



MANDURAH CATHOLIC COLLEGE RULES 2017

A CODE OF CONDUCT FOR STUDENTS

All College rules are to be reviewed periodically and staff, students and parents will be notified of any changes made. All College staff as well as College Prefects and Captains have the authority to enforce the College rules. Reasonable direction, given to students by staff and Year 12 Student Leaders must be observed at school or travelling to and from school.

GENERAL CONDUCT

- Be polite and respectful towards others. Good manners should always be displayed.
- Show courtesy, consideration and co-operation at all times.
- Take pride in your appearance – wear the uniform correctly.
- Respect the College environment and property. Vandalism of any type will not be tolerated. Damage to College property or equipment will result in a serious consequence and payment for cost of repairs.
- Appreciate that the College is a place of learning and no one should be distracted.
- Chewing gum **is not** permitted.

ATTENDANCE AND PUNCTUALITY

- Students must be on time for Homeroom and every class. School starts at 8.20am.
- **If a student is late for school, a signed note from a parent needs to be provided to Student Reception** explaining the reason for the late arrival. If a note is not provided, the student will be sent to the Deputy of Pastoral Care and the parent will need to make contact immediately.
- If a student arrives **late for Homeroom or a Flourish/Assembly/Mass period** on two occasions during a term, a lunchtime detention will be issued by the Homeroom teacher who will also inform the Head of House. If the student is late on four occasions in a term, an after-school detention will be issued by the Head of House. If the lateness continues thereafter, an interview will take place with parents and the Deputy of Pastoral Care.
- If a student arrives **late for a class** on two occasions during a term, a lunchtime detention will be issued by the teacher who will also inform the Head of Learning Area. If the student is late on four occasions in a term, an after-school detention will be issued by the Head of Learning Area. If the lateness continues thereafter, an interview to take place with parents and Deputy of Pastoral Care.
- Students are **not permitted to leave the College grounds** without written and signed permission from a parent. If a student does so, an internal suspension will be issued by the Head of Year and an interview to take place with parents and Deputy of Pastoral Care before the student returns to classes.
- Before a student can leave the College during school hours, he or she is to report to Student Reception to sign out with the Attendance Officer. When returning on the same day, it is necessary to sign back in at Student Reception.
- **All absences must be explained by a phone call and a note.** It is the responsibility of the student to ensure that work missed is collected and completed.
- **Attendance at all College activity days** such as Inter-House Carnivals and Patrons' Day is compulsory. Non-attendance may result in the withdrawal of privileges such as being able to attend the Year 12 Ball and other such events, Ski-Trip, Canberra, Flores Mission and sporting and cultural events.
- Students and parents need to check the Assessment Policy to understand the consequences regarding absence from school and their responsibilities.

SPEECH AND COMMUNICATION

- Always speak with courtesy– use 'please', 'thank you' and 'excuse me'.
- Allow people to have a conversation without interrupting.
- Students should address each other by name.
- Accept instructions and corrections without answering back.
- A staff member must be addressed by his or her full name – Mr. Smith, Mrs. Smith.
- When messaging a teacher via CONEQT, ensure that acceptable and respectful language is used – not the type of language that is used when messaging friends.
- Students need to be aware that teachers will respond to CONEQT messages between the hours of 8.00am and 5.00pm - at a time which is convenient.

APPEARANCE AND DRESS

The rules relating to appearance and dress have been established by members of the College community to establish a level of which everyone can be proud. **Please refer to the Uniform Policy and the Uniform Visual** for further detail but below follows an important summary. **The uniform visual needs to be updated with regards to hair clarification for boys, so please note that what is written here and in the Policy is the clear standard.**

- College Uniform must be worn appropriately by students during school hours, travelling to and from school, out in the community such as shopping malls and as directed for after-school functions.
- **Skirt and dress length** for girls is **on** the knee. If the length is not correct, a student will be required to go home and correct the problem.
- **Make-up is not permitted** and this includes foundation, tinted moisturiser, face powder and mascara. Eyebrows are not to be drawn or tattooed on and must appear natural. Eyelashes tinted in a natural colour are allowed.
- Only clear nail polish is permitted. Acrylic and gel nails are not allowed except for Year 12 students before the Year 12 Ball. If a student comes to school with false nails, she will be sent home immediately to have them removed.
- Boys are required to be **clean-shaven** for school and at College or sporting events. If this does not occur, **boys will be required to shave at school.**
- Jewellery is restricted to a wrist-watch, an exercise monitor (FITBIT), a single pair of small gold or silver studs or sleepers in pierced ears (for girls only) and a single Christian religious symbol or small cross to be worn around the neck on a gold or silver chain. No spacers may be worn in ears and **Apple iWatches are not allowed.**
- Any items that contravene the above rules will be confiscated and a parent will be required to collect them personally from Student Reception.
- If students do have holes pierced anywhere other than in the lower lobe of the ear, they may **not** keep plastic rings in them or cover them with tape or a band aid.
- Any items worn under a school shirt must be neutral in colour and not visible.
- The winter uniform is worn in Term 2 and Term 3 and for official occasions.
- In winter, blazers are to be worn to and from school and to Masses, Assemblies and College functions.
- The tie must be worn correctly with the top button of the shirt done up.
- Shirts are to be tucked into shorts or skirts at all times.
- Stockings are to be free of holes or runs.
- Students must be free of visible tattoos and may not write or draw on themselves.

HAIR

Hair Style of Girls

- Hair must be of a **conservative style** and should be clean, tidy and tied back if touching the collar.
- Definition of Conservative style for girls:
 - ✓ The fringe is not to fall over the eyebrows
 - ✓ Hair at the side of the face must be tied or pinned back at all times
 - ✓ Hair that touches the collar must be tied back
 - ✓ Hair must only be tied back with the official College hair ties required and plain bobby pins
 - ✓ Hair must be **one natural colour**. If the hair has been dyed (not a natural colour) the student must return the hair back to a natural colour before returning to school.

Hair Style of Boys

- Hair should be clean, tidy, combed and of a **conservative style (short back and sides)**.
- Definition of Conservative style for boys:
 - ✓ The fringe is not to fall over the eyebrows
 - ✓ Hair should be of **consistent length (graduated in)** all over – **no undercuts, long sweeps and no Mohawk cuts**
 - ✓ Hair must be of **blade length number 3** or longer
 - ✓ Hair should be short, clean and neat – if hair is curly/frizzy it needs to be cut in a short style
 - ✓ Hair should not touch the shirt collar at the back and is **not to be worn tied up**.
 - ✓ Hair accessories are not to be worn.
 - ✓ Hair must be **one natural colour**. If the hair has been dyed (not a natural colour) the student must return the hair back to a natural colour before returning to school.

SPORTS UNIFORM

- Students who have **Sport/Dance** classes during Pd. 1 or Pd. 2 may arrive at school in Sport uniform, but full uniform is to be packed so students can change at recess. However, if there is a Mass or Assembly during Period 1 on a Wednesday, students have to come to school in school uniform and will then change for sport classes after the Mass or Assembly.
- Students who have **Sport/Dance** classes during Pd. 5 or Pd. 6 may go home in Sport uniform.
- Students who have **Sport/Dance** classes **two or more times** during the day may arrive at school in Sport uniform and stay in it for the whole day.
- Any student who breaks the rules and wears sport uniform when he or she should not be wearing it or forgets an item of clothing to change back into, will be seen by the Head of Year and a consequence will be issued after a meeting with parents. If there is no change in behaviour, the student and parent will need to have a meeting with the Deputy of Pastoral Care and Head of Year and more serious consequences will be put in place.
- If a student forgets an item of clothing to change into, they will wear the full uniform as is with the missing part.
- Notes will not be accepted for the incorrect uniform and it is the student's responsibility to ensure that the rules are adhered to and that the uniform is washed, dry and ready to wear everyday.

CLASSROOM

- Students must be prepared for every class: books, pencil case (with correct equipment), College Diary and laptop/iPad.
- Students are **not allowed to leave a class** without the permission of the teacher (teacher signature in the College Diary). Media students who have permission will not have the diary on them, but will wear a media pass on a lanyard.
- When leaving a class, the student needs to take the College Diary with him or her.
- Students are to line up outside the classroom and enter in a quiet and orderly manner, when invited by the teacher.
- Students are to stand by their desks until told to be seated by the teacher.
- The teacher must be allowed to teach and fellow students to concentrate and learn.
- The teacher's instructions must be followed without question.
- Ideas need to be expressed appropriately and the ideas of others must be respected.
- Students need to take pride in their work and presentation.
- Respect must be shown for school property.
- Under the direction of the teacher, students must respectfully acknowledge the presence of the visitors or College staff to the class on their entrance into the room.
- At the end of the lesson, students are to wait for the class to be dismissed by the teacher and then leave in an orderly manner.

LOCKER BAYS

- Students are **not allowed** to return to lockers during class. The only exception is for returning from Sport classes to collect laptops.
- Food is not to be eaten in the locker bays.
- A student is not allowed to access or tamper with another student's locker.
- A locker needs to be kept locked at all times with the College padlock so that valuables are kept secure.
- Students are responsible for paying for the replacement of a lost lock.
- Students are not allowed in a locker bay that is not their own.
- No student should be in a locker bay unless books are being collected.
 - Books for Periods 1 and 2 are to be collected from lockers before Homeroom
 - Books for Periods 3 and 4 are to be collected from lockers at Recess
 - Books for Periods 5 and 6 are to be collected from lockers at Lunch

MOVING AROUND THE SCHOOL

- Students must use pathways and keep to the left, giving adults priority at all times.
- Always move quickly and directly to each class.
- Control of voice and language must be exercised by all students.
- Students are to greet teachers and other adults as they are passed.

MOBILE PHONES

- The College understands that mobiles are brought to school by students in order to contact parents at the end of the day even though it is preferred that they are not.
- If a mobile is brought to school, it needs to be switched off and kept in the student's locked locker.
- The College is not responsible for the loss, misuse or damage of mobile phones.
- Mobile phones are not to be used during the school day and are not to be seen from the time a student arrives at school until 3:00pm. **There are to be no calls or text messages made during school hours.** Emergency calls to and from parents are to be made through Student Reception.
- Mobile phones will be confiscated if the above occurs and a parent will need to collect them from Student Reception at the end of the day.

DURING BREAKS IN THE SCHOOL DAY

- Use appropriate areas for activities – oval for running around, courts for ball games.
- Students are to refrain from inappropriate body contact – this includes among other things hugging, kissing and holding hands.
- Rough play is **not allowed** at all because of physical danger and damage to clothing. If this occurs and damage is caused, in addition to consequences issued by the Head of Year, the student who caused the damage will be required to replace the item.
- Students must not congregate in pathways and must be aware of the safety of others at all times.
- The environment should be respected – grassed areas, gardens and trees. There is to be no climbing walls and jumping off or over walls.
- Respect to others and their groups and games must be shown at all times.
- Laptops and iPads are **not to be used** before school and during break times. These times are for socialising and eating.
- Response to the school bell must be quick – no sitting around waiting for the second bell.
- No food may be eaten in classrooms or buildings unless under the direct supervision of a teacher. Chewing gum is not allowed.
- Litter must always be placed in a bin – even if it is not your own.

CANTEEN

- Students must line up in an orderly manner.
- Use of 'please' and 'thank you' when addressing the canteen staff is expected.
- Students must leave the canteen area once served to reduce congestion.
- Students may not ask other students for money.
- No food is to be ordered from the canteen after the bell which signals the end of recess or lunch.

ASSEMBLIES AND GUEST SPEAKERS

- Students need to move into the required area in an orderly manner.
- Students must be quiet, listen attentively to each speaker and show respect and appreciation in an appropriate manner.
- Participation in a positive way is required.
- Students should ask sensible and relevant questions at appropriate times.
- Students are expected to wait to be dismissed and leave in an orderly manner.

LITURGICAL CELEBRATIONS

- Students need to understand that Liturgy, Mass and Prayer are an integral part of being at a Catholic College.
- Students are to be reverent, respectful, quiet and attentive.
- Active participation is needed and students must respond at the appropriate times.

OUT OF SCHOOL EXCURSIONS AND TRANSPORT

- Students are to act as ambassadors for the College. A high standard of behaviour is expected at all times.
- Students must be punctual, sensible and polite.
- Authority of all adults is to be respected and manners are to be shown at all times.
- Students are to dress appropriately and maintain dress standards.
- If using public transport, students must stand if there are no seats for adults.
- No pushing or shoving when boarding buses is to occur – stand in line and proceed in an orderly fashion, listening to instructions from teachers or prefects.

STUDENTS DRIVING TO SCHOOL

Any student, of legal driving age, who intends to drive to and park at the College, either on a regular basis or occasionally, must comply with the College policy and is required to complete the Parent Permission and Student Agreement Form.

- Students are required to adhere to all road rules and drive in a safe and responsible manner.
- Students are only to use their car or moped for travelling to and from the College or College events and are not permitted under any circumstances to drive from the College grounds during the school day.
- Car or moped make and registration details must be recorded with the College.
- Students may only park in the designated student parking area and must display the parking permit supplied.
- The College takes no responsibility for damage to cars or mopeds whilst on the College grounds.
- Students are not permitted to carry other students as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian.
- Students are required to notify the College of any passenger who may be travelling with them to and from school.
- Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the ***Parent permission and Student Agreement Form*** and all documentation is to be given to the Deputy of Pastoral Care.

Students who fail to meet these obligations will have an appropriate sanction applied, which may include keys to vehicles being handed in before Homeroom or vehicle parking privileges being revoked. Any unsafe driving behaviour or breaches of road rules will be reported to the police.

INTERNET, EMAIL, CONEQT AND NETWORK USE

- The College promotes the safe use of technology in the education process.
- The **Acceptable Use of IT policy** needs to be read and adhered to. It can be found on the College website.
- Students are responsible for their actions when using ICT.
- Inappropriate use will result in a temporary or permanent cancellation of privileges.
- Games are not to be played at school and social media is not to be accessed.