

## COLLEGE RULES

### STUDENT CODE OF CONDUCT

Our College rules are based on the principles of **Respect, Honesty & Integrity, Opportunity and Challenge**. Therefore:

- Individuals have the right to feel secure and be treated with respect.
- Individuals have the right to learn and develop to their full potential.
- Individuals are responsible for their own learning and behaviour.
- The College community has a responsibility to ensure a safe, clean, supportive and productive learning environment.
- A positive attitude and contribution by all members of the College community will foster pride, school spirit and individual achievement.
- Our College rules are based on the principles of Respect, Honesty, Integrity, Challenge and Opportunity and include the following:

#### A Courtesy

1. Students are to be well mannered and respectful of others.
2. Students are to follow clearly given instructions.
3. Students are to be punctual to all classes, form assemblies and other organised activities.
4. Students in Years 7-10 are to line up outside their classroom in an orderly manner at the start of lessons, and enter the classroom when instructed by a teacher.
5. Students should attend all timetabled classes prepared to work, equipped with all necessary books, materials, equipment and pre-set work.
6. Portable electronic devices (ie, iPods (phones) are bought to school at owners risk. Items can be confiscated during class time ie, use of mobile phone in class is prohibited. A separate detailed policy for ICT use is to be completed for each student.

#### B. Environment

7. Each student is expected to maintain the condition and cleanliness of classrooms and grounds.
8. Eating and drinking is not permitted in classrooms.
9. Permanent marker pens are not permitted at school.
10. Skateboards/scooters are not to be used within College grounds at any time.
11. Excessive amounts of makeup and jewellery are not to be worn at school. Facial piercings and hair colour that attract undue attention are not permissible.

#### C. Health and Safety

12. Students should remain visible within the College grounds.

Specific areas that are out of bounds to students (unless teacher supervised):

- the bush area at the back of the College
  - the Arts Centre and Music Room
  - bike shed, except before 8.49 am and after 3.05 pm
  - the athletics track and surrounds of the Athletics pavilion
  - car park areas or any roof
  - classrooms at recess and lunch time
13. The internal courtyard is for passive activities, exceptions may include 'handball' games that are away from buildings and thoroughfares.
  14. Throwing stones or other dangerous objects and unduly rough play is not permitted.
  15. Smoking, being in possession of cigarettes, matches or lighters, or being in the company of smokers is forbidden at school, on the way to or from school OR on school related activities.
  16. Students are not to bring alcohol, non-prescription drugs or other dangerous articles and substances into the College. Offenders in this category will be reported to the relevant authorities.
  17. Students must not take bags to class, each student is supplied with a locker.
  18. Students must not go to the lockers between classes. Books for periods 2 and 4 must be collected before school, recess and the end of lunch.
  19. Students may be out of class only with written permission from the class teacher.
  20. Students must not engage in any fighting, bullying or harassment.
  21. Spitting is strictly prohibited in any part of the school.

## **CONSEQUENCES**

The consequences for breaking any of these school rules may include:

- a warning; • special duties;
- detention; • referral to Coordinator or Principal;
- letter to parents; • reimbursement to the College for loss/
- loss of privileges; damage of property;
- being placed on a conduct card • parent interview; or 'contract'; • suspension;
- referral to police; • removal from the College.

Detentions may be held at recess, lunchtime or after school. Detentions after school will involve prior contact with parents. After school detentions are for 50 minutes from 3.10pm until 4.00pm. Students, who do not comply with detention requirements, will be expected to complete a 'Principal's Detention'.

Students are encouraged to take responsibility for their behaviour. If this is unsuccessful, counselling, detentions, or suspension from school can occur. A copy of the college rules and their consequences is printed in the student organiser and in each teaching and learning space. All students are advised to read this carefully.

**NOTE:**

Any student who breaks any civil or criminal law will be reported to the appropriate authority and contact will be made with parent(s)/guardian(s) where possible.

The College accepts no responsibility for money and valuables of any description or non-uniform clothing brought by the student to school.

**COLLEGE PROCEDURES**

**LATE PASS**

When a student arrives late to school (after Form Assembly) they should report to the General Office and request a Late Pass. It is essential to bring a note if a student is late. Such a note should briefly explain the reason. Repeated lateness without a note may result in after school detention.

**PERMISSION TO LEAVE SCHOOL AT OTHER THAN NORMAL TIMES**

The school does not permit students to leave the main grounds at any time without express permission. If it is necessary for a student to leave school early or temporarily, it is necessary to bring a note from home requesting that such permission be granted. This note should be presented to the Form Teacher at Form Assembly. Prior to departure, the note should be handed into the General Office and the students sign out and collect a pass. The College does not allow students to sign out for lunch or go home during the school day.

**Evaluation:** *This policy will be reviewed as part of the College's review Cycle*