

Ashton School

Code of Behaviour and Discipline

School is for learning, and students, teachers and parents work together to make this happen effectively. Students and school staff respect each other and behave in such a way that the school will function as a centre of learning, support and development. When individual students do not conform to this principle of respect and good behaviour, they will find themselves subject to the school's disciplinary sanctions set out in the school's Code of Behaviour and Discipline.

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 all members of the school community 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.

'Treat others as you would like them to treat you.'

School Rules

For the purposes of these rules the school day is defined as the period of time from when a student arrives on the school grounds to when the student leaves the school grounds.

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 all members of the school community and visitors with respect and courtesy.
5. Students are required to attend school each day. Absences must be explained on or before the day of return to school by submitting a note on the Compass system.
6. Students must attend all classes for which they are timetabled. Notification from parent/guardian must be submitted in advance (by 9.00 a.m.) if a student needs to be excused from one or more lessons for an urgent appointment such as a medical or dental appointment. In the case of illness, a student will be allowed to go home when the school office has made contact with a parent/guardian. Notification for permission to be absent for other reasons must be submitted on the Compass system at least 24 hours in advance.
7. Punctuality is expected throughout the school day. Students who arrive after the 9.00 a.m. bell are deemed late and must sign in at the school office. The lateness of students arriving after 9.30 a.m. must be explained by the submission of an explanatory note on the Compass system.
8. Students must remain within the school grounds during the school day. Certain areas of the school are out of bounds. These areas are clearly marked on a map displayed in the school. It

is the responsibility of students to ensure they are aware of the bounds. Students must leave the school grounds within 20 minutes of the last lesson 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 must be discreet and limited to one small item. Jewellery must be neat, tidy and appropriate for school. 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 the express permission of a staff member is prohibited from 8.40 a.m. – 3.50 p.m. each day (1.20 p.m. on Wednesdays). The taking of photos/videos or the unauthorised use of any recording device is forbidden in or near the school grounds and on all school activities.
14. Students must use digital technology appropriately and must comply with the school's [Internet and Digital Technology Acceptable Use Policy](#).
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 physical education 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 or out of doors. Popcorn and chewing gum are forbidden. Hot drinks are forbidden on stairwells, middle and top floors. Water only may be consumed during lessons.
21. Students must attend detentions as designated.
22. 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, withdrawal from other school events, suspension from school or exclusion from school.

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

Disciplinary Sanctions

Subject to the overriding right of the school to impose such sanctions as it deems appropriate in the circumstances of each case, in general the sanctions which follow will apply.

Ashton School imposes four main disciplinary sanctions in response to instances of ill-discipline as part of its Code of Behaviour and Discipline. The sanctions are listed in the table below.

Sanctions	Negative Behaviour Points
Detention	2
Report Card	3
Detention	4
Suspension	Not applicable
Expulsion	Not applicable

Report Cards

Report cards are issued for instances of ill-discipline relating to classwork, homework and class behaviour. When a report card is issued to a student, three negative behaviour points are assigned and parents are notified by email.

Detentions

Generally, detentions are issued for instances of ill-discipline outside the classroom. When a detention is issued to a student, the student's parents are notified by email.

When a detention is issued to a student, a number of negative behaviour points are also assigned. The number of negative behaviour points assigned to an instance of ill-discipline is decided by the Principal.

As a guide, the following examples of ill-discipline will generally be assigned two negative behaviour points.

1. Eating or drinking in classrooms, library, middle or top floors, or stairwells.
2. Failure to submit absence/late note on the Compass system.
3. Loitering and inappropriate use of the toilet facilities.
4. Out of school uniform without permission.
5. Chewing gum or eating popcorn.
6. Unsafe placement of bags on ground floor.

As a guide, the following examples of ill-discipline will generally be assigned four negative behaviour points.

1. Being out of bounds.
2. Dangerous cycling/driving in school grounds.
3. Failure to attend detention.
4. Failure to sign in late or out early.
5. Unruly behaviour.
6. Misbehaviour during exams.
7. Misbehaviour during assembly.
8. Rudeness, disobedience, or use of inappropriate language, out of class.
9. Unsatisfactory behaviour during a supervised class or detention.
10. Damage to school property.
11. Using a mobile device (e.g. mobile phone) without permission.

These lists above are not exhaustive. Detentions may also be issued for instances of ill-discipline reported to either the Principal or Deputy Principal who decide that a detention is the appropriate sanction.

Communication to Parents

When students are subject to disciplinary sanctions which attract negative behaviour points, parents are notified of negative behaviour based on the number of points accumulated. Accumulation of negative behaviour points also leads to the sanction of suspension.

The following table indicates the points at which parents are notified.

Negative Behaviour Points	Notification/Sanction
15	Parents notified by email.
25	Suspension imposed for one day.
35	Suspension imposed for two days.
45	Suspension imposed for three days.
55	Students record to be reported to the Board of Management.

Suspension and Expulsion

The sanction of suspension is also imposed for more serious single or repeated instances of ill-discipline. Procedures in relation to suspension and expulsion are described in the school's suspension and expulsion policy.

Adopted by the Board of Management of Ashton School on 27th June 2024.