

## **Safe Environment - Procedures**

### **1. Student Behaviour & Rules**

#### **1.1 Guiding Principles**

- 1.1.1 To create and maintain an ordered, effective learning environment.
- 1.1.2 To provide opportunities to develop in self-control, initiatives and resourcefulness.
- 1.1.3 To develop self-discipline, to allow talents to flourish, to co-operate with and show respect for others.
- 1.1.4 To support all students' self esteem, through fostering cultural sensitivity.

#### **1.2 Operational Criteria**

- 1.2.1 Students are involved in a stimulating, self motivated learning environment.
- 1.2.2 Students' self esteem, satisfaction in achievement and college spirit are benefited by meeting expected standards of behaviour.
- 1.2.3 Positive strategies are in place to deal with matters of discipline. The college has written procedures for staff to follow.
- 1.2.4 Where appropriate in the discipline process, communication is encouraged between teacher, student and parents, for the well-being of the student.
- 1.2.5 The college complies with the regulations in matters of stand downs, suspension and expulsion.
- 1.2.6 For day-to-day discipline matters the Principal, Deputy Principal, Assistant Principal, Deans and other appropriate staff decide and take appropriate action without reference to the Board of Trustees.
- 1.2.7 Counselling is available for any student or staff member in need of help.
- 1.2.8 The Board of Trustees Discipline Committee receives the Principal's written reports on suspension on behalf of the Board. The committee meets when required to carry out Board duties.

#### **1.3 Students Travelling to and from College (Rules)**

- 1.3.1 The most direct route is to be used.
- 1.3.2 Students should move directly from the bus-stop to college.
- 1.3.3 Students should speak and conduct themselves quietly on public transport, offer seats to adults when necessary, and generally show respect, consideration and courtesy to other passengers.
- 1.3.4 There is to be no eating when travelling to and from College, either in transport or while walking along the street.

#### **1.4 Students' General Behaviour (Rules)**

- 1.4.1 Hand held Electronic/Electrical gadgets are not to be brought to College. The exception being that students are allowed to bring cell/mobile phones to College for health & safety reasons, BUT cell/mobile phones must be switched off during class hours. Breach of this rule entails the cell/mobile phone being confiscated by the College as per College rules.
- 1.4.2 Chewing gum is not permitted on College property.

- 1.4.3 Alcohol, smoking and the use of drugs or solvents are forbidden at all times and places while travelling to and from College, on the College grounds and at any function or activity organised by the College.
- 1.4.4 No student may bring a motorcycle or car to College without written permission from her parents and the Principal. Student drivers may only carry passengers if both parties have written permission from their parents/guardians and the Principal. For this purpose the student drivers must hold appropriate/valid driver's licences. Parking is not available in the College grounds.
- 1.4.5 At all times students should remember that the good name of the College is in their hands. Accordingly they should always behave in a sensible and courteous manner.

## **1.5 Uniform (Rules)**

- 1.5.1 Except when especially permitted by the Principal, the regulation uniform, as prescribed, must be worn to and from College, when representing the College or attending its functions and at inter-College activities. Formal winter uniform is to be worn when students are representing the College.
  - 1.5.2 Students should take pride in their uniform and general appearance and be aware that the way they wear the uniform reflects on the whole College community.
  - 1.5.3 Strict adherence to regulations regarding uniform is required. Attention should be paid at all times to cleanliness and neatness of personal dress.
  - 1.5.4 The college blazer is to be worn while travelling to and from College except in warm weather when the white college blouse may be worn without the blazer.
  - 1.5.5 Pullovers are not to be worn on the streets, without the blazer.
  - 1.5.6 No make-up, coloured nail polish, or jewellery may be worn. If students have their ears pierced, only one plain gold or silver stud in each ear may be worn. Students are not permitted to wear studs, rings etc on any other part of their body while in college uniform. Students may not wear toenail polish with sandals.
  - 1.5.7 Tattoos should not be visible at any time while pupils are in college uniform, on college property or engaged in college activities.
  - 1.5.8 Only plain black college bags or satchels are to be used.
  - 1.5.9 Students must be neat and clean in appearance with hair styles satisfactory to the College. Long hair is to be tied back, otherwise it is to come just over the top of the blouse collar. Fringes are to be worn above the eyebrows. Hair is not to be tinted, bleached, dyed, or shaved.
- 1.6 The College authorities have the right to impose disciplinary measures for breaches of College rules, courtesy or transport regulations committed by any student when in college uniform, or at any function or activity organised by the College.

## **1.7 Money (Recommendation)**

All money should be carried on the student's person. The College takes no responsibility for money or valuables left in classrooms and lockers. Students should avoid bringing large sums of money to college, but if they find it absolutely necessary to do so the money should be handed into the college office until required.

## **1.8 Amendments to this policy may be made as and when it is deemed necessary**