



STUDENT CHARTER FOR POSITIVE BEHAVIOUR

(My Rights and My Responsibilities)

A Caring and Safe School Environment

as at March 2019

I will expect to learn in a caring, tolerant and safe environment. I will expect to be treated with courtesy, respect, kindness and fairness by all the members of our school community.

I will have the assistance of a teacher advocate to act as a mediator on my behalf if I should either breach seriously or continuously the Code of Behaviour

Respect, Good Behaviour and Acceptance of School Policies and Procedures

I will always do my best to behave excellently, to be kind, caring and honest. I will be courteous and polite at all times, treating all the members of our school community with respect and fairness.

I will co-operate with and follow the reasonable instructions of all staff members. I will read the following school policies and conduct myself accordingly: Code of Behaviour, Anti-Bullying, Use of School Journal, Uniform, Homework, Internet Acceptable Use, and Substance Use.

Positive Behaviour in Class (Class Work & Homework)

I will come to class on time (because it disrupts the class if I come late). I will have a note to explain my late arrival (because this is polite and respectful)

I will come to class with my journal, books, copies, pens, pencils and any other equipment required (because I must take responsibility for my own learning).

I will do my class work to the best of my ability. I will actively participate and I will listen to the teacher and follow her/his instructions (because I am in school to learn).

I will put my hand up if I want to ask a question (because only one person may speak at a time).

I will not be disruptive in class (because it is unfair to others who wish to learn). I will not eat, or drink anything except water, in class (because it is disruptive and impolite and may cause a mess).

I will not use bad language in class (because it is disrespectful and disruptive). I will not use electronic devices, including mobile phones and iPods (because this causes disruption and may cause hurt to others).

I will always carry my journal with me and write my homework in it (because this helps me to do my homework efficiently and to be well prepared for my classes)

I will do the homework that I get (written, revision, reading, writing, learning, etc.) as well as I possibly can (because this helps me to learn well).

School Uniform (see School Uniform Policy)

I will wear my full uniform to school every day. I will wear my school uniform correctly, neatly and with pride (*this includes P.E. uniform for P.E. class*).

Books and Journal

I will have my journal, books and all the materials that I need for each class. I will keep my books and journal in good condition. I will not deface or permit others to deface my journal; if I lose or damage my journal, I will pay for a replacement. I will not damage other students' books and equipment.

I will get my journal signed weekly / checked regularly by my parents. I will have my journal with me during class and when out-of-class during the school day.

Lockers

I will go to my locker at the permitted times – before the first class of the day, at break and lunch times and after the last class of the day – and, at other times, only with the signed permission of a teacher

I will bring my books and all class materials for each set of two classes, classes 1-2, classes 3-4 & classes 5-6. I will not leave my belongings (books, P.E. uniform, etc.) on top of lockers or in the locker area after classes end for the day. I will keep the locker area neat and tidy. I will not swap/change lockers without the permission of my year head. I will keep a lock on my locker and keep the key(s) in a safe place.

Attendance

I will come to school and class on time every day. I will not leave the school building or grounds without written permission. This applies to the whole school day, including the period before the first class of the day. If I must leave school during the day, I will have a 'Permission to Leave' note in my journal signed by a parent/guardian which I will hand in to the attendance co-ordinator/deputy principal between 8.30a.m. and 8.40a.m. and I will be collected by a parent, or authorised adult, at the agreed time. I will only leave school during the school day for very serious, urgent or unavoidable reasons. (*This also applies to students aged 18 and over.)

I will not absent myself from class without a teacher's permission. I will not waste time between classes. If/when I have been absent from school, I will have a note in my journal explaining why I was absent. I will give this note to the attendance co-ordinator/deputy principal/class tutor/class prefect

Punctuality

I will be in school by 8.35a.m. every morning. I will immediately organise by books, etc. and I will be waiting outside my classroom at 8.45a.m. I will be waiting outside my classroom at the end of lunch break with my books, etc. ready for my two afternoon classes.

If I have a 'Permission to Leave' note, an 'Explanation of Absence' note, or any other communication to make before 8.45a.m., I will be in school by 8.30a.m.

If I must leave school during the day, I will have a note in my journal signed by a parent/guardian and I will be collected by a parent, or authorised adult.

Mobile Phone and Internet

I will agree to have my mobile phone and all electronic devices switched off during the school day. I know that failure to do so means that my phone may be confiscated for one week. I will respect the privacy of each member of the school community by not using my mobile phone to record any sound or picture in the school.

I will not use my mobile phone to go online during the school day. I will not use my mobile phone or any electronic device or school IT equipment to send unkind comments or images to any member of the HFSS school community.

School Property and Equipment

I will respect all school property and equipment. I will not damage any student's, or any teacher's property. I will help to keep my classrooms clean, tidy and litter-free.

I will keep the school grounds and environment clean and litter free. I will not take anything that does not belong to me.

Corridors & Fire Drills

I will walk (not run), keeping to the left, on corridors and stairs. I will obey all 'Entrance' and 'Exit' signs. I will take fire drills seriously.

Chewing Gum and Banned Substances/Banned Items

I will agree not to chew gum, smoke or bring banned substances/items to school.

I will not smoke or vape within the school grounds, when in school uniform or when representing the school.

I will not bring any illegal substances to school.

Sanctions

I will accept with good humour and good grace any fair sanction imposed on me if I infringe the rights of other members of our school community or if I do not fulfil my own responsibilities.

I know that fair sanctions might include: having behaviour recorded in School Journal; receiving a Behaviour Report; being interviewed by my year head; being on Conduct/Report; signing a 'Contract of Good Behaviour'; having my mobile phone confiscated for one week; having my excess jewellery confiscated until the end of the school year; being on in-house suspension; doing school community service; having privileges withdrawn, e.g., school outing; doing detention, either after school or on a day when classes are not being held, e.g. a Saturday; being interviewed by the Behaviour Strategy Committee; Deputy Principal/Principal/ Chairperson of the Board of Management; being suspended or, for a very serious breach of the Code of Behaviour, being expelled.

ADDENDUM TO STUDENT CHARTER

Students aged 18 or over must comply with all school rules and procedures.

Permission to leave during the school day: Students aged 18 or over must comply strictly with the procedures, only seeking to leave during the school day for the most **serious, urgent or unavoidable reasons**. They **must submit** the 'Permission to Leave Note' signed by parent/guardian to the Attendance Co-ordinator/Deputy Principal **before the beginning of the school day**.

Except in the case of illness, when a parent will be contacted, students aged 18 or over will not be permitted to leave school at any time following the commencement of the school day unless they have fully complied with the correct procedures. **THE SCHOOL HAS A RIGHT TO REFUSE.**

General Data Protection Regulations Note to HFSS students (and their parents/guardians)

By enrolling in and attending Holy Family Secondary School you acknowledge that your personal data (including special category personal data) shall be processed by Holy Family Secondary School. Our Privacy Notice gives you some helpful information about who we are, what personal data we collect about you, why, who we share it with and why, how long we keep it, and your rights. For more information, please see our Data Protection Policy and GDPR Notice available at www.holyfamily.ie **This Charter was ratified on 12th March 2019 by the Board of Management.**

Commitment of Student and Parent to Charter

This commitment is signed by all new students and their parent(s)/guardian(s).

Student's Commitment: *I have read Holy Family Secondary School Student Charter for Positive Behaviour (Appendix A) and guided by the policies, procedures and rules of HFSS, I acknowledge my rights and I commit to fulfilling my responsibilities by conducting myself according to this Charter.*

Student's Signature: _____ **Date:** _____

Parent's Commitment: *I have read Holy Family Secondary School Student Charter for Positive Behaviour (Appendix A). I support my daughter's commitment to conduct herself according to this Charter. I will read HFSS policies from time to time and keep myself informed on how well my daughter is complying with them.*

Parent's Signature: _____ **DATE:** _____

School's Commitment: *The school commits to providing a safe, well-ordered school environment that expects and values good behaviour, courtesy, respect and fairness; that is conducive to excellent teaching and learning; that ensures, in so far as is possible, that all pupils may be enriched by their education in HFSS and may, in turn, enrich, with their gifts and talents, the life of the whole school community.*

School's Signature: _____

DATE: _____

