

## **STUDENT BEHAVIOUR**

At St Joseph's College, students are expected to abide by College rules and regulations and also be self-disciplined and willing to help other students and teachers build a positive learning environment. These expectations allow students to develop their gifts and talents while also learning how to co-operate socially with other people in the College community. The approach to behaviour management will involve working closely with parents/guardians.

All students:

- have a right to learn without being disrupted by others
- have a right to be treated courteously and respectfully
- have a responsibility to treat others courteously and respectfully
- have a right to learn in a safe environment

All students are expected to:

- follow teachers' directions
- be punctual
- use facilities and resources appropriately
- respect the property of others

Staff will use a range of positive reinforcement strategies to reward and affirm good behaviour. Strategies may include notes in diary to parents/guardians and certificates at assemblies.

If the usual student management procedures are not successful with a particular student, staff will identify alternative suitable management strategies. These might include:

- student sanctions, possibly at recess or lunchtime, including yard duty, exclusion from other activities, etc.
- 'time out' within or outside the classroom
- 'time out' in another classroom supervised by another staff member
- referral to senior staff to identify alternative suitable management strategies
- informing parents/guardians

In situations where there are serious breaches of behaviour, students may be suspended, either in-school or out-of-school, depending on the seriousness of the matter. Students may be suspended if they have violated the rights of members of the College community in a wilful and continuous manner, have seriously compromised their safety or that of other students, have failed to respond to or to respect a staff member or have significantly compromised the reputation of the College. Students involved in inappropriate physical contact or breaches of the drug policy will incur automatic out-of-school suspension. In the case of out-of-school suspension, students and their parents/guardians will be required to attend an interview with the Head of School or Principal prior to the student recommencing usual classes.

Exclusion from the College is deemed to be the last resort and is the prerogative of the Principal. It is only for extremely serious offences and can only be carried out in accordance with Catholic Education Commission Policy.

## **COLLEGE RULES**

### **COURTESY AND GENERAL CONDUCT**

Courteous behaviour is expected at all times, both in and out of class and in interaction with other students and staff. General politeness and good manners should be displayed by all.

### **CLASSROOMS**

Students are not permitted in classrooms at all until their teacher arrives for class. Students must remain outside the classroom in an orderly manner.

### ***Junior School***

Students are not permitted in the Cunningham Block unless supervised by a teacher. Years One and Two students will enter the Cunningham Block through the main glass door at all times. If the weather is fine, students in other year levels are to line up outside their classroom door at the commencement of the day and after breaks.

### ***Middle and Senior Schools***

Students should collect all materials required for the lessons they have before their next break. Students line up in pairs outside the room. When instructed by a teacher they are to enter the room quietly and stand behind their assigned desk. Students are to respond to the teacher's greeting and sit down as directed. If a teacher appears to be absent from a class, a single representative from that class should inform the office immediately.

During class students should raise a hand to ask a question and not call out. Students will not move from their assigned desk without the teacher's permission. Students who need to leave class during a lesson must ask their teacher to sign the 'Permission To Be Absent From Class' form in their diary and carry their diary with them if such permission is granted.

At the end of the lesson students should ensure that the classroom is in a neat and tidy state. They should then stand behind their chair awaiting dismissal and move from the room quietly when directed.

### **RECESS AND LUNCH TIME ACTIVITIES**

Students are to respect each other's property and activities. Rough play and games are forbidden. Should conflicts arise, students are to approach the appropriate duty teacher first, and then the Assistant Head of School or Head of School if the matter has not been resolved adequately. Games should cease at the siren.

At recess Middle and Senior Schools students are permitted to play on the left hand side (looking down the steps) of the College oval. Junior School students are permitted to play on the right hand side (looking down the steps) side of the oval. Students on the oval are to remain within the boundary of the athletics track at all times.

The hockey and soccer ovals are out of bounds, unless supervised by a teacher. The front of the College, maintenance areas and car parks are all out of bounds. The gymnasium is out of bounds at recess. Students may go to the gymnasium at lunchtime under the direct supervision of a teacher. Food is not to be taken to or consumed in the gymnasium. All grass banks are out of bounds at all times. The stairway to the oval is to be used at all times for access to and from the oval. All students are to walk down the steps to the oval carefully, staying on the left hand side.

### **STAFF AREAS**

Staff areas are out of bounds to all students. If a student needs to see a teacher they should attempt to contact that teacher through the College Office or by asking a Duty Teacher. Students are not permitted to contact teachers in the Staffroom at any time. Unless supervised by a teacher, all classrooms are out of bounds at recess and lunchtime. Students are not to be on Level 2 or 3 before 8.30am or at recess or lunchtime, except to go to the Library. The Library is not open at Recess.

### **FOOD AND CANTEEN**

Food should only be consumed before school, at recess or lunchtime and after school. It should not be consumed in classrooms or passageways unless special permission has been granted and students are supervised. Food should only be eaten in the undercroft or on the bitumen or lawn areas immediately outside the undercroft. Food is not to be taken onto the oval or the basketball courts or into the gymnasium. All litter must be placed in the bins provided. Chewing gum and bubble gum are prohibited at school.

In the canteen, orderly queues are to be formed and respect shown for the volunteer parent/guardians and staff working in the canteen. Years Three – Six students are to line up on the left hand side (facing the canteen) of the canteen. Middle and Senior School students are to line up on the right hand side (facing the canteen) of the canteen.

Ordered lunches must be ordered and paid for before school. Students who have forgotten their lunch are to see the Canteen manager.

## **SCHOOL PROPERTY AND EQUIPMENT**

Vandalism of any type will not be tolerated. Damage to any school property or equipment, writing on or scratching desks will result in a sanctions and payment of the cost of repairs.

## **USE OF COMPUTERS**

Students are personally responsible for their actions when using ICT resources and any inappropriate use will result in a temporary or permanent cancellation of their privileges. Refer to the Information and Technologies Policy for full details.

## **DRUGS**

Possession or use of cigarettes, alcohol, illegal drugs or pharmaceutical drugs for non-medicinal purposes is forbidden on College grounds, at College functions (including camps) or whilst in College uniform. Refer to the College Drug Policy for full details.

## **MOBILE PHONES AND OTHER ITEMS**

Students are not permitted to bring or use mobile phones, music players, hand held computer games, electronic toys or other equipment to the College. If students do so and then have their equipment damaged, misplaced or stolen, the College will not accept responsibility for replacing, repairing or recovering those items. If students use mobile phones, music players, handheld computer games or electronic toys at school, the item will be confiscated and stored in the College Office until claimed by a parent/guardian.

Students are not permitted to bring to school any publications containing images or material of an inappropriate nature.

## **ATTENDANCE**

If a student is absent from school, a note from a parent/guardian must be entered in the diary when the student returns to school. Parent/guardians are required to ring the College Office before 9.15am on the morning of absence to inform the College.

## **LATENESS**

Students who are late for school must report to and sign in at the College Office before going to class.

## **LEAVING THE COLLEGE GROUNDS**

Parent/guardians of Junior School students must sign their child out at the College Office. Middle and Senior School students who have a legitimate reason to leave the College grounds during school hours (eg medical appointments) must sign the Sign Out Book after showing office staff a signed permission note from a parent/guardian in their College Diary. If returning during school hours, this book must be signed again.

## **PEOPLE ON COLLEGE GROUNDS**

All visitors to the College must go to the College Office and are not permitted onto the grounds or to communicate with students without authorisation.

## **LOST PROPERTY**

Lost property should be handed to the College Office. Property not claimed is likely to be donated to the St Vincent De Paul Society at the end of each school term.

## **BUSES**

Students are to remain on the front lawn until directed to move to buses in an orderly fashion. Students are only to move on to buses when directed by duty teachers. As a general rule, Junior School students are to enter buses before older students. Students catching the shuttle bus from the Ulster Rd side of the campus are to move to the bus under the direction of staff.

## **DRIVING A CAR**

Students who are licensed to drive cars and who wish to drive to school must first complete a form that can be obtained from the Head of School. If students are given permission by the College to drive to school, they must not transport other students, their own family excluded, without prior notice in writing from both sets of parents/guardians. All cars are to be parked in the Church car park and are not to be accessed during school hours. The student may drive to and from school ONLY and not at other times during the day.

## **FREE DRESS DAYS**

On some occasions students are permitted to wear free dress to school. On these days students must wear closed shoes (no sandals, thongs, etc). Students are not permitted to wear short skirts, short, low-cut or skimpy tops or clothing with inappropriate slogans or logos. Students who do not abide by this regulation will have their parent/guardians contacted and asked to leave school to change into appropriate clothing.

## **UNIFORM**

It is important that parent/guardians and students actively support the uniform policy. The College uniform is to be worn to and from school, during the school day and at designated College functions. The following conditions apply:

- The uniform is to be clean, neat and tidy, with shirts tucked in, ties worn appropriately (Terms Two and Three) and jumpers are not to be tied around the waist.
- The College Blazer and tie must be worn with long pants or skirt. They may not be worn with shorts.
- The length of girls' skirts is to be no more than three centimetres above the knee.
- Jewellery is restricted to one plain ring, one watch, one fine chain with small Christian pendant and one pair of plain sleepers or studs (one in the lobe of each ear). Visible body piercing is not permitted. Excess jewellery will be confiscated and is to be reclaimed from the College Office at the end of each school term.
- Make-up and coloured nail polish are not to be worn at school.
- Hair will be clean, neat and off the face. All students with hair longer than shoulder length will have it tied up with a navy blue ribbon, band or scrunchy.
- Students who choose to highlight their hair must use their own natural hair colours. The addition of any hair colour should not be such that it dramatically changes the appearance of the student. The addition of hair colour must be so subtle that it does not necessitate visible re-growth.
- Boys will be clean-shaven.
- At no time can students shave their head, or part of their head.
- Hair products (eg gel, mousse) need to be used sparingly so as to look neat and conservative (not spiky).
- No extra pieces of clothing are to be worn with the uniform, if visible. This includes t-shirts under College shirts. Any overgarments, such as raincoats, parkas, gloves and scarves that are worn to and from school, must be taken off while inside school buildings. These may only be worn outside on cold days, provided the College jumper is also being worn.
- Students changing into bathers or board shorts for Physical Education, Outdoor Education or In-term swimming need to ensure they place their sports uniform over these garments. Board shorts are not to be visible under the sports uniform.
- Middle and Senior Schools students are required to change into the sports uniform before Physical Education classes and change back into their school uniform after class.
- All students are encouraged to wear hats for sport and other outside activities. It is compulsory for Junior School students to wear a hat at recess and lunchtime in Terms One and Four.
- Students who do not comply with uniform standards for a specific reason on a particular day must have an explanatory note in this diary from their parent/guardians.
- The College school bag is compulsory for all students.

## **GIRLS' UNIFORM REQUIREMENTS**

- Tartan skirt or College slacks. Girls must wear the Tartan skirt on formal occasions.
- Long or short sleeved blue shirt (with College crest).
- College jumper or College blazer (compulsory for Senior School students during Terms Two and Three and on formal occasions).
- College tie (Middle and Senior School students) during Terms 2 and 3 and on formal occasions.
- Middle and Senior Schools – College Navy tights (must be worn on formal occasions) or white ankle socks (not sockettes or anklets) with skirt, and navy socks with pants.
- Junior School – College Navy tights (must be worn on formal occasions) or navy ankle socks (not sockettes or anklets).
- Black lace up leather school shoes (no gym boots, desert boots or sandals).
- Brown sandals in Terms One and Four (Junior School only - not to be worn with long pants).

### **GIRLS' SPORT UNIFORM REQUIREMENTS**

- Sneakers/Sandshoes with non-marking soles.
- White socks.
- Royal blue sports skirt or royal blue shorts.
- Blue College sports shirt.
- House sports shirt.
- College tracksuit or College rugby top.

### **BOYS' UNIFORM REQUIREMENTS**

- Grey trousers or grey shorts.
- Long or short sleeved blue shirt (with College crest).
- College jumper or College blazer (compulsory for Senior School students during Terms Two and Three and on formal occasions).
- College tie (Middle and Senior School students) during Terms 2 and 3 and on formal occasions.
- Grey socks and black lace up leather school shoes (no gym boots, desert boots or sandals).
- Brown sandals in Terms One and Four (Junior School only - not to be worn with long pants)

### **BOYS' SPORT UNIFORM REQUIREMENTS**

- Sneakers/Sandshoes with non-marking soles.
- White socks.
- College royal blue shorts.
- Blue College sports shirt.
- House sports shirt.
- College tracksuit or College rugby top.