

# **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

## 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 or email to [absentees@jpc.wa.edu.au](mailto:absentees@jpc.wa.edu.au).** 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 Front 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 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 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 C



### ***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 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 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 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**

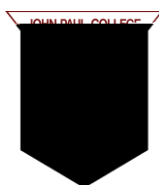
Students are permitted to bring mobile phones and electronic devices to school but they must be turned off and securely locked in their lockers during school time. They may be confiscated if seen or used during school hours. Return of the phone to the student is at the discretion of the Principal or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