



Larkin Community College  
Coláiste Pobail Lorcáin

## **Larkin Community College**

## **Code of Behaviour**

## Code of Behaviour of Larkin Community College

### 1. Scope

This policy applies to students of Larkin Community College and relates to all College activities both during and outside of normal College hours. This policy was drawn up in consultation with all the College partners, including College's Board of Management, Staff, Parents/Guardians and Students.

### 2. Relationship to Colleges mission, vision, aims.

This policy has been developed in line with the mission of our College which endeavours to provide the very best learning opportunities for all of our students in a safe, secure and caring environment. The College's code of behaviour is based on respect for oneself, for others and for our environment, so that a positive and cooperative College atmosphere prevails. Such values help Staff and Management to create the kind of atmosphere that encourages students to do their very best in all school activities, while developing their personal and social skills in a co-educational system.

The Code also promotes honesty and commitment – values which assist the educational progress of our pupils and help them to develop as self-reliant, responsible individuals who will be able to contribute effectively in the broader community.

### 3. Rationale

Staff, Senior Management, Teachers and Community work together in our College each day and therefore a high level of courtesy and consideration for others is necessary. Modifying and controlling student behaviour is seen as supporting teaching and learning. Behaviour which is disrespectful, annoying, dangerous or disruptive is not acceptable.. Our code is one that is based on the recognition of the student as an individual and yet creates an environment in which the welfare of all is protected. (Bad language will not be tolerated)

### 4. Goals / Objectives

The aims of our code of behaviour are:

- a) To create a safe, secure learning environment for all students by promoting a sense of mutual respect among all members of the College community.
- b) To have effective procedures in place which will allow for the day to day running of the College and which meet the demands of current legislation.
- c) To promote, acknowledge good behaviour, self-discipline (and responsibility), and support teaching and learning.

- d) To allow for the appropriate involvement of all College personnel
- e) To ensure understanding by the Parents/Guardians, students, staff and management of the code of behaviour and the reasons for it.
- f) To emphasise the promotion and acknowledgement of good behaviour.
- g) To outline the strategies to be used to manage poor behaviour and the ways in which positive behaviour is acknowledged.
- h) To outline the structure of fair, consistent and agreed sanctions that will be used in response to negative behaviour.
- i) To outline the interventions to be used when a student refuses to comply with the code of behaviour.

## **5. Roles and Responsibilities**

Larkin Community College acknowledges the contribution of all members of the College community. Each member has responsibility for the promotion of good behaviour and a role in dealing with and minimizing negative behaviour.

In Larkin Community College there is one basic College regulation:

**We must respect other people, school property and the property of other people.**

We aim to create a positive working environment and develop a spirit of community. The College rules and the code of behaviour are based on these principles. The College rules and behavioural code are subject to changes as the need arises.

### **5.1 Students.**

The College expects that students will at all times respect the authority of the Principal and his/her officers in seeking to uphold the code of behaviour and co-operate in doing so.

Students are expected to adhere to the college rules as outlined in section 9.

### **5.2 College Staff**

1. In line with the CDETБ's duty of care to all students in the scheme the College acknowledges and supports the role of teachers in the development and operation of the code of behaviour. The College recognises that a teacher's main focus is in the area of teaching and learning, but that they also have a pivotal role to play in behaviour management. That pivotal role forms a core element of this code. Teachers are assigned the role of 'Tutor' to each class and year group with special responsibilities for operating the code and maintaining good behaviour. Subject<sub>3</sub>

Teachers/Tutors/Guidance Counsellor, Home School Liaison, Psychological Services, Other Agencies, Deputy Principal and Principal all have specific roles to play in upholding the code.

2. Ancillary staff have a part to play in the successful operation of our code of behaviour in the day to day running of the College. In particular they have a responsibility to report incidents of misbehaviour and examples of positive behaviour they witness.
3. Parental input and support is highly valued and where necessary and whenever possible the college will endeavour to consult Parents in applying and reviewing the code of conduct.

Students can expect staff to:

- a) Act in a consistent and fair manner
- b) Take charge.
- c) Have a well-organised classroom.
- d) Mark work as soon as possible.
- e) Arrive on time.
- f) Listen to students at appropriate times.
- g) Give praise and constructive advice.
- h) Speak to students with respect and not embarrass students publicly.
- i) Exercise their professional judgement when applying the code of conduct

### **5.3 Parents/Guardians**

The College acknowledges the role of Parents/Guardians in the development and operation of the code of behaviour. (<http://www.larkincommunitycollege.ie/about-us/policies>) (The responsibility of parents/guardians includes understanding and supporting the code of behaviour and requires them to encourage their Son's/Daughter's to uphold it). Parents/guardians and students are required to renew their acceptance of the school's Code of Behaviour at the commencement of each school year.

Parent/guardians are advised that certain areas of the school are monitored by CCTV and incidents of student misbehaviour maybe recorded viewed and used when necessary by the Principal. Such recordings may be called upon as evidence in cases where a formal inspection arises either by local or state authorities.

**Note: It is a condition of entry to Larkin Community College that all students, parents/guardians agree to sign and abide by the College Code of Behaviour.**

## 6. Ladder of intervention

As part of the whole-school approach, the College has an agreed ladder of intervention in response to inappropriate behaviour. This allows for consistency among staff as well as ensuring that there is a planned approach that is fair and consistent when helping students to change their own behaviour.

Three levels at which intervention takes place are outlined below. At each level, parental and family support will be sought.

### Levels of intervention

#### Support for all

Most students behave appropriately, with the help of consistent and clear rules and systems in class and in school. Occasional, minor misbehaviour should be attended to routinely and effectively by means of the professional judgement of the classroom teacher.

#### Additional support for some students

Some students need more active intervention to help them to manage their behaviour. Without additional help, they may be at risk of failing behaviourally, socially and educationally. Additional inputs or interventions might include:

- a) referral to another teacher or adult who can work with the student – including guidance counsellor or chaplain.
- b) setting targets for behaviour and monitoring them with the student in a supportive way
- c) behaviour monitoring reports.
- d) buddy system.

#### Specialised support for a small minority of students

A small % of students may show particularly challenging behaviour.

They may have great difficulty in learning new behaviour and may not respond to low-level interventions. These students will need a sustained and systematic response involving the important adults in their lives, in school and at home.

The Principal and staff will endeavour to build good links with any local support services that are deemed relevant to assisting in responding to the needs of a student with behavioural difficulties.

Support may be sought from CDET B Psychological Services, HSE Community Psychology Services, The NCSE, Child Guidance Services or Adolescent Mental Health Services and appropriate interventions will be sought.

## 7. Rewards

LCC endeavours to reward good behaviour. To acknowledge a commitment to College life, positive attitude and a strong work ethic. Positive rewards include the following:

- a) Verbal praise
- b) Note in journal
- c) Public affirmation - Assemblies
- d) Awards system - VSware
- e) Class trips/ activities
- f) Postcards/Positive Discipline
- g) Display of student work
- h) Use of Public Notice Boards
- i) Certificates
- j) School website/social media
- k) End of year award ceremony

## 8. Sanctions

**The purpose of a sanction is to bring about a modification in behaviour by:**

- a) Helping them identify problematic/unacceptable actions and behavior.
- b) Helping them to learn to take responsibility for their behaviour.
- c) Helping them to recognise the effect of their behaviour on their relationships on others.
- d) Helping students (in ways appropriate to their age and development) to understand that they have choices about their own behaviour and that all choices have consequences.

Helping them to understand reinforce the value of their education as part of growing up.

A sanction may also:

- a) Reinforce the boundaries set out in the code of behavior
- b) Signal to other students and to staff that their wellbeing is being protected.

In instances of more serious breaches of school standards, sanctions may be needed to:

- a) Prevent serious disruption of teaching and learning
- b) Keep the student or other students and adults safe.

Sanctions include:

- a) Note in journal/VSware
- b) A verbal disciplining
- c) VS ware report
- d) A telephone call to Parent/Guardian
- e) Detention
- f) A meeting with Parent/Guardian
- g) Essay type thought provoking work e.g. the importance of good behaviour
- h) Subject related written work
- i) Letter of apology
- j) Completion of disciplinary work sheets
- k) Mobile phone ban
- l) Restriction to lunch break

- m) Suspension from extra-curricular activities when on Principal's report
- n) Referral to Tutor/ Yearhead/ Deputy Principal/Principal in line with our discipline structure
- o) In-house suspension from a particular subject for a limited time in consultation with Senior Management
- p) Suspension (in accordance with College Suspension and Expulsion policy)
- q) Expulsion (in accordance with College Suspension and Expulsion policy)

## **9. The College Rules:**

### **9.1 Respect for Staff and Fellow Pupils:**

- a) The school exists to promote learning in a disciplined environment.
- b) Every pupil has the right to learn within a positive learning atmosphere. Pupils must show respect for staff and for fellow pupils. Behaviour which interferes with this right will not be tolerated.
- c) It is not acceptable for students to commit constant, insidious, low-level acts of mis-behaviour which interfere with teaching and learning. This includes refusal to do classwork assigned by the teacher.
- d) All forms of \*bullying are unacceptable. Inappropriate language and intimidation will not be tolerated. Harassment of any kind is not acceptable. All reports of bullying, discrimination, sexual harassment and/or \*substance abuse, no matter how trivial, will be noted, investigated and dealt with by teachers.
- e) Any student who behaves in such a manner as to infringe on the personal privacy of staff or fellow students will be subject to the most serious sanctions the school has at its disposal.

### **9.2 Respect for School Property:**

- a) Pupils must keep the school premises litter-free at all times. They must not damage or interfere with property on school premises or while engaged in school-related activities. Students have a responsibility to keep classrooms and school tidy and their co-operation in maintaining a clean/tidy classroom and school environment is fully expected. Students found interfering with the Fire Alarm or Fire Equipment will be sanctioned. This may result in students being required *to pay a fine for damage/repair.*

### **9.3 Attendance:**

- a) \*See LCC Attendance Policy

- b) Full school attendance is vital to maximise learning opportunities. Pupils must be present in school at the official start times each day (morning and afternoon). Pupils must be punctual for school and for all classes.
- c) In the event of a student being absent from school, a detailed note of explanation (signed by parents/guardians) must be presented to the Home/School Liaison and/or Year head teacher on the morning of his/her return to school. A medical certificate may be requested in certain circumstances.
- d) Students who display a pattern of poor attendance will be asked to attend an interview in the school with their parents/guardian to attempt a resolution. If the poor attendance pattern continues the National Education and Welfare Board (NEWB) will be notified.
- e) Students must not leave college without permission. Parents/Guardians must provide a note for the early release of a student. All students must be signed out of school. The Principal, Deputy Principal, House head and/or Duty teacher may sign the student out on the signing out form at the porters' desk. Students will not be sent home without contact being made with a parent/guardian.
- f) The entry and egress points in the college are monitored regularly and students are required to remain within the college boundaries during college hours except for lunchtime. Students may not leave the college during morning break. A letter giving permission for 1<sup>st</sup> year students to leave the school during lunch time must be signed by parents at the start of each school year?

#### **9.4 Latecoming:**

- a) Class begins at 8:40 a.m. Beginning the day promptly is important and demonstrates commitment to success.

During a six-week period:

- Late #1 & 2 - a warning will be given after each late.
- Late #3 - The student will be assigned to morning detention for the next (2) school days.
- Each late after the 3<sup>rd</sup> late in a six weeks will result in (1) day of morning detention.

**MORNING DETENTION IS 8:00 am-8:30 am.**



Any student who fails to attend for an assigned detention will be deemed to be in breach of school rules and will be required to attend an interview with their parent/guardian to find a possible resolution prior to his/her return to school.

### **EVENING DETENTION IS 3:30 pm – c. 4:30 pm.**

On a rolling basis students presenting with casual ad-hoc lateness for school or class will be required to attend EVENING DETENTION.

Parents will be informed through school text system and are requested to provide a note of explanation for any school absenteeism to the relevant person

#### **9.5 Assembly:**

- a) Students must line up in class groups at 8.40a.m. on the day of their assembly.

#### **9.6 Entering Class:**

- a) Students must line up quietly outside a classroom and may only enter a classroom with a teacher.  
Students must sit where assigned by a teacher.

#### **9.7 Corridors/Stairs:**

- a) Walk quietly on the left-hand side of corridors and stairs, between, during and after classes.
- b) Students must follow the direction signs.
- c) Students must not interfere with, block or cause a blockage to firedoors/exits.

#### **9.8 Absence from class:**

- a) Only in exceptional circumstances are students allowed out of class and, in such cases, students must carry a hall pass & their diary which must have a signed note authorising their absence from class.

#### **9.9 Books and Equipment:**

Each student is expected to come prepared for class with the following:

Students must have a bag containing: -

- a) College Diary, Copy Books and Text Books
- b) Pencil Case with Pens, Pencils etc.
- c) All specialist equipment including PE gear and materials as required by class teacher.
- d) PE gear must be brought in on the appropriate day. Students will only be excused from PE class if a medical certificate is submitted.

Students who display a pattern of not having their equipment will be required to attend an interview with their parent/guardian to attempt a resolution.

Equipment checks will be undertaken by the college to ensure that students have all the required items. Instances of persistent failure to carry equipment required will be deemed a breach of the code of conduct and appropriate sanctions will be applied.

#### **9.10 Class work, Homework:**

- a) Homework must be completed with due care and attention and must be presented on time. A written explanation from parents/guardians, in the student's Diary, must be presented to the teacher if homework is not done.
- b) Students must do all class work, homework, task-work and projects given to them.
- c) Students who display a pattern of not completing class work or homework and/or not completing it to the required standard will be required to complete detention. If the pattern continues students will be required to attend an interview with their parent/guardian in an attempt to find a resolution.

#### **9.11 Student Diary:**

- a) The student diary provides an opportunity for both staff and parents to communicate with each other. It is also a record of the student's performance.
- b) The diary is for: Recording homework as it is given; for teacher's comments on student's work/behaviour; for notes from parents regarding absences; for notes from class tutors. The diary is the property of the school. It is a breach of discipline for a student not to hand up their diary when requested to do so. A parent/guardian will be called in to school in the event of this happening and the student will be placed detention.
- c) The diary must be signed by a parent/guardian for all students each week.
- d) Students must have this Diary with them every day and have their diary out on the desk for all classes. Students are also expected to produce it when requested.
- e) Students are responsible to write in their subjects covered each day in school. All homework/topics covered during the school day must be recorded.
- f) Should students be absent from College for any reason the Absence Form at the back of this Diary must be completed by the parent/guardian and signed by the class Tutor on the day of return.

- g) Should students request to leave College for any reason the Note to/from Parent/Guardian at the back of this Diary must be completed by the parent/guardian and signed by the Tutor at the appropriate time.
- h) If for any reason students are unable to do their homework an explanation must be provided in the parent comment section of the relevant week.
- i) The Diary is college property and defacing the diary is not permitted. Defaced, damaged or lost Diaries will have to be replaced at a cost of €10.00
- j) It is not permitted to take another student's diary or to deface it in any way.

### 9.12 Uniform:

- a) Students are required to wear the school uniform every day. If a student presents to school without a full uniform a phone-call will be made to their parent/guardian. Once contact has been made the student will be sent home to acquire and their uniform and upon return must report dressed in full uniform.
- b) A note of explanation must be provided by parents for exceptional circumstances to this rule.
- c) Students may not wear hats or hoods within school grounds. Footwear is part of the college uniform and **Black Shoes only will be accepted.** Boots, running shoes or trainers are not permitted. A student who makes a habit of not wearing school uniform may be required to attend an interview with their parent/guardian to attempt a resolution.

### 9.13 Mobile Phones/Recording Equipment:

- a) In the interest of privacy and child protection, the use of recording equipment/devices are not permitted in the school or school grounds or on school trips without the prior consent of teacher/adult in charge and or school management.
- b) Student mobile phones must be switched off and not displayed while on school premises i.e. inside school gates. Breaches will result in the phone being confiscated for a full day. More serious breaches may result in phones being confiscated for up to one week. A student who refuses to hand up a mobile phone will be required to attend an interview with their parent/guardian to attempt a resolution.
- c) Parents/guardians who need to speak with their children by phone must do so through the school land line system.
- d) The school upholds data CDET protection policies and in line with these students may not,

under any circumstances, use a mobile phone to take pictures or recordings while on the school premises or on school activities.

For further rules and sanctions in relation to Mobile phone use refer to LCC mobile phone policy

#### **9.14 Restrictions:**

- a) Personal music players and all electrical devices must be turned off unless permitted by a member of staff.
- b) Students who are in breach of this rule (refer to mobile phone policy) will have their device confiscated for up to one week and may be required to attend an interview with their parent/guardian to attempt a resolution.
- c) Laser pointers are forbidden on school premises.
- d) Chewing gum is forbidden on school premises. Students found littering or with chewing gum may incur cleaning duty and/or detention.
- e) Other restrictions include fizzy or flavoured drinks.
- f) This is a non-exhaustive list and can be added to at the discretion of school management as the need arises.

#### **9.15 Out of Bounds:**

The following are out of bounds

- a) Corridors and stair areas during break time.
- b) All offices unless accompanied by a member of staff.
- c) Staff room and staff toilets.
- d) Grassed areas and car park unless accompanied by a member of staff.
- e) Gym unless accompanied by a member of staff.
- f) Front curved stairs unless accompanied by a member of staff.
- g) Any areas marked “out of bounds to students” unless accompanied by a member of staff.

#### **9.16 Alcohol, Tobacco and Illegal Substances. \*\***

- a) The possession, use or distribution of alcohol, tobacco or illegal substances while in school or on school outings are not permitted and will result in serious sanctions.
- b) Students who are in breach of this rule will be required to attend an interview with their parent/guardian to attempt a resolution.
- c) \*\* See school policy on substance abuse.

- a) **Toilets** - Toilets may be used before morning and afternoon classes commence and during official breaks. Use of toilets other than during breaks is permitted only in exceptional circumstances with a note in the student's diary from a **parent**/teacher to minimise class disruption. Medical issues must be covered with an appropriate medical certificate.
- b) In order to better manage the assembly and release of students both prior to and immediately following class changeover and lunch breaks students will not be permitted leave to visit college toilets in the ten minutes prior to and following changeover. As always the discretion of the teacher is allowed.

LCC acknowledges the diversity of the school community and strives to work with both parent/guardians and students to support and create access to gender neutral toilets or a safe and adequate alternative. These may be provided by re-naming a disability toilet as a unisex toilet/changing facility or a single 'unisex' toilet facility. (Possibly a note for parents/guardian and students to refer to the following: ( We can add relevant support for LGBT students when addressing each policy?))

LGBT people in school policies: creating a positive school climate and culture

1. Inclusive policies should start with equality laws:
2. anti-bullying policy.
3. code of behaviour.
4. admissions policy & mission statement.
5. social, personal and health education (SPHE) policy.
6. Guidance plan.
7. Professional development plan.
8. School attendance strategy.
9. Education and prevention strategies on homophobic and transphobic bullying

(staff discussion would allow for best approach)

## 9.17 College activities

- a) The Code of Behaviour applies fully to all activities, trips etc. taking place under the control of the college. Students are, if chosen, expected to participate in all college activities.

## 9.19 Rules of the Classroom/Laboratories/Practical Rooms

Date Developed - 01/09/2020

Developed by: Policy Committee

Date Effective From - 12/10/2020

Review - 01/09/2021

- a) Students must form an orderly line outside the door and wait for the teacher.
- b) Students must sit in the seat or stand at the bench assigned.
- c) Students must remain in their assigned place during the class.
- d) Students must have school diary on their desk for the duration of class.
- e) Students must show respect for the teacher, other students and themselves.
- f) Students must respect the gender of others in their class and in the College.
- g) Students must respect the property of the college, the teachers and other students.
- h) Students must put up their hand if they wish to ask a question or request a teachers attention.
- i) Students must speak in a normal voice, using acceptable language, when they are spoken to, and must not interrupt the work of the teacher or the class.
- j) Students must use books, equipment, tools, and materials properly and as they are instructed by the teacher or supervising adult.
- k) Students must not switch on or off any equipment or machines without teacher's permission.
- l) Students must co-operate to make the classroom a safe, comfortable and pleasant place to work and study for themselves, their classmates and their teachers – this includes following clean-up/tidy-up routines.
- m) Students must follow all health and safety instructions.
- n) Students must have permission from class teacher to be out of class.

## **10. The Discipline structure**

- a) Subject/Class Teacher
- b) Tutor
- c) Yearhead
- d) Senior Management
- e) CDET B Sub – Committee (BOM)

### **10.1 Responding to inappropriate behaviour**

Despite the best efforts of Colleges, inappropriate behaviour happens. Even minor breaches of the code of behaviour can be disruptive, particularly if they are persistent. Serious misbehaviour can

have damaging and long-lasting effects including disruption of the student's own learning and the learning of others. It can cause distress and anxiety or even pose a threat to the safety of students and teachers.

It is the responsibility of College authorities to maintain a classroom and College environment which is healthy, safe and supportive of the learning of every student in the College and which ensures continuity of instruction for them.

However, it should be understood that it is impossible to anticipate every type of misbehaviour and unsafe actions in any given context. Therefore, The College reserves the right to vary these procedures and sanctions, taking into account the particular circumstances of incidents, the individual record of students, the health and safety of both students and staff and the rights of other students to learn and of teachers to teach, in a healthy, safe and respectful environment.

## **10.2 Steps that may be taken by staff when resolving student inappropriate behaviour:**

- a) Instruct students to stop inappropriate behaviour.
- b) Discuss inappropriate behaviour with student and explain possible consequences if inappropriate behaviour is not stopped.
- c) Give student choice/s and allow them **time** to make their choice/s.
- d) Warning/verbal reprimand from a member of staff or subject teacher at the time of the incident with advice on how to improve.
- e) Caution noted in student's journal and a factual, objective description of the misbehaviour recorded in student file in VShare (or students physical file in the event that there is a technical problem with VShare) by the teacher involved in the incident.
- f) Note in student's journal to be signed by parent/guardian.
- g) A referral of the incident to the class tutor and/or House head through the VShare system or a written report if the VShare system is down. A brief synopsis to be written in the student's journal.
- h) Student required to make up for work missed through his/her non participation due to misbehaviour.

- i) Detention in College. Students may contact parents/guardians to inform them that they are on detention that day. Detention will run until no later than 2.10pm on Wednesdays and 4.30pm on all other days.
- j) A withdrawal of privileges proposed by class tutor/house head. This deprivation to be at the discretion of the Principal/Deputy Principal.
- k) **Student removed from class activity/room.** Time out within or outside classroom. Student placed under the supervision of another teacher with that teachers consent. (Buddy System). Reasons – any of the six serious breaches of the College Code of Behaviour. (Section 5.5).
- l) A telephone call to parents from Class Tutor, House head Deputy Principal, Principal or designated person.
- m) Placed on Report (Stage 1-4) See section (5.4)
- n) A meeting with parents/guardian. A record of the meeting is to be recorded in VSware. Meeting to be arranged through the class tutor.
- o) Refer student immediately to the Principal/ Deputy Principal for serious breaches of the Code of Behaviour. (See 5.5 below).
- p) The code of behaviour supports such measures as are deemed professionally appropriate to help restore the relationship either between the aggrieved parties or the teacher and student. These measures may include a verbal recognition of the issue and its fallout or a written statement outlining the nature and consequence of the behaviour. This description is not exhaustive or prescriptive and is contingent on the professional judgement of the Principal and his/her colleagues in discharging their responsibility.

### **10.3 Student Placed “On Report”. (Tutor, Yearhead, Principal)**

A student who displays a pattern of poor behaviour where incidents are recorded in the student’s journal and on VSware (or students physical file in the event that there is a technical problem with VSware) may be placed “On Report” at the discretion of the Tutor and House head. All reports will be recorded on colour coded paper and held in clear plastic folders.

An explanation will be given to parent/guardian of the various stages that their child has been through to improve behaviour and possible future consequences of a student’s persistent failure to comply with the College code of behaviour.

The Principal, Deputy Principal, Househead, Assistant Principals or Designated Person may inform parents/guardians that their child is not to return to College without being accompanied by a parent



if the student continues to break College rules and is moving through the stages of the discipline structure.

Parent/guardians may be asked to stay in the College while their child is attending to assist their child and College staff to attempt a resolution to their child's continued misbehaviour.

### **10.3.1 Stage 1: (Tutor) - Pink**

If a student is placed on report then a comment as to the student's work/behaviour/attitude is filled in on the Student Report Sheet (Tutor) by each teacher during the day.

Parent/Guardian is also required to sign the report sheet and student must bring Report Sheet back signed the following day to Class Tutor. Students will be placed on tutor report for as long as is necessary for a student to demonstrate a consistent improvement in their behaviour. A tutor and a househead may decide to move the student to stage 2 (Househead) at any time if improvement in behaviour is not forthcoming.

Report sheet may be individualised to suit specific behaviour(s) if necessary.

**Students on report must hand their report to a designated member of staff at the end of each day for photocopying.**

### **10.3.2 Stage 2: (Yearhead) - Yellow**

A student who fails to satisfactorily improve their behaviour when "Tutor Report" will have a Parent/Guardian called in to College for a meeting to attempt a resolution. The student will then go to Househead Report (Yellow). The student shall remain on report at stage 2 for at least five and up to ten consecutive College days.

At the discretion of the Househead, the student can also be placed on detention for the duration of Stage 2.

Appropriate work will be assigned for the student to complete as part of Stage 2.

Parent/Guardian is also required to sign the report sheet and student must bring Report Sheet back signed the following day to Class Tutor. A tutor and a house head may decide to move the student to Stage 3 (Principal's) at any time if improvement in behaviour is not forthcoming.

Report sheet may be individualised to suit specific behaviour(s) if necessary.

**Students on report must hand their report to a designated member of staff at the end of each day for photocopying.**

### 10.3.3 Stage 3: (Principal's)

If in the opinion of College management, the student's behaviour has not improved to a satisfactory level during Stage 2 the Parent/Guardian will be called in to College for a meeting to attempt a resolution.

The student will then be placed on a third Report Sheet (Green), Stage 3, for at least five and up to ten consecutive College days. At the discretion of the principal, the student can also be placed on detention for the duration of Stage 3.

Appropriate work will be assigned for the student to complete as part of Stage 3. The student shall remain on report at stage 3 for at least five and up to ten consecutive College days.

Parent/Guardian is also required to sign the report sheet and student must bring Report Sheet back signed the following day to the Principal.

Report sheet may be individualised to suit specific behaviour(s) if necessary.

**Students on report must hand their report to a designated member of staff at the end of each day for photocopying.**

### 10.3.4 Stage 4: (Suspension)

- a) Collaboration between the Sub-Committee, College staff, students and parents is an important feature of behaviour management in Larkin College. All should be fully aware of the suspension procedure and its place in the context of this College's Code of Behaviour. In this regard, all concerned should be aware that a suspension can only be imposed for a breach of the College's Code of Behaviour.
- b) Suspension is only one strategy within a College's Code of Behaviour. Larkin Community College will work with Parents/Guardians with a view to assisting a suspended student to rejoin the College community as quickly as possible.
- c) When all other strategies have been exhausted, suspension can allow students time to reflect on their behaviour, to acknowledge and accept responsibility for the behaviour which led to the suspension in the first instance and to accept responsibility for changing their behaviour to meet the College's expectations in the future. It can also allow time for College personnel to plan appropriate support for the student to assist with successful re-entry.
- d) Suspensions may occur after the Principal/Deputy Principal has:
  - I. ensured all discipline options under the Code of Behaviour have been applied and documented.

- II. ensured that all appropriate support personnel have been involved.
  - III. ensured that the opportunity for discussion has been afforded the student and parent(s) regarding specific misbehaviour which the College considered unacceptable, and which may lead to suspension.
  - IV. provided a warning (if appropriate) detailing these misbehaviours, as well as clear expectations of what is required of the student in the future and the consequences of non-compliance.
  - V. recorded all actions taken.
- e) Students may be suspended as follows pending investigation and /or discussion with parents. This list is not exhaustive:
- a) For serious misbehaviour.
  - b) For an unacceptable level of repeated misdemeanours.
  - c) For bullying, insulting, aggressive, threatening or violent behaviour towards others in the College, or when identifiable with the College.
  - d) For the supply/possession/use of alcohol and or illegal drugs.
  - e) For the supply/possession/use of weapons/dangerous materials/ substances.
  - f) For behaviour that may be a danger to self or others, under the terms of the Health and Safety Act 1989.
  - g) For refusal to take direction from members of staff which may result in the student being a danger to self or others.
  - h) For racist behaviour and/or the supply/possession/use of racist material.
  - i) For behaviour that is contrary to the terms of the Equal Status Act 2000.
  - j) For sexual harassment and/or the possession/supply/use of pornographic material.
- f) Pursuant to subsection 1 above Larkin Community College, through its Sub-Committee, affirms the right of the Principal/Deputy Principal to suspend a student or students with immediate effect.
- g) The Principal/Deputy Principal has the right to suspend a student or students for breaches of the College's Code of Behaviour for a maximum of five consecutive College days without recourse to the Sub-Committee.
- h) All suspensions will be notified to the committee at the earliest opportunity.

- i) Where there are repeated instances of misbehaviour, the parents/guardians shall be requested to attend the College, or other suitable location, for discussion. If the parents/guardians and/or the students do not give an undertaking that the student will behave in an acceptable way in the future, the student may be suspended for a period to be determined by the Principal or by the Sub-Committee, as appropriate.
- j) Parents/Guardians of students enrolled at the College shall be informed of their right to appeal suspensions to the Committee.
- k) The formal letter of notification of suspension to parents should be understandable to the student and to the parent(s) should include:
  - a) Notice of suspension
  - b) Effective date of suspension
  - c) Duration of suspension
  - d) Reasons for suspension
  - e) Expectations of student while on suspension (study programme may be attached)
  - f) Importance of parental assistance in resolving the matter
  - g) A statement that the student is under the care and responsibility of the parent(s) while on suspension.
  - h) A statement that the Educational Welfare Board has been informed (if the suspension is of six days or more duration, or if the student has been suspended for more than 20 days during the College year to date).
  - i) Information on appeal rights.
  - j) Requirements which need to be in place when the student returns.
  - k) If consideration is being given to proceedings to expulsion.
- l) The Educational Welfare Officer will be informed of suspensions as follows:-
  - a) Where the period of suspension is for 6 or more consecutive College days.
  - b) Where the aggregate number of days on which a student has been suspended/absent in any College year is 20 or more days.
- m) Larkin Community College will comply with Section 23(2) d of the Education Act 1998 by informing parents and students of the grounds for removing a suspension.  
Such grounds include:
  - a) Successful appeal.
  - b) The Principal/Sub-Committee may agree that another sanction may be applied after

discussion with the Parents/Guardians.

c) When, and if, new circumstances come to light

## **11. The Sub – Committee of City of Dublin Education & training Board.**

This is the final tier in the discipline structure. The Principal has power for any cause which s/he judges adequate, to dismiss a pupil, subject to the approval of Committee. The Parents/Guardians must be informed in writing of the decision, the reason for the dismissal, and of their right to appeal the decision. Appeals to the Committee can be made personally by the Parent/Guardian with the student.

The Committee complies with all elements of the Education Act 1998 and the Education (Welfare) Act of 2000. Suspensions and exclusions are subject to appeal under section 29 of the Education Act as outlined in the Act.

## **12. Expulsion Policy**

Expulsion is the most severe sanction imposed by the school. It will only be imposed for serious breaches of school discipline (Gross Misconduct) or for a consistent and progressive failure to abide by the school Code of Behaviour and values.

Where other avenues have been exhausted, it is recognised that in a small number of cases, the College may not be able to maintain the attendance of a particular student.

This may be for a variety of reasons, including consistent undisciplined, disruptive or confrontational behaviour to the detriment of the college and other students and/or staff. In such cases, after due consideration, the college is obliged to exclude such students from attendance.

The student and, where appropriate, his/her parents/guardians have the right to be kept fully informed at all stages of the disciplinary proceedings, including the reasons for the decisions to exclude the student from the college.

Where possible, such students should be referred to other agencies which may be able to cater for the particular needs. Before any decision is taken to exclude a student, the college will inform the student and, where appropriate, his/her parents/guardians of the reason why exclusion is being considered and offer them the opportunity to respond.

(The CE of the CDETБ must be informed prior to a decision on exclusion from a college/college/centre).

## **13. Appeals**

The appeals procedure will operate in line with the provisions of the Education Act 1998 as set out in

Date Developed - 01/09/2020

Developed by: Policy Committee

Date Effective From - 12/10/2020

Review – 01/09/2021

the CDETБ document “Suspension, Exclusion and Refusal to enrol”.

#### **14. Monitoring the Code of Behaviour:**

The Principal, in consultation with the Staff Team, Parents Council and Student Council will monitor the implementation of this policy on an on-going basis and determine:

- How can we ensure the policy is being implemented?
- Determine success criteria in order to ensure the plan is working?
- Examine best practice in other CDETБ centres.

#### **15. Review:**

This Policy sets out the college’s response to the current needs in relation to a code of behaviour. Any member of the college community may make submissions to the Principal at any time regarding the content of the policy.

The work of auditing and reviewing the code is enriched when all members of the college community have an opportunity to contribute. The college community includes the Board of Management, students, parents, all staff, including teachers, the school administrator, the porters and maintenance staff and any others who are in regular contact with the students.

In all this, the role of the community is crucial. We, in the college, need the community to work with us in order to put this Code of Behaviour into practice for our children. It will be reviewed after a period of 3 years or sooner if necessary and any submissions taken in to account.



Larkin Community College  
Coláiste Pobail Lorcáin

## **LARKIN COMMUNITY COLLEGE**

# **ADDENDUM TO THE CODE OF BEHAVIOUR TO MITIGATE THE SPREAD OF COVID 19**

**12/10/20**

Date Developed - 01/09/2020

Developed by: Policy Committee

Date Effective From - 12/10/2020

Review – 01/09/2021

## **Mission Statement**

Here at Larkin Community College we strive to develop a safe, inclusive and supportive environment, which will enable each member of the community to realise his/ her potential.

This addendum to our Code of Behaviour School is guided by supporting the overall health and well-being of all staff and students, their families, and their communities.

It is influenced by the need to mitigate the spread of COVID-19 within Larkin Community College and the goal to have students physically present in school of for the academic year 2020/2021.

It is acknowledged that no single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of this addendum as set out will contribute to the reduction of that risk of transmission.

Students are expected to comply with any control measures directed by the school to prevent the introduction and spread of Covid-19, including, but not limited to:

- maintaining a social-distance of at least 1 metre and if possible, 2 metres, from other students and staff at all times;
- wearing face-covering when so directed;
- repeating hand-hygiene at regular intervals throughout the school day;
- maintaining good respiratory-hygiene at all times, *e.g.* coughing into elbow;
- not borrowing or lending materials or stationary, such as pens, calculators, rulers, *etc.* from or to other students;
- remaining at home for 14 days after returning from recent travel out of the country to areas identified by the Government as ‘red-list’ countries;
- remaining at home if displaying covid-19 like symptoms, contacting GP and following HSE advice on restriction of movement;
- remaining at home, having tested positive for Covid-19 and following HSE advice on restriction of movement;
- remaining at home if identified by the HSE as a person who has been in contact with another person who has contracted Covid-19 and to follow the HSE advice on restriction of movement;
- remaining at home if a member of the student’s household is displaying Covid-19 symptoms until such time a test confirms the absence of Covid-19;
- any other such directions as advised by the DES and/or HSE and communicated to the school community.

Where a student fails to comply with any of the above, it will constitute a breach of the Code of Behaviour of Larkin Community College and s/he may be subject to sanction.

The school may direct any student to return home if a student who presents at school poses a threat to the health and safety of others by virtue of any of the above.



While it is expected that every student will act with the appropriate decorum and respect for the safety measures required as a result of Covid-19, any student who chooses not to do so and/or poses a threat to the health and safety of others in the school community by virtue of, *inter alia*, spitting or coughing at a student or staff member, ongoing refusal to wear face covering in accordance with DES guidance or similar request of the school, and/or refusing to maintain physical distance will face an automatic suspension and/or expulsion in accordance with the school's Code of Behaviour.

Expulsion of a student is a very serious step, and one that is not taken lightly by the Board of Management of Larkin Community College. However, such is the seriousness of the requirements of all students to comply with instructions of the school in an effort to mitigate the risk of transmission of Covid-19.

A parent, or a student aged over eighteen years, may appeal a decision to permanently exclude the student, to the ETB or to the Secretary General of the Department of Education and Skills, in line with the provisions of the Education Act 1998. An appeal may also be brought by the National Educational Welfare Board on behalf of a student.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Ms. Aine Clancy

Chairperson, Board of Management

Signed \_\_\_\_\_ Date \_\_\_\_\_

Mr. Thomas Usher

Principal/Secretary to the Board of Management

