



2017 COLLEGE RULES

All College rules are subject to periodic review. Parents and students will be notified of any changes.

All College staff as well as College Captains have the authority to enforce the College rules. Students must observe reasonable directions given to them by staff and Captains, whether at school or travelling to and from school.

Courtesy and General Conduct

- Courteous behaviour is expected at all times, both in and out of class and in interaction with other students and staff. General politeness and good manners should be displayed by all.
- Students are not permitted in classrooms at all until their teacher arrives for class. Students must remain outside the classroom in an orderly manner.
- Students are not to leave classes at all during class time unless permission is obtained from their teacher. No student should be at lockers during classes or between classes, except for practical lessons.
 - Books for periods 1 and 2 are obtained from lockers before PCG class.
 - Books for periods 3 and 4 are obtained from lockers at recess.
 - Books for periods 5 and 6 are obtained from lockers at lunchtime.
- Rough play and games are forbidden because of the danger to physical health and clothing.
- No food may be eaten in classrooms or buildings. Chewing gum is prohibited in the College.
- Students may not congregate on first floor balconies and walkways.
- Vandalism of any type will not be tolerated. Damage to any College property or equipment, writing on or scratching desks will result in a serious consequence and payment of the cost of repairs.
- When moving around the College buildings, corridors or pathways, students must walk. All running, ball games, etc. are confined to the tennis court area and oval.
- Use of Oval
 - Students may use the oval under teacher supervision at lunchtime. The oval may not be used before school or during recess.
 - During Terms 1 and 4 students must wear the College hat whilst on the oval.
- Cafe:
 - In the cafe, orderly queues are to be formed and respect shown for the volunteer parents and staff working in the cafe.
 - Students who have ordered a lunch from the cafe may collect this from the start of lunch.
- Students are not permitted on the property after hours and on weekends, except for official College business. Police action may be taken against trespassers on College property.

Dress and Appearance

The rules relating to dress and appearance have been created to establish a level of which everyone can be proud. At all times student attire should be of a high standard and should be laundered regularly.

Parents are asked to ensure the correct uniform is worn appropriately at all times. Students may be excluded from class if they infringe this rule and until the problem is rectified.

- College uniform will be worn appropriately by all students:
 - Travelling to and from school and until a student returns home or, if engaged in after-school employment, to his/her place of employment.
 - During school hours.
 - As directed for after-school functions.
- A note from parents will be necessary to explain any deviation from the prescribed uniforms.
- Any items worn under College shirts should be neutral in colour and not visible.
- Jumpers are to be worn or kept in lockers. They are not to be carried or tied around students' waist or shoulders.
- The winter uniform, including tie, is worn throughout Terms 2 and 3. The tie must be worn correctly and the shirt top button must be done up. Shirts must be tucked in at all times.
- Only official College scarves with the College Crest, purchased from the Uniform Shop, may be worn with the College uniform.
- Students must arrive at and leave the College in full College uniform, regardless of Physical Education, dance or drama class commitments during the day. Exceptions to this rule are:
 - Students travelling to school for early morning practice in official College sporting, dance or drama commitments may wear their sports uniform. After such early morning practice, students must change back into their College uniform unless they have Physical Education practical class before recess. All other students must come to school in their full uniform even if they have Physical Education classes in Periods 1 or 2.
 - Students who have Physical Education classes during the day and have changed into their sports uniform can remain in their sports uniform for out-of-school hours official College team commitments.
 - Students travelling home after official College sporting, dance or drama commitments can wear their school sports uniform.
 - If a student needs to wear the sports uniform for an entire day, the PCG Teacher must be informed beforehand.
- Students changing into bathers or board shorts for Physical Education or Outdoor Education need to ensure they place their sports uniform over these garments. Sports shoes and College sports socks need to be worn. Board shorts that are too long need to be rolled up. No student should be walking around the College in bare feet.
- Students are required to change into the sports uniform in the break before Physical Education classes and change back into their College uniform in the break after this class. Where a student has a Physical Education class in Periods 1 or 2 they will be required to get changed before PCG class.
- The College sports uniform will be worn in Physical Education classes and by students who are members of official College teams, whether during or after school hours.
- The College jumper is not to be worn with the sports uniform.

- Students are required to wear the College hat when on the oval or tennis courts in Term 1 and Term 4, during Physical Education class.
- Skirt and dress length for girls is on the knee.
- Boys' trousers and shorts must have a brown belt and be worn on the hips.
- Year 12 boys are permitted to wear long trousers rather than shorts in Term 1 and Term 4.
- When riding bicycles to and from school, students must be in their summer/winter uniform (blazers can be carried in the school bag).
- They are not to ride in their sport or House uniform unless they have an early morning (before 8:00am) activity.
- College Blazer
 - Students are required to wear their blazer to and from school in Terms 2 and 3.
 - Blazers are to be worn to PCG class and to all formal occasions, including whole school assemblies.
- Hair Colour
 - Students are required to keep their natural hair colour.
 - Any student who dyes their hair so it is not their natural colour will be required to return their hair to its natural colour.

Hair Style - **Girls**

- Hair must be at all times clean, neat, tied back and of a conservative style.

Definition of conservative for girls:

- Hair should not be long enough that the fringe falls over the eyebrows
- Hair at the side of the face should be tied back
- Hair that is longer than the collar should be tied back
- Hair can only be restrained with official College hair ties eg ribbons, scrunchies, headbands which are all available from the Uniform Shop, or plain bobby pins.

Hair Style –**Boys**

- Hair must be clean, neat and of a conservative style at all times.

Definition of conservative for boys:

- Students are **NOT** permitted to have mullets; rat tails; mohawks; fringes that are below the eyebrows; the mop-look with long sides; or any other unconventional style cuts.
- Hair should be cut so that it clears the collar at the back and should not long enough that it can fall in front of the face or be tucked behind the ears.
- Unruly or uncombed hair is not permitted.
- Hair should be of a consistent length, is not to be undercut and cannot be worn any shorter than a 'Number 3' cut.
- Hair is not to be tied up and hair accessories are not to be worn.
- Artificial colours or highlights are not permitted.
- The appropriateness of any hairstyles will be determined by the College.
- Facial Hair - Boys are required to be clean-shaven for school every day. Side-burns must not be any lower than halfway down the ear. In order to meet these requirements, boys may be required to shave at school.

If students arrive at the College and the above requirements are not in order, then parents can expect that their son will be sent home until the situation has been corrected.

- Facial Hair
 - Boys are required to be clean-shaven for school. Side-burns must not be any lower than halfway down the ear. In order to meet these requirements, boys may be required to shave at school.
- Jewellery
 - All students are encouraged to wear a wrist-watch to promote personal punctuality.
 - All students may wear a neck chain with one Christian religious symbol on it. These chains must only be silver or gold and worn inside the uniform.
 - All students may wear a single plain sleeper or stud in the lower lobe of the ear. No spacers, decorative earrings or ones with stones are permitted.
 - If students have holes pierced anywhere other than in the lower lobe of the ear, they are not permitted to keep plastic rings in them or to cover them with tape.
 - No other jewellery is to be worn.
 - Any items contravening the above rules will be confiscated and kept in a secure place. Students may collect these items at the end of term.
- Make-up
 - No student is permitted to wear make-up or nail polish.

Care of Property

- All items of clothing, books and personal belongings must be clearly labelled.
- A locker is provided for each student. The locker must be kept locked at all times to ensure that valuables are kept secure. The locker must be kept tidy, and not be defaced in any way. All items must be stored in lockers including school bags and sports bags.
- Students must use only the official College padlock to secure their lockers.
- If a student loses their padlock, a replacement lock must be purchased from the College.
- Official school bags:
 - Are compulsory for all students. No other bags are permissible.
 - Are not permitted in classrooms nor should they be left outside classrooms or in the change room – they are to be stored neatly in lockers.
- Defacing of school bags, uniforms, files, books etc. in any way, including inappropriate pictures, is prohibited.
- Sunglasses. Students are allowed to wear sunglasses; however, decorative sunglasses are not permitted.

Mobile Phones

The College recognises that students bring mobile phones to school. If a student brings a mobile phone to the College, then:

- The phone will be kept in the student's locked locker.
- The phone is not to be used during the school day, unless under the explicit direction of the teacher for learning purposes.
- Mobile phones will be confiscated if they are used without teacher permission and will be brought to the PCC for the attention of the Dean of students. The Dean will contact the parents and will arrange for collection accordingly.
- The College will not be responsible for the loss, misuse or damage of the phone.

Areas out of Bounds

- The oval before school and during morning recess.
- Embankments and all bush around the oval.
- Garden areas.

- All retaining walls.
- Classrooms, teaching areas, corridors and balconies during recess and lunch.
- All buildings under construction or being altered.
- The garden areas and lawns at the front of the Administration building during recess and lunchtime.
- The limestone boundary walls and steps.
- All car-parks.
- The area west of the gymnasium.
- The bicycle racks during school hours.

Punctuality

- Students are to arrive at the College before 8.40am and be in their PCG class so that at 8.45am PCG period can commence.
- Students who arrive at school after 8.40am but before 9.00am are required to report to their PCG class. Students who arrive after 9.00am are required to report to the Pastoral Care Centre.
- If a student arrives late to PCG class on two occasions in a Term they will receive a lunchtime detention. Four times late to PCG in a Term will result in an after-school detention.

Morning Mass

- Students who are attending morning Mass are required to be in the chapel by 8.10am.
- Students who are attending morning Mass at an alternative time to their PCG class or RE class must report to the Pastoral Care Centre following the Mass.

Student Illness

- A student reporting sick during class must go to Sick Bay in the Administration building.
- If a student falls ill during recess or lunch they need to report directly to the Sick Bay.
- Parents will be contacted by the College should their son/daughter be too ill to remain at school. Students are not to contact their parents directly to report their illness.

Absence from School

- Parents are requested to telephone the College on the Absentee Line, telephone number 9246 8288, to advise if their child is absent by 9.00am. A note must be forwarded to the PCG Teacher with the student upon his/her return to school explaining the reason for the absence.
- No student is to leave the College during school hours without a written request signed by a parent. The student will then give the note to the PCC. Before a student can leave the College they are to report to the Pastoral Care Centre to 'sign out'. Parents are asked to go to Main Administration to collect their child. When they return the student should again report to the Pastoral Care Centre to 'sign in' and receive a 'late note' which is then to be shown to the subject teacher.
- Attendance at all College activity days is compulsory.
- The College discourages families from taking holidays during school time. If this is absolutely necessary, parents must inform the Principal in writing, well in advance, stating the reasons and dates of absence.
- Students and parents are to check the relevant Assessment Policies to understand the consequences and their responsibilities for absence from school.

Internet, Email and Network Use

- The College promotes the use of technology in the education process. Computers are provided so that students can gain access to the network and Internet to support their education and research, within the educational goals and objectives of the College.
- The Acceptable Use Policy for Internet, Email and Network Use is available on the College website. Students are personally responsible for their actions when using ICT resources and any inappropriate use will result in a temporary or permanent cancellation of their privileges.
- The Deans of Students will oversee any disciplinary action which results from:
 - Misuse of computing equipment
 - Violation of email policy
 - Playing games
 - Misuse of Internet

Bicycles, Bus Stops, Buses and Road Safety

- Behaviour at bus stops or train stations and in buses or trains will be of a high standard. Students must be sensible and courteous at all times.
- College Captains will, from time to time, supervise these areas and they have the authority to report all offenders. Any instruction issued by them is to be acted on by students.
- Hitch-hiking is prohibited at all times.
- Students are to walk on footpaths and not along any of the roadways.
- Students crossing St Hellier Drive must use the cross-walk attendant when he/she is in attendance.
- Students travelling home by TransPerth bus are to wait in the area designated at the foot of the retaining wall until the relevant bus has arrived at the bus stop. Only then may students proceed up the steps to board the bus.
- Students are prohibited from travelling to and from school on a skateboard, roller skates or in-line skates and also from using them at any time on school property.
- Students who ride bicycles to school must wear helmets.
- Students may not ride bicycles along Hocking Parade.
- Bicycles should be chained and padlocked during school hours and parked in the bike compound adjacent to the Maintenance Shed. This area is out-of-bounds during school hours.
- Students are not permitted to ride their bicycles on the property, rather they are to dismount and walk their bicycles to and from the bike compound.

Students Travelling to and from School in Private Motor Vehicles

- In order to avoid congestion with school buses and pedestrians, parents are asked not to park on Hocking Parade between the College entrance numbers 1 and 2 to collect students.
- Parents are asked not to drop-off or pick-up students from the College entrance number 2. The only exceptions are parents of students in the Mary MacKillop Centre.
- The parking area and roadway in front of Administration is only to be used when on College business or for the collection of students during school hours.
- Parents are requested to abide by the entry, speed and parking signs on College property.
- Students who have gained their licence and drive to the College must park off-campus. The City of Joondalup has given us permission to use the Sorrento Beach car park opposite the western College entry gate. Students must not park on adjacent residential streets.
- Parents must inform the College of their child's intention to drive to school. Vehicle details and a list of passengers must be provided to the College.