

CODE OF CONDUCT

Good behaviour is an essential part of the learning process. Everyone has the right to study and develop in an atmosphere of trust, respect and security. The following rules for appropriate behaviour will be displayed in each classroom. Furthermore, each pupil will indicate his/her acceptance of these rules by signing the relevant section of the Student Planner.

1. Punctuality to class is essential.
2. Pupils must enter and leave the classroom in an orderly manner.
3. Everyone must show the courtesy and respect that they would expect from others.
4. Pupils must bring the correct books and a pencil case to every class.
5. Listening attentively, particularly to instructions, is essential.
6. Full participation in class activities is expected from every pupil.
7. Interruptions while others are speaking are not acceptable.
8. Homework must be:
 - recorded accurately in the student planner;
 - completed to the highest possible standard;
 - submitted at the specified time.
9. It is the pupil's responsibility to arrange for a friend to pass on, or collect, details of any work set, in the event of a planned absence.
10. Food and drink must not be consumed in the classroom.

1. **Conduct on the school premises, outside the classroom**

Pupils must not engage in activities which will be harmful to them or their peers or which may lead to damage to property.

• **Before class starts in the morning**

Pupils should line up outside their assembly room at 8:50 and only enter the room with their form teacher's permission.

• **General assemblies**

Pupils must line up, in class groups, in alphabetical order, parallel to and facing the stage. When assembly is over, class groups must wait in silence until they are dismissed, line by line.

• **On the corridors/outside 'mobile' classrooms**

(a) **Between class:**

Pupils are expected to move about the school in an orderly manner;

Pupils should stand aside for adults at doorways, holding the door open, if necessary.

(b) **During class:**

As far as possible, all pupils should, at all times be in class or in the study hall. Pupils should take the opportunity to go to the toilet at break and lunchtime, rather than asking out of class. Pupils who are out of class will be challenged and 'hurried on' to class/study hall; a verbal reprimand will be given, if appropriate, in the first instance; persistent offenders will be reported to their form teacher/HoY.

• **Breaktime and lunchtime**

First Break: 10:30-10:45 (canteen). Second Break: 11:00-11:15

First lunch: 12:45-1:30. Second lunch: 1:15-2:00.

Warning bells will be rung five minutes before the end of break and lunch time to remind pupils that they should make their way to their classrooms, to enable class to start promptly.

During break and lunch times pupils are expected to go to designated areas and stay away from classrooms. The environment should be relaxed and safe for all pupils.

Pupils who wish to go home for lunch should bring a written request from a parent at the beginning of the school year. Apart from exceptional circumstances, only those who live within walking distance of the school will be allowed to leave school at lunchtime.

• **School Canteen**

Conduct in the canteen should be relaxed but orderly; all rules for queuing and clearing must be strictly adhered to.

Year 8 are allowed go to canteen five minutes before other year groups.

2. **Conduct after school/off the school premises**

For reasons of Health and Safety, only the pedestrian exits can be used. No pupil is allowed to walk down the school drive-ways nor leave school through the main gates.

Pupils should go directly home from school and not congregate in the town centre.

Pupils are reminded that they are representing the school whenever and wherever they are wearing the school uniform, and that bringing the school into disrepute by unacceptable behaviour when wearing the school uniform will result in suspension.

3. **School Uniform**

Pupils must wear their uniform neatly and observe all uniform regulations. Failure to do so will result in detention or more serious sanctions, as appropriate. **See Uniform Policy.**

4. **Attendance:**

Every pupil should aim for full attendance. Recognition will be given to those who achieve full attendance. A casual approach to attendance is not acceptable. Any pupil returning to school after a period of absence must, on the day of return, present to his/her form teacher an explanatory letter from a parent/guardian. Failure to supply an explanatory note after an absence, by the third day after return to school, will result in detention. Your parent/guardian can use the absence notes provided on page 21 of this planner.

No pupil should be on the school premises after 3:30 unless he/she is involved in school business.

5. **Leaving school during school day:**

All pupils must remain within school bounds throughout the school day unless they are given permission to leave. Such permission will be given only by the Principal and Vice-Principals, on production of written request by parent/carer, together with an appointment card, where relevant. Pupils must be **collected** by a parent/guardian and 'signed out' at reception (not at the school gates). Students in Years 13 & 14 must have their notes signed by Mr Donnelly (V.P). Students may 'sign out' themselves **but only if written permission is provided by parent/carer, together with a phone number at which parent/carer can be contacted to verify the request.**

Parents are reminded that medical and dental appointments (other than those with hospital consultants) should not be made during the school day.

Attendance will be monitored throughout the school day. Pupils who leave school without permission will be put on Saturday/Directed Day detention.

6. **Punctuality:**

Pupils must be punctual for school. They should be in their registration rooms/assembly hall by 8:50, at the latest. Pupils who arrive after 8:55 must report to the main office where the time and reason for lateness will be recorded. If a pupil does not have a letter from a parent explaining their lateness they should bring the late slip that they will receive from the office home to be signed by a parent/guardian and return it to the office the following day. If a student arrives late twice in one month, without a written explanation from a parent/guardian, or arrives persistently late to school without acceptable reason, then s/he is assigned to after-school study. Whenever a student is required to do after-school study his/her parents will be informed. The letter sent home to parents will specify the date of the ASD. This date can only be changed in exceptional circumstances. The pupil should see Mrs K Boyle before this date to discuss if an alternative arrangement is possible. Punctuality Detention takes place in the sixth form study hall on a Wednesday (monthly) or Thursday (weekly) only. Failure to complete the punctuality detention on the given week (or following week if a special arrangement has been made) will result in a Saturday Detention. In the case of persistent late-comers a phone call/meeting with parent/guardian may be necessary to examine the matter in more detail with a view to finding a resolution. If the problem persists there will be an escalation of sanctions, as per the school's code of conduct, including referral to the Board of Governors and suspension.

Likewise, pupils must arrive promptly for all of their classes. Punctuality to class will be monitored throughout the day. Sanctions will be in place for those who are persistently late.

7. **Bullying**

Bullying of any type will not be tolerated. St Patrick's Academy will do all within its power to combat bullying – see **Anti-Bullying Policy**.

8. **School trips**

Conduct on school trips must be in accordance with procedures as set out in the **School Trips Policy**.

9. **Mobile phones and iPods**

- Mobile phones and iPods must be **switched off and kept out of sight throughout the school day**. Any pupil failing to observe this regulation will have his/her mobile phone or iPod confiscated and the phone/iPod held by the school until it is collected by a parent/guardian.
- In the interests of Child Protection and of privacy, no pupil is allowed to use his/her iPod/phone to record an image (video or still) or to make an audio recording of a pupil or member of staff. Anyone caught doing so, or attempting to do so, will be suspended.
- Anyone caught trying to provoke a situation whereby a video or audio recording will be made will be suspended.

10. **Use of MP3 players, iPods, PSP, games technology**

In the interest of Health and Safety and of the security of pupils' possessions, the use of all such devices is not permitted during the school day (8:50-3:30). Use of such items will lead to confiscation and the same return procedures which apply to the use of mobile phones. (See above.)

11. **Smoking**

Pupils are strictly forbidden to smoke in school, or when wearing school uniform outside school hours. In view of the serious health implications of smoking, any pupil who breaks this rule will have the following sanctions imposed: parents will be informed, a warning given and after school detention will be imposed, in two successive weeks. Re-offending will result in suspension.

12. **Alcohol and Drugs**

Alcohol and illicit/illegal substances are absolutely forbidden in school and the school grounds, or when wearing school uniform outside school hours – see **Drugs Education Policy**. Pupils in breach of this rule will be excluded from school; this exclusion may eventually result in suspension or expulsion by the Board of Governors.

13. **Care of school environment**

Graffiti or damage to property will not be tolerated. The cost of repairing wilful damage will be met by the pupil responsible for causing the damage.

- All litter must be put in bins.
- Chewing gum is forbidden.

14. **Buses**

Pupils must assemble in the allocated line and wait there until the supervising teacher informs them of the arrival of their bus. They should then walk in an orderly manner to the bus and board it. Pupils are expected to maintain the same high standards of courtesy on their journeys to and from school as they are required to show in school.

Inappropriate conduct on the school bus will be dealt with very severely, with, as a minimum, a directed day detention/Saturday detention, as a sanction from the school. For their part, Translink/SELB may not only revoke the right of a pupil to travel on a bus and, in addition, expect that payment be made for any damage done to Translink property (including the cost of cleaning buses to make them suitable for other users) but may also remove a bus from a route altogether.

15. **School property**

School textbooks must be covered and properly cared for. All books should have the pupil's name on the inside of the front cover. Pupils should have a strong school bag for carrying books and other materials. Textbooks are supplied on loan to pupils and must be returned at the end of the school year. Where loss or damage to school property - including textbooks – occurs, the school may require the pupil to pay the costs of repair or replacement.

16. **Pupils' property**

All items of uniform should bear the owner's name. Pupils should not leave money or other valuables unattended in school bags or pencil cases. Pupils may not, under any circumstances, go to other pupils' lockers. School bags or other items must not be placed on top of lockers or in passage ways.

Sanctions for misbehaviour

(a) **Detention procedures:**

- **Lunch time detention (LTD)** lasts 25 minutes.
- **After school detention (ASD)** takes place once a week, usually on Thursdays, from 3:30-5:00.
- Parents are always informed by letter so that travel arrangements can be made.
- **Saturday Detention** will last for three hours and will be imposed for more serious breaches of discipline, including truancy or persistent misconduct resulting in more than three occasions of ASD. It can be given only by the Principal or VPs. Parents are always informed by letter so that travel arrangements can be made.
- **Directed day detention (DDD)**, from 9:00am-3:30, may be used as an alternative to Saturday Detention.
- ASD cannot be substituted for Saturday or Directed Day detention. Failure to do Saturday or Directed Day detention will result in suspension.
- **Three instances of detentions (excluding LTD)** will result in a pupil being removed from a school team/competitive event/school visit, for a minimum of one school term or equivalent length of time.

Any detention set will be recorded in a pupil's school record, on SIMS.

(b) **Alternative/additional sanctions:**

- Withdrawal of privileges, possibly including non-involvement in extra-curricular activities and/or class/year group rewards;
- Temporary removal of a pupil from his/her peers into another class;
- Temporary 'attachment' of a pupil to a senior member of staff
- Internal suspension.

In the case of all serious disciplinary issues, parental involvement and support will be sought. At the discretion of the Principal, pupils whose behaviour and/or progress are giving rise to serious concern, may be asked to sign an agreement, indicating their willingness to co-operate fully with their class teachers and to conform to the school's code of conduct. A pupil and his/her parents may be required to meet the Board of Governors' Positive Behaviour Sub-committee.

(c) **Suspension, exclusion, expulsion:**

In extreme cases of misbehaviour, the Board of Governors may deem that suspension, exclusion or expulsion is the appropriate course of action.

Suspension may be imposed if a pupil has failed to respond to less serious sanctions. It may also be the sanction for a single incident of serious misconduct; it may be imposed for bullying and, because of the particularly hurtful nature of cyberbullying, will always be imposed for the latter offence.

Expulsion from school may be the result of repeated serious misconduct, when a pupil has failed to respond to all other means of remedial action by the school. Expulsion may also result from a single instance of grave misconduct, such as a pupil striking a member of staff or a pupil coming onto the school premises after school hours to carry out malicious damage to school property. In the case of students about to sit external examinations, such misconduct may result in a student being denied further entry to the school premises and will consequently require him/her to find an alternative venue in which to do those examinations.

Conclusion:

In St Patrick's Academy, we feel confident that our pupils, with the encouragement of both staff and parents, will recognise that the above rules and procedures exist solely to underpin the school's aim of creating and maintaining an environment for all, which is safe, secure and conducive to productive learning.

UNIFORM

General Guidelines

School uniform must be worn on all occasions, in a manner which is neat and tidy. Please ensure that all items of uniform are clearly marked. See Uniform Policy.

Uniform checks will be carried out daily by form teachers and periodically by the Head of Year and by members of Senior Management. Class teachers will also check uniform and issue conduct logs to students who come to class with uniform which is in breach of uniform regulations.

At the discretion of Senior Management, a student who is in serious breach of one of the uniform rules, or who persistently breaches the regulations, will be removed from class and placed on internal suspension for a day. Students will then be given a letter to take home to parent(s)/guardian(s), asking them to have the particular uniform offence(s) corrected so that the student may return to school as soon as possible.

Uniform Checklist

All students must have:

- School blazer (Blazers must be worn, not carried or kept in schoolbags)
- School clip on tie. The tie must be worn on the journey to and from school. Mrs McMahon will loan ties before 8.50am which should be returned to her on the same day at 3.30. Pupils must use the signing out book for ties.
- Years 8-12 blue school blouse/shirt
- Years 13 & 14 white school blouse/shirt
- School V-neck jumper
- If a scarf is worn, only the school scarf is acceptable
- Outdoor jacket: navy waterproof jacket with the school crest may be worn over, not instead of, the blazer; no other outdoor garment or 'fleece' will be permitted

Girls' clothing:

- Navy pleated skirt worn below the knee (school regulation only)
(If a skirt is purchased and is shorter than the regulation length then pupils will be asked to change it)
- Plain black leather school shoes - heel height must not exceed 2.5cm; 'sling-backs', mules, boots, trainers and so on are not permitted
- navy tights, not socks, must always be worn
- hair accessories should be in keeping with the school uniform

Boys' clothing:

- plain black trousers
- plain black socks
- plain black leather shoes - boots, trainers and so on are not permitted

PE Uniform: Years 8 – 12 boys and girls:

- School crested football shirt, shorts and socks
- Trainers, football boots, swimwear

Make-up: Girls in Years 13 and 14 may wear light foundation but no other make-up is allowed.

Years 8-12 inclusive: Make-up should not be worn. This includes false tan, eye make-up and nail polish. Students wearing make-up will be asked to remove it and given a conduct log.

Hair Styles: Students must not adopt hairstyles which are extreme, with regard to length or colour. Boys must be clean shaven.

Jewellery: One pair of stud earrings in ear lobes only (no hoops or drop earrings permitted); no other facial or body piercing permitted.

One chain and one plain ring will be allowed.

Excessive jewellery or hats, scarves, ties, etc. that breach uniform regulations will be confiscated.

No tattoos

School uniform suppliers:

Carmel's, Irish St, Dungannon; Horace McMullan, Dungannon

DIGG, Irish St. Dungannon Frank McGirr's, Coalisland.

Malachy Kelly's, Irish St, Dungannon; No 5, Lineside, Coalisland

PE kit: Brendan Begley

Sanctions

While our aim is, at all times, to help our young people to develop self-discipline, sanctions have to be imposed on occasions.

Lunchtime (ltd) / After-school Detentions (asd) / Saturday School / Directed Day (dd)

Code	Offence	Sanction
B	Bullying	ASD/Saturday/DD/Suspension
BL	Bad language	ASD
C	Copying in a test/Plagiarism in homework/coursework/controlled assessment	Test/assessment cancelled & ASD
DP	Minor damage to school property eg writing on desk	Payment for repairing damage & ASD
E	Endangering other pupils/staff	ASD/DD/Saturday/Suspension
F	Fighting	ASD/DD/Suspension
G	Gambling eg 'pitching'	ASD
IFE	Interfering with fire equipment	Suspension on Health & Safety grounds
LOC	Lack of courtesy	LTD/ASD
LS	Leaving school without permission	Saturday/DD
MBB	Misbehaviour on bus	Loss of bus pass/ASD
MBC	Misbehaviour in class	LTD/ASD
MBSH	Misbehaviour in study hall	ASD
MBST	Misbehaviour on school trip	ASD/DD/Saturday/Suspension
MC	Missing class	ASD
MCOM	Misuse of computer facilities	ASD/Suspension
MP	Misuse of mobile phone/iPod	Confiscation of phone or iPod/ASD
NAN	No absence note within 3 days (by day 3)	ASD
NB	No books on 2 occasions in same subject	LTD for 1 st offence, ASD for 2 nd offence
NCW	No coursework/assessment	ASD
NH	No homework x 2 [in half a term] – extra homework given	LTD/ASD
NE	No equipment on 2 occasions	LTD
NPE	No PE kit on 2 occasions in half a term	ASD
NPIPE	Non-participation in PE on 2 occasions	ASD
OB	Out of bounds	ASD/Saturday/DD
P	Two lates to school without notes	ASD
P*	Deliberately coming late to school	ASD
P**	Persistent lateness to school	ASD
PF	Misuse/possession of fireworks, lighter, matches, laser pen, aerosol, e-cigarette, psychoactive substances	Suspension
PMCT	Three negative comments in SIMS	LTD
PMCT*	More than three negative comments in SIMS	ASD
PMCT2	2 ASD's	HOY Interview
PMCT3	3 ASD's	SMT referral
PMCT4	4 ASD's	Saturday/Interview with parents
RCO	Running on Corridors	ASD
S	Smoking	2 ASD/suspension for 2nd offence
SG	Selling goods/bringing goods into school to sell	1 day suspension
SID	Bringing the school into disrepute	ASD/DD/Suspension
ST	Stealing	ASD/suspension for 2nd offence
T	Truancing	Saturday/DD
UA	Unacceptable behaviour while in school uniform	ASD/Saturday/DD
UO	Uniform offences on two occasions	ASD
UV	Unauthorised video/audio recording	Suspension

The above is not an exhaustive list of offences. A recurrence of offences will lead to increased severity of the sanctions imposed. Good behaviour will be acknowledged with positive logs, early breaks and lunches, certificates, hot chocolate treats etc.