Luttrellstown Community College





Code of Positive Behaviour

STATEMENT OF CORE VALUES

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

The following policy applies to all students in Luttrellstown Community College (LCC), LCC for reference throughout this document is applicable to Luttrellstown Community College students and students of Coláiste na Tulchann (CNT)

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Glossary of Terms

Príomhiode - Principal

Príomhoide Tánaiste – Deputy Principal

Caomhnóir - Year Head

Comhairle Bainistíochta - Management Council

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

Bí Cineálta Policy

Acceptable Use Policy

Admissions Policy and Procedures

First Aid Policy (H&S)

Health & Safety Policy

Intercultural Policy

Literacy and Numeracy Strategy

Pastoral Care Policy

Trips and Outings Policy

TY Admissions Policy

1. CLASS CODE OF POSITIVE BEHAVIOUR

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

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

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

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

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

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

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

1.8 Students are only permitted to go to their lockers at the start of the school day, at break time, at lunchtime and at the end of the school day. Students should not use lockers between classes. Permission to use a locker outside of these times can be given by a staff member in written format if deemed necessary. iPads must be placed in appointed lockers or school bags during break times. See Acceptable Use Policy in relation to use of iPads during breaks.

2. PERSONAL SAFETY

2.1 The use or possession of drugs (including substances similar to Tetrahydrocannabinol [THC], such as Hexahydro cannabinol [HHC], or any other non-prescribed psychoactive substance), lethal substances, tobacco (including all nicotine products and devices), vaping (including devices and content) or any alcoholic beverages are strictly forbidden to students within the school, on the school premises, while attending school events or when wearing the school uniform. Students are strictly forbidden to enter the school premises and/or to attend school events under the influence of any of the above-mentioned substances.

2.2 Aerosols are not allowed in the school.

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

2.4 Corridor behaviour must be appropriate for a public place and no behaviour that impinges on Health & Safety can be tolerated. This applies to all areas in the College.

2.5 Access to certain areas on the campus are restricted at certain times. Students must follow the teachers' directions in relation to these areas.

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

3. PERSONAL PROPERTY AND THE SCHOOL ENVIRONMENT

3.1 On entering the school campus, students are strictly forbidden from using mobile phones, personal audio devices or any such electronic equipment and these must be kept in lockers or schoolbags for the duration of school day.

Disclaimer: Please note that the school does not accept responsibility for any such equipment.

All mobile phones must be switched off and kept in student lockers or school bag. Please see LCC's Acceptable Use Policy for protocols relating to iPads.

3.2 If a student is found using a mobile phone or if their mobile phone disturbs a class the device will be confiscated by the teacher, deputy principal or principal

Parents/guardians may be asked to collect the device from the main office. Repeated breaches of this code will result in further sanctions.

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

3.4 Chewing gum is prohibited on the school premises.

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

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

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

3.8 Students are prohibited from bringing any sharp or illegal objects into school. If a student is in possession of a sharp instrument for any reason sanctions will apply.

E-Scooters

3.9 Light electric vehicles or any motorised vehicles such as e-bikes and e-scooters are not permitted within the college campus. Sanctions may apply if this is not adhered to.

4. ATTENDANCE AND PUNCTUALITY

4.1 Students are expected to attend school by 8.28am.

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

4.3 It is the duty of Príomhoide Tánaiste (as delegated by Board of Management June 2nd 2015) to inform the Education Welfare Officer in writing of any student who misses 20 days or more within one school year. Throughout the year parents/guardians may receive communication from the College outlining the number of absences your child has. This keeps parents/guardians informed and the College will help lo support you and your child in improving their attendance.

4.4 It is the parent's/guardian's responsibility to ensure that the child in their care attends school every day and on time.

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

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

4.7 – Lunchtime Privilege: The opportunity for senior cycle students to leave the school premises at lunchtime is a privilege that recognises their maturity and growing independence.

This privilege is afforded to students on the understanding that they will act responsibly, safely, and respectfully at all times, both within the school community and in the wider local area. Students are representatives of the school and are expected to uphold its values and maintain positive relationships within the community. Any behaviour that endangers the student or others, or that brings the school into disrepute, will be considered a serious breach of the Code of Behaviour. This privilege may be **withdrawn at any time** where a student does not meet these expectations or is found to be in breach of the Code of Behaviour.

5. INTERNET ACCESS

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

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

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

6. REWARDS AND SANCTIONS

The Board of Management is responsible for the implementation of the Code of Positive Behaviour. All stakeholders work together to support positive behaviour in LCC and this

Code is implemented jointly by Parents, LCC staff and students. A ladder approach is taken and serious breaches of this code will be evaluated by the Comhairle Bainistíochta (CB).

LCC has a CB consisting of Príomhoide, Príomhoide Tánaisteach, and Assistant Principals. The CB is consulted on matters of discipline from time to time. Only LCC's Príomhoide and Príomhoide Tánaisteach have the right to suspend and they do so in consultation with Caomhnóirí.

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

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

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

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

- Reasoning with the student
- Reprimand, including advice on how to improve
- Move place of seating in class
- Note in the homework journal

- Extra homework given
- Extra work to be completed at lunchtime
- Notes to Parent/Guardian
- The removal of a student from class after prior consultation with Príomhoide.
- Detention, after school or at lunchtime. Failure to attend detention will result in exclusion from a school trip or activity or the performance of a social responsibility task.
- Loss of privileges
- External suspension
- Motion to expel may be presented to the Board of Management if a student's behaviour is a persistent cause of significant disruption to the learning of others or to the teaching process.

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

Step I. Reasoning with student, contact with parent, note in student journal/VSware record. Teachers will liaise with Tutor. Student may be put 'On Report' at this stage or at a later stage.

Step 2. Referral to Tutor. With support of tutor, student reflects on their actions and takes responsibility for improving behaviour.

Step 3. Referral to Caomhnóir who may refer it further up the Ladder of Referral — Príomhoide Tánaisteach/ Príomhoide.

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

- A note will be made in the college journal and/or in the student's electronic file as a record of unsatisfactory behaviour.
- In the case of continuous unacceptable behaviour, the student will receive a disciplinary report form. This will be noted in homework journal.
- There will be cases whereby detention will be used as a strategy to assist in improving the student's sense of responsibility: e.g. poor timekeeping, continuous unacceptable behaviour, continually failing to complete homework etc. Parents will be informed in advance.
- In the case of a student not attending detention without an acceptable reason given in writing beforehand, he/she will be detained again. If the student fails to attend this, in extreme circumstances he/she may be suspended.
- In the case of continuous unacceptable behaviour as mentioned above, the tutor will place the student 'On Report' if they believe this will help change their behaviour. Parents/guardians are requested to sign the report on a daily basis.

- If deemed necessary, students may also be placed on Caomhnóir Report, to be signed daily by a parent/guardian.
- A student may be requested to engage with an additional behavioural programme. A meeting will be sought with parents, student and student's care team before the programme begins.
- A student may be asked to engage with a behavioural contract if this is deemed necessary.
- From time to time it may be necessary to meet with the parents/guardians to discuss counselling, extra support or any other necessary support structures, which can be made available to the student.

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

- The consistent breaches of college rules and regulations.
- The student's behaviour has had a seriously detrimental effect on the education and/or wellbeing of other students.
- The student's continued presence in the school at this time constitutes a threat to safety.
- The student is responsible for serious damage to property.
- The student is responsible for actions that compromise the safety of others.
- Interference with the School Fire Alarm activation points or associated safety procedures will result in an immediate suspension of up to 3 days and a monetary fine to be agreed by the School Board of Management
- A single incident of serious misconduct may be grounds for suspension, some examples include, theft, malicious damage, physical altercation, verbal/physical abuse, intimidation, inappropriate behaviour, etc. In such cases the Caomhn6ir or a member of Senior Management will offer to meet or speak with parents/guardians to discuss grounds for suspension.
- Student's behaviour has damaged the reputation of the school.

6.4 Príomhoide may bring a motion to expel to the Board of Management. Parents will be notified in advance and invited to put the student's case to the Board. In the case of a decision by the Board of Management to expel the student, the parents/ guardians (or the student if he/she is 18 years of age) have the right to appeal the decision to the Department of Education. Details in relation to the above procedure may be obtained from the Secretary of the Board of Management.

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

6.6 There may be exceptional circumstances where the Board of Management forms the opinion that a student should be expelled for a first offence. The kinds of behaviour that might result in a proposal to expel on the basis of a single breach of the code could include:

- a serious threat of violence against another student or member of staff
- actual violence or physical assault
- supplying illegal drugs to other students in the school
- sexual assault

7. ROLES AND RESPONSIBILITIES OF VARIOUS PARTIES

7.1 Roles/ Responsibilities of Teaching Staff and School Management.

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

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

7 .2 Roles and Responsibilities of Parents/Guardians

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

- Fostering mutually respectful relationships between students, parents/guardians and all staff on the college campus.

- Supporting the school in its high expectations of positive behaviour and high standards of achievement and by encouraging and supporting their children's progress.
- Informing the school of concerns which may affect the child's progress.
- Cooperate with the school in ensuring that their son/daughter attends school for the full academic year. and communicates promptly with the school if that is not possible.
- During State exams students will follow LCC's Code of Positive Behaviour as usual. This includes protocols on uniform and punctuality. LCC asks parents to make sure students are available for all their exams. The timetable for_ State exams is published well in advance of their commencement. LCC will not withdraw students from subjects that they have been prepared for by teachers. Parental cooperation at exam time is much appreciated.
- Providing feedback through the Parent Council in relation to policies.
- Should Parents/guardians wish to contact the Board / members of the Board of Management they should do so by corresponding with the Secretary to the Board, Príomhoide.

7.3 Roles and Responsibilities of Students

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

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

8. CRITERIA FOR SUCCESS:

We will recognise that this code is effective if:

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

Monitoring and review

Luttrellstown Community College will monitor, review and evaluate this policy and all related work and procedures on an ongoing basis to ensure legal compliance and the maintenance of best practices.

This policy was adopted by the Board of Management on: 15/06/2026

Signed: _____

Chairperson of Board of Management
Date: 15 June 2026

Signed: _____

Principal
Date: 15/06/2026

Date of next review: June 2027