



**TULLAMORE FURTHER EDUCATION AND
TRAINING (FET) CENTRE**

Code of Behaviour for Learners

Reviewed: June 2021

Mission Statement:

Tullamore Further Education and Training (FET) Centre strives to create educational programmes of excellence that respond to the needs of local, national and international students.

We seek to create and maintain a quality, professional and stimulating learning environment where values of tolerance, respect and integrity are supported and encouraged.

We strive to enable students achieve their potential by fostering their independence, responsibility and academic development.

Rational:

Discipline procedures are only used when a student has failed to respond to advice or warnings from 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 Tullamore FET Centre.

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.

Aims and Objectives of Code of Behaviour for Learners:

- To promote high expectations of student behaviour.
- To support students who do not meet the challenges associated with student membership of Tullamore FET Centre.
- 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.

Code of Behaviour for Learners:

The Code of Behaviour aspires to protect the rights of each student and staff member of Laois and Offaly ETB. All students will be asked to sign a declaration form which confirms that you understand and will abide by the appropriate Code of Behaviour for Learners Procedures at all times.

Dignity and Respect:

Laois and Offaly ETB is committed to the promotion of an environment that upholds the dignity and respect of the individual, and which supports every individual's right to study and/or work in an environment, which is free from any bullying, harassment or intimidation. Laois and Offaly ETB recognises the right of every individual to work/study in such an environment and requires all staff and learners to recognise their responsibilities in the regard. Bullying, harassment or intimidation of others by learners or staff will not be tolerated. This policy applies to the behaviour of staff and learners of the centre and others engaged in activities or providing services relating to the centre.

Property:

Learners must show respect for, and not damage or deface Laois and Offaly ETB property. Learners may be liable for the cost of repair or replacement of any property damaged through wilful or careless conduct. Similarly, learners are required to make good any damage or loss that they cause to the personal property of any other learner or member of staff.

Laois and Offaly ETB does not accept any responsibility for the loss or damage to the property of any learner.

Attendance:

Every course/programme requires a commitment to attend all parts of the programme on offer fully and punctually. A learner must inform the appropriate member of staff if he/she is unable to attend a particular class/scheduled event.

Learners must comply with the rules and regulations on attendance relevant to that programme. Any learner unable to fulfil these commitments may be required to leave the course/programme.

Submission of Course Work:

Learners are accountable and responsible for their own work and are expected to adhere to agreed deadlines.

Alcohol/Illegal Substances/Smoking:

Learners are expected to abstain from taking or being under the influence of any illegal substances and alcohol whilst on Laois and Offaly ETB property or while engaged in centre related activities.

Smoking, including e-smoking, is not permitted on Laois and Offaly ETB property.

Mobile Phones:

As a courtesy to fellow learners and teachers, mobile phones must be switched off before class begins. (Please inform teacher if your phone must be left on silent for any reason.)

Change of Personal Contact Details:

Learners must immediately notify the centre of changes in contact details, such as home address or mobile no. etc. Laois and Offaly ETB will not be responsible for the consequences due to failure on the part of the learners to make such notification.

Breaches of Discipline:

Any act or omission, which adversely affects the rights of any learner/staff member or which disrupts the orderly and responsible conduct of any centre activity, or which violates the Code of Behaviour, shall constitute a breach of discipline. Disciplinary action may result in a fine, suspension for a fixed period or permanent expulsion from the centre.

Misconduct:

In particular, and without prejudice to the generality of the foregoing, the following are examples of offences:

- Conduct which is disruptive, or which may disrupt teaching, work practice or study
- Bullying or sexual harassment of any learner or member of staff
- Abuse of alcohol (drunkenness) or other substances or abuse, possession or supply of any illegal drug on the premises
- Obstruction or harassment of any member of staff or learner in the performance of duties, work, or other ETB activity
- Damaging, defacing or misappropriating any property of the centre
- Any theft of property or any other dishonest or illegal acts which may adversely affect the centre, staff member or fellow learner
- Tampering with safety equipment
- Any unduly noisy or unruly behaviour, or the use of foul or abusive language
- Acts or omissions by learners, while outside centre, engaged in field trips, work experience or activities organised by the centre, or while representing the centre would breach Code of Behaviour
- Activity which (is likely to) adversely affect the reputation of the centre, the learners or members of staff
- Any behaviour which is racially or sexually offensive or which is offensive to those with learning and/or physical disabilities
- Use of computers for any activity other than Laois and Offaly ETB educational purposes
- Breaching assessment regulations
- Incitement or encouragement of any other person or persons to do any of the aforementioned.

Gross Misconduct:

Any particularly serious cases of misconduct may be treated by the centre as gross misconduct. For example, any misconduct involving violence or a serious threat of violence, deliberate damage to property, endangering the health or safety of others, deliberate breach of centre guidelines relating to security issues, or any other criminal activities affecting the centre or other learners are likely to be treated as gross misconduct. This is not an exhaustive list of the types of incidents that the centre may treat as gross misconduct. All examples outlined above are demonstrative and in no way prevents the appropriate member of staff from considering and adjudicating upon the conduct or action of any learner which is thought to constitute a breach of discipline.