

CODE OF BEHAVIOUR

2022/23

Lusk Community College

Signed: 

Chairperson of Board of Management

Date: 6th April 2022

For Review: May 2023

Signed: 

Principal/Secretary to the Board of Management

Date: 6th April 2022

Rationale

To honour our pursuit of excellence in all areas of education, a Code of Behaviour has been adopted by the Board of Management to outline the expected behaviour, so that all members of the school community can work in an orderly, respectful and safe environment, during all school activities both during and outside school hours. This document also outlines the consequences of good and bad behaviour in Lusk Community College. Parent(s)/ Guardian(s) and students will be required to sign the Code of Behaviour in the student's school journal at the beginning of the academic year.

Mission Statement

It is our goal as educators, that students of Lusk Community College, complete their post primary education as confident, resilient, self-aware young adults ready to meet the challenges that life presents. Promoting individual excellence in education means that each student can achieve success as they learn and develop the skills of learning and problem solving. Success for Lusk Community College, is creating a curiosity for knowledge in our students and a love of learning that lasts a lifetime. Our students are encouraged to be environmentally and socially aware, in the understanding that their contribution to society is essential.

Lusk Community College works hard to provide an environment of care and support for each member of the school community. It is the schools wish to create a feeling of belonging, allowing each student the space to develop their own unique talents and personality. This is done in full partnership with all stakeholders in the school community. The shared goal is to achieve the best educational outcomes for each individual. This vision is central to our philosophy. Lusk Community Colleges aim is to develop the intellectual, moral, physical and emotional development of each individual student. We believe that an environment of mutual respect is fundamental to make the student feel connected and safe.

Lusk Community College expects the school community to live our core values; *Kindness, Respect, Responsibility*, in their school and personal lives. We encourage all members of the school community to be respectful and caring of one another at all times.

Introduction

The following is the “Code of Behaviour” for Lusk Community College. It covers the basic rights and responsibilities afforded to and expected of all members within the school community.

Our values of *Respect, Responsibility and Kindness* are at the heart of our school. The Code of Behaviour of Lusk Community College reflects the fact that all members of the school community should demonstrate these values towards each other. Trust, Honesty, Effort, and Teamwork are equally important values in Lusk Community College.

In specific terms, this document describes:

- the Rights and Responsibilities that pertain in the school;
- details of rewards for positive behaviours;
- details of sanctions for negative behaviours & the disciplinary procedures.



As a school, we commit to the values of:

RESPECT

- Treating all students fairly and with respect
- Listening to and valuing every student's opinion and point of view
- Challenging every student to reach the highest academic achievement
- Communicating with parents/guardians on student progress

RESPONSIBILITY

- Being prepared and on-time for class
- Answering student's questions and helping students if they don't understand
- Supporting every student's learning needs
- Helping students learn study skills in my subject area
- Getting involved in school development activities

KINDNESS

- Creating a positive, friendly, caring, safe and happy classroom
- Being friendly and calm when working with students
- Encourage every student's effort and encouraging every student to participate
- Encouraging students to get involved in extra-curricular activities
- Supporting existing and new members of our school community



As a student, you commit to the values of:

RESPECT

- Maintaining my own high standards; respecting and being kind to myself
- Treating everyone in the college with respect
- Treating the college and its facilities with respect
- Treating the local community with respect
- Taking pride in my progress and work ethic in school

RESPONSIBILITY

- Coming to school and class on time every day
- Organising my books and all materials for class
- Completing all homework to the best of my ability
- Always doing classwork and homework to the best of my ability
- Listening carefully in class
- Following classroom guidelines
- Wearing correct uniform at all times
- Taking full responsibility for my actions
- Using technology in an appropriate way
- Fully taking part in school life
- Maintaining a clean and safe environment
- Taking responsibility for my iPad, ensuring it is charged and using it appropriately as instructed

KINDNESS

- Helping other students
- Co-operating with all in the school community
- Taking part and including all in group work/teamwork
- To appreciate all types of learners in our school community
- To be a friend to others when they need it



As a Parent/Guardian, you commit to the school values of:

RESPECT

- Creating a good learning space for my child at home
- Respecting and supporting all members of the school community
- Treating staff, the college and its facilities with respect
- Cooperating and respecting the rules, procedures and policies of the school
- Taking pride in the school my child is attending

RESPONSIBILITY

- Sending my child to school on time every day in full uniform and fully prepared for class
- Communicating with the teachers regularly and informing the college if my child is late/absent from school or leaving the school to attend appointments
- Encouraging my child to work hard and do their best in school at all times
- Checking homework and the journal daily
- Helping my child study/ testing my child before an exam
- Keeping the school updated with information pertinent to your Sons/Daughters learning and school life

KINDNESS

- Working with teachers and college staff to support my child on their learning journey
- Encouraging, rewarding and reinforcing positive feedback from the college
- Making time to talk to my child about their day in school

Teaching and Learning Code

Our core values are at the heart of Lusk Community College; Respect, Responsibility and Kindness. These values support our belief that learning is the most important activity in this school. If you interrupt learning, you will receive a Signing or a Blue Discipline Slip.

Sanctions may include:	Supports may include:
Stage 1	
<ul style="list-style-type: none"> 5 signings in any one category = Blue Form 1 Blue Form = Detention 1 incident of serious misbehaviour = Blue Form 3 Detentions will lead to further supports 	<ul style="list-style-type: none"> Positive reinforcement Awarding of merits Phone call to Parent/ Guardian Meeting with student/ parent and Year Head Student may be placed on Year Head Report form (10 school days) Student may meet with the school Guidance Counsellor
Stage 2	
<ul style="list-style-type: none"> A student may be placed on Year Head Detention 3 additional Detentions will lead to further supports An Internal Suspension may be issued 	<ul style="list-style-type: none"> Individual Student Support Plan Meeting with student/ parent, Year Head and Deputy Principal Student may be placed on a Deputy Principal Report form (10 school days) Student may be requested to meet with the school Guidance Counsellor
Stage 3	
<ul style="list-style-type: none"> A further 3 Detentions will lead to additional supports A Suspension may be issued 	<ul style="list-style-type: none"> Meeting with student/ parent, Year Head and Principal Student may be placed on a Principal Report form (10 school days) Student may be requested to meet with the school Guidance Counsellor
Stage 4	
<ul style="list-style-type: none"> A further 3 Detentions = Meeting with student/ parent, and School Management 	<ul style="list-style-type: none"> The student file may be brought to the Board of Management which may result in sanctions up to and including expulsion.

In the event of a serious breach of discipline the process of sanctions may be void and the incident reported directly to the Deputy Principal or Principal.

In the interest of health and safety the following will not be tolerated and may result in expulsion:

- Physical fighting.
- Possession of illegal substances or use of drugs.
(Principal may request drug test and refer to other agencies)
- Possession of a weapon
- Assault, threats of violence or physically abusive behaviour towards staff and/or other students
- Where the students continued presence in the school constitutes a real and significant threat to Safety.
- Any behaviour, including behaviour that occurs outside of school, which threatens the safety, welfare and health of members of the school community.
- Serious Bullying behaviour, repeated bullying or cyberbullying

Covid-19

The health, safety and wellbeing of staff and students is of utmost importance to Lusk Community College Board of management. All schools are now required to implement measures specifically relating to COVID -19 infection prevention.

The Board of management of Lusk Community College has put measures in place to prevent the spread of Covid-19 within the school and during the school day. These measures are listed below:

- All Students must correctly wear a face mask where a two metre social distance cannot be maintained or where the school/staff request the student to correctly wear a mask.
- Where a student has a medical or additional need which prevents them wearing a face mask, a face visor may be worn by prior agreement with the school. The school should be notified in advance of such cases and agreement reached prior to the student entering the school.
- Face masks must be correctly worn by students moving between classes, on toilet breaks, at the beginning and end of the school day entering and leaving the building, at breaks, during extracurricular activities/excursions/trips or where the school/staff request the student to correctly wear a face mask at any time.
- Students must have their official school COVID Pack, provided by the school, on their person at all times. This pack must contain additional face masks, hand sanitizer and tissues.
- Students must have their own equipment/stationary for class and will not be permitted to use/share equipment with other students
- Students must follow staff instructions on maintaining social distancing at all times.
- Students must follow the one-way system when moving throughout the school.
- Sanitary-coughing etiquette must be adhered to by all at all times.
- Spitting or coughing at another student or staff member, will be regarded as a serious breach of the schools Code of Behaviour.
- Students will use hand sanitizer provide (or equivalent) and maintain good hand washing hygiene in the interest of preventing the spread of bacteria/virus.
- All students must follow teacher instructions on cleaning and sanitising desks, chairs, work stations and equipment when requested
- If presenting with any COVID-19 Symptoms students must not attend school, and all HSE advice must be adhered to.
- Students found to be interfering, altering or willingly failing to comply with Covid-19 measures will receive sanction. Such cases will be treated as a serious breach of discipline under the Lusk Community College Code of Behaviour



Detention

Students who receive a Detention will be issued a detention slip in their journal 24 hours prior to the nominated detention. This slip may be filled out by the Tutor/ Year Head. Student should get this Detention Slip signed by his/her parent(s)/Guardian(s) and reports to the scheduled Detention with the signed slip. The teacher supervising will collect the slip and bring it to the attention of the relevant Year Head.

- If a student does not present with the Detention Slip signed, he/ she will be asked to present to the next scheduled Year Head Detention with a signed slip. Further sanction may apply including suspension.
- If a student fails to regularly attend Detention as scheduled, Parent(s)/Guardian(s) will be asked to meet with the Deputy Principal, and Year head. Further sanction may apply including suspension.
- If a student disrupts/ misbehaves in Detention, he/ she will be sent home and a meeting will be arranged with Parent(s)/Guardian(s). Further sanction may apply including suspension.

Detention will take place on Thursday and Friday afternoon at the Year heads discretion.

- The supervising teacher will take an attendance in the Detention section of ePortal and collect Detention slips for the attention of the Year Head

Year Head Report/ Deputy Report/ Principal's Report

At each stage as listed above, a student may be placed on report for 10 days as deemed appropriate. The report facilitates daily monitoring of the student by Teachers, Tutor and Year Head, which is reviewed with the student and parent(s)/ guardian(s) at the end of the report period. This report monitors closely the student's attendance, punctuality, behaviour, work effort and participation in school life.

During each stage of the report process, the Year Head/ Deputy Principal/ Principal will initially meet with the student and parent(s)/ guardian(s) and set out a Support Plan designed for the individual student. The student will meet with the Year Head/ Deputy Principal/ Principal daily to review their progress and to sign-off on the report. The student must also take the report home each day to be signed by a parent/ guardian.

If a student presents to school without their report, they may be requested to return home and retrieve it. The Year Head/ Deputy Principal/ Principal will meet with the parent(s)/ guardian(s) at the end of the reporting period.

Suspension

Students can be recommended for suspension from school for one incident of serious misbehaviour or where there is an on-going refusal by a student to abide by the regulations of the school's code of behaviour. Failure to show improvement while on report may also warrant suspension.

On return to school following suspension, the school may request to meet Parent(s)/Guardian(s) before the student returns.

Students returning to Lusk Community College following suspension will be required, along with Parent(s)/Guardian(s) to sign a contract of behaviour, ensuring

Any student who is suspended will have the suspension reported to the Board of Management by the Principal at the next regular Board meeting.

Parents have a right to appeal a decision to suspend their son/daughter to the Board of Management. In the event of a successful appeal, all references to the suspension will be removed from the student's records.

Expulsion/Exclusion

In order to maintain good order, discipline and the safety of all the students in the school, it may be necessary to permanently exclude a student from Lusk Community College.

Students can be recommended by the Principal to the Board of Management for exclusion/expulsion from Lusk Community College for one incident of serious misbehaviour or where there is an on-going refusal by a student to abide by the regulations of the school's code of behaviour. Where the Principal considers that the safety of other members of the school community is at risk or where the teaching and learning of other students is being seriously disrupted by another student then the Principal may refer the matter to the Board of Management for the consideration of a permanent exclusion of that student. The Board of Management forms its own decision following the process outlined below. The Rules of Natural Justice shall be adhered to. Students and parents will be given an opportunity to respond in their own defence, prior to any decision being made.

Where the Board is of the opinion that a student should be excluded/expelled it shall notify the local Education Welfare Officer, in writing, of its opinions and the reasons for the exclusion/expulsion.

Parents may appeal the decision of the Board to Dublin Dun Laoghaire Education Training Board DDLETB. Should DDLETB uphold the decision of the Board to exclude a student then the parents may appeal this decision (in accordance with Section 29 of the Education Act 1998) to the Secretary General of the Department of Education and Skills.

In the case where expulsion is being considered, the following procedures will apply:

A period of suspension, as per the school's policy on suspension, will be imposed while the issue of expulsion is being referred to and considered by the Board of Management.

Parent(s)/Guardian(s) will be put on notice, that the Principal is recommending expulsion to the Board of Management.

Advance notice will be given of the date, time and place of the Board of Management meeting scheduled to address the matter of expulsion. A minimum period of five days' notice of this meeting will be given.

Parent(s)/guardian(s)/students will be invited to address part of the Board of Management meeting at which the issue of expulsion is considered.

Where one parent only wishes to attend the meeting, this parent may be accompanied by another person for moral support only. It should be noted that this is not a court so legal representation is unnecessary on either the parents' side or the Board's side.

Such parent(s)/guardian(s)/student(s) will also be invited to make, an optional, written submission to the Board of Management in advance of the Board of Management meeting.

The Board, when issuing notice of the Board of Management meeting, will provide all parties, invited to the meeting, with a written statement of the allegation(s) concerning the recommendation of expulsion and with copies of all documentation, to hand, regarding the possible expulsion.

Notice of the Board of Management meeting will specify all parties to be called by the school in support of the recommendation of expulsion. It will also specify to all parties, invited to the meeting, that such parties have a right and an opportunity to be heard by the Board of Management at the Board meeting.

Conduct of the Board of Management meeting in addressing a recommendation of expulsion. The Chairperson will introduce everyone to the Board members.

- A. The Principal will outline the recommendation of expulsion formally and will outline the case in support of the recommendation. Clarification may be requested from the Principal by any or every member of the Board of Management and/or by any/all of the parties invited to attend the meeting. Clarification as to events leading the recommendation of expulsion may be got from other parties.
- B. Parent(s)/guardian(s) or student will respond to the recommendation. Clarification on the response may be requested by any/all members of the Board of Management and/or by any/all of the parties invited to the meeting. Clarification in support of the response may be got from any person present at the meeting.
- C. When the Chairperson of the Board is satisfied that both the recommendation to expel and the response are fully clarified, he/she will request all parties, including the Principal, except Board of Management members, to leave the meeting.
- D. The Board of Management, prior to making a decision, will give full consideration to all matters addressed in both the recommendation to expel and in response to the recommendation.
- E. The Board of Management may, where it considers, necessary, get legal/expert advice prior to making a decision.
- F. The Board of Management will decide to expel or not to expel.

Notification of Intention to Expel by Board of Management

The Board of Management will, through its secretary, notify, by registered post, the parent(s)/guardian(s)/student of its decision.

Notice of intention to expel will specify:

- Effective date of expulsion: 20 school days following the decision to expel being communicated to and received by the parents and communicated and received by the EWO (Educational Welfare Officer).
- Reason(s) for exclusion/expulsion.
- That the Education Welfare Board has been advised of the intention to exclude/expel.
- Where appropriate, that the student, from the effective date of exclusion/expulsion is under the care and supervision of the parent(s)/guardian(s).
- That a right of appeal exists for parents to Dublin Dun Laoghaire Education Training Board DDLETB. Should DDLETB uphold the decision of the Board to exclude a student then the parents may appeal this decision (in accordance with Section 29 of the Education Act 1998) to the Secretary General of the Department of Education and Skills.

Monitoring and Reviewing of the Code of Behaviour

The Code of Behaviour will be monitored by the Principal, Deputy Principal, the Year Heads, Class Tutors, Class Teachers and the Guidance Counsellor in conjunction with the Student Council and the Parents' Association on an annual basis.

APPENDIX A

Dublin & Dun Laoghaire ETB Guidelines on Discipline

Policy Statement

- (a) Dublin & Dun Laoghaire ETB recognises its obligation to protect the rights of Principals teachers and students and consequently, endorses the aspiration set out in the Department of Education and Science's *"Guidelines towards a Positive Policy for Schools"*.
Behaviour and Disciplines (C/L M 33/91) that: "Expulsion should be resorted to only in the most extreme cases of indiscipline and only after every effort at rehabilitation has failed and every other sanction has been exhausted."
- (b) Dublin & Dun Laoghaire ETB reserves to itself the sole right to expel a student from its schools and colleges.
- (c) Natural justice must be adhered to in all decisions.

Discipline Procedure

- (a) The Principal shall control the day-to-day discipline of the School or College.
- (b) The Principal, when internal sanctions have failed, shall bring all disciplinary matters to the attention to the Board of Management.
- (c) Pupils may not be excluded from the School by the Principal for any period in excess of 10 school days without first convening a Board of Management meeting and receiving its approval.
- (d) No Board of Management may dismiss, or otherwise disbar from attendance at school, a student for more than a total of twenty-eight (28) calendar days or until the next meeting of the Dublin & Dun Laoghaire ETB Committee.
- (e) Parents/Guardians must be informed of their rights to appeal to the Board of Management where dismissal or suspension is involved.
- (f) Where a student and her/his representative fails to convince a Board of Management of their resolve to conform to a School's disciplinary code or where the breach of discipline is so grave that the Board considers it in the best interest of staff and fellow students that attendance be forthwith and permanently forbidden, then the matter must immediately be brought to the attention of DDLETB.