

KJHS Responsibilities and Rules Booklet



“Working together for excellence in a caring community.”

This booklet outlines what is expected of me at Killicomaine Junior High School and will help me be a successful student. It has been established in partnership with the school community over a long period of time, most recently with PD classes and Student Council (2018).

The responsibilities and rules reflect the school community’s expectations in terms of acceptable standards of appearance, uniform and behaviour. Students are expected to follow the school rules at all times when on the school grounds, representing the school or attending a school activity. As you will see some rules are intended to keep pupils safe. Other rules are in place to ensure a healthy learning and teaching environment can exist at KJHS.



Pupil responsibilities:

- Be loyal to the school and act as ambassadors for KJHS in public. (uniform/standards of behaviour/online behaviour)
- Take a pride in your appearance by wearing your school uniform correctly at all times.
- Arrive to school on time with homework completed and the correct equipment and books.
- Be on time for class.
- Always try your best in all schoolwork and homework.
- Respect the views, rights and belongings of others. Treat others the way you want to be treated at KJHS.
- Respect the resources, equipment and school building.
- Care for everyone in school and the wider community by showing respect, tolerance and kindness.
- Look out for others, any type of bullying is not acceptable at KJHS. See something, say something.

- Behave safely in and out of the classroom.
- Behave in a way that does not disrupt the learning of others by following the school rules.
Responsible - Sensible – Polite R-S-P

The rules are divided into sections.

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SECTION 1 – SELF ESTEEM AND RESPECT FOR OTHERS

- 1.1 Each pupil has the responsibility for projecting a positive image of the school through his/her attitude, speech and conduct as ambassadors for KJHS.
- 1.2 Each pupil should show manners to other pupils, staff and visitors. Rough behaviour or crude, obscene language is unacceptable from our pupils.
- 1.3 Pupils should show mutual respect for others at all times. Common courtesy is expected at all times. Taking part in, or inciting fights is not acceptable.
- 1.4 Bullying of any form is not acceptable. See something, say something. We want you to be part of our caring community.
- 1.5 All forms of vandalism are unacceptable. Where a pupil is known to have deliberately caused damage to school property another pupil's property or a teacher's property, he/she will be expected to pay for the repair or replacement.

SECTION 2 - APPEARANCE AND UNIFORM

Pupils are required to wear correct and full uniform at all times. This includes on the way to and from school.

At KJHS we expect high standards of school uniform and appearance.

Why?

- A. It helps all our pupils by promoting a shared identity, being a part of the KJHS community.
- B. It shows loyalty to the school's vision of excellence.
- C. It facilitates integration and enables pupils of all races and backgrounds to feel welcome.
- D. It protects our pupils from social pressures to dress in a particular way.
- E. High standards of school uniform and appearance are linked to better pupil outcomes in class.
- F. High standards of uniform are regarded as an indicator of positive behaviour. Refusal to adhere to uniform standards will therefore be seen as a refusal to abide by school rules.
- G. To prepare our pupils for the world of work. Many employees have a dress and appearance code.

UNIFORM STANDARDS

Pupils are encouraged to take a pride in their appearance and maintain high standards of uniform. Wearing the KJHS uniform means all pupils are acting as ambassadors for our school.

- 2.1 School uniform, should be clean, neat and worn correctly on all school days.
- 2.2 Shirts must be tucked into trousers. All buttons on shirts/blouses must be fastened. Tee-shirts etc. must not be visible under the school shirt.
- 2.3 Tie must have a medium sized knot and worn at regulation length.
- 2.4 Should a pupil have a medical reason for not wearing full school uniform, parents should contact the school in advance of the pupil coming to school or send an explanatory note into school. A doctor's note may be requested.
- 2.5 Full school uniform should be worn on the journey to and from school. Pupils are reminded that while wearing the school uniform in public they represent the school and the school may be judged on how they conduct themselves.

- 2.6 The only badges to be worn on the school uniform are official school badges or recognised youth organisations.
- 2.7 Each pupil should have all his/her belongings clearly marked. The school does not accept responsibility for articles lost.
- 2.8 Pupils should wear black tracksuit bottoms if walking home after any after school activity.
- 2.9 Hair should be neat and tidy. Unacceptable hairstyles are those which take away from the appearance of the school uniform and damage the good name of the school in the community. (see details below)
If in doubt, check with a Year Head before having your hair styled.
- 2.10 **Pupils are not permitted to have any facial piercings.**

Adherence to our high standards of uniform is regarded as an indicator of positive behaviour. Refusal to comply with uniform standards will be treated as a breach of school rules and there are a range of consequences. These are detailed in the Positive Behaviour Policy.

GIRLS

A high standard of personal appearance is expected -

- Extreme hair styles/ hair colourings/tints/dip dyes /braids/ shaving of hair are NOT PERMITTED at KJHS. Senior Leadership Team (SLT) to determine extreme.
- Hair bobbles and bands should be school colours or plain black.
- Jewellery - Girls may wear
 - a watch
 - plain stud earrings (one in each lobe)
 - one ring
- Make-up or nail varnish must not be worn.

If in doubt, check with a Year Head before having your hair styled.

Uniform

- White blouse
- Regulation school blazer
- Black gym tunic (**not a skirt**)
- Black knee socks or tights - (*For hygiene reasons only one pair of socks should be worn*)
- School tie
- Black leather **low heeled** shoes - (*not boots, training shoes or pumps*)
- School coat or other black coat
- School scarf or other black scarf - (*optional*)
- Black hat (*optional*)

P.E. Kit

- Yellow KJHS Kukri PE top
- Black hooded school sweatshirt with crest - (*compulsory*)
- Black school skort – (*optional but compulsory for School Teams*)
- Black school shorts – (*compulsory*)
- Training shoes - (*not plimsoles/Converse*)
- Games socks - (*black with yellow stripes*)

- Shin pads - (*compulsory*)
- Gum shield - (*compulsory*)
- School tracksuit bottoms – (*compulsory*)
- School tracksuit top - (*optional*)

BOYS

A high standard of personal appearance is expected-

- The length of the hair should not be shorter than a “**number 3**” razor cut.
- Hair should not be touching the shirt collar and should be off the face.
- The style of the hair should not be extreme including but not limited to Mohawk, shaved styles and/or patterns. Senior Leadership Team (SLT) to determine extreme.
- The colour must be the student’s own natural colour; dyes, highlights or tips are not allowed.

If in doubt, check with a Year Head before having your hair styled.

Uniform

- White shirt
- Regulation school blazer
- Charcoal grey trousers
- School tie
- Black ankle socks
- Black leather shoes - (*not boots or training shoes*)
- School coat or other black coat
- School scarf - (*optional*)
- Black hat (*optional*)

P.E. Kit

- School Sports Jersey - (*club soccer shirts will not be permitted*)
- School Sports Top
- Black shorts
- School sports socks
- Football boots/rugby boots
- Training shoes
- Shin Pads
- Gum shield - (*compulsory*)
- School tracksuit - (*optional*)

School coats and tracksuits are available from Robert Davidson and Ivan Jameson outfitters in Portadown.

SECTION 3 - EQUIPMENT AND PROPERTY

- 3.1 Each pupil is responsible for his/her own property. The school does not accept responsibility, nor is it insured, for loss of any items. To help with this all items should be clearly labelled and valuables should be left at home.
- 3.2 Pupils must bring a school bag to school each day. This should contain all necessary equipment/books needed on a particular day.
- 3.3 **School bags/PE bags must not be left in the corridors at any time, for safety and security reasons. Schoolbags can be placed in appropriate cloakrooms at break or lunch.**
- 3.4 Pupils should not leave money and valuables in cloakrooms, classrooms or changing rooms – the school cannot be responsible for pupils' valuables in school.
- 3.5 Pupils are discouraged from bringing large sums of money to school. Where this is absolutely necessary then pupils may, by agreement, deposit the money for safe keeping with the office.
- 3.6 Listening to music on electronic devices is not permitted during the school day.
- 3.7 Each pupil is expected to have a full PE kit which is only brought to school on the days required.
- 3.8 Graffiti of any kind is forbidden on any part of any book, bag or uniform.
- 3.9 Pupils must not deface school property. Damage caused deliberately or through carelessness or the breaking of school rules must be paid for.
- 3.10 To protect uniforms and school property, chewing gum is forbidden.
- 3.11 Books used in school are not free – they are on loan. Books which are damaged or lost must be paid for.

3.12 MOBILE PHONES

The use of mobile phones in school present significant Health and Safety and Child Protection issues for pupils and significant Human Rights issues for all:

Mobile phones are therefore not permitted. An exception may be made in special circumstances e.g. when pupils are involved in a school trip where the time of return is uncertain.

If a mobile phone goes off in class or if a pupil is seen with a mobile phone the phone will be confiscated and retained in the school office. Parent/Guardian will be contacted to arrange for collection. After school detention issued.

- If a pupil uses a mobile phone in class or otherwise misuses it e.g. takes photographs, this will be treated as a serious breach of rules.
- Any pupil wishing to contact home must only do so using the phone in the office and after they have obtained permission.
- In an emergency situation, a pupil may seek permission from a teacher to use a mobile phone under supervision in school or on school activities where contact with a family member at home is an urgent necessity. In exceptional circumstances a parent/guardian can apply to the Principal for a phone pass.
- The school will not take any responsibility for phones lost or stolen in school.
- Parents should not contact pupils in school by text, voicemail or telephone call to their son/daughters mobile phone.

SECTION 4 - HEALTH AND SAFETY RULES

4.1 Late to school

All pupils must be at their registration room for 9am. Latecomers must report to the Office.

4.2 Illness and Accidents

If you feel unwell or have an accident, you must tell a teacher straight away. Normally you will be sent to the School Office where a trained First Aider will take care of you. If you are too ill to remain at school or if hospital treatment is necessary, then your parents will be contacted to make suitable arrangements.

4.3 Medicines

If you need to take medicine at school, you should bring a letter from your parents stating when you need to take it. Your medicine must be left with the school office. The only exception is if you have an inhaler for asthma. **It is important that your PE teacher and/or sports coach is shown your inhaler at the start of each session.** If you have an allergy that requires an epi-pen or you use a device for diabetes – IT IS IMPORTANT THAT YOUR PARENT/CARER CONTACT, THE SCHOOL SO A CARE PLAN CAN BE PUT IN PLACE FOR YOU.

Please do not ask for paracetamol or other tablets at school; we are not allowed to give you any medicines.

4.4 Signing Out

It is best to make medical appointments outside school hours. If you must leave school during the day for any reason, then please bring a note from your parents. The note must be signed by a member of SLT first thing in the morning and brought to the office when you are signing out of school.

If you return to school later on the same day, then you must sign in again in the school office. If your appointment is early on you should plan to return.

Under no circumstances should you leave the school or go home without permission.

4.5 Absences

After an absence from school you must bring, on the day of return, a note signed by your parent/carer, stating the reason for the absence. This should be handed to your Form Teacher. In the event of the absence exceeding 2 days, your parent/carer should inform the school.

It is the responsibility of the pupils to 'catch up' on work missed up to one week and the teacher will assist the pupil to catch up on the work if the absence is more than one week.

CORRIDORS AND CLASSROOMS

4.6 Pupils should **walk on the left-hand side** of the corridors and stairway. Running in the corridors or on the stairs is strictly forbidden to help ensure the safety of all.

4.7 Pupils should not enter the classroom until instructed by the teacher. Line up in **single file** outside each room.

4.8 Pupils should not be in corridors or cloakrooms when classes are in session. 8th year cloakrooms are out of bounds at lunch time unless the weather is very severe.

4.9 Break time – no pupils upstairs or in the corridors.

4.10 Pupils are encouraged to access toilets during scheduled breaks during the school day, break and lunch. Lessons straight after break or lunch should have no requests for permission to go to the toilet. At other times it is at the discretion of the class teacher. Parents /carers are asked to communicate any special toileting needs to the school so discrete arrangements can be put in place.

4.11 Pupils must respect all Health and Safety regulations unique to each room and corridor. They must not interfere with any Health and Safety equipment.

4.12 Dining Hall

The same level of respectful behaviour shown in the classroom is expected in the dining hall. Respect and good manners are expected, and the directions of the dinner ladies should be followed.

- a. Proper orderly queues.
- b. Clear table after use and pick up anything which may have fallen on the floor.
- c. Exit by side doors only.
- d. Absolutely no food or drinks to be taken out of the Dining Hall.
- e. Water should not be consumed in the classroom.

4.13 Pupils must not throw anything within the school grounds or premises, put **litter** in bin.

SCHOOL GROUNDS

4.14 The directions of the supervisors on the school playground should be carefully followed. No rough play will be permitted; safety is the primary consideration.

Pupils must only use the main school entrance and exit - (front gates only).

4.15 **Never** leave school without the permission of a member of the Senior Leadership Team (SLT). Make sure to get your note signed and report to the school office prior to being picked up.

4.16 Out of Bounds Areas -

- a. All grass areas to front of school plus all wooded areas.
- b. Staff Car Parking areas.
- c. Bicycle Sheds – except when leaving or collecting a bicycle.

The following are not to be brought on to the school grounds:

4.17 Pupils must not bring any dangerous or offensive objects into school e.g. fireworks, stink bombs, knives, cigarettes, e-cigarettes, lighters, drugs and alcohol fall into this category. The School Drugs Policy is available on request.

4.18 **Chewing gum** is totally **forbidden**.

4.19 Smoking or the use of any intoxicant or drug are strictly forbidden. This includes energy drinks such as Red Bull/Monster (in line with government guidelines).

4.20 The possession of large items of confectionary and the selling of items to other students will incur serious sanctions.

SECTION 5 - CLASSWORK AND HOMEWORK

This section is concerned with the provision of a positive learning environment. Pupils are expected to observe the classroom rules, displayed in every classroom.

CLASSROOM RULES

1. Arrive to your class on time
2. Come to lessons with homework completed
3. Come to class properly equipped with books and utensils
4. Do not eat in class
5. Put up your hand before answering or speaking
6. Listen carefully to your teacher and follow instructions the first time they are given
7. Treat others, their work and equipment with respect
8. Show respect at all times to your teacher
9. Treat school property with respect
10. Bad/rude language must not be used.

Please . . .



Listen & follow directions.



Enter on time, prepared & ready to learn.



Always try your best and do ALL of the work.



Respect yourself, property & others.



No excuses!

If pupil absence is less than one week it is the responsibility of the pupils to 'catch up' on work missed. For longer absences the teacher will assist the pupil to catch up on the work if the absence is more than one week.

EQUIPMENT, PRESENTATION AND HOMEWORK

- | | |
|-----------------------------------|-------------|
| Blue/Black ink pen or roller ball | Rubber |
| Blue or black biro | Ruler |
| Red biro | Sharpener |
| Coloured pencils | Pritt Stick |
| Pencils - (including HB and 2H) | |

You will be given the textbooks and exercise books you need. Be careful not to lose them as you may be charged for their replacement. Make sure all equipment and clothing have your name clearly marked on them.

Presentation

Presentation of work is always important.

- Do not allow your books to be decorated with stickers or graffiti.
- Take care with layout making proper use of margins and indented paragraphs.
- Write with or rollerball pen using blue or black ink and only use colour when this is necessary to aid presentation.
- Check all your work for spelling, punctuation and grammar.

A CHECKLIST FOR YOUR WRITTEN WORK

The following is a list of questions you should ask yourself before handing in **any** form of written work. These questions apply to **every subject** in the school in which you complete written work. Written work may take the form of projects, notes, reviews, copying up etc. For numbers 9 & 10 you may wish to refer to review work completed in English.

1. Have I followed the basic rules of grammar and punctuation?
2. Have I checked the spelling of familiar words?
3. Have I checked the spelling of unfamiliar words?
4. Have I presented my work as neatly as possible?
5. Have I proof-read my work to ensure it makes sense?
6. Have I paragraphed my work?
7. Have I shown consideration for the audience of my work?
8. Have I shown consideration of the purpose of my work?
9. Have I followed language features of the text-type?
10. Have I followed layout features of the text-type?

Homework

- Homework is both important and necessary.
- Use the Planner to keep a check on what you have to do and the date by which it must be completed.
- Have your planner signed by a parent/guardian every week.
- Try to do your homework at the same time each day in a quiet place where you are free from distraction.
- You are likely to achieve more by working regularly for relatively short periods (say 1 hour at a time) than in a single long session when your concentration will lapse.
- Above all plan ahead to make the best use of time and do not leave projects, coursework or homework until the last minute!
- If you have a legitimate reason for not completing a set homework a note of explanation signed by your parent/carer should be presented to the teacher concerned.
- Failure to complete homework will result in the application of school sanctions including, for repeated offences, detention and suspension.

SECTION 6- EDUCATIONAL VISITS

- 6.1 The school rules and sanctions will apply on all school organised visits.
- 6.2 The school standards of courtesy and discipline expected in the classroom also apply when pupils are on educational visits.
- 6.3 When travelling in the minibus or by coach pupils should remain seated, be well behaved and wear safety belts at all times.
- 6.4 Pupils must never distract the driver.
- 6.5 Pupils must ensure that no litter is left on the seats or on the floor of the bus.
- 6.6 Pupils will be expected to follow the Code of Conduct used for educational visits e.g. ski trip, hockey tour.
- 6.7 Pupils who have been “excluded” through the merit system or are otherwise considered to be a risk may, through their misbehaviour be considered ineligible to travel on a school trip.

SECTION 7 - TRAVELLING TO AND FROM SCHOOL

Misbehaviour travelling to and from school reflects badly on the School. This is particularly the case where pupils travel by bus. The school therefore reserves the right to impose sanctions upon such pupils.

Whenever a student shows disregards for school rules and their importance, a ranges of sanctions may be applied. These are outlined in KJHS Positive Behaviour Policy.