

Further Education Student Code of Practice Policy

Respect:

Students are expected to respect staff members and fellow students. Students are further expected to behave responsibly at all times and not to engage in any activity that would interfere with the learning opportunities of their fellow students and to allow each student to reach his/her potential. Students are expected to have respect for the property of others and of the College.

We believe that the learning process is impoverished where there is excessive indulgence of misbehaviour at the expense of the community of willing learners.

All students are expected to dress in an appropriate fashion at all times while attending the College or acting in a representative capacity for the College and pay due attention to personal hygiene.

On many courses jewellery is restricted for health and safety reasons. The wearing of jewellery in timetabled classes will be at the discretion of the teacher in conjunction with health and safety standards.

In the event that the above is infringed, the following procedure will apply:

- Verbal warning from the class teacher
- Written warning from the Course Co-ordinator

Further infringements will be referred to the Deputy Principal or the Principal. If the infringement is considered by the teacher and the co-ordinator to be severe, a report will go directly to the Deputy Principal or the Principal for possible suspension or exclusion from the College.

Equality of treatment

Our College is an organisation of teachers and students working together so that all students can make the most of their opportunities and realise their full potential. Each person is entitled to equal courtesy and respect irrespective of sex, marital status, family status, sexual orientation, religious belief, age, disability, race or member of the travelling community.

In the event that the above is infringed, the following procedure will apply:

- Verbal warning from the class teacher
- Written warning from the Course Co-ordinator

Further infringements will be referred to the Deputy Principal or the Principal. If the infringement is considered by the teacher and the co-ordinator to be severe, a report will go directly to the Deputy Principal or the Principal for possible suspension or exclusion from the College.

Illegal substances and alcohol

The taking of any illegal substances and alcohol are forbidden on College property. e student will be reported to the Principal by the teacher. As this is seen as a serious offence it may lead to immediate suspension or exclusion by the Principal.

Smoking

Portlaoise College is a smoke free zone. Smoking is not permitted on school property under school rules and the Tobacco Act 2005 (Irish legislation). Students are asked not to smoke outside school gates but asked to sit in a motor vehicle if they wish to smoke.

In the event the above is infringed, the following procedure will apply:

- The student will be reported to the Principal by the teacher.

As this is seen as illegal conduct (Tobacco Act 2005 – Irish Legislation) a student will be reported to the relevant authorities and may be liable for a fine under the Tobacco Act 2005. If the student continues to offend it may lead to suspension or permanent exclusion by the Principal.

Mobile Phones

Portlaoise College is a mobile phone free zone. Students are not permitted to use their mobile phones in the building during timetabled classes or on the corridors between classes.

Mobile phones are to be switched off during class time and examination time. In exceptional circumstances a student's phone may be switched on "silent", but only with prior agreement with the class teacher. A breach of this will be dealt with in the same manner as a breach of respect.

Printing

Only printing where the class teacher has requested it will be allowed in class. Research work can be saved to a student's own internet drive. Any project or assignment work will be printed by the student at their own expense.