

COLLEGE EXPECTATIONS AND CODE OF CONDUCT

Parents and Students

We base our rules on a model that recognises and accepts the idea that people have rights and, therefore, they also have associated responsibilities.

Five rights and associated responsibilities are recognised and established:

Rights

1. Everyone has a right to feel proud of the school, themselves and his/her faith.
2. Everyone has a right to participate in the decision-making processes within the school.
3. Everyone has a right to an education free from disruption and intimidation.
4. Everyone has a right to feel safe and to enjoy a clean environment.
5. Everyone has a right to be treated courteously and respectfully.

Responsibilities

1. To recognise our own dignity as a person created in the image and likeness of God and act accordingly.
2. To recognise this same dignity in others and show this by the respect, consideration and courtesy we extend to others.
3. To uphold the traditions and honour the spirit of the school.
4. To listen to others and to share ownership of the decisions made by the school community.
5. To act in a manner that promotes a positive learning environment.
6. To act in a manner that ensures the safety of self and others, and to work towards maintaining a clean school environment.
7. To appreciate the efforts made on our behalf and express our gratitude in loyalty and co-operation.

COURTESY AND GENERAL CONDUCT

A number of regulations have evolved in order to contribute to the development of a sense of community, harmony and efficient conduct of the College as an educational institution. They are based on courtesy, commonsense and consideration of others.

Courtesy and friendly behaviour is expected at all times. Lack of good manners indicates a lack of self-discipline and a lack of respect for the rights and dignity of others.

These regulations apply to all students whilst on or off the campus in College uniform, and while attending a College function.

1. All members of the school community should be addressed in a polite and respectful manner.
2. When appropriate, students must stand when a visitor enters the room.
3. Physical or verbal abuse including the use of inappropriate language, should never occur at John Paul College and will not be tolerated.
4. Running on verandas and walkways, rough or unsafe behaviour is not permitted.
5. The sale, purchase or consumption of alcohol, tobacco or any other illegal drugs or substances is absolutely forbidden.
6. There is to be no physical contact between students. No hitting, punching, pushing etc.
7. Physical displays of affection are inappropriate.
8. Pedestrians must use the designated access gates and avoid vehicle driveways.

PUNCTUALITY AND ATTENDANCE

Punctuality is an act of consideration, courtesy and responsibility that should be shown towards all others in the College.

1. Students should arrive at school by 8.20am each day. Once students arrive at school they are to **remain inside the College grounds.**
2. Students arriving after Home Room has **concluded** must report to the front office to sign in and obtain a late slip. This should be shown to the relevant classroom teacher upon entering the class.
3. If a student is going to be absent, **parents/guardians are requested to phone the school before 8.45am.** Parents/guardians of students whose absence is unexplained, will be contacted by the student receptionist by phone on the day the student is absent.
4. All students must attend all scheduled classes punctually.
5. If students have to leave school on special business then:
 - i. Parents need to notify the school in writing.
 - ii. Parents/Guardians should collect the student from Student Reception and sign him/her out.
 - iii. The student should sign in when he/she returns to the College.
6. Students who are absent from school must present a formal letter of explanation from their parents/guardians to their Home Room Teacher **on the day** they return to school. If sending a note via email, the parents'/guardians' full name and postal address must be on the email.

CARE OF STUDENT & COLLEGE PROPERTY

Students are to act in a manner which protects and promotes the safety of themselves and others in the College community.

1. It is essential that each student displays and promotes an attitude of care and respect for all the College's facilities.
2. The school, its classrooms and the grounds should be free from rubbish and litter.
3. Students are not to be in a classroom without a teacher.
4. Eating and drinking in classrooms is not an acceptable practice.
5. Movement around the school must be quiet and at a walking pace.
6. If a student is out of class, they must carry their signed diary with them.
7. Chewing gum of any kind is not permitted at school.
8. Metal rulers and other items that may be dangerous are not to be brought to school.
9. Graffiti on persons, personal property or school property is not permitted.
10. Tattoos are not considered appropriate for school aged students.
11. Students should respect all designated out of bounds areas. This includes the roof of all buildings and any other areas as directed by staff.
12. During recess and lunch if there is an emergency, students should locate the staff member who is on duty in the relevant area or go immediately to the Student Reception.
13. Lockers are provided for each student and are to be used for the storage of books, clothing and bags.
14. Lockers are to be kept neat and tidy at all times, and are to be free of stickers and graffiti.
15. All lockers are to be locked with a College combination lock. Lock combinations are to be kept confidential.
16. Numbers on lockers and the front of lockers are not to be damaged in any way.
17. Students must not share lockers.

UNIFORM AND PERSONAL APPEARANCE

Students are expected to wear the correct and complete uniform coming to and from school, and for attendance at school or for physical education activities. It is expected that our students will take pride in their personal appearance and be supported in this by parents to ensure that uniforms are complete, clean, tidy, in good condition and fit well.

1. Summer uniform is worn in Terms 1 & 4, and Winter uniform in Terms 2 & 3.
2. The old-style College shirts are to be worn tucked in at all times and buttoned to the second button from the top. The new style shirts are designed not to be tucked in.
3. In Terms 2 and 3 and during formal College events, the tie is to be worn and the top buttoned and fastened.
4. After playing sport at recess times, students are responsible for ensuring that they are correctly attired to attend classes.
5. Ties are to be worn neatly.
6. Shoes are to be kept clean and polished.
7. Students are expected to wear the uniform correctly at all times. **No other jackets or jumpers are to be worn with the uniform.**
8. Uniform skirts are to be worn to the top of the knee.
9. Shorts and trousers are to be worn secured by a black belt and sitting at the waist.
10. Students may only wear clothing under school shirts as long as it is not visible from the outside.

SCHOOL UNIFORM

All items are available from the College Uniform Shop

GIRLS

SUMMER

College skirt, to be worn to the top of the knee.
Blue College shirt, buttoned to the second button from the top.
White ankle length socks
Closed in, black leather, lace up school shoes.

WINTER

College skirt to be worn to the top of the knee.
Blue College shirt, to be worn with the top button done up.
College tie
Black stockings/white ankle socks.
College jumper and/or College blazer
Grey College trousers (optional)
Closed in black leather, lace up school shoes.
School Scarf (optional)

BOYS

SUMMER

Grey College trousers or shorts
Plain black belt
Blue College shirt, buttoned to the second button from the top.
Grey ankle socks
Closed in, black leather, lace up school shoes.

WINTER

Grey College trousers
Plain black belt
Blue College shirt, to be worn with the top button done up.
Grey ankle socks
College tie
College jumper and/or College blazer
Closed in, black leather, lace up school shoes.
School Scarf (Optional)

The College bag and Sports bag are compulsory. No other bags are permitted.

PHYSICAL EDUCATION UNIFORM

The physical education uniform is to be worn on the designated days **ONLY**.

GIRLS AND BOYS

Maroon College sport shirt
Royal Blue College shorts
College Tracksuit
College hat
White sport ankle length socks.
Sport shoes. (**NOT skate shoes or basketball boots**)

Swimming:

BOYS

Blue College Speedos
Royal Blue College swim shorts
College

GIRLS

Royal Blue College one-piece bathers
Royal Blue College swim shorts (Optional with bathers)

All swimming items are available from the uniform shop.

HOUSE SHIRTS

All students require a coloured House shirt; this will be worn for Inter-house swimming, athletics and cross country, as well as on special House days. Students participating in Specialised Sport also wear House shirts.

CASUAL DRESS DAYS

On special occasions students are given an opportunity to wear casual dress. These days are usually linked to a specific fund-raising initiative.

Students, whilst allowed to dress casually must:

- Wear closed shoes (to comply with safety regulations)
- Not wear T-shirts or other items of clothing with offensive slogans.
- Not wear skimpy or revealing clothes.

Jewellery

Radical and excessive jewellery is not permitted. Acceptable items of jewellery include:

- wrist watch,
- one fine gold or silver bracelet,
- one fine, plain gold or silver neck chain (a Christian symbol may be added to the chain),
- one plain flat signet ring.
- A **maximum of two** earrings on the lower lobe of the ear is permitted. **Earrings may only be plain silver or gold studs or sleepers.** No gem stones or coloured stones are to be worn.

The College reserves the right to ask a student to remove earrings or any other adornments that do not meet the College standards.

Certain items of jewellery will need to be removed in practical classes - particularly rings, earrings and bracelets.

Hair Styles

Hair must be ***one natural colour only***. Hair that is unnatural in colour, two toned or features streaks or foils is not permitted at school and may result in the student being sent home until the natural colour is restored.

For reasons of safety, fringes are to be kept short and/or off the face.

Hair **below the collar** should be gathered at the back or tied up with all hair secured by an elastic or similar tie of College colours. No other adornments are acceptable. Shaved hair, fads and extreme haircuts are unsuitable for school. Shaved hair is any haircut less than a No.3 haircut.

The Principal and his/her Deputy reserve the right to determine the suitability of hairstyles and colours.

Students shall be clean shaven. Facial hair is unacceptable for school.

Make-Up and Nail Varnish

Students are not permitted to wear make-up and any coloured nail varnish. Any student who ignores this request will be required to remove all make-up. Persistent offenders may receive more stringent consequences.

Sunglasses

Sunglasses can be worn during recess times, physical education lessons and other outdoor activities and before or after school. It is expected that students wearing sunglasses would also be wearing the College cap/hat. It is inappropriate for sunglasses to be worn during classes.

Uniform Detentions

Students who wear the incorrect uniform or are in breach of the agreed uniform rules will be required to attend detention during Recess or, in extreme persistent cases, after school detention. This can be avoided by always wearing the correct uniform and following the uniform rules.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

John Paul College does not accept responsibility for students' personal property and all care should be taken by the student by only bringing essential educational equipment to school.

Any mobile phones or electronic equipment brought to school must be **SWITCHED OFF AND STORED IN THE STUDENT'S LOCKER.**

All contact with a student, while they are at school, must be through Student Reception.

Students who need to contact parents during school time are permitted to make these calls through Student Reception.

Failure to follow these guidelines will result in confiscation of the mobile phone or electronic device.

STUDENT PROCEDURES

1. **Driving a car or moped**

Students who are licensed to drive and wish to drive to school must seek permission to do so in writing from the Principal/Deputy Principal. If students are given permission to drive to school, they must complete a Driver Permission Slip which can be obtained from Student Reception. They must not transport other students without written permission.

2. **Waiting for the bus**

Students are to remain in designated waiting areas (keeping footpath clear at all times) until directed to move to buses in an orderly fashion. Students catching the bus should wait in an orderly manner.

3. **Visitors to the College**

All visitors to the College must go through the Public Reception and are not permitted to communicate with students without having first signed in and/or received a Visitor's Pass.

4. **Lost Property**

Lost property should be handed to the Student Reception. Property not claimed is likely to be donated to the St Vincent De Paul Society or to the Uniform Shop at the end of each school term.

5. **Cyclists**

Students riding bicycles to and from school:

- a. Must wear a bicycle helmet as required by law.
- b. Whilst on college grounds, students should walk their bicycles to and from the racks and the access gates.
- c. Must secure their bicycles in the racks with a locking device.

6. **Mobile Phones/Electronic Devices**

Students are permitted to bring mobile phones and electronic devices to school but they must be turned off and securely locked in their lockers during school time. They may be confiscated if seen or used during school hours. Return of the phone to the student is at the discretion of the Principal or Deputy Principal.

7. **Medication**

- a. Parents of students requiring medication during school hours should provide the office with written details including:
 - i. name of student
 - ii. name of medication
 - iii. dosage and frequency
- b. Medication should be presented in an appropriate container, clearly labelled, to the designated staff member in Student Reception.
- c. The College is NOT permitted to administer paracetamol or any other medication without prior arrangements being made and confirmed in writing.

8. **Canteen**

Lunches must be ordered and paid for before school commences. Students who have forgotten their lunch can make arrangements with the Canteen Manager. Assistance from parents is always welcome, contact the Canteen Manager directly on 9021 6407.



CLASSROOM EXPECTATIONS

- ✓ Come to class on time and prepared.
- ✓ Co-operate and work to the best of your ability
- ✓ Respect the rights and feeling of others.

CORE VALUES

- ✓ We show respect for one another
- ✓ We share pride in the College community
- ✓ We support each other
- ✓ We strive to be the best we can

YOUR ALTITUDE IS DETERMINED BY YOUR ATTITUDE.