

Ashton School

Code of Behaviour and Discipline

Treat others as you would like them to treat you.

This school is for learning. Students, teachers and parents work together to make this happen.

Students and school staff respect each other and behave in such a way that the school will function as a centre of growth, support and positive achievement.

The primary concern of any Code of Behaviour and Discipline is to attempt to strike a balance between the rights of the individual and responsibilities to the greater good.

This Code of Behaviour and Discipline seeks to encourage positive learning in a classroom setting. The school demands respect for school staff in order to create an orderly classroom environment where all the students in the class have the opportunity to hear and be heard by the teacher.

When individual students do not conform to this principle of respect and good behaviour they will find themselves subject to the school's disciplinary procedures.

Furthermore the Principal may decide to refer any disciplinary matter to the Board of Management where s/he feels it is appropriate for the Board to decide on the sanctions appropriate to the case.

School Rules

1. Exemplary behaviour is expected from students at all times.
2. On the way to and from school and/or when in school uniform students must behave in a way that will not bring themselves, their parents/guardians or the school into disrepute.
3. Harassment and bullying of any nature is unacceptable.
4. Students must treat staff, visitors and each other with respect and courtesy.
5. Students are required to attend school each day. Absences must be explained on day of return by a note from parent/guardian addressed to Year Head.
6. Students must attend all classes for which they are timetabled. A written request from parent/guardian must be submitted in advance (by 9am) if a student needs to be excused from a class/classes for a medical or dental appointment. In the case of illness a student will be allowed home when the school office has made contact with a parent/guardian. Requests for permission to be absent for other reasons must be made in writing to the appropriate year head at least 24 hours in advance.
7. Punctuality is expected throughout the school day. Students who arrive late to school must sign in at the school office. Students arriving after 9.30am must bring an explanatory note.
8. Students must remain within the school grounds during the school day. Certain areas of the school are out of bounds - these areas are marked on a map shown outside the Deputy Principal's office. Students must leave the school grounds within 20 minutes of the last class unless engaged in an approved school activity.
9. Students are forbidden to smoke tobacco or use e-cigarettes within the school building, in or near the school grounds and on all school activities and outings.
10. Possession, use or supply of unauthorised substances e.g. tobacco, e-cigarettes, alcohol, etc. is strictly forbidden in school and on all school activities and outings.
11. Possession, use or supply of illegal substances and/or associated paraphernalia is strictly forbidden at all times.
12. The school uniform worn neatly is compulsory during the school day and on official school functions and outings. Hairstyles must be neat, tidy and appropriate for school. Extreme hairstyles and hair

colour are unacceptable. Facial jewellery is prohibited. All jewellery and earrings must be neat, tidy and appropriate for school. Bars, ear-stretching devices, discs etc. are prohibited. Use of excessive make-up is prohibited. Management reserves the right to determine what is appropriate and acceptable.

13. The visible possession and/or use of mobile devices (e.g. mobile phone, tablet PC, etc.) without school permission is prohibited during the school day and such equipment may be confiscated. The unauthorised use of any recording devices is forbidden in or near the school grounds and on all school activities. (Refer to Privacy Policy)
14. Students must use computers appropriately and ensure the security of their passwords.
15. Circulating, publishing or distributing (including on the internet) material associated with school activities including but not limited to material in relation to staff and students where such circulation undermines, humiliates or causes damage to another person is considered a serious breach of school discipline
16. Students are required to have the necessary copies, texts, equipment and designated PE gear as required for timetabled classes each day so as to participate fully in class activities.
17. Students are required to do the set homework, study and revision and to use the homework journal as directed.
18. Students are to move about the school in a quiet and orderly fashion and to obey directions from staff. Other than at break times, students must not enter the toilet areas without permission from a staff member. Loitering in the toilet areas is not permitted at any time.
19. Respect must be shown for school and personal property. Theft of school and personal property is a criminal offence.
20. Food and drinks may only be consumed in designated areas on the ground floor or out of doors. Popcorn and chewing gum are forbidden. Hot drinks are forbidden on stairwells, middle and top floors.
21. Students must attend detentions as designated.
22. Students must report for canteen duty as assigned.
23. Students must exercise care when walking, driving or cycling on the school grounds. Students must not park on school grounds without prior permission from school management.

The infringements of these rules will result in sanctions which are deemed appropriate in the circumstances. These sanctions may include extra work, cleaning tasks, detention at lunchtime or after school, confiscation, restitution, issuing of Subject Report Cards, withdrawal from classes, suspension from school or exclusion from school. June 2016