

KJHS RESPONSIBILITIES & RULES BOOKLET 22-23

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 by consultation with LLW classes, Student Council (2018), Parental questionnaires and annual review by Pastoral Team.

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 and reduce anticipated risks. Other rules are in place to ensure a healthy learning and teaching environment can exist at KJHS. Pupils are made aware of these rules during form class and regularly cross referenced in assemblies. We expect pupils and parents to read, understand and accept the contents of this booklet.

ROLES & RESPONSIBILITIES AT KJHS

At KJHS we promote the triangle of learning-

the Pupil, the Parent and the School.

Each partner has a vital part to play by being supportive of each other and committed to the success of this partnership.

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 my appearance by wearing school uniform correctly at all times.
- Arrive at school on time with homework completed and the correct equipment and books
- Be on time for all my lessons
- Care for everyone in school and the wider community by showing respect, tolerance and courtesy.
- Look out for others, any form of bullying is not tolerated 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.
- I have read, understood and accept my responsibilities as a pupil at KJHS.

This booklet outlines what is expected of me at Killicomaine Junior High School in order to be a successful student.

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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 always wear correct and full uniform. 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 part of the KJHS community.
- B. It shows loyalty to the school 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.
- G. Refusal to adhere to uniform standards will therefore be seen as a refusal to abide by school rules and actions will be applied accordingly.**
- H. 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. Hoodies under blazers are not permitted.
- 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 lost items.
- 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 page 15-16)

If in doubt, check with a Year Head before having your hair styled. (see page 16)

- 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 that can be applied. These are detailed in the Positive Behaviour Policy and the School Rules booklet.

SCHOOL UNIFORM

GIRLS

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 or school hat *(optional)*

Hoodies are not permitted under blazers.

P.E. Kit

Yellow KJHS Kukri PE top
Black hooded school sweatshirt with crest *(compulsory)*
Black school skirt – *(compulsory)*
Black school shorts – *(optional)*
Training shoes *(not plimsolls /Converse)*
Games socks *(black with yellow K)*
Shin pads *(compulsory)*
Gum Shield *(highly recommended)*

School tracksuit top and bottoms –
(optional but compulsory for teams)

BOYS

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

Hoodies are not permitted under blazers.

P.E. Kit

School PE Top *(club soccer shirts will not be permitted)*
Black shorts
School sports socks
Football boots/rugby boots
Training shoes
Shin Pads
Gum Shield *(highly recommended)*

School tracksuit bottoms *(optional but compulsory for teams)*

PE Jacket *(optional but compulsory for teams)*
School uniforms and PE. kits are available from Robert Davidson and Ivan Jameson Outfitters in Portadown.

A HIGH STANDARD OF PERSONAL APPEARANCE IS ALSO EXPECTED FROM ALL OF OUR PUPILS.

Girls

The colour must be the student's own natural colour, hair colourings tints/dips, dyes, highlights/braids or tips are not allowed.

Extreme hairstyles or shaving of sections of hair are NOT PERMITTED at KJHS. Senior Leadership Team (SLT) to determine extreme.

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

- Hair bobbles and bands should be school colours or plain black
- No Jewellery other than:
 - a watch
 - plain stud earrings (one in each lobe only, no high earrings)
- No facial piercings
- Make-up, nail varnish or fake tan, eyelash and eyebrow enhancements are not permitted.

Boys

- The hair should be no less than a grade 2. (changed for September 2022)
- A tidy hairstyle which is above the collar and not falling over the face is the required standard for all pupils.
- 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.**
- No Jewellery other than a watch
- No facial or ear piercings
- Clean shaven

We expect our students to take responsibility for and have pride in their appearance. Students who fail to conform with our dress code and uniform requirements will receive consequences in line with our Positive Behaviour Policy.

Consequences will include detention, not being able to take part in representative school sports activities and suspension if there are persistent appeared breaches.

Hairstyles which do not conform to the policy will be permitted in circumstances where the parents, pupil and school agree that the wearing of such hairstyles is an expression of culture, heritage or religion or required on medical grounds.

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 MUST 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 presents significant health and safety and Child Protection issues for pupils and significant Human Rights issues for all:

Mobile phones are 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, they will be dealt with under our Referral Flowchart.
- 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/daughter's mobile phone.

SECTION 4 – HEALTH AND SAFETY RULES

- 4.1 **Pupil arrival to school**
There is no formal supervision until 8:40am, unless pupils are attending a pre-school club such as library or sports clubs. School starts at 9am and pupils must be lined up outside form rooms five minutes before.
- 4.2 **Late to school**
All pupils must be at their registration room by 9am. (9:15 on Thursday) Latecomers must enter via the main door.
- 9-9:25 am report to the Duty Prefect and Duty /Teacher located in office. Enter via front door.
 - Lateness beyond 9:25am report directly to school office hatch. Enter via front door.

Pupils are expected to have a letter or note in planner to account for the late arrival. Pupils with a valid note of explanation will not be penalised. Patterns of lateness are monitored.

4.3 **Illness and Accidents**

If you feel unwell or have an accident, you must tell a teacher straight away. It is **your personal responsibility** to manage your own indicators of health, ensuring that you report to an adult in the school if you feel unwell. Normally you will be sent to the Medical Room or to the closest First Aider who will take care of you. It is also your responsibility to report to your parent/carers if you have felt, or become unwell or suffered minor injuries in the course of the school day, but have been able to return to class. If you are too ill to remain at school or if hospital treatment is necessary, then your parents will be contacted by a member of staff to make suitable arrangements.

4.4 **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, it is your responsibility to report to the office to take any prescribed medication.

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

ASTHMA- A spare inhaler should be left with the school office. **It is important that your PE teacher and/or sports coach is shown your inhaler at the start of each session.**

ALLERGY OR DIABETES- 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. It is **your personal responsibility** to manage your medication; for example, reporting as appropriate to the Medical Room to measure bloods and take prescribed medication.

4.5 **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 your form teacher and a member of SLT (during registration) 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. You should plan to return to school if your appointment is early enough to do so.

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

4.6 **Absences**

Pupils who have been absent from school must bring a note signed by parent/carers giving a clear explanation for the absence. This should be handed to your Form Teacher. There is absence note templates at the back of the planner. In the event of an absence exceeding 2 days, your parent/carers should inform the school that you will be off school **Unexplained absences are monitored by the Education Welfare Service.**

It is the responsibility of the pupil to 'catch up' on work missed up to one week. Teachers will assist the pupil in catching up on the work if the absence is more than one week.

CORRIDORS AND CLASSROOMS

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

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

4.9 Pupils should not be in corridors or cloakrooms when classes are in session. All cloakrooms are out of bounds at break and lunch time unless the weather is very severe. Pupils encouraged to complete daily mile each day. (4 laps)

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

4.11 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.

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

4.13 **Break and Lunch**

a. Pupils must place school bags/ P.E bags in the appropriate cloakrooms at break or lunch. For safety and security reasons, **School bags/PE bags must not be left in the corridors at any time - no exceptions.**

b. All food/drink items must be consumed in the Assembly/Dining Hall, not in cloakrooms or outside.

4.14 **Dining Hall**

The same level of respectful behaviour shown in the classroom is expected in the dining hall. We are proud of how well our school community behaves in the dining hall, and it is a great space to socialise with friends. 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.

f) Pupils must not drop any litter within the school grounds or premises, put all **litter** in the bin.

g) Pupils are encouraged to spend the rest of break or lunch outside in the school grounds completing the daily mile (4 laps)

SCHOOL GROUNDS

4.15 a. The directions of the supervisors on the school playground should be carefully followed. No rough play will be permitted;

safety is the primary consideration.

b. Ball games are allowed on the pitches and should be non-contact. No rough play is permitted. Walking the daily mile is encouraged as a focus on physical and mental health.

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

4.16 **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.

4.17 **Out of Bounds Areas -**

a. All grass areas to front of school, around the gravel pitches and all wooded areas.

b. Staff Car Parking areas.

c. Bicycle Sheds – except when leaving or collecting a bicycle. Cyclists/scooter users must dismount at the school gate. KJHS recommends the wearing of a helmet.

PROHIBITED ITEMS

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

4.18 Pupils must not bring any dangerous or offensive objects into school eg. fireworks, stink bombs, knives, cigarettes, e-cigarettes, lighters, drugs and alcohol fall into this category.

4.19 **Chewing gum is totally forbidden.**

4.20 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)

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

4.22 The school day ends at 3.15pm. Pupils should be off site by 3.30pm unless they are staying for an after-school club.

SECTION 5 – EDUCATIONAL VISITS

- 5.1 The school rules and sanctions will apply on all school organised visits. This includes the school rule on mobile phones.
- 5.2 The school standards of courtesy and discipline expected in the classroom also apply when pupils are on educational visits.
- 5.3 When travelling by coach pupils should remain seated, be well behaved and wear safety belts at all times.
- 5.4 Pupils must never distract the driver.
- 5.5 Pupils must ensure that no litter is left on the seats or on the floor of the bus.
- 5.6 Pupils will be expected to follow the Code of Conduct used for educational visits e.g. ski trip, hockey tour.
- 5.7 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 6 – TRAVELLING TO AND FROM SCHOOL

- Parents are responsible for ensuring that their children travel safely to and from school.
- A member of staff is on duty to supervise when the school buses depart in the afternoon.
- Pupils are not supervised by a member of staff whilst travelling on the public buses on designated school routes.
- All pupils are expected to behave responsibly whilst travelling.

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

SECTION 7 - CLASSWORK & HOMEWORK

GENERAL 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.
11. 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.

If a pupil misses class, due to representing KJHS sports or other activities, he/she must ask permission. All work MUST BE COPIED UP.

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!

**EQUIPMENT,
PRESENTATION
AND
HOMEWORK**

**ESSENTIALS FOR
KJHS - we want to
avoid sharing
equipment.**

Blue/Black writing pen

Blue highlighter – key words

Red, green, purple biro

Coloured pencils

Pencils (including HB and 2H)

Folders for each subject

Rubber

Ruler

Sharpener

Pritt Stick

Hand sanitiser (recommended)

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 defaced with stickers or graffiti.
- Take care with layout making proper use of margins and indented paragraphs
- Write with blue or black writing pen and only use colour when this is necessary to aid presentation.
- Check all your work for spelling, punctuation and grammar.

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 each 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.

How to use your planner?

1. Set your planner out on your desk in every class.
2. Copy down the homework details on the date the work was given.
3. Make sure to include: **Subject****Details** **Date due**
4. Plan your homework, try to avoid leaving them all until the night before. Make sure to work out the nights you might have less time e.g. sports or youth organisations.
5. Tick clearly when you have completed the homework

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

End of KJHS RESPONSIBILITIES AND RULES BOOKLET.