



Learning and Growing together

**ST IGNATIUS COLLEGE
MIKIEL ANTON VASSALLI SECONDARY SCHOOL
HANDAQ
QORMI**

**CODE FOR
ACCEPTABLE BEHAVIOUR
IN SCHOOL**

BEHAVIOURAL SUPPORT TEAM (BST)

INTRODUCTION

Our school welcomes all students equally, fostering an environment where they can grow both academically and socially while discovering and developing their talents. Throughout their journey with us, students are guided to prepare for the world of outside and to become responsible, engaged citizens

Education is a right and therefore the purpose of this code is to create a positive environment.

The following are the main aims of the code:

- * to create within the school an environment of mutual respect, trust and collective responsibility;
- * to create within the school a positive ethos by means of strategies that promote positive behaviour and the celebration of success;
- * to raise levels of good behaviour, and of achievement in learning and skills acquisition among all students;
- * To promote human dignity through the provision of a safe, secure, positive and caring school community that encourages learning, positive peer and teacher relationships, self-motivation, self-esteem and self-discipline.
- * To encourage and develop in students a strong sense of personal responsibility and responsibility towards others and a clear understanding of the consequences of their decisions and actions.
- * To help parents/guardians understand the link between good behaviour in schools and student attainment.
- * To encourage parents/guardians to help their children support and show respect towards the authority of the school.

Consequently, the code is based on **reciprocal respect** amongst teachers, students and parents/guardians and serves as a means to **educate** students to be responsible.

The main principles upheld by the school are:

- ***Be responsible for your behaviour***
- ***Respect others***
- ***Take care of your own safety and that of others around you***

The students, together with their parents/guardians, are to read this ***Code for Acceptable Behaviour*** so that they will be well-informed with regard to what is expected of each student. The observance of this code guarantees order in the school. This helps to facilitate the learning process and guarantees the safety of the students.

Houses Concept

To foster a spirit of unity and collegiality, each student joining the school is assigned to one of six house groups, each represented by a distinct color. All school activities, as well as the conduct of every student, are connected to these houses. Points are awarded or deducted based on participation and behavior, directly contributing to the overall standing of the student's house.

Throughout the year, House Masters will organize a variety of activities. Students who actively participate and maintain a positive record without incurring negative points will be rewarded with special opportunities, which may include educational experiences both in Malta and abroad.

MAIN PRINCIPLES

1) Promoting Positive Behaviour

A) Basic Principles

In light of the above-mentioned Purpose of the Code, we believe that the recognition of positive behaviour helps towards the creation of this positive environment.

Staff members can input **Positive Reports** by using the online *My School* platform. They need to consider the following qualities in students when they are going to input such a report:

- personality
- values
- attitude and behaviour
- academic achievement
- exceptional skills

No student is the same. Criteria must be measured vis-a-vis the student himself or herself not vis-a-vis others. If a student's behaviour surpasses his or her usual abilities\characteristics repetitively and consistently, this should be recognised, praised and awarded. Therefore, we have to move away from the one-size-fits-all concept. Students should not be compared with each other. Each action should be taken independently and isolated from other cases and the rewards given must be fair and consistent for all students. Subject teachers, House Captains, LSE's and those who are in charge of various clubs and activities should award students who participate actively while demonstrating personal, creative, artistic or social growth.

B) A system of Points and Certificates

Points will be awarded when an educator feels that a particular student has gone beyond what is expected. The following are some examples of when points may be given:

- Improvement in work
- Improvement in behaviour
- Exceptional work
- Helping others
- Active participation in an extra-curricular activity
- Creative work
- Honesty, decency and other good values
- Ability to work in a team
- Leadership qualities.

Within this system, all subject teachers award points to students who deserve them. Teachers have been provided with guidelines on how to do this.

At the end of each month, three (3) merit certificates will be awarded to the best three students who get the highest number of points from the different house colours.

2) Parents/Guardians

Parents/guardians are to be exemplary models for their children. They should show respect towards staff members and the school authority. It is their duty to ensure that their children attend school regularly, do not arrive late, wear their school uniform properly and do their homework.

They are asked to call the school for an appointment if they need to speak to the Head of School, an Assistant Head, a teacher or a

Learning Support Educator.

In case they need to pick up their children from school before dismissal time because of a medical appointment, or in case their child is feeling unwell, parents/guardians need to sign on a register provided for this purpose. Relatives or friends will not be allowed to pick up students without a valid reason that is expressed in a note written and signed by the parents themselves. It is important that parents write their ID card and mobile phone numbers in the note, so that the school will be able to contact them before allowing their children to leave the school premises.

3) Acceptable Attire for School

A) The School Uniform

The school, like any other entity, has a dress code. The school uniform gives a sense of identity to the students, while it imparts to them the notion that one should wear clothing that is appropriate for the place one is in. The uniform should be kept neat and clean.

The uniform consists of the following items:

1. Chino Trousers
 2. Polo Shirt (short sleeves)
 3. Black, blue or white socks
 4. P.E. shoes
 5. P.E. T-shirt
 6. P.E. shorts (to be worn during P.E. lessons only)
 8. Tracksuit (jacket and trousers)
 10. Polo Shirt (long sleeves)
 11. Cap
 12. Winter jacket/anorak
- A black or dark blue jacket may be worn on cold days.

- Black or white turtle necks or polo necks may also be worn under the uniform.
- Beanies need to be removed once the students enter the school building.
- A plain white or black scarf may be worn.
- The socks need to be long enough to cover the ankles
- If a *hijab* is going to be worn, this needs to be **plain** and in **blue, grey, black or white colour**.

Hoodies, cardigans, zip-ups and coloured jackets are not permitted, not even under the uniform.

If, for some valid reason, a student cannot wear an item of the uniform temporarily, s/he has to bring a note from home, written and signed by the parents. This note has to be presented to the Assistant Head in charge of the Form, before the first bell rings in the morning.

B) Hair

- Hair should be cut neatly, not shaven close to the skin and without any designs.
- Long hair should be tied back with black accessories.
- Hair dyed in bright colours is not permitted.

C) Piercing and Jewellery

- Due to health and safety issues, the only jewellery item that is permitted at school is one pair of small button-shaped ear-studs.
- All other forms of jewellery (necklaces, bracelets, rings, ear-rings, etc) and piercing are not allowed.

D) Nails and make up

- Nails must be kept short and in a natural colour.
- False nails, nail extensions and an exaggerated application of hair gels are not permitted.
- No form of make up is allowed.

4) The School Bag

The school bag needs to be suitable for school, clean and without any scribbling. Handbags are not allowed.

Students who come to school with an 'empty' school bag may be **sent home**. Parents are cordially asked to co-operate in this as a student without pen and paper cannot follow the lessons correctly. Moreover, since the introduction of the SBA it is important that students participate actively in classroom activities. Every teacher can give sanctions to students who do not bring the school books/homework related to the lessons scheduled for the day.

5) Identification/Transportation Lanyard

Each student will be provided with an identification tag indicating their designated means of transport. This includes students who walk home or are collected by their parents. The identification tag must be worn at all times during the school day and while using school transport. Students who fail to wear their tag may be denied access to school transport

6) The use of school transport

School transport is an extension of the school.

Good behaviour is expected from the moment students are waiting for school transport in their town, till they reach their home again in the afternoon.

The following behaviour is prohibited on school transport:

- Fighting and bullying, including name-calling
- Vulgar and foul language
- Standing up or moving out of one's seat when the vehicle is moving
- Distracting the driver by shouting and making a loud noise
- Use of mobiles, especially taking photos and filming
- Food and drink
- Leaving rubbish on the vehicle (paper, water bottles, etc)
- Mobile is not to be used in school transport
- Students using other students lanyards or stealing lanyards may result in students not being allowed to use the school transport.

When the vehicle arrives at the school, the students are not allowed to:

- Leave school premises
- Loiter near the entrance gate and in the parking area.

Any bad behaviour during school transport may result in students losing their right to said transport. If any damage is caused to a vehicle, this has to be paid for.

7) Items that are not allowed at school

If students are caught carrying items that are prohibited at school, these items will be confiscated and the students may also be given sanctions.

Students are not allowed to bring to school:

- **Large amounts of money**

Students do not need money except to purchase food and drinks from the tuckshop or to pay for materials/school outings as the need arises;

- **Electronic equipment such as mobiles, mp3/4, Playstation, cameras, recorders, radios, lasers and any other type of electronic equipment**

The school will not be held responsible for any personal electronic equipment that is lost or damaged at the school.

As of this year no mobiles will be allowed. If a student needs to contact their parents they can do so from any Deputy Head's office.

- **Pornographic material**

In this case, the student is also referred to the Child Safety Services.

- **Cigarettes, electronic cigarettes and lighters**

- **Any item that may be considered dangerous**

Pen knives, laser markers, any type of weapon/firework or chemical product

- **Any form of illegal substance (drugs or alcohol)**

The school will have to proceed according to the official procedure, issued by the Directorate for Education, regarding prohibited substances.

- **Sprays, perfumes and deodorants**

- **Chewing gum**

- **Any other item which is considered to be not required in the school.**

8) General Behaviour

The following behaviour is not permitted:

- Bullying or cyber-bullying
- Inappropriate expressions of intimacy between students
- Running and shouting inside the school building
- Eating or drinking inside the school building
- Loitering between or during lessons
- Skipping lessons or leaving school premises without permission
- Using the lift without permission. A special permit may be issued for health reasons.
- Any form of vandalism (breaking, scribbling, etc) on school or other people's property
- Causing damage to plants and trees, and running in green areas
- Fiddling with security equipment (fire alarms, fire extinguishers, security cameras, etc)
- Entering classrooms, including laboratories, before the teacher arrives
- Rough play
- Physical fights
- Theft and blackmailing
- Gambling for money/objects or dealing in the sale of objects

Students should:

- Be punctual for lessons
- Keep the classrooms, corridors and every section of the school clean

- Observe directions given to them or displayed on notices in different sections of the school
- Show respect towards each other, teachers and other staff members

9) The points system

In order to ensure uniformity amongst teachers and SMT members in the application of disciplinary measures, a points system is used within the school. When students are found to be at fault, their attention is drawn to their misdemeanor. The name of the student, the infringement and the applicable points are inputted in the computerised system. Accumulated points can result in sanctions, as follows:

- 10 points – one mid-day break detention;
- 20 points – two mid-day break detentions;
- 25 points – the student has to appear before the Behaviour Support Team (l-BST).

When an infringement results in disciplinary action, the parents/guardians are informed by means of an email. If the points a student has accumulated do not result in immediate disciplinary action, the parents will still receive a computer-generated report at home, with details of their child's misbehaviour.

The points accumulated during one term will be carried over to the following term. However, all the points accumulated in a single year will be taken into consideration when the annual behaviour report is issued at the end of each scholastic year. At the end of Year 11, when the *Secondary School Certificate & Profile* is issued, all the points accumulated during the five years of Middle and Secondary School are taken into consideration, with emphasis placed on the points accumulated during the final year.

I mother/father/guardian/ of _____

Who is in class _____ have read this booklet about the Code of Acceptable Behaviour in School and I am going to cooperate with the school for the welfare of my son/daughter.

Signature of parent/guardian

Date

The student has to return this part of the booklet within a week.