



St Ursula's College

TOOWOOMBA

CRICOS No 03033M

## POLICY

Approval Date	31 July 2019
Previous Review Dates	July 2020, Nov 2021, Mar 23, Jun 23, Feb 24
Next Review Date	Feb 2025
Author/Approval	Assistant Principal Pastoral Care/Principal

# Student Code of Conduct

## Policy and Procedure

### Culture Statement

St Ursula's College, a Catholic educational and residential community in the Ursuline tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of personal faith and spirituality
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;
- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.

### Purpose

St Ursula's College is committed to providing a respectful learning environment that is safe and supportive for all students, staff, parents, and visitors to the College.

The Student Code of Conduct reflects the College's Culture Statement and the expectation that students will uphold the College's core values of service, courage, compassion, justice and respect at all times. To guide the development of positive student behaviours which enhance learning outcomes and respectful relationships, the Student Code of Conduct sets high standards of behaviour which are expected of all St Ursula's College students.

The Student Code of Conduct outlines the responsibilities and processes used to promote a positive culture and facilitates the development of integrity, responsibility, empathy, self-awareness, and self-regulation amongst students to enable transformative participation in the world.



## Overview

St Ursula's College promotes behaviour based on respect:

- Respect for God and the Sacred which is based on
- Respect for Self
- Respect for Others
- Respect for Community and its Environment

**Respect for God and the Sacred** encourages appropriate behaviour at Liturgies, respect for the beliefs of others, respect for times of prayer, a commitment to enter wholeheartedly into the RE program and an ***awareness of the sacredness of life and of people.***

**Respect for Self** encourages us to care for our mind, soul and body by striving for balance within our life. We need to ***accept responsibility for our own actions***, be self-confident and honest, have esteem for ourselves, honour our personal giftedness and have pride in our achievements.

**Respect for Others** encourages a regard for and acceptance of the difference in others – their backgrounds, values, personalities and needs, respect for others' belongings, attention to others; it also encourages ***respectful, caring and truthful relationships.***

**Respect for Community and its Environment** ***encourages pride in your College***, care for the College environment, respect for people outside the College community, the welcoming and assistance of visitors, co-operation with student leaders, responsibility to all people in position of authority.



## PART A

### Rights and Responsibilities

Students at St Ursula's College have the right to:

- be treated with dignity, respect and compassion;
- be successful lifelong learners;
- be informed of and understand expected behaviours;
- be treated fairly and justly;
- A safe and secure environment where St Ursula's staff (and those employed by the College) prioritise student safety and adhere to professional behaviour standards (See Work -Related Aggression and Violence Policy)
- reach their learning potential in a safe and supportive environment;
- be safe;
- have a sense of belonging within the College and wider community;
- voice an opinion appropriately;
- develop respectful relationships with others in the College community;
- be an active part of, and contribute positively to the College community;
- an individual faith and worship.

Students at St Ursula's College have a responsibility to:

- respect the Catholic ethos and values of the College;
- respect the dignity and value of self and others;
- treat others with compassion and kindness;
- be empathetic towards others;
- respect the authority of the College;
- support College policies and procedures;
- uphold the good reputation of the College;
- contribute to a positive College culture;
- be responsible for their actions and words and understand how they impact others;
- act with integrity by being honest, responsible and authentic, and develop increased self-awareness and self-regulation;
- wear the College uniform with pride, according to the College Uniform Guidelines;
- be inclusive and respect diversity;
- communicate appropriately and seek to build and maintain respectful relationships with all members of the College community;
- ensure that behaviour contributes positively to the opportunity for a quality education for all students;
- Ensure that behaviour contributes positively towards all members of the College Community (Including St Ursula's College staff and those employed by the College)
- engage in the learning process;
- seek staff assistance, if necessary, to resolve conflict peacefully;
- report inappropriate behaviour or concerns to the appropriate person (this may include any member of staff and/or Student Protection Contact);
- show proper care and respect for College property and the property of others.



## Breach of the Code

Breaches of the Code include, but are not limited to:

- seriously undermining the Catholic ethos and values of the College;
- consistently and deliberately failing to comply with College rules and expectations, or any reasonable instruction of the Principal or staff member;
- engaging in behaviour that is unsafe, offensive or dangerous to the physical, emotional or psychological wellbeing of any student, staff or visitor;
- deliberately disregarding College property and/or the property of others;
- consistently and deliberately interfering with the educational opportunities, efforts or endeavours of other students;
- participating in unlawful conduct.

This policy acknowledges the College's responsibility to support the wellbeing, mental health and resilience of young people. Adolescents are in formation and may make poor decisions and engage in inappropriate behaviour.

The College supports girls to grow and learn from poor decisions and make restitution where applicable through a Level 1-4 process. The dignity of students and individual circumstances are considered when consequences are determined.

The consequences for breaching the Student Code of Conduct will be in accordance with the Behaviour Management Procedures (PART B) and include the following:

- **initial/minor behaviour (Level 1)** should be handled by the teacher in charge;
- **continued/moderate behaviour (Level 2)** should be handled by the teacher in conjunction with the Head of Faculty and Head of House;
- **escalated/major behaviour (Level 3)** should be handled by the Head of House in conjunction with the Assistant Principal Pastoral Care and Deputy Principal;
- **serious behaviour (Level 4)** should be handled by the Behaviour Management Team;
- all behavioural incidents and communication are to be recorded and retained on file;
- appropriate restorative practices, support, and follow up should take place to ensure lasting positive outcomes;
- copies of any letters sent home should be kept in the student file in the Office.



## Behaviour Management Team

When it is deemed by the College that a student has engaged in wrongful behaviour of a serious nature, the Behaviour Management Team (BMT) will be convened to:

- consider the behaviour of the student and the implications for the student and the College community;
- consider the individual circumstances of the student, and how best to respond;
- determine what behaviour management action, within the College's stated processes, is most appropriate;
- identify strategies to assist the student, following successful behaviour management, to re-establish her place in the College community;
- ensure that decisions of the Behaviour Management Team are implemented and documented;
- access any relevant agencies to provide support for people affected.

In arriving at decisions, the Behaviour Management Team aims for consensus. Where this is not achievable, the Principal (or Principal's nominee) makes the decision, in accordance with College policies and procedures. Confidentiality should always be honored.

Membership of the BMT may include:

- Principal or her nominee as convenor
- Deputy Principal
- Assistant Principal Pastoral Care
- Head of House
- Assistant Principal Mission & Identity
- Head of Boarding
- Indigenous Youth Leadership Program Manager(IYLP) - Smith Family Scholarships
  
- Community Engagement Officer

Note:

- In some instances, where the behaviour of a student is deemed to threaten immediate or ongoing harm, distress, or danger to others, it may be necessary to withdraw or suspend the student from the College community, pending a meeting of the Behaviour Management Team. Responsibility for such a decision rests with the Principal or the Principal's nominee.
- Action to suspend or expel a student is a serious matter and will be carried out in a just and equitable manner. This will take into account responsibilities to the whole College community based on the principles of natural justice (the right to know; the right to respond and the right to a fair and unbiased decision).



## Procedural Fairness

Procedural fairness requires the College to act justly in resolving discipline and pastoral situations. Students have a right to an education, and a right to be heard in matters that may affect their enrolment on a temporary or permanent basis.

Whilst individual circumstances of the student are taken into consideration, such as the age and developmental stage of the student, in general, students should know what the allegations are and how any matters related to these will be taken into consideration, how the issues will be determined, and why the proposed action is happening. The student will be given reasonable opportunity to respond, in writing or verbally, to any member of the Behaviour Management Team.

Students have the right to have a support person present where the allegations are serious and/or illegal in nature.

Parent(s)/carer(s) of the student have the right to be involved and to be kept fully informed.

Parent(s)/carer(s) of the student have a right of appeal.

Parent(s)/carer(s) of the student have the right to seek and receive advice.

The Principal will ensure that appropriate support and assistance is made available to the student, which may include for example, a College Counsellor, Head of House and/or Pastoral Care Teacher, before a suspension/expulsion is actioned.

Procedural fairness requires impartiality of the decision maker. A decision should not be made until all the facts are known.

Confidentiality is respected by limiting discussion or sharing information about individual circumstances of students, including consequences, with persons other than the student's parents.



PART B

BEHAVIOUR IN PRACTICE

VALUE	BEHAVIOUR THAT CONTRIBUTES TO OUR COMMUNITY LIFE	BEHAVIOUR THAT DIMINISHES THE LIFE OF OUR COMMUNITY
<b>RESPECT FOR GOD AND THE SACRED</b>	<b>As God is the source of your life...</b> <ul style="list-style-type: none"> <li>▪ respect times of prayer</li> <li>▪ be attentive and participate in College Liturgy</li> <li>▪ respect the beliefs of others</li> <li>▪ be quiet and reverent in all places of prayer</li> <li>▪ enter wholeheartedly into the R E Program which includes retreat days.</li> </ul>	<ul style="list-style-type: none"> <li>▪ ridiculing those who value life</li> <li>▪ not respecting others' efforts to pray</li> <li>▪ apathy and distracting others during College liturgy and assembly</li> <li>• non-attendance at retreat days</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Respect for life</b></li> </ul>	<b>Conscious of your dignity as a young woman ...</b> <ul style="list-style-type: none"> <li>▪ speak politely and with respect</li> <li>▪ use a friendly, pleasant tone</li> <li>▪ write only that of which you can be proud</li> <li>▪ be clean, well-groomed and modest</li> <li>▪ wear uniform proudly</li> </ul>	<ul style="list-style-type: none"> <li>▪ loud tones, swearing, abusive or threatening language</li> <li>▪ graffiti written obscenities, abusive notes, misuse of diary, misuse of digital media</li> <li>▪ lack of cleanliness, untidy hair, slovenly posture, writing on body, coloured nail polish</li> <li>• writing on hat</li> <li>• writing on uniform</li> </ul>
<b>RESPECT FOR SELF</b>	<b>Aware that you are responsible for developing your potential...</b> <ul style="list-style-type: none"> <li>▪ enter into activities enthusiastically and encourage others to do the same</li> <li>▪ make good use of your time – both in class and at study</li> <li>▪ be organised and bring required equipment for class or other activities</li> <li>▪ honour your commitments – academic, cultural, sporting, social</li> <li>▪ complete assigned work punctually</li> <li>▪ be punctual. If late, apologise and offer an explanation</li> <li>▪ be a good sport – play the game fairly and be gracious in defeat and success</li> </ul>	<ul style="list-style-type: none"> <li>▪ unconstructive criticism of proposed activities or work programmes</li> <li>▪ disadvantaging yourself and others by not turning up for group or team activities</li> <li>▪ laziness in your approach to College work or other activities</li> <li>▪ answering back or arguing with referees or coaches on the sporting field</li> <li>▪ lack of punctuality/or missing sport</li> <li>▪ failure to complete and hand in set work punctually</li> <li>▪ smoking or drinking – travelling to or from, at College or on College excursion</li> <li>▪ possession or taking of drugs</li> <li>• inappropriate behaviour at College socials &amp; excursions</li> </ul>





<p><b>RESPECT FOR OTHERS</b></p>	<p><b>As truth is the foundation of authentic growth, relating and development...</b></p> <ul style="list-style-type: none"> <li>▪ tell the truth (about yourself and others) and be willing to accept the consequences</li> <li>▪ report responsibly incidents that diminish our community life (e.g. stealing, vandalism, bullying)</li> <li>▪ respect other's privacy and good name</li> </ul>	<ul style="list-style-type: none"> <li>▪ bullying</li> <li>▪ spreading of rumours or gossip about others</li> <li>▪ name calling</li> <li>▪ stealing</li> <li>▪ cheating</li> <li>▪ denying responsibility for your own decisions</li> <li>▪ blaming others for your misbehaviour</li> <li>• stealing other people's work</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Respect for truth</b></li> </ul>	<p><b>Conscious of the dignity and value of others and that you can encourage their growth and development...</b></p> <ul style="list-style-type: none"> <li>▪ give full attention to another when she/he is speaking, individually or in a group</li> <li>▪ listen in class to both teacher and students</li> <li>▪ listen to and respect the views and opinions of others</li> <li>▪ encourage others to express their opinions and use their talents</li> <li>▪ accept the differences in background, values and personality</li> <li>▪ respect others' belonging</li> </ul>	<ul style="list-style-type: none"> <li>▪ making fun of others, putting down others</li> <li>▪ spreading rumours</li> <li>▪ using physical force or intimidation</li> <li>▪ making spiteful or malicious remarks about others</li> <li>▪ stealing from others e.g. hats, money</li> <li>▪ invading another's privacy</li> <li>• bullying via phone, email, SMS etc.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Respect for the needs of others</b></li> </ul>	<p><b>Aware that you are responsible for providing a secure, happy, encouraging and affirming environment...</b></p> <ul style="list-style-type: none"> <li>▪ allow others to work by being quiet and ready for lessons</li> <li>▪ be patient and willing to wait while a teacher is attending to someone else</li> <li>▪ be ready to help others with their work at the appropriate time</li> <li>▪ acknowledge the effort that others contribute to our community: other staff, maintenance staff, tuckshop staff, library staff, boarding staff</li> <li>▪ be positive and sincere in acknowledging the achievements of other (e.g. sporting, academic, cultural)</li> <li>▪ make a fair contribution to any group activity of which you are a part</li> <li>▪ share resources</li> </ul>	<ul style="list-style-type: none"> <li>▪ being over-demanding of the time and attention others</li> <li>▪ disrupting or distracting others</li> <li>▪ selfish attitude to resources (e.g. books, videos, media equipment)</li> <li>• taking other students' notes or assignments</li> </ul>





<p><b>RESPECT FOR COMMUNITY AND ITS ENVIRONMENT</b></p>	<p><b>As this college can be a source of life for you and others ...</b></p> <ul style="list-style-type: none"> <li>▪ be happy and proud to be part of our College community, and let others share this pride</li> <li>▪ defend your College community against inappropriate criticism</li> <li>▪ take pride in your College by wearing the uniform correctly</li> <li>▪ have respect for people outside the College community and show appreciation for the services they offer us (e.g. bus driver, camp personnel, tour directors, sales people)</li> <li>▪ welcome and assist visitors to the College</li> <li>▪ participate in caring for the College environment – be faithful to your commitment to room duty, playground duty... (event take initiative if something needs attention)</li> <li>▪ represent yourself and the College proudly when on buses to and from College and when down town in uniform.</li> </ul>	<ul style="list-style-type: none"> <li>▪ gossiping about College community</li> <li>▪ exaggerating incidents</li> <li>▪ unfair or unwarranted criticism of College, staff or students</li> <li>▪ inappropriate             <ul style="list-style-type: none"> <li>– group behaviour</li> <li>– wearing of uniform</li> <li>– speech, manner and language which draws unfair judgement and criticism of the College</li> </ul> </li> <li>▪ shirking responsibility for the order in the College</li> <li>▪ littering</li> <li>▪ avoiding outside clean-up</li> <li>▪ vandalising College property</li> <li>▪ misusing College property</li> <li>▪ chewing gum</li> <li>▪ inappropriate language and behaviour</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Respect for authority</b></li> </ul>	<p><b>As positions of special responsibility are to facilitate group living and functioning ...</b></p> <ul style="list-style-type: none"> <li>▪ be responsible to all people in positions of authority within and outside the College community</li> <li>▪ cooperate with student leaders</li> <li>▪ respond to requests for assistance</li> <li>▪ respect teachers and other adults in the College community (e.g. stand aside in corridors, offer help...)</li> <li>▪ be aware of particular needs within the community (e.g. the elderly, the disabled ... be willing to assist, offer a seat etc...)</li> </ul>	<ul style="list-style-type: none"> <li>▪ interrupting a conversation or class</li> <li>▪ entering a room without an invitation</li> <li>▪ answering back, calling out</li> <li>▪ pushing in the corridors</li> <li>▪ turning back on, talking, reading while in the presence of guest speakers</li> <li>▪ not thanking people for their time or service (e.g. bus driver)</li> <li>▪ lying about events when asked by staff</li> <li>▪ refusing to listen to a staff member trying to explain the reason why behaviour is unacceptable</li> <li>• leaving class before teacher has finished</li> </ul>



## PART C

The below table outlines the levels and provides examples of possible consequences, Appendix 1 provides specific details.

### BEHAVIOUR MANGEMENT PROCEDURES

Incident Level	Staff Directly Responsible	Possible Consequences	Information Passed to
<p><b>Level 1 – Initial/minor Behaviour</b> Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>Disruptive behaviours E.g. talking in class</li> <li>Failure to complete set work</li> <li>Being unprepared for class</li> <li>Minor insolence</li> <li>Lack of punctuality</li> <li>Chewing gum</li> <li>Inappropriate use of mobile phone</li> <li>Uniform Infringement</li> </ul>	<p>To be managed by the classroom teacher.</p>	<ul style="list-style-type: none"> <li>Verbal warning</li> <li>Monitor behaviour</li> <li>Loss of minor privileges</li> <li>Confiscate phone</li> <li>Confiscate inappropriate jewellery</li> <li>Verbal/written reflection and apology</li> <li>Communication with parents</li> </ul>	<p>Classroom teacher to notify if applicable:</p> <ul style="list-style-type: none"> <li>Head of Faculty</li> <li>Head of House</li> <li>Head of Boarding (if applicable)</li> <li>Parents</li> </ul>
<p><b>Level 2 – Continued/moderate Behaviour</b> Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>Disruptive behaviours e.g. ongoing, defiance</li> <li>Non-submission of class work</li> <li><b>Non-submission of assessment (in accordance with the Assessment Policy)</b></li> <li>Inappropriate language</li> <li>Inappropriate use of ICT</li> <li>Insolence</li> <li>Deliberately missing class</li> <li>Continued disregards for College rules, procedures, processes and expectations.</li> </ul>	<p>To be managed by the classroom teacher in consultation with the Head of Faculty and Head of House.</p> <p><b>Non-submission of assessment policy needs to be followed by classroom teacher – HOF-DP.</b></p> <p>AP Pastoral Care and Deputy Principal to be notified.</p>	<ul style="list-style-type: none"> <li>Written reflection</li> <li>Apology</li> <li>Detention</li> <li>Monitoring via weekly report</li> <li>Monitor Laptop use</li> <li>Loss of privileges e.g. representing the College or attending social events</li> <li>Community service</li> <li>Education Program</li> <li>Referral to Counsellor</li> <li>Mediation</li> <li>Communication with parents</li> <li><b>Non-submission of assessment – in accordance with Policy could result in no CREDIT – POLICY must be followed.</b></li> </ul>	<p>Head of Year to notify:</p> <ul style="list-style-type: none"> <li>PC Teacher</li> <li>AP Pastoral Care</li> <li>Deputy Principal</li> <li>Counsellors (if applicable)</li> <li>Head of Boarding (if applicable)</li> <li>Parents</li> </ul>



<p><b>Level 3 – Escalated/major Behaviour</b> Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Gross defiance or insolence</li> <li>• Disregard for property of others, including College property. <ul style="list-style-type: none"> <li>- Taking property belonging to others e.g. Theft.</li> </ul> </li> <li>• Bullying/cyberbullying</li> <li>• Verbal/physical aggression is behaviour causing or threatening physical harm to others <ul style="list-style-type: none"> <li>- Intentional harming of others e.g. Tripping and pushing.</li> </ul> </li> </ul>	<p>To be managed by the Head of House in consultation with the AP Pastoral Care and Deputy Principal.</p> <p>Principal to be notified.</p>	<ul style="list-style-type: none"> <li>• Written reflection</li> <li>• Apology</li> <li>• Community service</li> <li>• After College detention</li> <li>• Withdrawal from class</li> <li>• Suspension</li> <li>• Education Program</li> <li>• Recommended counselling</li> <li>• Mediation</li> <li>• Parent meeting</li> </ul>	<p>AP Pastoral Care to notify:</p> <ul style="list-style-type: none"> <li>• PC Teacher</li> <li>• Head of House</li> <li>• Deputy Principal</li> <li>• Counsellors (if applicable)</li> <li>• Head of Boarding (if applicable)</li> <li>• Parents (phone first; letter/interview to follow)</li> <li>• Feedback to the classroom teacher/ Head of Faculty</li> </ul>
<p><b>Level 4 – Serious Behaviour</b> Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Unlawful behaviour <ul style="list-style-type: none"> <li>- Possession of illegal substances</li> <li>- Possession of, and use of alcohol, cigarettes, vaping equipment.</li> <li>- Possession/Incident with a weapon</li> <li>- Vandalism/Graffiti</li> <li>- Possession of, or dissemination of images or materials which may cause offence.</li> </ul> </li> <li>• Bringing College into disrepute</li> <li>• Bullying/harassment (not responding to intervention)</li> <li>• Physical and/or verbal abuse – Deliberate aggressive/violent</li> </ul>	<p>To be managed by the AP Pastoral Care, Deputy Principal and Principal.</p> <p>Behaviour Management Team to be convened.</p>	<ul style="list-style-type: none"> <li>• Withdrawal from class</li> <li>• Parents to collect student immediately.</li> <li>• Suspension</li> <li>• Expulsion from the College</li> <li>• Police to be notified (if applicable)</li> </ul>	<p>At the discretion of the Principal, to notify:</p> <ul style="list-style-type: none"> <li>• Head of House</li> <li>• Counsellors</li> <li>• Head of Boarding (if applicable)</li> <li>• Parents (immediate contact)</li> <li>• Police (if applicable)</li> </ul>



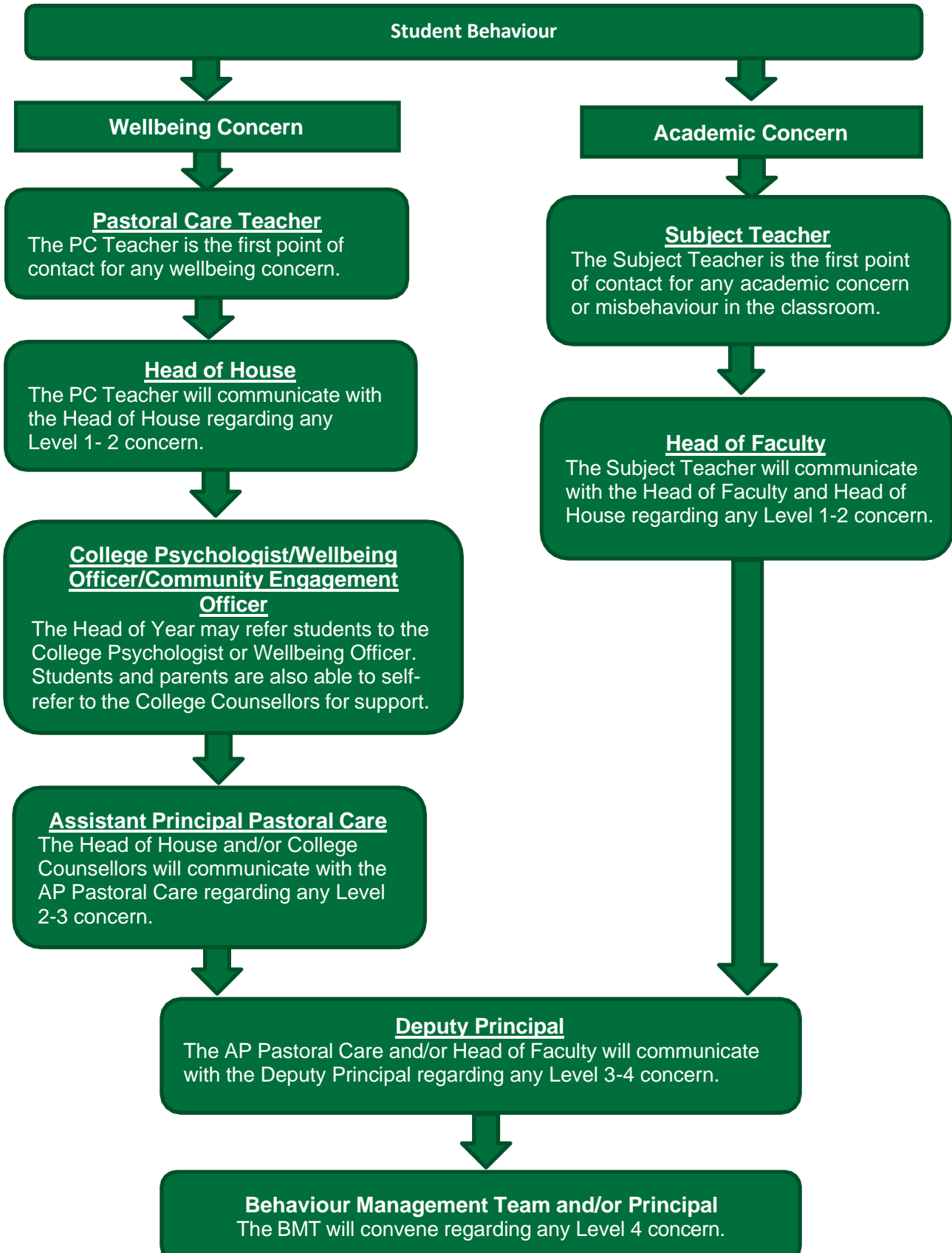
behaviour by one person towards another			
---	--	--	--



## Implementation of the Student Code of Conduct

### Student Behaviour Flowchart

*Note: Pathways may deviate, at times, depending on the individual circumstances of the behavioural concern.*





## Definitions

For the purpose of this Code of Conduct, the following definitions apply:

<b>Code</b>	means this Code of Conduct as amended from time to time, including any schedules, attachments, annexures, appendices.
<b>College</b>	means St Ursula's College Toowoomba ABN 27 122 661 858
<b>Community Service</b>	is when a student is required to 'give back' to the College by serving the community in their own time such as lunch, after College, student-free day; the service could include helping in the library, office, Academic Care, Art Rooms;
<b>Confidential Information</b>	For the purpose of this Code, confidential information includes: <ul style="list-style-type: none"><li>a) student and staff information or details, including contact names and details;</li><li>b) information relating to individual family circumstances and needs;</li></ul>
<b>Detention</b>	a period of time when a student is required to remain at College in a particular location or in an activity, in 'non-class' time, such as lunch, after College, student-free days.
<b>Suspension</b>	is the temporary, full-time or part-time withdrawal of a student's right to attend College and/or College related functions for a defined period of time. It can be in-College suspension or out of College suspension.
<b>Expulsion</b>	is the full-time withdrawal of a student's right to attend College and College related functions, on the authority of the Principal of the College; it involves a termination of the enrolment contract.
<b>Procedural Fairness</b>	requires us to act justly in resolving discipline and pastoral situations. Students have a right to an opportunity of education in law, so they have a right to be heard in matters that may affect their enrolment on a temporary or permanent basis.
<b>Right of Appeal</b>	students and parents can request a review of the recommendation to suspend or exclude a student.



## Related Policies

College Student Protection Policy: Guidelines  
Positive Peer Relations (Anti-Bullying) Policy  
Cybersafety Policy  
Mobile Phone Policy  
Assessment and Reporting Policy  
Suspension and Expulsion Policy  
Work – Related Aggression and Violence Policy

## Review of the Code

To maintain the currency and value of this Code it will be reviewed on an annual basis and updated as necessary. *Review date:* Feb 2025





## Appendix 1

### Behaviour Management – Issues and Consequences Table

Examples include but are not limited to:

UNIFORM INFRINGEMENT		
Issue	Level	Consequence
<b>Hair / Hair accessories</b> <ul style="list-style-type: none"><li>• Style, length and colour is inappropriate for College e.g. Extreme hairstyle, extreme two-toned or unnatural colour</li><li>• Hair is not worn neatly and is inappropriate to allow the correct wearing of the hat.</li><li>• Plain hair bands or head bands are not worn.</li><li>• Ribbons are not navy or white.</li><li>• Hair longer than shoulder length is not tied back.</li></ul>	1-2	<ul style="list-style-type: none"><li>• Student is referred to APPC if hair colour and/or style is inappropriate.</li><li>• Student to remove inappropriate ribbon, scrunchie, hair band immediately.</li><li>• Student to tie hair up if shoulder length or longer.</li><li>• Teacher to record uniform infringement in student diary.</li></ul>
<b>Hats</b> <ul style="list-style-type: none"><li>• Hat not worn when outside, including before and after College, between classes and break times.</li><li>• <i>On Wet Days, students are excused from wearing hats.</i></li></ul>	1	<ul style="list-style-type: none"><li>• Teacher to record uniform infringement in student diary.</li><li>• Students wearing a hat in poor condition are told to replace it and referred to the Retail Shop; PC Teacher to follow up.</li></ul>
<b><i>All staff are expected to role model appropriate sun safety standards by wearing a hat or using an umbrella between classes and during outside activities including playground duty.</i></b>		
<b>Jewellery</b> <ul style="list-style-type: none"><li>• Watch is not plain; smart watch being used.</li><li>• Rings, bangles, bracelets, or visible necklaces being worn.</li><li>• One small and plain gold/silver/pearl studs or sleepers is not worn in the lobe of each ear.</li><li>• Additional piercings, including earrings and nose rings, and clear studs.</li><li>• Name, Serviam and House badges not worn.</li></ul>	1	<ul style="list-style-type: none"><li>• Student to remove unacceptable item immediately; confiscated by staff.</li><li>• Confiscated items are to be placed in a small plastic bag from the Office with student name, year level, and date of confiscation (confiscated items are returned on the last day of term). Office will send SMS text to parents. Teachers are to take confiscated jewellery to the Office for safe storage.</li><li>• Students who deliberately get extra piercings are refusing to comply with College uniform regulations. In such instances, the PC Teacher will contact parents regarding such matters to request their assistance in removing the item/s. HOY is to be informed.</li><li>• Continued refusal is to be referred to the HOY.</li></ul>



<b>Make-up &amp; Artificial Eyelashes</b> <ul style="list-style-type: none"><li>• Student wearing make-up or false eyelashes.</li><li>• <i>Lightly tinted sunscreen/moisturizer is permitted.</i></li></ul>	1	<ul style="list-style-type: none"><li>• Student required to remove make-up with make-up wipes in PC.</li><li>• Teacher to record uniform infringement in student diary.</li><li>• Continued wearing of make-up and/or false eyelashes is to be referred to HOY.</li></ul>
<b>Nail polish &amp; Artificial Nails</b> <ul style="list-style-type: none"><li>• Student wearing coloured nail polish and/or long artificial nails.</li></ul>	1	<ul style="list-style-type: none"><li>• Student required to remove polish with nail polish remover in PC.</li><li>• Student to remove artificial nails as soon as possible, in consultation with HOY.</li></ul>
<b>Tabs</b> <ul style="list-style-type: none"><li>• Tab is not worn with the winter uniform.</li></ul> <b>Spray Jacket/Tracksuit Top</b> <ul style="list-style-type: none"><li>• Spray Jacket worn with the dress/winter uniform when it is not raining.</li></ul>	1	<ul style="list-style-type: none"><li>• Teacher to record Uniform Infringement in student diary.</li></ul>
<b>Underwear</b> <ul style="list-style-type: none"><li>• Visible bright coloured bras under white uniform blouse. Flesh coloured underwear is most appropriate.</li></ul>	1	<ul style="list-style-type: none"><li>• In this instance, it is more appropriate for female staff to communicate with students about their choice of underwear; HOY may need to be involved.</li></ul>
<b>Shoes</b> <ul style="list-style-type: none"><li>• Student not wearing black lace-up regulation College shoes with their summer/winter uniform.</li><li>• Shoes are scuffed, unclean and in poor condition.</li><li>• Student not wearing appropriate sports joggers with their sports uniform.</li></ul>	1	<ul style="list-style-type: none"><li>• Students to clean shoes.</li><li>• Teacher to record uniform infringement in student diary.</li></ul>



ATTENDANCE		
Issue	Level	Consequence
<b>Punctuality – Lateness to PC</b> <ul style="list-style-type: none"> <li>Student is to provide a note from a parent (parent to call the Office) with an explanation.</li> <li>Student is to report to the Office to sign in and collect a late slip.</li> <li>Student is to give the late slip to teacher to sign and then give it to PC teacher.</li> </ul>	1	<ul style="list-style-type: none"> <li>Unexplained late arrivals will be followed up by HOY.</li> </ul>
<b>Punctuality – Lateness to Class</b> <ul style="list-style-type: none"> <li>Students are expected to be at class on time.</li> </ul>	1	<ul style="list-style-type: none"> <li>Students who arrive to class late should have an email/note from a staff member to explain the reason.</li> <li>Students without an email/note are to explain the reason to the teacher.</li> <li>If appropriate, a consequence would be to make up the time missed with the class teacher to supervise.</li> <li>Continued lateness should be reported to HOF and HOY.</li> </ul>
<b>Repeated Absences – High Absenteeism</b> <ul style="list-style-type: none"> <li>Without a valid reason.</li> </ul>	2	<ul style="list-style-type: none"> <li>After three consecutive days of absence, PC Teacher to make parent contact. Situation addressed and monitored by PC Teacher.</li> <li>PC Teacher to confer with HOY.</li> </ul>
<b>Illness</b> <ul style="list-style-type: none"> <li>Student is to see her class teacher before reporting to the Office, if unwell.</li> <li>Teachers are to write a note in the student's diary and then send them to the Office.</li> <li>Office staff will contact the Health Centre.</li> <li>If medical assistance is required, teacher is to call the Office or send a runner to the Office.</li> <li>If it is serious, teacher/Office staff is to call an ambulance.</li> </ul>		
<b>Leaving the College Grounds</b> <ul style="list-style-type: none"> <li>No student is to leave the College grounds during the school day without a letter/email/phone call from a parent/guardian.</li> <li>PC Teacher to sign the letter.</li> <li>Student signs out at the Office with the signed letter.</li> </ul>	2-3	<ul style="list-style-type: none"> <li>Student found leaving the College grounds without permission is to be sent to the APPC or Deputy Principal.</li> </ul>
<b>Truancy</b>	3	<ul style="list-style-type: none"> <li>Truancy is to be reported immediately to the APPC and/or Deputy Principal.</li> <li>APPC will contact parents.</li> <li>Appropriate consequences will be incurred.</li> </ul>



ATTITUDE/BEHAVIOUR		
Issue	Level	Consequences
<b>Swearing/Inappropriate Language</b>	2-3	<ul style="list-style-type: none"> <li>On the first occasion when the incident is minor, student is to be given a warning from the teacher, explaining the expectations and ethos of the College.</li> <li>For repeat offences, or extreme language, teacher is to confer with HOY and/or APPC.</li> </ul>
<b>Personal Property</b> <ul style="list-style-type: none"> <li>Students are responsible for their own belongings. Every student is provided with a locker in which she is to secure valuables. Students can take valuables to the Office for safe keeping during the day if they wish.</li> <li>Any student property that goes missing during the school day which is not stored in a locker is the student's responsibility and the College cannot be held responsible for its replacement.</li> </ul>	2-3	<ul style="list-style-type: none"> <li>PC Teachers to check that students have locks on lockers.</li> <li>Students who do not have a lock on their locker will be given a warning by the PC Teacher.</li> <li>Students who continue to not lock their locker will be referred to the HOY.</li> </ul>
<b>Student Diary</b> <ul style="list-style-type: none"> <li>The Student Diary is a form of communication between teachers and parents.</li> <li>Students must record homework, assessment dates and other College related matters.</li> <li>A student's diary must be taken to all classes.</li> </ul>	1	<ul style="list-style-type: none"> <li>Any defacement of the Student Diary will result in confiscation of the diary by PC Teacher.</li> <li>PC Teacher will confer with HOY. Parents will be notified, and a new diary will need to be purchased from the Retail Shop.</li> </ul>
<b>Mobile Phone/Smart watch</b> <ul style="list-style-type: none"> <li>Student must adhere to the Mobile Phone Policy.</li> <li>Mobile phones are to be out of sight and switched off from 8am – 3pm.</li> <li>No liability will be accepted by the College in the event of loss, theft, or damage of mobile devices.</li> <li>Phone and messages are not to be used in conjunction with SMART watches whilst at school.</li> <li>SMART watches are not to be brought into exams.</li> </ul>	1-4	<ul style="list-style-type: none"> <li>The College recognises that there are occasions when it is genuinely appropriate and beneficial for students to have access to mobile phones e.g., to contact parents regarding travel arrangements after school.</li> <li>If a student breaches the Mobile Phone Policy, the phone will be confiscated by the teacher and taken to the Office. Students can collect the phone after school. A SMS text will be sent to parents. If the breach is serious in nature, the situation will be managed by the APPC in consultation with the Deputy Principal and Principal.</li> </ul>
<b>Drugs, Alcohol, Weapons</b> <ul style="list-style-type: none"> <li>Student found in possession of and/or using weapons, drugs, alcohol, cigarettes, vaping at the College.</li> </ul>	4	<ul style="list-style-type: none"> <li>Students are to be referred to APPC and/or Deputy Principal. Situation to be managed in consultation with the Principal. The BMT will be convened.</li> </ul>
<b>Vandalism, Graffiti</b> <ul style="list-style-type: none"> <li>Student found vandalising the College.</li> </ul>	3-4	<ul style="list-style-type: none"> <li>Students are to be referred to APPC and/or Deputy Principal. Situation to be managed in consultation with the Principal. The BMT will be convened.</li> </ul>



Positive Relationships		
Issue	Level	Consequences
<b>Student Conflict</b> <ul style="list-style-type: none"> <li>Student does not engage in positive, respectful relationships.</li> </ul>	1-4	<ul style="list-style-type: none"> <li>Teacher is to manage student's inappropriate behaviour immediately.</li> <li>Teacher is to inform the HOF and HOY.</li> <li>If conflict continues, the teacher is to remove the student/s from the situation and contact the HOY, APPC or Deputy Principal.</li> <li>Students who engage in physical and/or verbal aggression will be referred to the APPC and Deputy Principal. The student will be withdrawn from class/playground and the BMT will be convened to manage the situation.</li> </ul>
<b>Bullying</b> <ul style="list-style-type: none"> <li>Student who engages in bullying behaviour, including physical, verbal, social and/or cyberbullying.</li> </ul>	2-4	<ul style="list-style-type: none"> <li>Student to be referred to HOY and/or APPC.</li> <li>Refer to Positive Peer Relations (Anti-Bullying) Policy</li> <li>Refer to Cybersafety Policy</li> </ul>
ENVIRONMENT		
Issue	Level	Consequence
<b>Litter</b> <ul style="list-style-type: none"> <li>Student not respecting College grounds.</li> <li>Student found littering</li> </ul>	1-2	<ul style="list-style-type: none"> <li>Student will be directed to pick up their rubbish immediately.</li> <li>A further consequence could be picking up other rubbish in the area.</li> <li>Student who continues to litter will complete Community Service.</li> </ul>
<b>Chewing Gum</b> <ul style="list-style-type: none"> <li>Student chewing gum at school and/or while attending College functions.</li> </ul>	1-2	<ul style="list-style-type: none"> <li>Student will be directed to remove the gum immediately by the teacher.</li> <li>Student who continues to chew gum should be referred to HOY.</li> </ul>
<b>Driving Cars</b> <ul style="list-style-type: none"> <li>Student does not complete the College's relevant Permission to Drive documentation.</li> <li>Students accessing their car during school hours.</li> </ul>	1-2	<ul style="list-style-type: none"> <li>Students are expected to complete the Permission to Drive forms, including permission to drive another student, where applicable.</li> <li>Students who do not complete forms will not be given permission to drive to the College. HOY to contact parents.</li> <li>Student who accesses their car during school hours will be referred to HOY.</li> </ul>