this point, then the teacher should discuss the matter with the course co-ordinator. If necessary, the matter may be brought to the attention of the principal who will decide if sanctions are necessary.

If a student is interrupting the work of others, he/she may be asked by the teacher to remove themselves from the class. Before re-admission, he/she will have to meet with the Principal to discuss the matter.

Students are expected to adhere to all college policies and if they have any issues with any of these policies, to discuss the matter with the Course Co-ordinator.

All breaches of behaviour will be recorded on our School Management System as a means of record keeping.

Sanctions

If problems arise due to student behaviour the learner will be required to meet with the Principal who will investigate the matter. The result of this interview and investigation may be suspension or exclusion, depending on the decision of the Principal.