

Pupil Code of Conduct

The following Code of Conduct is provided to help pupils understand the standard of behaviour expected of all pupils attending Ballymena Academy. It should be read in conjunction with Pupil Regulations, of which it is an important component.

Courtesy and Respect

Courtesy and respect are to be shown to all members of the school community.

Pupils should:

- Be polite and co-operate fully with members of staff at all times.
- Give way to members of staff and visitors at doors and in corridors.
- Knock before entering a classroom when delivering a message.
- Always address staff in a courteous manner, using the appropriate title.
- Never address a member of staff while standing with hands in pockets or slouching against a wall.
- Co-operate fully with prefects on duty.
- Accept the right of others to hold views and express opinions which may differ from their own.

Behaviour

Mobile Electronic Devices (MEDs), including phones, may only be used before the start of school, break, lunch times, after school or in class where specific permission is given by supervising staff.

During Class

Pupils should:

- Arrive at class punctually and wait outside until any previous class has left.
- Have the books and materials necessary for the lesson.
- Enter the room quietly and sit in the usual seat (seating is at the discretion of the teacher).
- Immediately open books ready for work, without having to be told.
- Get on with work in an orderly manner.
- Remain seated during the lesson unless otherwise directed.
- Observe the usual norms of politeness (e.g. keep quiet while the teacher is talking; put up hand in response to general questioning and wait until invited to answer).
- Not eat or chew, or drink anything other than water, during class.
- Not leave any litter or indulge in graffiti.
- Note details of homework in Learning Organiser.
- When instructed to do so pack up books and ensure working area is tidy.
- Leave class in an orderly fashion.

In all Classrooms

Pupils should not:

- Touch any special equipment or items on the teacher's desk in any room.
- Interfere with wall displays.
- Sit on top of desks with feet on the seat.
- Sit on teacher's table/chair, cupboard tops, computer benches or heaters.
- Sit on window sills or lean out of windows.
- Write on white/blackboards.
- Tamper with curtains.
- Leave litter.

In Dining Hall and Lunch Recreation Rooms

Pupils should:

- Be well-mannered and co-operate fully with the dining hall staff and teachers on duty.
- Use allocated rooms for quiet recreation.
- Leave the rooms neat and tidy five minutes before the end of lunch-time.

In Corridors

Pupils should:

- Walk, not run, on the right hand side of the corridors and staircases.
- Queue in an orderly manner outside classrooms in single file.
- Place all litter in the bins provided.
- Avoid leaving schoolbags in such a way as to cause a hazard.

Appearance

Pupils should:

- Take pride in their appearance.
- Wear regulation uniform only, both in school and on the way to and from school.
- Be neat and tidy in appearance at all times (ties must be properly knotted and of an appropriate length, collars buttoned, shirts and blouses tucked in; blazers should be worn in corridors except in very warm weather).
- Be well groomed. Hair must be kept tidy and of a style and length acceptable to the school. For guidance, it should not be worn over the eyes or obscure vision at any time; boys' hair should be no longer than the top of the blazer collar. Extremes are to be avoided and bleaches or dyes that are in blatant contrast to the hair's natural colour are not permitted. Boys should be clean shaven.

Pupils should be aware that:

- Nail varnish and artificial nails are not allowed. Discreet make-up is acceptable only from Year 11. Obvious or extreme make-up will be required to be removed.
- Ear cuffs and all facial jewellery are unacceptable. [Pupils are advised that this also applies to sleepers and so sufficient time during holiday periods should be allowed for healing after a piercing.]
- Visible tattoos (body art) are not permitted.
- If a hoodie is worn it must be the official navy blue school hoodie.

Pupils may wear:-

- One watch, one signet ring and, at most, one stud or small sleeper per earlobe.
- **Lapel Badges** - no more than three from official school badges, B.B., G.B., Scouts, Girl Guides, Duke of Edinburgh, S.U., sports participation (Province, Ireland), Blood Donor.

Property

Pupils should:

- Secure all personal belongings in their lockers or take them home.
- Keep their locker bays neat and tidy.
- Never borrow another pupil's property without permission.
- Respect school property and report any damage immediately.

Graffiti on pupil property (e.g. bags, notebooks, files) is not acceptable.

Unacceptable Behaviour

Pupils must not:

- Use offensive language at any time or in any place while in school, travelling to and from school or taking part in any school activity.
- Engage in any form of bullying.
- Possess or use in school, or on the way to or from school, any tobacco product (including electronic cigarettes or similar products), alcoholic drink, illicit substances, pornographic material, offensive weapon, fireworks or laser pointers.
- Engage in behaviour which is likely to endanger self/others.
- Engage in behaviour which is likely to bring the name of the school into disrepute (such behaviour may result in exclusion).

This code of conduct will be implemented by all members of the school community and, where necessary, sanctions will be imposed by staff and/or prefects in accordance with the school's Discipline Policy.

This code of conduct has been framed to be fair and to provide clear guidance to pupils. It is not possible, however, to be specific about all circumstances which may arise, or to cover all eventualities.

In situations not explicitly mentioned in this code of conduct the Principal will exercise professional judgment on what is the reasonable way to proceed, in light of the provisions of this and other school policies, including the Disciplinary Policy and Pupil Regulations.