

# STUDENT CODE OF CONDUCT: SECONDARY

Section	Student Welfare
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## 1. PURPOSE

John Wollaston Anglican Community School (the School) is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all students to share this commitment, through upholding the School's Christian ethos and Core Values of:

- **Respect** for ourselves, for others and the environment
- **Honesty** in our interactions with others
- **Inclusion** of all
- **Responsibility** for our actions
- **Commitment** to achieve our best in all we do

The *Code of Conduct: Secondary* (the Code) outlines the responsibilities of John Wollaston Anglican Community School Secondary students as members of our school community. The Code encompasses travel to and from school, school related activities and time online. It also requires that students' actions do not bring the School into disrepute at any time.

The School prohibits bullying, harassment and other forms of peer-to-peer abuse.

## 2. STUDENT CONDUCT

Secondary students will commit to and practise the following:

- Abide by all School Rules (*Appendix 1*) and follow the directions of school staff at all times.
- Be respectful, kind and considerate to all staff, students, visitors and our wider community through words and actions.
- Respect the School's environment and the property of others.
- Wear school uniform with pride and due regard to health, hygiene and safety.
- Use inclusive and appropriate language, verbal and written, towards all members of the school community.
- Be accountable for their actions.
- Be open-minded to learning new things and doing their best in everything they do.
- Be actively involved in school life to help foster and sustain a positive, caring and inclusive culture.
- Demonstrate respect for the privacy and human dignity of other students.

## 3. REPORTING BEHAVIOUR\*

- Students are strongly encouraged to report breaches of the Code to a member of staff, either in person or via SEQTA Direct message. All reports will be taken seriously, responded to promptly and thoroughly, follow procedural fairness and treated confidentially.
- If a student is found to have breached the Code, Secondary staff will follow the procedures outlined in the School's Behaviour Management Policy and Procedures Secondary School.
- Students, parents/guardians will be given the opportunity to appeal the outcome.

## 4. PROCEDURE

- Year 7 teachers and House Group teachers will discuss the Code with their students at the commencement of the new academic year as part of their new school year administration tasks with their students. When a new Secondary student commences, the Head of House will discuss the Code as part of the student's induction to the School.
- Each academic year, students will sign and date the Code (*Appendix 2*) recognising their commitment to the Code. Parents/guardians will sign and date the Code when their child enters the Secondary School. Their signature is for the duration of their child's enrolment.
- Copies of the Code, signed by Secondary students, are to be given to Heads of House for their retention.

- A cross-section of students, including Prefects and Student Councillors will review the Code annually. This will be facilitated by the Dean of Pastoral Care.

*\*In accordance with applicable legislation and the School's Child Protection Policy, the police and/or Department of Communities – Child Protection and Family Support will be informed of any unlawful breaches of this student code.*

## **SCHOOL RULES**

- All students are expected to know, understand and abide by, the School Rules.
- The School Rules provide for the responsible organisation of the School.
- Underpinning the School Rules is:
  - The expectation that members of the School should conduct themselves in accordance with the Core Values of Respect, Responsibility, Honesty, Commitment and Inclusion.
  - The need to use common sense.
- Students should remember that their behaviour and appearance affect the perception of the School by others, particularly when they are in School Uniform.
- There is not a precise rule for every situation.
- The Principal is the final arbiter on all matters pertaining to School Rules and regulations.

## **GENERAL SCHOOL RULES**

### **1. General Behaviour**

- Students should be considerate of and courteous to others at all times.
- Students are to be punctual and attend all classes according to their Student Timetable.
- Students are to line up outside the classroom at the start of a lesson until told to enter by a teacher. Classrooms are out of bounds during recess and lunch, except when students are given special permission by a teacher (who will stay in the classroom with them). No food is to be consumed in the classroom unless the supervising teacher gives permission.
- Students are to keep clear of the “Out of Bounds” areas of the School.
- All breakages and damage should be reported to a duty teacher immediately.
- Students are not permitted in staff areas without permission.
- Chewing gum is strictly forbidden.
- The School is a smoke free and drug free environment. As such smoking (including e-cigarettes), drinking alcohol and the use of illegal drugs are strictly forbidden. Offenders will meet with serious penalties, which include exclusion, if the School wishes to take such action. The law requires that illegal drug users are reported to the proper authorities.

### **2. Unacceptable Behaviour**

- Touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person; Any form of physical or verbal violence including fighting, assault or threats of violence;
- Any form of cyber bullying or cyber abuse, sending/sharing inappropriate, offensive or explicit text messages, photos or videos or requesting such images;
- Language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor;
- Theft, fraud or misuse of School resources;
- The use of inappropriate, disrespectful or profane words or gestures and images;
- Unacceptable class attendance levels;
- Smoking or consuming alcohol or illicit drugs at School, on School excursions, in transit between School and home or otherwise while wearing the School uniform;
- Attending school, social, sporting or other functions as a representative of the School whilst under the influence of alcohol, illicit drugs or other substances harmful to health.
- Trading and gambling of any form (both on-line gambling and in person) during School time, whilst undertaking School activities or whilst wearing the School uniform;

### 3. Bags and Lockers

- All school items are to be kept in official John Wollaston schoolbags. Bags must be stored in the locker for the duration of the day.
- All students must sign and comply with the *Locker User Agreement*.
- Lockers must remain locked at all times with the School provided lock.

### 4. Non-school Equipment

- The School is not responsible for the theft, loss or damage of non-school items.
- No weapons, dangerous items or materials are to be brought to school e.g. laser pointers, pocket knives.
- No aerosols are permitted. This includes aerosol deodorants.

### 5. Transport

- Bicycles must be padlocked to the bicycle rack.
- Students who ride a bike must either enter/exit through the back gate, or walk their bike through the grounds to the front of the School.
- Cyclists must wear safety helmets whilst riding to and from school.
- Students who travel on private or public buses must adhere to all matters pertaining to the *Bus Code of Conduct Policy*. It is a requirement for passengers to wear seatbelts if they are fitted on a bus. The safety of the driver and passengers is paramount at all times. Students must follow the directions of the bus driver at all times.

### 6. Student Drivers

- Student drivers are permitted to park their car/motor bike in the carpark at the rear of the BDISC on school grounds at the discretion of the Principal.
- Student drivers must adhere to road rules at all times. Student drivers must take special care on the School campus and Centre Road. This privilege is afforded to Year 12s only (Year 11s in Term 4).
- Student Drivers must submit a *Student Driver Application Form* to the Dean of Pastoral Care for approval.

## SCHOOL UNIFORM POLICY: SECONDARY

### 1. UNIFORM AND PERSONAL PRESENTATION REQUIREMENTS

- Years 7 to 12 students must wear the Formal Uniform to and from school every day (except special days). When Sports Uniform is required, students must use a School sports bag to carry their Sports Uniform and they must change at school. Students are not permitted to mix the Formal Uniform and Sports Uniform.
- Summer Uniform is worn in Terms 1 and 4. Winter Uniform is worn in Terms 2 and 3. In the event of unseasonal weather, the Principal will exercise his/her discretion.
- The School hat or cap must be worn to and from school, and when moving around the School, during Terms 1 and 4. Wearing the School hat or cap is compulsory for outdoor activities all year.
- Uniform items for boys and girls must not be mixed i.e. boys' shirt with girls' shorts will not be permitted.
- Hem lines on girls' summer dresses and shorts, and winter skirts, must sit on the knee.
- Boys' Formal Uniform shirts should be tucked in at all times.
- Girls' Formal Uniform shirts should be tucked into shorts, skirts or trousers. Jumpers must fully cover shirts when worn.
- Girls have the choice to wear black tights that must be a minimum denier of 60 or their white school socks.
- Tracksuit tops may not be worn in place of the School jumper.
- Belts are to be black fabric or black leather.
- When the tie is worn, all buttons of the shirt should be done up and the tie tightened around the collar.

- The School blazer is a compulsory Winter Uniform item for students in Years 8 to 12. Secondary blazers must be worn when students are outside of the School, to and from school, for Chapel, assemblies and formal occasions.
- The School jumper is a compulsory Winter Uniform item for students in Years 3 to 7. School jumpers must be worn when students are outside of the School, to and from school, for Chapel, assemblies and other formal occasions.
- Students are required to wear Formal Uniform for special occasions e.g. Easter Service, Founders' Day, Praise and Thanksgiving, Valedictory and when representing the School. Formal Summer or Winter Uniform will be advised for each event.
- Year 12 students may wear the School Leavers' jacket on days determined by the Principal.
- Students in Years 10, 11 and 12 may wear School trousers in Terms 1 and 4.
- A John Wollaston School backpack must be used to carry books and other personal property to and from school.
- All items of clothing/personal equipment should be clearly marked with the full name of the student. Items that are found will be taken to Primary Reception or Student Services Reception.
- All uniform items, except black college shoes, sports shoes and gumboots, are available from the School Uniform Store. Substitutions from other retailers are not permitted.

## **2. HAIR**

- Hair is expected to be clean, neat and out of the eyes.
- Hairstyles are expected to be conservative. Excessively 'fashionable' hairstyles are not acceptable. The discreet use of styling aids and natural tints is acceptable.
- Hair should be no shorter than a number two (2) blade. The layering of hair should not be extreme.
- Skullards, flat tops, mohawks, undercuts, tracks or any other designs cut into the hair are not permitted.
- The fringe should not hang across the eyes or face, nor should it interfere when a student is in class or playing sport. The fringe should not extend past the top of the eyebrow.
- If hair is collar length or longer, it must be tied back using narrow elastic hair bands or scrunchies in one of the School colours being white, navy blue or red. Combs, clips and slides are used to keep hair tidy and should be in School colours. Hair ribbons, ties or clips in the House colours may be worn on House event days.
- Boys are expected to be clean-shaven. Stubble is not permitted. Sideburns are to be neatly trimmed and not extend below the earlobe.
- The acceptability of any hairstyle/colour is at the discretion of the Principal and students will be expected to adjust their hairstyle/colour without question if required.

## **3. APPEARANCE AND COSMETICS**

- Students may not alter or enhance their appearance by artificial means. This includes the following (but is not an exhaustive list) extravagant hair extensions, eyelash extensions/false eyelashes, fake tans or false nails.
- Nail polish is not permitted. Fingernails are to be kept clean and trimmed short.
- A discreet application of foundation/tinted sunscreen is permitted for Secondary students.
- Tinted sunscreen and foundation are not permitted in the Primary School.
- Eye liner, eye shadow, blush, mascara, lipstick and the like are not permitted.
- The School is sensitive to cultural traditions. However, examples of what is not permitted include tattoos, real or fake and other forms of body decoration or branding.

## **4. JEWELLERY**

- Students are permitted to wear a plain wrist watch, a simple gold or silver chain with/without a crucifix or cross, and a Medic Alert bracelet or necklace if applicable.

- Students with pierced ears are permitted to wear one single or one matching pair of plain, gold or silver studs (no precious stones or jewels) or sleepers. Clear plastic spacers are not permitted in pierced holes.
- Fundraising jewellery such as wrist bands and badges may be worn at the discretion of the Principal.
- The School is sensitive to cultural traditions. However, examples of what is not permitted include decorative earrings, necklaces, rings, bracelets, ankle chains and other body piercing (e.g. nose, eyebrow, tongue and tragus).

## **5. SHOES**

- Shoes for both boys and girls are black college style, dress leather lace-up shoes with conservative heel height.
- Students are not permitted to wear shoes that are inappropriate for the uniform e.g. flat soles, dress shoes, suede shoes, patent shoes, mary-jane style shoes, black leather sneakers or skate shoes. Shoe laces must be tied.

## **6. SPORTS SHOES**

- Students in Years 7 to 12 may wear running shoes or cross-training shoes of any colour. A conservative style and colour are encouraged.
- Dunlop Volley sports shoes are not considered appropriate for Physical Education at School.
- Only sports shoes with white soles, or non-marking soles, will be permitted.
- Sports socks for all students are John Wollaston School sports socks.

## **7. BATHERS**

- School bathers are an official part of the School Uniform.
- All students participating in School swimming lessons and/or competing in Inter-House Swimming Carnivals are encouraged to wear School bathers. Alternatively, they are to wear swimming attire that is navy or black.
- Students representing the School at Inter-School Swimming Carnivals are required to wear School bathers.

## **8. EXCEPTIONS**

The School is sensitive to the cultural traditions and needs of individuals. Should a student and their family have a genuine need to seek an alternative or change to the prescribed School Uniform, they should in the first instance contact the Principal.



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I have read, understood and will comply with the *Student Code of Conduct: Secondary*.

Student Name: \_\_\_\_\_ House Group and Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_