



## MANDURAH CATHOLIC COLLEGE RULES PRIMARY AND SECONDARY STUDENTS

The College has high expectations for student behaviour. A lot of time and effort is put into educating and informing our students about what is appropriate and caring behaviour both at school and in the online world and preparing them to be respectful members of the community.

When requesting to be a student at the College, parents and students sign a contract where it is stated that they will support the Catholic Ethos and uphold the rules of the College. Accordingly, inappropriate behaviour and breaches of the Student Code of Conduct will not be tolerated and may jeopardise a student's position at the College.

The College rules for students are reviewed periodically and staff, students and parents will be notified of any changes made. All College staff as well as student leaders 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, at College events or travelling to and from school.

### General Behaviour

- Be polite and respectful towards others.
- Good manners should always be displayed.
- Show courtesy, kindness, respect, consideration and co-operation at all times.
- Take pride in your appearance – wear the uniform correctly.
- **Chewing gum is not allowed.**
- 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 as students have a right to learn and teachers have a right to teach.

### Speech and Communication

- Always speak with courtesy and respect – 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 and nicknames are not acceptable.
- Students must refrain from using bad or inappropriate language.
- **Secondary students** – when messaging a teacher via SEQTA, 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 SEQTA messages between the hours of 8.00am and 4.30pm – or at a time which is convenient.

### Internet, Email, SEQTA 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.
- Games are not to be played at school and social media is not to be accessed.
- YouTube is not to be accessed unless under the direct supervision of the classroom teacher.
- Inappropriate use will result in a temporary or permanent cancellation of privileges.
- Classroom teacher's instructions must be followed when using ICT in the classroom.

## Mobile Phones/Smart Devices

The College understands that mobiles and/or Smart devices 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 left at home. The College is not responsible for the loss, misuse or damage of mobile phones and/or Smart devices.

- If a **Primary student** brings a mobile to school, it needs to be handed to the classroom teacher and it will be returned at the end of the day.
- If a **Secondary student** brings a mobile/Smart device to school, it needs to be switched off and kept in the student's locked locker.
- **Mobile phones/Smart devices are not allowed to be kept on the person of any student during the College school day and are, as a result, not allowed to be used or seen during the school day.**
- They are to be switched off as soon as the student enters the College grounds and may only be switched on after 3:00pm.
- Emergency calls to and from parents are to be made through Student Reception with the knowledge of a staff member.
- Mobile phones are **not allowed to be used in the Library** both before and after school hours.

### Consequences for incorrect use of mobile phones/smart devices

Students who use a mobile phone/smart device/any digital platform and contact parents or other students during school hours without the permission of a staff member will face the following consequences:

1. The device will be confiscated by the staff member and taken to Student Reception.
2. Student Reception will contact the parent to say the device has been confiscated.
3. The device needs to be collected by a parent from Student Reception at the end of the school day. The device will be locked away safely until that has occurred.
4. If a parent cannot collect the phone at the end of the day, it can be collected by the student the following day after confiscation.

## Locker bays

- Students are allocated a locker by the Head of Year and are not to move lockers without permission from the Head of Year.
- **Students are to use their own locker only and no sharing of lockers is allowed.**
- Students are not to loiter in the locker bays.
- Students are not allowed in a locker bay that is not their own.
- Food must not be eaten in the locker bays and there is to be no litter in the locker bays.
- It is a student's responsibility to keep his or her locker clean and neat.
- A locker **needs to be kept locked at all times** with the College padlock so that valuables such as phones are kept secure.
- Students are responsible for paying for the replacement of a lost lock.
- A student is not allowed to access or tamper with another student's locker.
- Students are not allowed to return to lockers during class. **The only exception is when returning from Sport classes to collect devices.**
- No student should be in a locker bay unless books are being collected.
  - Book for Periods 1 and 2 are to be collected from lockers before Homeroom
  - Book for Periods 3 and 4 are to be collected from lockers at Recess
  - Book for Periods 5 and 6 are to be collected from lockers at Lunch

## Specific Behaviour Expectations

### In the Classroom

- Students must be prepared for the school day (Secondary students for every class: books, pencil case and correct equipment, College Diary and laptop/iPad).
- Students are not allowed to leave a class without the permission of the teacher. Secondary students need a teacher signature in the College Diary.
- Media students who have permission to be out of class 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 not to leave class to fetch an item of equipment but may only leave if it is essential to go to the toilet.
- Students are not allowed to leave class to get a drink of water but are encouraged to carry a reusable water bottle for the purpose of keeping hydrated.
- Students are to line up outside the classroom and enter in a quiet and orderly manner, when invited to do so by the teacher.
- Students will be allocated seats by the teacher or according to a seating plan prepared by teachers.
- They are to stand by their desks until told to be seated by the teacher after a formal greeting has occurred.
- The teacher must be allowed to teach and fellow students to concentrate and learn.
- The teacher's instructions must be followed without question. Any issue is to be discussed with the teacher after class in a respectful manner.
- Ideas need to be expressed appropriately and the ideas of others must be respected.
- No calling out is allowed. Students must put their hand up to speak.
- Students need to take pride in their work and presentation.
- Devices are to remain closed until students are instructed to use them.
- Music is only allowed to be used in class under the direction of the teacher.
- No games or YouTube videos are allowed to be played unless they form part of the lesson and the teacher has requested that they are to be used.
- 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.
- Respect must be shown for school property and students are expected to clean up the classroom before they leave at the end of the lesson.
- Students are not allowed to touch the air conditioning remotes or electronic devices – teachers are responsible for these.
- 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.
- The **Primary School** classroom rules must be followed.

### **At 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 during the celebration.
- Active participation is expected, and students must respond at the appropriate times.

### **At Assemblies and with Guest Speakers**

- Students need to move into the required area in an orderly manner and sit where allocated.
- 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.

### **While moving around the College Campus**

- 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.
- When students use the stairs in E-Block or the Gymnasium, they need to ensure that they keep to the left and ascend or descend carefully.
- **Students are to greet teachers and other adults as they are passed.**

### **During Breaks in School Day**

#### **Before School, at Recess and at Lunchtime**

- Laptops and iPads are not to be used before school and during break times as these times are for socialising, eating and getting prepared for the next lesson or activity.
- Response to the school bell must be quick – no sitting around waiting for the second bell.
- Students must not congregate in pathways and must be aware of the safety of others.
- Certain areas are out of bounds during recess and lunch as are unsupervised areas in the morning before school starts.

- Students are to observe the clear signage that shows out of bounds areas both on the College map and around the campus.
- 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.
- Respect to others and their groups and games must be shown at all times.
- 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 or Assistant Head of Primary, the student who caused the damage will be required to replace the item.
- If a student feels uncomfortable during recess or lunchtime, due to the actions of other students, he or she has the right to say "Stop, please I don't like what you are doing." If the behaviour continues, then students must inform the duty teacher.
- No food may be eaten in classrooms or buildings unless under the direct supervision of a teacher.
- Litter must always be placed in a bin – even if it is not your own. If students are asked to pick up litter by a staff member or student leader, they are to do so immediately and without argument.
- The environment should be respected – grassed areas, gardens and trees. There is to be no climbing walls and jumping off or over walls.
- There is to be no vandalising of the change rooms or toilets and no eating in these areas is allowed.

### **At Primary School Servery**

- Students must line up in an orderly manner.
- Use of 'please' and 'thank you' when addressing the servery staff is expected.
- Students must leave the servery area once served.
- Students may not ask other students for money.

### **At Secondary School 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.
- Any wrappers to waste items from purchases need to be placed in the bins provided around the grounds.

### **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 bus driver, teachers or student leaders.

### **Consequences for behaving badly on public transport (eg, swearing, throwing food, being rude)**

<b>First Offence</b>	Head of Year will contact parents and student will be removed from the public transport for a week.
<b>Second Offence</b>	Deputy Principal or Vice Principal will contact parents and student will be removed from the public transport for a term.
<b>Third Offence</b>	Meeting of parents with a Deputy Principal or Vice Principal and consequences as per the suspension policy.

In addition to the above, for serious issues/offenders the bus company may decide to suspend their service to the student.

## Attendance and Punctuality

Students must be on time for Homeroom and every class.

	Primary	Secondary
<b>Starting time</b>	Classroom doors open at 8.25am.	Must be lined up at Homeroom by 8.20am.
<b>Student arrives late</b>	Must be signed in, by a parent at Student Reception.	Signed note from a parent must be provided to Student Reception explaining reason for the late arrival.
<b>Student leaving College grounds</b>	Not permitted to leave the College grounds unless accompanied by a parent or guardian.	Not permitted to leave the College grounds without written and signed permission from a parent. Year 12 students who drive to school will need written or spoken permission from parents/guardians.
<b>Procedure for leaving College during school hours</b>	Sign out at Student Reception and a sign out card presented to the teacher.	Student is to report to Student Reception to sign out with the Attendance Officer. If returning on the same day, it is necessary to sign back in at Student Reception.
<b>Absences notification</b>	<b>Must be explained by a phone call and a note from parent/guardian.</b>	<b>Must be explained by a phone call and a note from parent/guardian.</b> Responsibility of the student to ensure that work missed is collected and completed.
<b>Absence from school</b>		Check the Assessment Policy to understand the consequences regarding absence from school and student responsibility.
<b>College Activity Days</b> (eg, Inter-House Carnivals, Retreats, Flourish Days and Patrons' Day)		<b>Attendance is compulsory.</b> <b><u>Non-attendance requires a medical certificate.</u></b>
<b>Holidays during the school term</b>		May have a negative impact on a student's learning and not encouraged. If absence is unauthorised, a missed assessment result will be awarded.
<b>Regular absenteeism</b>		Attendance needs to be over 80% in order to satisfy curriculum expectations. For Year 11 and Year 12 students, 90% or more is necessary in order to succeed and graduate.

### Consequences for Secondary Students for lateness

Issue	Time	Consequence
<b>Late for Homeroom or an Assembly/Mass period</b>		Text message sent to parents by Head of House.
	Three occasions in a five-week time frame.	Lunchtime detention issued by the Homeroom teacher who will also inform the Head of House.
	Lateness continues after lunchtime detention.	After school Detention issued by Head of House.
	Lateness continues after Detention.	Interview will take place with parents, Head of House and the Deputy of Pastoral Care.
<b>Late for a class</b>	Two occasions during a term.	Lunchtime detention issued by the class teacher who will also inform the Head of Learning Area.
	Lateness continues after lunchtime detention.	Class teacher calls parent.
	Four occasions during a term.	After school detention issued by the Head of Learning Area.
	Lateness continues after detention.	Parents will be notified by text message.
	Lateness continues after text message notification.	Interview will take place with parents, Head of Learning Area and the Deputy of Teaching and Learning.

## Consequences for Secondary Students for absenteeism

Issue	Time	Consequence
Student misses class purposely		Internal suspension of one day will be issued by the Head of Year or Head of Learning Area and contact with parents needs to be made before the student returns to classes.
Missing College Activity Days	Without a medical certificate.	<b>May result in the withdrawal of privileges</b> such as being able to attend the Year 12 Ball and other such events, Canberra, Flores Mission and overseas trips, Graduation Ceremony and sporting and cultural events.
Regular Absenteeism	End of Term One.	Letter One sent by Head of Year. Parent to contact Head of Year.
	Middle of Term Two.	Letter Two sent by Deputy of Pastoral Care. Parent Meeting with Head of Year and a Deputy to draw up an Attendance Improvement Plan.
	Middle of Term Three.	Letter Three sent by Vice Principal. Parent Meeting with Vice Principal and a Deputy to address the Attendance Improvement Plan. Report to the Participation Team and look at alternate schooling arrangements.

## 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. A uniform creates a sense of belonging and also prepares students for the world of work where often a uniform is required, or a dress standard is an expectation. Students can focus on learning in the classroom rather than on their appearance. **Please refer to the Uniform Policy and the Uniform Visual** for further detail but below follows an important summary.

College Uniform must be worn appropriately by students at all times: during school hours, travelling to and from school, out in the community such as shopping malls. Dress for after-school functions such as the Year 12 Ball will be advised by the appropriate staff.

Homeroom teachers will do a uniform check daily but if a student is late and is not correctly attired, a member of Student Services will record the issue. Classroom teachers will continue to monitor uniform during the school day.

*Please note that the below Uniform Rules and the relating Consequences regard to day-to-day operations of the College. It is the expectation of all College staff that students returning from holiday breaks have had ample time to correct any uniform issues. As such, if there are any uniform issues (for example incorrect skirt length) when students return from holidays the Head of Year team will send students home until the issue is rectified.*

### Uniform Rules

Uniform Item	Uniform Rule	Consequence
Skirt and dress length	On the top of the knee.	If the length is not correct, student will be required to correct the problem by the next day.
Shirts	Are to be tucked into shorts, pants or skirts at all times.	A student will be reminded to tuck a shirt in, but if the behaviour becomes repetitive and is hence defiant, consequences will be given.
Items under shirts	Items worn under a school shirt must be neutral in colour and not visible.	Student will need to replace immediately.

<b>Ties</b>	Must be worn correctly with the top button of the shirt done up.	A student will be reminded to do up the top button, but if the behaviour becomes repetitive and is hence defiant, consequences will be given.
<b>Stockings</b>	Must be free of holes or runs.	Student will need to replace immediately.
<b>Make-up</b>	Not permitted and this includes foundation, tinted moisturiser, and face powder.	If make-up is worn, it will need to be removed immediately.
<b>Eyebrows</b>	Not to be drawn or tattooed on and must appear natural. Dark tint is not allowed.	If eyebrows are tattooed, student will be sent home and required to correct the problem immediately.
<b>Eyelashes</b>	Eyelashes tinted in a natural colour are allowed, but mascara and false eyelashes or extensions are not to be worn.	If false eyelashes or mascara are worn, mascara will need to be removed immediately and the eyelashes will need to be removed by the next day.
<b>Nails</b>	Only clear nail polish is permitted, and Acrylic/gel nails are not allowed.	If students present with false nails, they will be sent home immediately to have them removed by the next day.
<b>Facial hair</b>	Required to be clean-shaven for school and at College or sporting events.	If this does not occur, students will be required to shave at school.
<b>Piercings</b>	Only one piercing in the lower lobe of each ear is allowed. No other piercings are allowed and if holes are pierced anywhere else, plastic rings or spacers are not allowed in them and the stud is not to be covered with tape or a band aid.	Students will be asked to take the stud or plastic ring out and if necessary, sent home immediately to have them removed by the next day.
<b>Tattoos</b>	Students must be free of visible tattoos and may not write or draw on themselves.	Tattoos need to be covered up at all times. Students will wash off any writing on their bodies immediately.
<b>Jewellery</b>	Restricted to a wrist-watch (not a smart watch) and/or an exercise monitor (not able to be connected to the internet), a single pair of small gold or silver studs or sleepers in pierced ears and a single Christian religious symbol or small cross to be worn around the neck on a gold or silver chain.	Any items that contravene the above rules will be confiscated and a parent will be required to collect them personally from Student Reception.
<b>Blazers</b>	In winter, Secondary students are to wear blazers to and from school and to Masses, Assemblies and College functions. They need to wear their blazer for Homeroom, Period 1 and Period 2.	Report to the Head of Year every morning for a ten-day uniform check for blazers not worn to Mass or Assembly. Parents will be notified by SMS.
<b>Winter Uniform</b>	Worn in Term 2 and Term 3 and for official occasions such as Year 12 Graduation and Speech and Awards Night.	
<b>Year 12 Leavers Jacket</b>	Worn from Term 1 but may not be worn in place of a blazer for a Mass or Assembly.	Privilege will be removed for a period of a week.
<b>Sports Uniform</b>	Primary students wear sports uniform on designated sports days only. Secondary students see following item.	SEE BELOW FOR CONSEQUENCES

## Sports Uniform Secondary Students Only

<b>Sport/Dance/Drama Y07-Y10 classes on every day except a Wednesday</b>	<b>Arrive at School</b>	<b>Change</b>	<b>Leave School</b>
Period 1 or Period 2 <b>One period of sport for the day</b>	Sport Uniform with full school uniform packed.	Recess.	Full school uniform.
Period 5 or Period 6 <b>One period of sport for the day</b>	Full school uniform.	Lunch.	Sport Uniform.
Two or more periods of sport for the day	Sport Uniform.	No change needed.	Sport Uniform.
<b>Sport/Dance/Drama Y07-Y10 classes on a Wednesday with Mass or Assembly Period 1</b>	<b>Arrive at School</b>	<b>Change</b>	<b>Leave School</b>
Period 1 or Period 2 <b>One period of sport for the day</b>	Full school uniform with Sport uniform packed.	After the Mass or Assembly.	Full school uniform.
Two or more periods of sport for the day	Full school uniform with Sport uniform packed.	After the Mass or Assembly.	Sport Uniform.
<b>House Feast Days</b>	Sport Uniform with House shirt only.	No change needed.	Sport Uniform with House shirt only.
<b>House Lunchtime Events</b> eg, Inter-house Netball or Soccer. For team members only and with notification to teachers from the Head of House. <b>Counts as a Sport lesson</b>			

### Consequences for wearing the sport uniform incorrectly

<b>First Offence</b>	Report to the Head of Year every morning for ten days. Will need to come to school in full uniform and change at recess and lunch as has been done in past years. Parents will be notified by SMS.
<b>Second Offence</b>	Head of Year will contact parents by phone and student will be issued with a <u>Wednesday Afternoon Detention</u> .
<b>Third Offence</b>	Parents will attend a meeting with the Head of Year and there will be a loss of privileges for the student.
<b>Fourth Offence</b>	Removal from class until correct uniform is brought in and a meeting will be held with a Deputy Principal.

**Notes will not be accepted for the incorrect uniform** and it is the student's responsibility to ensure that the rules are adhered to.

### Hair

- To be clean (washed regularly), neat, combed and/or brushed.
- If hair is touching or longer than the top of the uniform collar, it must be tied back neatly with a hair tie (hair that does not meet the required length must be pinned or styled away from the face using hair product).
- Hair must be styled off the face.
- Hair must be no shorter than a number 3 cut.
- Short hairstyles must be cut in a gradient and blended (eg, no undercuts, no mop-tops, no mullets).
- Hair must be of natural colour.
- No distinctive hairstyles eg, mullets, undercuts, rat tails, sideburns, dread locks, unblended hair colours (exception for some ethnicities such as students from Africa to have braids).
- All hair accessories must be of natural hair colour (black, brown, beige) or College colours (maroon, gold, white).
- During the transition period of short to long hair, students must keep all hair back off their face with the aid of either a headband, hair product and/or hair pins.



## Consequences for breaking the hair rules

<b>Condition of hair</b>	If hair is not clean, combed or brushed, students will be required to go home, correct the issue and then return.
<b>Hair not off face</b>	Students will need to go to Head of Year Reception and correct the problem by using hair pins or hair ties.
<b>Repeatedly asked to tie up hair</b>	Students will need to have hair cut short.
<b>Incorrect hair accessories</b>	If incorrect hair accessories are worn, they will need to be removed immediately and replaced.
<b>Incorrect cuts, colours or distinctive hairstyles</b>	<ol style="list-style-type: none"> <li>1. Parents called by Head of Year to collect the student immediately.</li> <li>2. Hair is to be corrected so that it meets the requirements.</li> <li><b>3. Student is not to return to school until the hair has been corrected.</b></li> </ol> Breaking the hair rules in such a manner is an example of serious defiant behaviour and as a result this will be treated as an <b>External Suspension</b> . <ol style="list-style-type: none"> <li>4. Readmission interview with Head of Year and a Deputy Principal.</li> </ol>

**If students continue to breach the uniform rules, they will be called into a meeting with their parents, the Head of Year, and a Deputy Principal to explain why they continue to breach what they agreed to on being enrolled at the College. Wearing the correct uniform is an enrolment requirement of a student of Mandurah Catholic College.**

## Students Driving to School and Parking on the Campus

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.
- Students may not go back to their vehicles during the school day.
- 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.

## Consequences for not meeting the Driving to School Requirements and Obligations

<b>Parking without a parking permit displayed on the dashboard after being issued with one.</b>	Warning: Student will be spoken to by the Head of Year or Deputy of Pastoral Care.
<b>Continued parking without a parking permit displayed on the dashboard.</b>	Parents will be contacted, and student will not be allowed to park at the College until a permit is organised.
<b>First bad driving/behaviour report.</b>	Warning: Student will be spoken to by the Head of Year or Deputy of Pastoral Care and parents will be called.

<b>Second bad driving/behaviour report.</b>	Parents will be contacted, and vehicle parking privileges will be revoked for a period of time such as a month.
<b>Student going home during the day without permission.</b>	Parents will be contacted and keys to vehicles will need to be handed in before Homeroom and collected at the end of the school day.
<b>Unsafe driving behaviour or breaches of road rules.</b>	Will be reported to the police.