

Luttrellstown Community College

Code of Positive Behaviour 2016/2017 adopted June 7th 2016

Statement of Core Values.

Luttrellstown Community College will promote a happy and caring school environment where pupils are encouraged and supported to reach their full potential. The emphasis will be placed on quality teaching and learning, positive behaviour and the pursuit of standards of excellence in all areas of college activities. Our philosophy is based on respect, tolerance and understanding while appreciating the diversity of our changing world.

This Code acts in conjunction with all other Luttrellstown CC Policies, e.g.:

Anti-bullying Policy
Acceptable Use Policy
Admissions Policy and Procedures
First Aid Policy (H&S)
Health & Safety Policy
Homework Policy
Intercultural Policy
Literacy and Numeracy Strategy
Pastoral Care Policy
Policy for Exceptionally Able Students

1. CLASS CODE OF POSITIVE BEHAVIOUR.

1.1 Students are expected to behave in a polite manner towards the teaching staff and towards each other. Each student's behaviour will foster a positive teaching and learning environment in the classroom. A positive teaching and learning environment will encourage progress in school and in any extracurricular activities.

1.2 Each student should give their full attention to the teacher and the assigned task in order to learn and to allow fellow students to learn.

1.3 Students should bring all necessary equipment and materials to class.

1.4 Each student should have their school journal on their desk in each class. The student is responsible for his/her journal and must keep it neat and tidy at all times. If a staff member requests a student journal it is to be handed up immediately and politely. Refusal to hand up the journal will result in a referral to the Caomhnóir and will be recorded on the student's electronic file.

1.5 Parents/guardians are requested to sign the journal on a weekly basis. LCC also requests that more regular checks take place to confirm that homework is being completed.

1.6 Classrooms should be kept clean and tidy and students are requested to put chairs on the tables at the end of the day. Eating and drinking are strictly forbidden during class time.

1.7 All homework must be done. Students are expected to complete homework on time and to the best of their ability. If a student experienced any difficulty completing homework they should tell the teacher at the beginning of class. They must show their attempt and specify their difficulty with the assigned task. Repeated failures to produce homework will lead to detention or other sanctions as decided by the subject teacher. Note Acceptable Use Policy in relation to Homework.

1.8 Students are only permitted to go to their lockers at the start of the school day, at break time, at lunchtime and at the end of the school day. Students should not use lockers between classes. iPads must be placed in appointed lockers during break times. See Acceptable Use Policy in relation to use of iPads during breaks.

2. SCHOOL UNIFORM

2.1 Students who do not comply with uniform and appearance protocols will initially receive an after school detention from the Caomhnóir. Parents will be contacted and repeated breaches of these protocols can lead to suspension and a meeting with parents. Where a student wears non uniform

apparel this will be temporarily confiscated. All uniform items, including the PE uniform will be checked by the tutors at the start of each term.

2.2 Students are required to wear full school uniform for all exams, including state exams.

2.3 Each student is obliged to wear the full school uniform including school jacket or blazer and school shoes and to maintain a clean and neat appearance. Black is the only accepted colour for shoes as part of the school uniform. If students are wearing runners on their way to or from school, they must change into their school shoes immediately upon arrival to school. Students who have to change their shoes upon their arrival in school should leave their shoes in their lockers to facilitate the change. Boots or canvas shoes are prohibited during the school day.

2.4 Caps are prohibited during the school day and hoods may not be worn up on the school campus.

2.5 Jackets should not be worn in class unless permission is received from teacher in extreme circumstances.

2.6 The PE uniform has been agreed by the Student Council, Parent Council and Teacher Council. Runners must be worn during PE and for games at lunchtime or at any other relevant time when sports games are played. Failure to wear the agreed uniform will result initially in a warning and a reflection exercise. On a second occasion a detention will follow and on a third occasion parents will be asked to come to the school to discuss the problem and a further detention may follow.

2.7 The wearing of jewellery is limited to:

- One ring only
- One discrete earring in each ear
- A wristwatch

All items of jewellery must be in keeping with the College's fundamental principles and values. Please note that LCC is an all-inclusive college and no one ideology is promoted within the college.

2.8 Please note that no facial piercings are allowed during term time. Students who arrive with facial piercings will be asked to remove the item. If removal is not possible the student will be put on internal suspension. Following a discussion between the parents and Caomhnóir arrangements will be made for the removal of the piercing and suspension work will be supplied in the interim.

2.9 The wearing of makeup is limited to light and discreet foundation only. Eye makeup is not acceptable during the school day and students will be asked to go to the bathroom to remove same.

2.10 Students are expected to maintain one natural hair colour and style, with no razor designs allowed. Tight shaving of hair is not permitted. If a student breaches this rule they will be put on internal suspension and parents will be contacted.

2.11 Permanent tattoos are not recommended for students. However, where they exist, they must be covered up.

3. PERSONAL SAFETY

3.1 The use or possession of drugs, lethal substances, tobacco (including all nicotine products and devices) or any alcoholic beverages are strictly forbidden to students within the school, on the school premises, while attending school events or when wearing the school uniform. Students are strictly forbidden to enter the school premises and/or to attend school events under the influence of any of the above-mentioned substances.

3.2 Every student and member of staff has the right to learn and work in a safe environment, free from any form of harassment, intimidation or bullying. Irresponsible or antisocial behaviour will not be tolerated.

3.3 It is the responsibility of parents to provide the school with any relevant information (in writing) in relation to the health of the student. Please read First Aid Policy (H&S) on website.

4. PERSONAL PROPERTY AND THE SCHOOL ENVIRONMENT

4.1 On entering the school campus, students are strictly forbidden from using mobile phones, personal audio devices or any such electronic equipment and these must be kept in lockers for the duration of school day. **The school does not accept responsibility for any such equipment.** All mobile phones must be switched off and kept in student lockers. Please see LCC's Acceptable Use Policy for protocols relating to iPads.

4.2 If a student is found using a mobile phone or if their mobile phone disturbs a class the following sanctions will apply:

First Offence: Teacher will put warning note on the student's electronic file and inform the Tutor. The student will be sent out of class to put their phone in their locker.

Second Offence: The student will be sent out of class to put their phone in their locker. The student will receive a detention.

Third Offence: Student will lose the privilege of bringing a phone to school. The phone will be confiscated and a parent of the student must collect the phone from the school.

A mobile phone may be confiscated by any teacher or Príomhoide/Príomhoide Tánaisteach.

4.3 If a student causes any damage to school property, he/she will be responsible for cleaning and/or repairing the damage and for paying any costs incurred by the repairs.

4.4 Chewing gum is prohibited on the school premises.

4.5 Each student is responsible for keeping the school environment clean and tidy.

4.6 In order to respect the privacy and integrity of all individuals in the school, the use of camera / video facilities on mobile phones and any recording without permission on the school premises are not allowed.

4.7 All in the school community are expected to read LCC's Acceptable Use Policy for protocols relating to iPads.

4.8 Students are prohibited from bringing any sharp or illegal objects into school. If a student is in possession of a sharp instrument for any reason, they will be suspended.

5. ATTENDANCE AND PUNCTUALITY

5.1 Students are expected to attend school by 8.20am.

5.2 The school must be informed of any reason(s) for absenteeism (Education Welfare Act 2000, Section 18) in a note in the school journal. Parents/guardians are obliged to provide the school in writing with the reason for absenteeism on the student's return to school. All notes required should be given to the Class Tutor or handed to the school secretary as necessary.

5.3 It is the duty of Príomhoide Tánaiste (as delegated by Board of Management June 2nd 2015) to inform the Education Welfare Officer in writing of any student who misses 20 days or more within one school year.

5.4 Every student is expected to attend school on time. In the case of recurring poor punctuality the consequences* outlined below will apply. A text will be sent home to notify a parent in advance of detention. In the case of repeated late arrival of a student, parents will be requested to make an appointment with the school to discuss the problem.

5.5 Students are not permitted to leave the school premises during the school day without permission from Príomhoide or a delegated staff member. To leave school without permission or attend school late regularly will be deemed a serious breach of school rules and the consequences* outlined below will be among the sanctions considered.

5.6 Lunch Passes are a privilege for senior students only. If a student wishes to apply for a Lunch Pass, their parent/ guardian must support the application by signing the Lunch Pass Form in the student's journal. If lunch passes are given to students, students are required to conduct themselves appropriately when they are off the school premises and must not damage the reputation of the school or the good relationship that the school enjoys with its neighbours. Students must show their pass to teachers when requested. Failure to adhere to these rules will have consequences* as outlined below.

Consequences: Detention, suspension, exclusion from school events or student attendance during school holiday, the performance of a social responsibility task or if a serious breach occurs of the above a 'motion of expulsion' will be considered.

6. INTERNET ACCESS

6.1 Students are given access to computers and the school Internet facilities only with the permission and supervision of a staff member.

6.2 If a student downloads or comes across any illegal or dangerous material or material of a violent or sexual nature, the teacher in charge must be informed immediately. The further downloading of any such material is strictly forbidden and sanctions will apply.

6.3 Parents and students are required to sign LCC's Acceptable Use Policy. Please see LCC's Acceptable Use Policy for protocols relating to iPads.

7. REWARDS AND SANCTIONS

Introduction.

The Board of Management is responsible for the implementation of the Code of Positive Behaviour. All stakeholders work together to support positive behaviour in LCC and this Code is implemented jointly by Parents, LCC staff and students. A ladder approach is taken and serious breaches of this code will be evaluated by the Comhairle Bainistíochta.

The Class Tutor monitors student behaviour on a regular basis. The class teacher is responsible for maintaining discipline within his/her own classroom. They are responsible together with other staff for maintaining a good and safe atmosphere and a sense of order in the school in general.

LCC has a Comhairle Bainistíochta (CB) consisting of Príomhoide, Príomhoide Tánaisteach, and Assistant Principals. The CB is consulted on matters of discipline from time to time. Only LCC's Príomhoide and Príomhoide Tánaisteach have the right to suspend and they do so in consultation with Caomhnóirí (Year heads). On occasion an Assistant Principal may act up for Príomhoide/Príomhoide Tánaisteach and on such occasions will be delegated the authority to suspend if necessary.

LCC values opportunities to recognise and reward students who make a positive contribution to school life. Also LCC seeks to encourage and foster behaviour that is conducive to the creation of a positive teaching and learning environment by the use of the following positive behaviour strategies:

- Positive verbal feedback.
- Positive comment in homework journal.
- Public recognition at school assemblies and in school newsletter.
- Delegation of responsibilities to students.
- Good notes recorded in the student's electronic file
- Canteen Vouchers
- Merit System, including awards and certificates
- On Task Intervention
- Report Form
- Lunch Passes (senior students only).
- Contract negotiated with student
- Referral to Career Guidance Counsellor.

The following are examples of strategies and sanctions normally used in the case of unacceptable behaviour and non-compliance with school rules:

- Reasoning with the student
- Reprimand, including advice on how to improve
- Move place of seating in class
- Note in the homework journal
- Extra homework given
- Extra work to be completed at lunchtime
- Notes to Parent/Guardian
- The removal of a student from class after prior consultation with Príomhoide.

- Detention, after school or at lunchtime. Failure to attend detention will result in exclusion from a school trip or activity or the performance of a social responsibility task.
- Loss of privileges
- In-house suspension
- External suspension
- Motion to expel may be presented to the Board of Management if unacceptable behaviour continues without evidence of improvement or if a very serious offence occurs.

7.1 The formal referral process follows this sequence (the ladder approach):

Step 1. Reasoning with student, contact with parent, note on blue weekly record. Teachers will liaise with Tutor. Student may be put 'On Report' at this stage or at a later stage.

Step 2. Referral Form (cream) in journal. Student reflects on their actions and takes responsibility.

Step 3. Referral Form (White) which is to be filled out and given to Tutor who may refer it further up the Ladder of Referral Tutor → Caomhnóir → Príomhoide Tanaisteach/ Príomhoide.

7.2 If a student breaks the Code of Positive Behaviour the matter will be discussed with the student and/ or a verbal warning given. Examples of the implementation of the Code are as follows:

- A note will be made in the college journal and/or in the student's electronic file as a record of unsatisfactory behaviour.
- In the case of continuous unacceptable behaviour the student will receive a disciplinary report form. This will be noted in homework journal.
- 3 notes on the blue pages in the journal will be referred for further action.
- There will be cases whereby detention will be used as a strategy to assist in improving the student's sense of responsibility: e.g. bad timekeeping, continuous unacceptable behaviour, continually failing to complete homework etc. Parents will be informed in advance.
- In the case of a student not attending detention without an acceptable reason given in writing beforehand, he/she will be detained again. If the student fails to attend this, in extreme circumstances he/she may be suspended.
- In the case of continuous unacceptable behaviour as mentioned above, the tutor will place the student 'On Report' if they believe this will help change their behaviour. Parents/guardians are requested to sign the report on a daily basis.
- A student may be requested to engage with an additional behavioural programme. A meeting will be sought with parents, student and student's care team before the programme begins.
- A student may be asked to engage with a behavioural contract if this is deemed necessary.
- A Disciplinary Committee will form when necessary to deal with discipline issues. A member of the Comhairle Bainistíochta will call a Disciplinary Committee together when necessary. Disciplinary meetings may involve the following people; Tutors, Teachers, Students and a member of the Comhairle Bainistíochta.
- The use of in-house suspension may be implemented in certain cases. Parents/guardians will be informed of this.
- From time to time it may be necessary to meet with the parents/guardians to discuss counselling, extra support or any other necessary support structures, which can be made available to the student.

7.3 In line with the Education Welfare Act 2000, incident(s) will be investigated and suspension will be a proportionate response to behaviour that is causing concern. Parents, students and the Board of Management can be consulted throughout the process, fair procedures will apply. The decision to suspend a student may be taken on the following grounds:

- The consistent breaches of college rules and regulations.
- The student's behaviour has had a seriously detrimental effect on the education of other students.
- The student's continued presence in the school at this time constitutes a threat to safety.
- The student is responsible for serious damage to property.
- A single incident of serious misconduct may be grounds for suspension e.g. theft, malicious damage, physical altercation, verbal/physical abuse, intimidation, etc. In such cases the Caomhnóir will meet with parents/guardians on the student's return to the school following the suspension.
- Student's behaviour has damaged the reputation of the school.

7.4 If necessary a student who has seriously breached this code may be invited to a disciplinary hearing with a representative of the Board of Management to discuss the future of the student in the college.

7.5 Príomhoide may put a motion to expel to the Board. Parents will be notified in advance and invited to put the student's case to the Board. In the case of a decision by the Board of Management to expel the student the parents/guardians (or the student if he/she is 18 years of age) have the right to appeal the decision to Dublin Dun Laoghaire Education and Training Board. If the decision of the BOM to expel is upheld the parents/guardians can take the further step (or student over 18) of sending an appeal to the Secretary General in the Department of Education and Skills (Section 29 of the Education Act 1998). Details in relation to the above procedure may be obtained from the Secretary of the Board of Management (Príomhoide).

7.6 In exceptional circumstances the Chairperson of the Board of Management may meet with parents/guardians and/or students.

7.7 This code is not exhaustive and Príomhoide may on occasion need to take a decision based on best practice for the good of other students and staff and the school. If necessary, Príomhoide will act in the best interests of the school community and in the spirit of the above procedures for the greater good of the school community. The parents/guardians and the chairperson of the Board of Management will be informed in the event of such an occurrence.

7.8 The above Code applies to all students however at senior level students the following also applies:

Senior Caomhnóirí, following discussion with Príomhoide or Príomhoide Tánaisteach, may propose suspension of a senior cycle student. Senior Caomhnóirí may issue a letter of suspension following consultation with Príomhoide or Príomhoide Tánaisteach as sanctioned by the Board of Management.

Students at senior cycle who break the Code of Positive Behaviour will have an opportunity to discuss the matter with the Class Tutor and/or Caomhnóir. A three strike rule will generally apply to seniors. On every recorded breach of this code a member of the care team will meet and discuss with the student their behaviour. If the student disrupted teaching and learning or constituted a minor threat to safety, then the student will be given a warning and this will be recorded on the Referral Form in the journal. The incident will also be kept on file and noted in the student's electronic file. After three warnings students will face sanctions including possible detention and suspension will follow if there is a further occurrence.

A single incident of serious misconduct may be grounds for suspension. In such cases parents of senior cycle students will be issued a letter of suspension and a phone call will be made to inform the parent/guardian of this decision. Following this, a meeting will be held with parents/guardians on the return of the student following suspension.

Senior Uniform: High standards will be expected in relation to school and PE uniform at senior cycle as stated in the School Uniform section above.

8. ROLES AND RESPONSIBILITIES OF VARIOUS PARTIES:

8.1 Roles / Responsibilities of Teaching Staff and School Management

Teachers and Management will endeavour to maintain a consistent and fair approach to supporting positive behaviour by:

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.
- Rewarding positive behaviour, achievements in learning, effort and general progress.
- Following and adopting clearly defined procedures/sanctions in an effective, fair and helpful manner.
- Implementing appropriate teaching strategies and mixed methodologies to enable all students to achieve their potential.
- Supporting students through an effective pastoral care system and through the Social, Personal and Health Education programme.

8.2 Roles and Responsibilities of Parents/Guardians

Parents/Guardians and teachers are the significant adults in the lives of the young people at school. Parents/Guardians will encourage positive student behaviour by:

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.
- Supporting the school in its high expectations of positive behaviour and high standards of achievement and by encouraging and supporting their children's progress.
- Informing the school of concerns which may affect the child's progress.
- Providing feedback through the Parent Council in relation to policies.
- Should Parents/guardians wish to contact the Board / members of the Board of Management they should do so by corresponding with the Secretary to the Board, Príomhoide Ní Chaisil.

8.3 Roles and Responsibilities of Students

Students are the centre of the school community. Each student is responsible for his/her own behaviour and will engage in responsible and positive behaviour by:

- Following Health and Safety and evacuation procedures at all times.
- Respecting each other, the college staff and any visitors to the college.
- Respecting LCC's school spirit and actively promoting a friendly atmosphere around the college.
- Creating a positive learning atmosphere in the classroom.
- Working to the best of their ability to achieve the best possible education.
- Making sure homework is completed to the highest standards.
- Acting in a safe manner and considering the safety of others.
- Showing respect for other people's property and the school environment.
- Supporting the Student Council in its role as a voice for the students.
- Raising issues of concern with the appropriate person.

9. CRITERIA FOR SUCCESS:

We will recognise that this code is effective if:

- The atmosphere in the school is friendly, open and positive.
- The Code of Positive Behaviour runs fairly and effectively.
- Each of the various parties comprehends and recognises the Code outlined above.
- All stakeholders: students, staff members, parents and members of the BOM have contributed to the creation of the Code
- All stakeholders are familiar with the Code and have a good understanding of it.

10. MONITORING and REVIEW:

The Teacher Council and Comhairle Bainistíochta will monitor the implementation of the code.

A review of this code will take place during the 2016/17 school year and will be reported to the Board of Management. Príomhoide will request the Teacher, Parent and Student Councils to review and report on this code. All reports will be circulated to all partners before an agreed revised code will be returned for discussion, revision and adoption to the Board.

The Code was ratified by the Board of Management on June 7th 2016