

GLENEAGLES SECONDARY COLLEGE STUDENT CODE OF CONDUCT AND UNIFORM POLICY

RATIONALE

Gleneagles Secondary College strives to provide a secure and stable environment in which students can learn and develop individual skills and abilities.

AIMS

The Student Code of Conduct aims:

- To provide clear procedures which guide the behaviour of students
- To promote a structure and programmes which emphasise a positive and preventative approach to the management of student behaviour
- To provide an environment which promotes a sense of security and confidence

IMPLEMENTATION

Gleneagles Secondary College has rules and consequences specific to their community which are consistent with Department of Education and Early Childhood Development policy. Teaching staff develop their individual classroom management plan in accordance with the Student Code of Conduct and specific requirements of the College. Teachers are expected to fairly, reasonably and consistently implement the Student Code of Conduct. Should disciplinary measures be necessary, a graded series of sanctions in order of severity exists. There is a link between the behaviour and the consequences with an emphasis on consultation, prevention and problem solving.

SECTIONS

The Student Code of Conduct contains the following sections:

1. Rights and Responsibilities.
2. Specific Prohibitions.
3. Breaches of the Code of Conduct.
4. Uniform Rules.

Every student at the College has Rights and Responsibilities which include the following:

SECTION 1. RIGHTS AND RESPONSIBILITIES

1.1 Safety and Security

Each student has a right to a safe and secure environment. Students need to be safe and protected and to have their property respected.

It is the student's responsibility:

1. To respect others and treat them with understanding.
2. To respect the rights of others by treating property with due care in accordance with 1.9 of this Code of Conduct.
3. To stay on College grounds within designated areas unless otherwise directed.
4. To move around the College in a manner which is safe and considerate of others.

1.2 Courtesy and Respect

Each student has the right to be treated fairly and respected for the person they are.

It is the student's responsibility:

1. To demonstrate courtesy to others through the use of polite and sensitive language, avoiding all words which are degrading or discriminatory.

2. To treat others fairly and with tolerance.
3. To provide appropriate encouragement to others.

1.3 Public Profile

Each student has the privilege of being a student at the College. Consequently, there is an expectation that students will act in a manner that reflects favourably upon the College.

It is the student's responsibility:

1. To behave well in public.
2. To use socially acceptable language.
3. To dress neatly in the correct College Uniform, or sports attire, and to adhere to the Uniform Rules in relation to hairstyles, the wearing of make-up and jewellery.
4. To display the highest levels of behaviour when competing in inter-school competitions.
5. To demonstrate appropriate respect for the property of others.
6. To strictly observe the Student Code of Conduct on public transport.

1.4 Communication

Each student has the right to be heard.

It is the student's responsibility:

1. To think before he/she speaks.
2. To listen to others respectfully.
3. To play an active role in communicating between the College and home, including complying with specified return dates on all College notices and circulars.
4. To gain appropriate authorisation for any variation in attendance from class, school or co-curricular activities.

1.5 Conduct

Each student has the right to know why his/her misbehaviour is unacceptable and to understand the consequences of such behaviour.

It is the student's responsibility:

1. To be familiar with and adhere to the Student Code of Conduct and all relevant College Rules.
2. To behave in a socially acceptable manner.
3. To be punctual to all classes including Home Group.
4. To comply with all reasonable directives and instructions issued by staff.
5. To ensure that materials considered unacceptable are not brought to the College or College functions – See 1.9 of this Code of Conduct.

1.6 Conditions for Learning

Each student has the right to learn in an environment conducive to learning.

It is the student's responsibility:

1. To make reasonable efforts to learn and succeed.
2. To accept a measure of responsibility for their own learning and development.
3. To seek to create the best conditions for learning.
4. To co-operate with other students and with staff.
5. To attend punctually all scheduled class periods, training, rehearsals, games, performances and other College events.
6. To satisfactorily complete all set tasks.
7. To submit work that is their own.
8. To submit work on time.
9. To refrain from undertaking schoolwork from another subject during class.
10. To act in accordance with all instructions regarding tests and examinations.

1.7 Attendance

Each student has the right to fully participate in the educational opportunities provided by the College.

It is the student's responsibility:

1. To be present in their Home Group for roll call at 8.30 a.m. and at other times as directed.
2. To sign the Late Arrivals Register located at the College Administration Office when they are late for school.
3. To attend compulsory assemblies, College sporting carnivals and other College activities as specified from time to time.
4. To ensure that parents/guardians contact the College Administration Office by 10.00 am on the day of an absence to explain the reason for the student's absence.
5. To provide a note from parents/guardians in the Student Planner to explain the student's absence on the first day of the student's return.
6. To provide a Doctor's certificate explaining an illness related absence where:
 - The absence exceeds two days, or
 - The student is absent from an examination or School Assessed Coursework.
7. To comply with the following procedures when leaving early:
Early Leaving Procedure:
 - To provide a note from the student's parent/guardian explaining the reason for the student's early departure.
 - To have the note referred to (see above note) signed by the student's Homegroup Teacher prior to the student departing.
 - To complete the Early Departure Register at the College Administration Office.
8. To obtain appropriate authorisation from the Principal or delegate prior to any planned absence, including a holiday taken during term.
9. Not to be absent from the College grounds during school hours without appropriate permission.

1.8 General Courtesy

Each student has a right to be treated in a courteous and respectful manner.

It is the student's responsibility:

1. To appropriately greet all teachers at the commencement and conclusion of lessons by standing and addressing the teacher by his/her correct title. Non-student visitors to classrooms should also be greeted in the same manner.
2. To be respectful to adults when proceeding in passages, corridors and through doors.
3. To treat visitors to the College with courtesy and respect.

1.9 Property

Each student has the right to be in an environment where personal and College property is respected.

It is the student's responsibility:

1. To assist in maintaining the cleanliness and order of the College grounds, buildings and property.
2. To refrain from eating or drinking in classrooms (water in an appropriate container is permitted).
3. To keep books and personal belongings locked in the lockers provided by the College. (Students are advised not to bring valuable items or large amounts of money to school).
4. To refrain from bringing the following items to the College or any College related activities and functions:
 - Inappropriate material including non curriculum related magazines, literature or material gathered or distributed electronically.
 - Chewing gum.
 - Weapons or imitation weapons including toys that could provide the appearance of a weapon
 - Laser pointers.
5. To refrain from sitting on desks.
6. To refrain from writing on white boards in classrooms without permission.
7. To maintain his/her property in a clean and orderly manner.

8. To refrain from defacing any property.
9. To refrain from affixing any items to lockers, desks or chairs.
10. To adhere to the guidelines for the use of the Student Planner as set out at the front of the Gleneagles Secondary College Student Planner.
11. Students are permitted to bring mobile telephones to the College under the following conditions:
 - The mobile telephone must be switched off prior to entering College grounds.
 - The mobile telephone must be securely locked in the student's locker immediately upon arrival at the College or stored at the College Administration Office.
 - The mobile telephone may only be removed from the student's locker or retrieved from the College Administration Office at the conclusion of the school day.
 - The mobile telephone may only be switched on once the student has departed College Grounds at the conclusion of the school day.
 - Use of or personal possession of a mobile telephone by a student during school hours is prohibited.
 - Mobile telephones may not be brought to any College related activity or function outside of normal school hours without the express permission of a College Team Leader, Sub School Leaders or a member of the Principal Class.
 - Mobile telephones may not be brought to any excursion or school camp without express permission of a College Team Leader, Sub School Leader or member of the Principal Class.
 - The College accepts no responsibility for any mobile telephones brought to College by a student.

In some circumstances, staff may permit students to access and use their mobile telephones in class for educational reasons.

iPods, MP3's CD players and other like equipment may be brought to the College but may only be used at recess and lunch breaks. Such items may only be taken to College related activities (excursions, camps and the like) if permission is obtained from the organiser of the related activity.

Photographs and videos may not be taken of other students or teachers without the express permission of a teacher or member of the Principal Class.

SECTION 2. SPECIFIC PROHIBITIONS

2.1 Drugs

The College is a drug free environment as evidenced by its policies dealing with drugs, alcohol and cigarettes.

2.2 Student Drivers

Students in possession of a driver's licence who wish to drive to and/or from the College or any College activity must obtain authorisation from a member of the Principal Class or the Senior Sub School Leader. Students are not permitted to transport other Gleneagles students in private vehicles in connection with any school program or function whether held during normal school hours or at other times. Student drivers are not permitted to park in the College grounds.

2.3 Mobile Telephones

Students may only be in possession of a mobile telephone in accordance with the provisions of 1.9.11.

2.4 Computer Use

Student use of the College Network and computer hardware must be in accordance with the Gleneagles Secondary College Computer Use Agreement ("The Agreement"). Students found to be in breach of the Agreement may be subject to disciplinary action including, but not limited to, denial of access to the College Network.

2.5 Bullying and Harassment

Bullying and harassment is prohibited at the College. The College's Against Bullying Policy details the processes and procedures used by the College in dealing with bullying and harassment. Students are strongly encouraged to report incidents of bullying or harassment to their appropriate Team Leader. Students should be aware that

witnesses to bullying or harassment incidents may be involved in the investigatory process. Their co-operation is expected in any investigation(s).

SECTION 3. CODE BREACHES

When a breach of this code occurs, a graded series of sanctions exist:

Sanction Level 1

Is enacted by the Classroom Teacher and actions may include:

- Discussion with teacher
- Moving student in class
- Reiteration of rights and responsibilities
- Detention of no more than half any break time, or after school, with 24 hours notice and not exceeding 45 minutes from the time the student arrives for the detention
- Withdrawal of class privileges
- Note in Student Planner to parents
- Positive reinforcement for appropriate behaviour

Sanction Level 2

A Team Leader would be involved at this level and actions may include:

- Counselling (Team Leader, Student Wellbeing Coordinator)
- Moving student in class
- Reiteration of rights and responsibilities
- Detention – of no more than half any break time, or after school, with 24 hours notice and not exceeding 45 minutes from the time the student arrives for the detention
- Extra duties
- Attendance on a student free day
- Conferencing – parent/teacher/student involvement
- Contracts
- Temporary withdrawal from class
- Withdrawal of privileges
- Behaviour record sheets
- Positive reinforcement
- Peer support
- Temporary or permanent placement in another class

Sanction Level 3

A Team Leader and/or Student Wellbeing Coordinator and member of The Principal Class would be involved at this level and actions may include:

- Consultative meeting with parents, student and relevant others
- Alternative education programs
- Temporary or permanent placement in another year level or at another school
- Referral to Student Wellbeing Coordinator
- Referral to Student At Risk Program
- Referral to community agencies
- Suspension – the procedure and grounds for suspension are outlined in DEECD documentation which is available from the College
- Expulsion – the procedure and grounds for expulsion are outlined in DEECD documentation which is available from the College

SECTION 4. UNIFORM RULES

Uniform at Gleneagles Secondary College is compulsory and all students are required to wear the School Council approved uniform. Students must wear their uniforms to a high standard in accordance with these rules. All new students are required to wear the new College uniform from 2010.

Students are expected to:

- Be clean and neat at all times.
- Wear the uniform in an appropriate manner.
- Wear their full school uniform when travelling to and from school.
- Remain in complete school uniform during recess and lunchtimes unless they are taking part in sporting activities.
- Wear the compulsory Physical Education uniform for all PE and sport classes and when representing the College at sport.
- Remove the school cap when indoors.

Uniform

The Uniform consists of:

- Summer dress to be worn with plain white socks (long or crew only, no motifs. Stockings must not be worn with the summer dress – The summer dress must be at an appropriate length for school, no more than 7 cm above the top of the knee).
- Winter skirt to be worn with black tights or plain white socks (long or crew only no motifs - The winter skirt must be at an appropriate length for school, no more than 7 cm above the top of the knee).
- Tailored black shorts with College logo to be worn with plain white socks (no motifs).
- Tailored long black pants to be worn with black socks (no logo).
- Jumper with College logo.
- Long or short sleeved white shirt with College logo (a plain white T Shirt, not long sleeved and without motif may be worn under the College long or short sleeved shirt).
- College Cap – white with purple piping (no logo).
- Waterproof College jacket with College logo.
- Black, leather, lace up traditional school shoes, plain black leather slip on dress shoes with rounded or square toes for boys, or Harrison or Roc T-Bar sandals for girls (for safety reasons, heels must not exceed 3 cm). Buckles on sandals must be done up. N.B. Black canvas shoes (Dunlop Volley type or the like) or ballet type shoes are not permitted.
- College Tie (optional). If the College Tie is worn it must be tied correctly and the top button on the shirt is done up and the tie in the normal position.
- Scarf (optional), but must be the College purple available from the official supplier (Primary School Wear).
- Gloves (optional), must be black with no motifs and not fingerless. Gloves may only be worn outdoors.

Sports Uniform

- Sublimated sports top with College logo. House logo will be applied at point of sale.
- Black Gleneagles sports shorts or black Gleneagles tracksuit pants with College logo.
- College Rugby top with College logo.
- Traditional lace up runners – white preferred.

Non Uniform

- Non-uniform items will be replaced for the day by the correct uniform (from clean Gleneagles stock). Non uniform items will be confiscated for periods of time.
- Non uniform passes are for one day only and are available from the Student Managers' Offices upon presentation of a parental note outlining a legitimate reason for being out of uniform. All uniform passes will be recorded.

- If a student does not obtain a uniform pass they will receive an automatic after school detention. The parental note alone is not sufficient.
- Students who persistently breach the uniform code will be referred to the Principal or Assistant Principal who will implement appropriate sanctions.

All items of uniform (except shoes and socks) are expected to be purchased from the official supplier (Primary School Wear). A College back pack with College logo is highly recommended. If an alternative bag/back pack is used it must be functional.

Uniform Mix

- A mix of the College Uniform and the PE Uniform is not permitted.
- A mix of casual clothes with the College Uniform or a mix of casual clothes with the PE Uniform is not permitted.
- On a day designated as a free dress day or at other times when the College Uniform or PE Uniform is not worn and casual clothes is the dress of the day, neat, conservative and appropriate clothing must be worn.

Other Items

- Students are permitted to wear a watch or recognised religious symbol, SOS Bracelet or SOS necklace and no more than two plain studs or sleepers in each ear. No other body piercing is permitted; this includes plastic items to keep a piercing open. The use of band aids and the like to cover such items is not permitted. No other jewellery or adornments are permitted.
- Nail polish, nail extensions and dyed eyelashes are not permitted.
- Visible tattoos are not permitted.
- Hair styles should be appropriate and should not be extreme. Hair colours should be naturally occurring in the human population.
- The light application of makeup is permitted but should not be noticeable.

The image of Gleneagles Secondary College in our community depends heavily on students wearing correct school uniform at all times. The dress code as outlined will be strictly enforced. The Gleneagles College community relies on parents for support in enforcing this code.