



# **Larkin Community College Code of Behaviour**

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# Larkin Community College

## Code of Behaviour

### 1. Mission Statement

**Larkin Community College endeavours to provide the very best learning opportunities for all of our students in a safe, secure and caring environment.**

### 2. Overview

Central to the operation of an effective and caring school is a fair and efficient Code of Behaviour to which students, parents, staff and management must subscribe.

Promoting good behaviour is the goal of The Larkin Community College (The College) Code of Behaviour (The Code). School management and staff will actively foster a school ethos, policies and practices that help to promote positive behaviour and prevent inappropriate behaviour.

This includes inappropriate behaviour wherever the student is representing LCC on College activities or when wearing school uniform where any inappropriate behaviour is brought to the attention of the college.

The Code encourages mutual respect and co-operation and has due regard for the rights and responsibilities of all concerned.

The Code recognises a teacher's right to teach and a student's right to learn without having either interrupted or challenged.

Students/Participants/Guardians are obliged to make them selves aware of, and comply with, these C.D.V.E.C. rules and regulations and the local rules and regulations of the college/college/centre in which they are registered.

The College acknowledges the fundamental role of parents as the prime educator of the child. The staff in Larkin Community College work in partnership with parents to maximise the learning opportunities for each child.

The College acknowledges the support of parents for teachers and students and also the role of parents in instilling in their children the respect for the rights of others that underpins the Code.

Parents/guardians and students are required to renew their acceptance of the school's Code of Behaviour at the commencement of each school year.

**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.**

The work of auditing and reviewing The Code is enriched when all members of the school community have an opportunity to contribute. The school community should be understood to include 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. For example, school bus drivers could make a valuable contribution to The Code as it relates to behaviour on school buses.

In all this, the role of the community is crucial. We, in the school, need the community to work with us in order to put this Code of Behaviour into practice for our children.

We are confident, that this Code of Behaviour will help our students to achieve maximum benefit from their years in Larkin Community College.

The school premises open at 8.00am.

The school day commences with assembly at 08.40, Monday to Friday. The school day ends with assembly at 3.30pm on Monday, Tuesday, Thursday and Friday and at 12.50 on Wednesdays.

**The school organises supervision rosters in accordance with the above times. We are not in a position to safely allow unsupervised students in the building at other times.**

### **3. Introduction to the Code of Behaviour**

#### **3.1 Aims**

The Code aims to promote high standards of behaviour and discipline among our pupils so that they can develop their academic abilities and talents to the full.

#### **3.2 Values**

Central to the Code are the values of:

- Working together
- Self respect
- Respect for others

Such values help us 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.

### **4 Standards**

Students are more likely to benefit from their education and to be happy in a structured, caring environment where high standards of behaviour are expected and adhered to.

Larkin Community College's standards of behaviour express the kinds of behaviour and relationships that will create a positive environment for teaching and learning. They describe the behaviour expected of all members of the school community.

Standards are the means by which the school will:

- Provide clarity for students about the school's high expectations for their behaviour.
- Set goals for students that will guide them in moving towards mature and appropriate behaviour
- Serve as a practical tool for teaching and learning

## 4.1 The content and focus of standards

*The standards expect all members of the school community to behave in ways that show respect for others.*

### Standards signal positive values

Standards of behaviour reflect values such as:

- respect for self and others
- kindness and willingness to help others
- courtesy and good manners
- fairness
- readiness to use respectful ways of resolving difficulties and conflict
- forgiveness

The standards describe the commitment that the school expects from students to their own learning and to that of their peers. This commitment includes:

- attending school regularly and punctually
- doing one's best in class
- taking responsibility for one's work
- keeping to The Code
- helping to create a safe, positive, caring environment
- respecting staff
- respecting other students and their learning
- participating in school activities

### Standards signal unacceptable behaviour

Standards are also a way of signalling to members of the school community the kinds of behaviours that are **not acceptable** in the school, for example:

- Behaviour that is hurtful (including bullying, harassment, discrimination, racism and victimisation)
- Behaviour that interferes with teaching and learning
- Threats of physical hurt to another person
- Physical assault
- Damage to property
- Theft

## 5. Disciplinary Procedures

### 5.1 Intervention

An important element of the approach to a student's inappropriate behaviour is a problem-solving approach. That is, one where the teacher and the school respond to the unwanted behaviour using these steps.

Larkin Community College will endeavour to do all in its power to help students who display a poor pattern of behaviour to modify their behaviour.

## 5.1.1 Reasons for Sanctions

**The objective of a sanction is to help the student to learn.**

### **The purpose of sanctions**

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

- helping students to learn that their behaviour is unacceptable
- helping them to recognise the effect of their actions and behaviour on others
- 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 learn to take responsibility for their behaviour.

A sanction may also:

- reinforce the boundaries set out in the code of behavior
- 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:

- prevent serious disruption of teaching and learning
- keep the student or other students and adults safe.

## 5.1.2 A 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 to 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.

<b>Levels of intervention</b>	
<b>Support for all</b>	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 through the skill of the classroom teacher.
<b>Additional support for some students</b>	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: <ul style="list-style-type: none"><li>• referral to another teacher or adult who can work with the student</li><li>• setting targets for behaviour and monitoring them with the student in a supportive way</li><li>• behaviour contracts.</li></ul>
<b>Specialised support for a small minority of students</b>	A small minority 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 build good links with any local support services that may be able to assist in responding to the needs of a

student with behavioural difficulties.

Sources of support include the CDVEC Psychological Services, National Educational Psychological Service, HSE Community Psychology Services, The National Council for Special Education, Child Guidance Services or Adolescent Mental Health Services.

## 5.2 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.

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

1. Instruct students to stop inappropriate behaviour.
2. Discuss inappropriate behaviour with student and explain possible consequences if inappropriate behaviour is not stopped.
3. Give student choice/s and allow them **time** to make their choice/s.
4. Warning/verbal reprimand from a member of staff or subject teacher at the time of the incident with advice on how to improve.
5. Caution noted in student's journal and a factual, objective description of the misbehaviour recorded in student file in ePortal (or students physical file in the event that there is a technical problem with ePortal) by the teacher involved in the incident. Accounts should be dated according to the date of the incident.
6. Note in student's journal to be signed by parent/guardian.
7. A referral of the incident to the class tutor and/or Year Head through the ePortal system or a written report if the ePortal system is down. A brief synopsis to be written in the student's journal.
8. Student required to make up for work missed through his/her non participation due to misbehaviour.
9. 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 1.50pm on Wednesdays and 4.30pm on all other days.

10. A withdrawal of privileges proposed by class tutor/year head. This deprivation to be at the discretion of the Principal/Deputy Principal.
11. **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).
12. A telephone call to parents from Class Tutor, Year Head, Deputy Principal, Principal or designated person.
13. Placed on Report (Stage 1-4) See section (5.4)
14. A meeting with parents/guardian. A record of the meeting is to be recorded in ePortal. Meeting to be arranged through the class tutor.
15. Refer student immediately to the Principal/ Deputy Principal for serious breaches of the Code of Behaviour. (See 5.5 below).

#### **5.4 Student Placed “On Report”. (White, Yellow, Red)**

A student who displays a pattern of poor behaviour where incidents are recorded in the student’s journal and in student file in ePortal (or students physical file in the event that there is a technical problem with ePortal) may be placed “On Report” at the discretion of the Tutor and Year 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, Year Head, 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.

##### **5.4.1 Stage 1. (White)**

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 (White) 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 white report for as long as is necessary for a student to demonstrate a consistent improvement in their behaviour. A tutor and a year head may decide to move the student to stage 2 (Yellow) 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.**

##### **5.4.2 Stage 2: (Yellow)**

A student who fails to satisfactorily improve their behaviour when “On Report” at Stage 1 will have a Parent/Guardian called in to College for a meeting to attempt a resolution. The student will then go to Stage 2, “On Report” (Yellow). The student shall remain on report at stage 2 for at least five and up to ten consecutive College days.

The student will also be placed on after school detention until no later than 1.50pm on Wednesdays and 4.30pm on other days 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 year head may decide to move the student to Stage 3 (Red) 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.**

#### **5.4.3 Stage 3: (Red)**

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.

Parents/guardians and the student will be required to agree to and sign a behaviour contract. The student will then be placed on a third Report Sheet (Red), Stage 3, for at least five and up to ten consecutive College days. The student will also be placed on after school detention until no later than 1.50pm on Wednesdays and 4.30pm on other days 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 Class Tutor.

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.**

#### **5.4.4 Stage 4: (Suspension)**

If in the opinion of College management the student has failed to satisfactorily modify their behaviour while on stage 3, the student may receive up to 3 days suspension. On the students return to College after suspension parents/guardians will be called to attend a meeting to attempt a resolution.

An explanation will again 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.

Where the interventions have failed to reach a resolution it may result in the student being referred to the Board of Management for possible further suspension and/or expulsion.

The student will remain on Report and on detention until a resolution is reached.

Stage 4 may be enacted at any time at the discretion of the Principal and/or Deputy Principal and/or Year Head for serious breach/s of the College Code of Behaviour (5.5).

#### **5.4.5 NOTE:**

If a student is placed on Report during the College year and improves their behaviour, it may not be necessary to move the student onto the next stage of the discipline system. However, if the student re-offends, he/she will not start back at Stage 1 of the discipline system, they will move on to the next stage following their previous offence.

College management will inform parents/guardians, via the student journal, phone call, letter or meeting of the various stages their child is moving through in the discipline structure.

### **6. Serious breach of Code of Behaviour.**

A serious breach of Code of Behaviour is defined as one in which the student:

- a. Is a health and safety risk, by posing a threat to their own safety and/or to the health and safety of others in the College
- b. Fails to respond positively to steps taken by the College to resolving student inappropriate behaviour.
- c. Commits an act of violence or threatens an act of violence
- d. Is involved in substance abuse (see policy)
- e. Infringes on the personal privacy of staff or fellow students (9.1)
- f. Leaves classroom or premises without permission

**Following a serious breach of The Code a student will be sent home, after contact with parent/guardian, to return with parent/guardian for a meeting with the Class Tutor and/or Senior Management to attempt a resolution.**

#### **6.1 Procedures for investigating a serious incident**

- The Principal or his designated representative will conduct an investigation into the alleged incident
- Student/s may be suspended while this investigation is ongoing
- For all suspensions the parents of the student will be contacted by phone and sent a letter outlining:
  - a. The reason for the suspension
  - b. The period of suspension
  - c. An invitation to contact the Principal or their representative to set a date to discuss the alleged offence and suspension.
- On concluding the investigation the Principal will apply the appropriate sanction as outlined in the code of behaviour or proceed to implement permanent expulsion procedures if he feels this is required.

## 7. Roles and Responsibilities

The disciplinary procedure is as follows:

Sanctions or punishments fall into four main groups:

- (i) Those used by the *Subject Teacher*
- (ii) Those used by *Class Tutors*
- (iii) Those used by the *Year Head*
- (iv) Those used by the *Deputy Principal/Principal*

### 7.1 Group 1 - used by the Subject Teacher, Class Tutors, Year Head, Principal/ Deputy Principal

- Verbal reprimand
- Written work
- A note of apology to be presented
- A note of explanation required
- Detention the same or following day *at the discretion of the teacher.*
- Confiscation of item(s) until the matter is resolved
- Requiring the pupil to make good any damage caused by him/her
- Report students to Class Tutor, Year Head, Deputy Principal, Principal

### 7.2 Group 2 - used by Class Tutors, Year Head, Principal/ Deputy Principal

The Class Tutors may also require:

- That the pupil carry a Daily Report Sheet, designed to monitor behaviour and progress, which will be signed by each subject teacher. This Report Sheet must also be signed by parents/guardians and returned to the *Class Tutor* on the next school day.

### 7.3 Group 3 - used by the Year Head, Principal/ Deputy Principal

The Year Head may also require:

- The withdrawal of the pupil from class
- That parents/guardians be invited to an interview to assist in resolving matters

*Contact with parent/guardian is at the discretion of the Year Head in consultation with the Tutor.*

### 7.4 Group 4 - used by the Principal/ Deputy Principal

Serious and repeated breaches of the Code of Conduct will be viewed with the utmost gravity and the following sanctions, as well as any/all of the above may be used by the Principal or the Deputy Principal:

- Following a serious breach of the code of behaviour a student will be sent home, after contact with parent/guardian, to return with parent/guardian for a meeting with the principal/deputy principal.
- The pupil may be suspended for a fixed period of time or until the next meeting of the Board of Management (max of 6 days)
- The Principal may decide to recommend expulsion of the pupil

All suspensions or dismissals from school may be appealed to the Board of Management.

It may be necessary for other authorised adults to impose sanctions – Supervisors, Trip Organisers etc. following consultation with the Principal/Deputy Principal.

## 8. College Uniform

College uniforms can be bought from *Arnotts of Henry Street*. The purchase of the school tracksuit is compulsory.

The College uniform must be worn to school every day.

The College tracksuit may only be worn in PE or as requested by members of staff for other College activities/outings and/or in exceptional circumstances.

All students must have PE gear for timetabled PE classes.

	<b>Juniors</b>	<b>Seniors</b>
Jumper	Navy Blue	Green
Tie	College Tie	College Tie
Shirt/Blouse	White	White
Trousers	Navy	Grey
Skirt	Navy/Green tartan	Navy/Green tartan
Shoes/Runners	Black. No white or coloured soles	
Tracksuit	Royal Blue	Royal Blue
P.E. Gear	Royal Blue Shorts & Socks	Royal Blue Shorts & Socks

## 9. College Rules

<b>9.1</b>	<b>Respect for Staff and Fellow Pupils</b>
	The school exists to promote learning in a disciplined environment. 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.
	It is not acceptable for students to commit constant, insidious, low-level acts of indiscipline which interfere with teaching and learning.
	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. *See LCC Anti-Bullying Policy
	Any student who infringes on the personal privacy of staff or fellow students will be subject to the most serious sanctions the school has at its disposal.
<b>9.2</b>	<b>Respect for School Property</b>
	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. Interference with the Fire Alarm or Fire Equipment is a serious health and safety issue and may result in suspension/expulsion. <i>Students may be requested to pay a fine for damage/repair.</i>
<b>9.3</b>	<b>*Attendance *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.

	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.
	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.
	Students must not leave college without permission. Parents/Guardians must provide a note for the early release of a student. <b>All students must be signed out of school.</b> The Principal, Deputy Principal, Year Head and/or Duty teacher may sign the student out on the signing out form at the porters' desk. <b>Students will not be sent home without contact being made with a parent/guardian.</b>
	Students must remain within the college boundaries during college hours except for lunchtime. Students may not leave the college during morning break.
<b>9.4</b>	<b>Latecoming</b>
	Students who report late for school will report for detention to the duty teacher at the end of the school day. Students who display a pattern of latecoming will be required to attend an interview with their parent/guardian to attempt a resolution. If the pattern continues detention will be given at the end of each day.
<b>9.5</b>	<b>Assembly</b>
	Students must line up in class groups for assembly at 8.40a.m., 10.50am, 1.30pm., 3.30pm each day
<b>9.6</b>	<b>Entering Class</b>
	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.
<b>9.7</b>	<b>Corridors/Stairs</b>
	Walk quietly on the left-hand side of corridors and stairs, between, during and after classes.
	Students must follow the direction signs.
<b>9.8</b>	<b>Absence from class</b>
	<b>Only in exceptional circumstances are students allowed out of class</b> and, in such cases, students must carry their diary which must have a signed note authorising their absence from class.
<b>9.9</b>	<b>Books and Equipment</b>
	Students must have a bag containing: - (a) College Diary, Copy Books and Text Books (b) Pencil Case with Pens, Pencils etc. © 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.

<b>9.10</b>	<b>Class work, Homework</b>
	<p>Students must do all class work, homework, task-work and projects given to them. 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.</p> <p>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 attend an interview with their parent/guardian to attempt a resolution. If the pattern continues detention will be given.</p>
<b>9.11</b>	<b>Student Diary</b>
	<p>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.</p> <p>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. <b>A parent/guardian will be called in to school in the event of this happening and the student will placed detention.</b></p> <p>The diary must be signed by a parent/guardian of Junior cycle students each day.</p>
<b>9.12</b>	<b>Uniform</b>
	<p>Students must wear the school uniform every day. If a student presents to school without a full uniform a phonecall will be made to their parent/guardian. Once contact has been made the student will be sent home for full uniform.</p> <p>Students may not wear hats or hoods within school grounds. <b>Black Shoes only will be accepted.</b> 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.</p>
<b>9.13</b>	<b>Mobile Phones/Recording Equipment</b>
	<p>In the interest of privacy and child protection, the use of recording equipment is not permitted in the school or school grounds or on school trips without the prior consent of management.</p>
	<p>Student mobile phones must be switched off and not displayed while on school premises i.e. inside school gates. <b>Students in breach of this may have their phones confiscated for up to one week.</b> An alternative option for students is to make a €20 donation via the school to Temple St Children's Hospital. Their phone will be returned on receipt of the €20 donation. 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.</p>
	<p>Parents/guardians who need to speak with their children by phone must do so through the school land line system.</p>
	<p><b><u>Students may not, under any circumstances, use a mobile phone to take pictures or recordings while on the school premises or on school activities.</u></b></p>
<b>9.14</b>	<b>Restrictions</b>
	<p>Personal music players and all electrical devices must be turned off unless permitted by a member of staff.</p>
	<p>Students who are in breach of this rule 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.</p> <p>Laser pointers are forbidden on school premises.</p>

	Chewing gum is forbidden on school premises. Other restrictions include fizzy or flavoured drinks, crisps and popcorn.
<b>9.15</b>	<b>Out of Bounds</b>
	The following are out of bounds <ul style="list-style-type: none"> <li>• Corridors and stair areas during break time.</li> <li>• All offices unless accompanied by a member of staff.</li> <li>• Staff room and staff toilets.</li> <li>• Grassed areas and car park unless accompanied by a member of staff.</li> <li>• Gym unless accompanied by a member of staff.</li> <li>• Front curved stairs unless accompanied by a member of staff.</li> <li>• Any areas marked “out of bounds to students” unless accompanied by a member of staff.</li> </ul>
<b>9.16</b>	<b>Alcohol, Tobacco and Illegal Substances. **</b>
	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. ** See school policy on substance abuse.
	Students who are in breach of this rule will be required to attend an interview with their parent/guardian to attempt a resolution.
<b>9.17</b>	<b>Toilets</b>
	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 teacher to minimise class disruption. Medical issues must be covered with an appropriate medical certificate.
<b>9.18</b>	<b>College activities</b>
	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.

## 10. Rules of the Classroom/Laboratories/Practical Rooms

- a. Students must line up 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 show respect for the teacher, other students and themselves.
- e. Students must respect the gender of others in their class and in the College.
- f. Students must respect the property of the college, the teachers and other students.
- g. Students must put up their hand if they wish to speak.
- h. 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.
- i. Students must use books, equipment, tools, and materials properly and as they are told to do.
- j. Students must not switch on or off any equipment or machines without teacher’s permission.
- k. 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
- l. Students must follow all safety instructions.

## 11. Suspension Policy

Suspension will be a proportionate response to the behaviour that is causing concern. Normally other interventions will have been tried before suspension, and school staff will have reviewed the reasons why these have not worked.

The decision to suspend a student requires serious grounds such as:

- That the student's behaviour is a persistent cause of significant disruption to the learning of others in the class/year group and to the teaching process
- That there is a real and immediate threat to the safety of others or that of the student by continuing in the school at this time
- Serious damage to property.
- That students behaviour has not improved while being on Report during stage 1, or stage 2 or stage 3.

### SUSPENSION FROM SCHOOL - A GUIDE FOR PARENTS

#### ***If your Child is suspended***

You will be informed of your child's suspension by letter. You will be invited to contact the school and/or to attend a meeting in the school to discuss the suspension. It is very important that you contact the school and/or attend this meeting.

You should

- Look at a copy of the school's discipline policy which tells parents how children are expected to behave in school and what actions the school may take in cases of bad behaviour
- Remember that when you enrolled your child in the school you agreed that your child will keep the rules of that school
- Attend any meetings set up by the school to talk about your child's behaviour and/or suspension
- Remember that the teachers are there to give your child as good an education as possible

The Principal (or his or her designated representative) must

- Tell you why your child is being suspended and for how long
- Invite you to a meeting to talk about your child's behaviour, the suspension and his/her future in the school

Some General Points

Only the Principal of a school, or his or her designated representative, has the right to suspend a child

*The Principal must inform the Education Welfare Board if a child is suspended from a CDVEC school for a period of 6 consecutive school days*

A school/college must seek the approval of the school Sub-Committee and the CDVEC if it is seeking to suspend a child/student beyond a total of 20 days suspensions in any one school year.

When agreement is reached between the school, the student, and the parent/s on the future behaviour of the student in the school then the suspension may be lifted.

## **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 CEO of the CDVEC 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 the CDVEC document "Suspension, Exclusion and Refusal to enrol".