

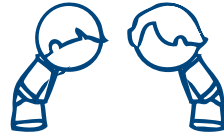


# **Code of Behaviour**

## **Student's Classroom Code**

**Remember...**

- **Respect all members of our school's community**



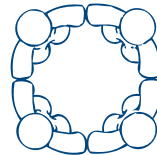
- **Be on time**



- **Be prepared for class with necessary equipment**



- **Work to the best of your ability and allow others to do the same**



- **Help keep our school tidy and in a pleasant condition**



- **Be responsible – we all need a safe place to work**





The following policies form part of our school's Code of Behaviour and can be accessed on the school website.

- Anti-Bullying policy
- Attendance and Punctuality
- Child Protection policy
- Disciplinary procedures
- General rules for students
- Grid of misconduct/sanctions
- Guidelines for staff/parent communication
- Health and Safety policy
- Homework and Study policy
- Prohibited items in our school
- Student Computer and Network Agreement policy
- Substance Misuse policy
- Suspensions/Expulsion policy
- Uniform Policy

Excerpts of some of these policies are included in the student's journal.

These policies and all other relevant policies listed below are available on our school website:

- Mission statement and Aims
- Enrolment and transfer Policy
- Health and Safety Policy
- Inclusion Policy (SEN)
- Critical Incident Policy
- Guidance Plan
- Homework and Study Policy
- RSE Policy
- Assessment and Reporting Policy
- Data Access Policy
- CCTV Policy
- Fraud Policy
- Risk Management Policy
- Protected Disclosures Policy
- Data Protection Policies
- ICT Acceptable Usage Policy



# Code of Behaviour

### Simple ways we can be positive in our daily school life

- Get Involved! Be helpful and willing!
- Take pride in your work, materials, the school grounds and your abilities.
- Show honesty, fairness and respect for others.
- Speak appropriately and pleasantly to all members of the school community!

### How the school rewards positive behaviour

- Teachers give positive verbal feedback to students every day
- Teachers give good notes, teacher stamps and other rewards in the journal
- Tutors and Year Heads use a reward system to promote positive behaviour
- Teachers give a variety of awards at the end of year to recognise and reward student achievement
- Teachers and tutors send written feedback about each student with reports
- Teachers meet with your parents each year and give positive verbal feedback when appropriate
- Graduation & end of year ceremonies for all students rewards and acknowledges positive behaviour
- Students are brought on school trips, cultural activities and sporting events to reward positive behaviour
- As previously stated it is the policy of the College to foster a sense of self-discipline amongst its students appropriate to their age and level. We seek to achieve this by means of clear sensible rules, and by a strong personal support structure of tutors and year heads from which students receive guidance and support in assuming their responsibilities. Rewards both formal and informal are used to support and encourage students to behave in a positive way.

**Why we have rules...** Lucan Community College is your school; you must make it a school to be proud of. Rules and regulations are important because they ensure that the school is able to carry out its business; they help students to learn and teachers to teach.

When everyone follows the Classroom Code and General rules there are no problems. A happy, business-like atmosphere is the best environment in which to work; such an atmosphere can be achieved if everyone follows the rules and regulations; you and your parents/guardians have signed up to them to help you co-operate with the staff of Lucan Community College as well as all your fellow students.

These rules and regulations are reviewed periodically in conjunction with the Board of Management of the College, all the staff, the Student's Council and the Parent's Association.

### This is how every student is expected to behave during each day:

#### Before class

- Be on time, carrying your school bag and all books, copies and other equipment you need for the day.
- Your appearance (including uniform) should be clean and neat and should conform to school regulations.
- If you arrive late, you come to the Front Office for a late stamp on your journal. Write your time of arrival into school beside the late stamp. You must sign the late sheets for the relevant year.

- A note to explain your lateness should be in your journal and shown to your Class Tutor.
- Repeated lateness is highly disruptive to your education and that of the class – it will be dealt with as such by the Attendance/Punctuality officer/Deputy Principal and/or through the usual referral process.
- **Students are not allowed go to their lockers except at break, lunch times and before and after the school day.**

## Class time

- All students must wait outside the classroom until their teacher arrives, lined up as shown by every teacher at the beginning of the year.
- When you are lining up outside the classroom, you do so quietly so as not to disturb the learning of fellow students.
- When the teacher tells you to do so, enter the room and follow the instructions of the teacher.
- Sit in the seat you were given by the teacher. Do not presume to change your seat unless the teacher allows you.
- At the end of class leave your table and area around your chair in a neat and clean manner. Push your chair under your table and after class, leave exactly as your teacher tells you. Do not run, shout or push. Walk in the correct direction through the courtyards and in the corridors.
- **You are permitted to go to the toilet during break times or before school.** Students will not be allowed out to the toilet during 1<sup>st</sup> class after beginning of school, 1<sup>st</sup> class after break or 1<sup>st</sup> class after lunch time. If you are in serious need, ask the teacher quietly for permission.
- Take good care of your table and chair and your learning environment. Please do not graffiti or vandalize any property while in school.
- Follow the Classroom Code.

## Break time

- You may go into the area of the school assigned to you. No student may leave the grounds without permission.
- Food may be consumed only in specified areas. The college encourages students to eat a healthy snack and lunch.
- Chewing gum or fizzy drinks, including energy drinks, are not allowed in our school.
- Under legislation, it is illegal to smoke in the school grounds at any time.
- Do not engage in unruly behaviour such as pushing, shoving, rough play nor running around at break time as this can lead to injury. Do not engage in shouting or rowdiness either.
- Go to your next class promptly and line up in an orderly manner when the bell goes.

## Lunch time

First years, second years and third years are allowed home to have lunch only if they have specific permission from their Parents/Guardians and a lunch pass in the front of their journals. All other junior students must stay in the school building for lunch and eat their lunch in the designated areas. Senior students (TY students, 5<sup>th</sup> year and 6<sup>th</sup> year students) are allowed home to have lunch only if they have specific permission from their Parents/Guardians. They are also allowed, at the discretion of the Principal, to go to the SuperValu shopping centre at lunchtime to buy food. These senior students must



then return immediately to the school to eat their lunch. Loitering in public areas during lunchtime is expressly forbidden. Those who stay in must stay within assigned areas.

## After school

You may stay on in the school after class if you are taking part in some organised and approved activity or if you are given permission or told to do so by a teacher, otherwise, you must leave the school building immediately after finishing at your locker after the final class.

## Between home and school

- Your conduct on your way to or from school is as important as within the school.
- You are reminded to behave in a mannerly way on the road, at the bus stop or in the bus.
- Complaints about students' conduct are always acted upon.
- Students who are either afforded the privilege to leave the school premises during the school day or who are finished school for the day should be aware that appropriate behaviour is essential at all times. The school reserves the right to apply its full Code of Behaviour and sanctions if and when the school deems it appropriate.

## Respect for teachers and other staff

- Teachers are addressed as Miss, Mrs., or Mr. (Sir can be used instead of the full name for a male teacher). Teachers are not to be called by their given first name.
- Don't argue with a teacher. It is quite possible to put forward your point of view without being cheeky. If you are quiet and calm you will be welcome to make your point. This applies not only in school but to your relations with adults in general. Disrespectful behaviour will not be tolerated.
- You may **not** go to the Staff Room to see the teachers during morning break or the first half of lunch break.
- Treat all members of the college (other staff, visitors and fellow students) with the same respect as you do your teachers. Be mannerly at all times.

## Respect for property

- Always treat school property and that of your fellow students with respect.
- Keep the school neat and clean.
- Don't forget to take good care of your own property. Put your own name on every book, copy, piece of equipment or uniform that you own. Lost property is stored in the caretaker's office beside the Memorial Garden.

## Respect for fellow students

- You should always treat your fellow students as you would like them to treat you.
- Bullying, fighting and intimidation are regarded as the most serious discipline offences
- Respect the property, person, thoughts, feelings and beliefs of yourself and others.
- Behave safely in and around the school building and environments.

## Grid of possible misconducts and sanctions

	Misconduct	Possible Sanctions
<b>Low level</b>	Occasional non-presentation of homework Occasional/once-off forgetting equipment/work Occasional talking Swinging on chair Uniform Late for class	Visual warning (e.g. approach student, eye contact) Verbal warning Written warning Take journal Ask student to suggest sanction Extra work – to be presented the following day Penalty sheets Pay back time (on days when students are not due to be present)
<b>Mid level</b>	Persistent low level Any regular offence from list above	Use of referral system after 3 misconducts and actions taken Community service/clean-up (**) Detention(**) Note in journal Informal word to tutor/year head Time-out Removal of privileges (e.g. having to sit outside staffroom during breaktime) Placed on report by year head
<b>High level</b>	Smoking (illegal) / Vaping Direct challenge to staff Consistent mid level or low level misconduct Violent or bullying behaviour Absent from school without permission Possession (on person/in bag, locker etc.) or use of illegal substances	Use of emergency path of referral system where appropriate Removal of privileges Pay back time Application of Anti-bullying policy for bullying behaviour Internal time-out (shadowing student/ Tutor/Year Head) Placed on a contract Suspension by Principal/Deputy Expulsion by Principal/Board of Management

**Some misconducts carry agreed sanctions:** The decision to suspend a student requires serious grounds such as that: 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; ongoing breaches of the code of behaviour. A single incident of serious misconduct may be grounds for suspension.



## Disciplinary Procedures, Rewards, Supports and Sanctions

- Breaches of discipline will normally be corrected by the subject teacher in the first place. Sanctions invoked may include additional written work, detention before or after school times, meeting with parents to discuss student's behaviour, or referral to class tutor. It is the tutor who is the major point of contact between parents and the school under normal circumstances, and we are very proud of the excellent record the College has of resolving the vast majority of breaches of discipline by students due to the tradition of excellent support which our parents have shown for us. Fines may be levied for damage to or defacing school property, and for smoking or chewing gum within the school. Students may be required to spend time on activities within the school appropriate to the breach of discipline.
- Please note that the range of sanctions described above is not necessarily exhaustive. As part of its policy of reviewing practices on an ongoing basis Lucan Community College may introduce further sanctions as appropriate from time to time or discontinue those that are no longer appropriate. Students and parents are notified of such changes and the reasons therefore.

**The complete suspension and expulsion policy is available on our school website.**

## Prohibited items in our school context

- Students should not bring any items to school which could be dangerous or disruptive in the school context.
- Under the terms of The Public Health (Tobacco) Act 2002, smoking / vaping is illegal in schools and in their yards and grounds since 29<sup>th</sup> March 2004. This applies to all people at all times, including visitors and at evening events. Students caught smoking / vaping or students believed to be smoking / vaping within the school grounds or within the near vicinity of the school will be issued with a €5 fine (to cover the cost of repair and cleanup) and will be dealt with under the referral system by their Year Head or the Deputy Principal. A receipt will be issued from the front office. Please refer to substance misuse policy for further details. Please refer to the done substance misuse policy for further details
- Chewing gum – a €5 fine will be issued for every student who chews chewing gum within the school building. A receipt will be issued from the front office.
- Spitting is an unhygienic and antisocial action in the school context. A €5 fine will be issued, payable to the front office, if a student is observed spitting on the school property.
- Permanent markers, spray cans (eg. paint, deodorant) and lighters are strictly banned, as is tippex, as the fumes can be very dangerous. Lazer pens or similar are prohibited on the school grounds.
- Mobile phones, cameras, headphones, ear-buds, smart watches and other wearable devices with audio/video or internet capability (including all forms of personal music players ,digital, audio, photographic and video recording equipment) are only permitted to be used on the instruction of and under the supervision of a a staff member. Any such devices seen/heard on school property will be confiscated as outlined below. Keep these devices switched off and out of sight while on school premises.
- Student technology devices will be confiscated if seen/heard by a staff member and passed to the relevant Year Head. It is at the discretion of the Year Head when the



device will be returned. A rough guide to the periods of confiscation follows: return at the end of the school day for a first offence, return to the parent only for a second offence, retain until the end of term or school year for a third or subsequent offence. The school cannot be held responsible for items that are confiscated due to infringements of the school rules. Students using such equipment as part of the curriculum are subject to strict guidelines protecting the privacy and rights of others. Please refer to Student Computer and Network Usage Policy Agreement and the Anti-bullying policy for more information.

- The college reserves the right to specify other items from time to time which may be disruptive or dangerous. Any items which constitute illegal substances or instruments are at all times banned and sanctions will be applied in accordance with our code of behaviour guidelines and appropriate school policies.

## Uniform Policy at Lucan Community College

Our school uniform plays a key role in maintaining the high standards we expect of our students. In order to maintain this high standard we ask that all of our students wear their full uniform with pride at all times in school.

Students' uniform will be checked by their tutor and class teachers each day and logged on VS Ware. Students who are missing any piece of their uniform must have a note from their parents. Repeated infringements of our uniform code will be followed up according to our Code of Behaviour and will result in sanctions up to and including suspension.

### School Uniform - Available from School Warehouse\* and other shops

- Black crested jumper (School Warehouse only\*)
- Crested light/heavy school coat (School Warehouse only\*)
- School Tie: red/grey/black striped (School Warehouse only\*)
- School Kilt (School Warehouse only\*)
- Grey trousers (must be proper school trousers – tracksuit or tight-fitting trousers are not acceptable)
- Grey or white shirt
- Black or grey socks/tights

### PE Uniform - Available from School Warehouse\* and other shops

- Crested tracksuit top (School Warehouse only\*)
- Black Crested Polo Shirt (School Warehouse) or Plain Black T-Shirt (no logo, wording, patterns or other colours permitted)
- LCC tracksuit bottoms (School Warehouse) or Plain Black Tracksuit bottoms (no logo, wording, patterns or other colours permitted)
- *Optional extra – Black LCC Crested Sports Leggings (School Warehouse only\*)*