



## 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

- Respect others by being polite and displaying good manners.
- Show courtesy, kindness, respect, consideration, and co-operation always.
- Respect yourself by taking 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 interruption.
- 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 ILT Acceptable Use Agreement 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 (including all types of Smart Watches)**

The College understands that mobiles and/or Smart devices are brought to school by students 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.
- All types of Smart watches are prohibited.
- **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.**
- There are only two circumstances where **mobile phones** can be used during the school day.
  - **Canteen Purchases:** Students who need to use their mobile phones for purchases at the canteen must not have their device visible in transit to and from the canteen. After using the device for payment, it is the student's responsibility to return their phone switched off and safely secured in their locker as per College procedure.
  - **Teacher Approved Learning Activity:** On certain occasions, teachers may ask students to utilize their mobile phones for academic purposes. These occasions are only with teacher discretion and approval.
- 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. Students are not to contact their parents using their own mobile phone unless directed to by a member of staff.
- Mobile phones are **not allowed to be used in the Library** both before and after school hours.
- Students are **prohibited from taking images of any type** at school or after school in College uniform without express permission from their teacher.
- Students are also **prohibited from posting images** of themselves, other students in College uniform or images of staff on social media and making any inappropriate comments where the College, the students or staff can be identified.

### **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 parents 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.
5. **Refusing to hand over a phone is defiance and will involve further consequences.**

### **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 always locked** 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 collecting:
  - Book for **Periods 1 and 2**  
(Collect from lockers before **Homeroom**)
  - Book for **Periods 3 and 4**  
(Collect from lockers at **Recess**)
  - Book for **Periods 5 and 6**  
(Collect 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. If permission is granted for a Secondary student, the teacher will make an out of class entry in SEQTA.
- Secondary students need a teacher signature in the College diary.
- Media students who have permission to be out of class will not have their diaries with 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 or get a drink of water but may only leave if it is essential to go to the toilet. The teacher will make an out of class entry in SEQTA.
- 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.
- Calling out is not 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, always giving adults priority.
- 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 D-Block, the Library 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 pass.**

### **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 for others and their groups and games must always be shown.
- 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 eating in these areas is not permitted.

#### **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 always expected.
- Students must be punctual, sensible, and polite.
- The authority of all adults is to be respected and manners are to be always shown.
- 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 Secondary Students Bad Behaviour on Public Transport - e.g., swearing, throwing food, being rude.**

#### **Fare Evasion**

|                       |  |
|-----------------------|--|
| <b>First Offence</b>  | DIREQT message sent home to parents.   |
| <b>Second Offence</b> | Meeting with parents and Head of Year to discuss alternative transport options.  |
| <b>Third Offence</b>  | Meeting with parents and Dean of Campus to discuss alternative transport options.  |
| <b>Fourth Offence</b> | Meeting with parents and Dean of Students to discuss removal from public transport from school, for the remainder of term. |

#### **Inappropriate Behaviour**

|                       |  |
|-----------------------|--|
| <b>First Offence</b>  | The Head of Year will contact parents and student will be removed from public transport for a week.  |
| <b>Second Offence</b> | The Dean of Campus will contact parents, and student will be removed from public transport for the remainder of the term.  |
| <b>Third Offence</b>  | Meeting with parents with Dean of Campus, consequences given as per the Suspension policy AND removal from the bus for a complete term.  |
| <b>Fourth Offence</b> | Meeting with parents with Dean of Students, consequences given as per the Suspension Policy AND removal from the bus for the remainder of the year, to be reviewed for the next academic year. |

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 the 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 without written and signed permission from a parent. Year 12 students who drive to school will need written or spoken permission from parent/guardian.   |
| <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 note from parent/guardian.</b>                | <b>Must be explained by a phone call and note from parent/guardian.</b> Responsibility of the student to ensure that the 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><br>(e.g., Inter-House Carnivals, Retreats, Flourish Days and Patrons' Day) |  | <b>Attendance is compulsory. Non-attendance requires a medical certificate. If there is no medical certificate it could result in not being able to attend College Functions like the Year 12 Ball and Year 12 Graduation.</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 to be over 80% to satisfy curriculum expectations. <b>For Year 11 and Year 12 students, 90% or more is necessary to succeed and graduate.</b>   |

## Consequences for Secondary Students for lateness

| Issue                                    | Time  | Consequence  |
|--|---|--|
| <b>Late for Homeroom /Assembly/ Mass</b> | Three occasions in a five-week period.              | Lunchtime detention issued by the Homeroom teacher who will also inform the Head of House. Text message sent to parents by Homeroom teacher. |
|  | Lateness continues after lunchtime detention.       | After school detention issued by Head of House. Text message sent to parents by Head of House.   |
|  | Lateness continues after Detention.                 | The interview will take place with parents, the Head of House, and the Dean of Campus.   |
| <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.       | The 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 by the Head of Learning Area  |
|  | Lateness continues after text message notification. | Interview will take place with parents, Head of Learning Area, and the Dean of Education.  |

## Consequences for Secondary Students for absenteeism

| Issue                                 |  | Consequence  |
|---------------------------------------|--|--|
| <b>Student misses class purposely</b> |  | 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.  |
| <b>Missing College Activity Days</b>  | 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.                          |
| <b>Regular Absenteeism</b>            | Attendance below 90%                                     | <b>Letter One</b> sent by Head of Year and Dean of Education. Parent to contact Head of Year.  |
|                                       | Attendance below 80% (two weeks after Letter 1)          | <b>Letter Two</b> sent by Head of Year and Dean of Education. Phone call home by Head of Year and meeting with student.  |
|                                       | No improvement in attendance (one week after phone call) | <b>Parent meeting</b> with Head of Year and Dean of Education to draw up an Attendance Improvement Plan.   |
|                                       | No improvement in attendance (two weeks after Meeting 1) | <b>Letter Three</b> sent by Deans. Parent meeting with Head of Year, Dean of Education, Dean of Students and College Psychologist to address the Attendance Improvement Plan.  |
|                                       | No improvement in attendance (two weeks after Meeting 2) | <b>Letter Four</b> sent by Deputy Principals. Parent meeting with Head of Year, Deputy Principals and College Psychologist to address ongoing attendance concern. Report to the Participation Team and look at alternate educational 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 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 always worn appropriately by students: 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. Classroom teachers will continue to monitor uniforms during the school day.



## First Day of Term after a School Holiday – Secondary Students

Please note that the Uniform Rules and the related Consequences listed below are regarding day-to-day operations of the College. It is the expectation 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, incorrect hair) when secondary students return from holidays the Heads of Year and Dean of Students **will send students home until the issue is rectified**.

### Uniform Rules

| Uniform Item                  | Uniform Rule  | Consequence  |
|-------------------------------|---|--|
| <b>Skirt and dress length</b> | Preferably on the top of the knee but no more than three finger lengths above the top of the knee (approximately 5 cm).   | If the length is not correct, the student will be required to correct the problem by the next day.   |
| <b>Shirts</b>                 | Are to be tucked into shorts, pants, or skirts always.  | A student will be reminded to tuck a shirt in, but if the behaviour becomes repetitive and is hence defiant, consequences will be given.       |
| <b>Items under shirts</b>     | Items worn under a school shirt must be neutral in colour and not visible.  | Student 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 to replace immediately.  |
| <b>Make-up</b>                | Not permitted and this includes foundation, mascara, 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, students 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.   | Students with false nails 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. Daith piercings are not permitted unless a medical certificate from a Specialist Pain Doctor or Neurologist is received. GP medical certificates will not suffice. | 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 always covered up. Students will wash off any writing on their bodies immediately. |
| <b>Jewellery</b>              | Restricted to a wristwatch ( <b>Apple iWatches or other Smart watches are not allowed</b> ) and/or an exercise monitor (not able to be connected to the internet), a Medic-Alert bracelet/band, a single pair of small gold or silver studs or sleepers in <b>lower lobes</b> of pierced ears and a single <b>Christian</b> religious symbol or small cross to be worn around the neck on a gold or silver chain. | <b>SEE BELOW FOR DETAILED CONSEQUENCES</b>  |
| <b>Blazers</b>                | In winter, Secondary students are to wear Blazers to and from school and to Masses, Assemblies and College functions. Blazers need to be worn for Homeroom, Period 1 and Period 2   |   |
| <b>Winter Uniform</b>         | Worn in Term 2 and Term 3 and for Official occasions such as Year 12 Graduation and Speech and Awards.  |   |
| <b>Year 12 Leavers Jacket</b> | Worn from Term 1 but may <b>not</b> 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 below.  | <b>SEE BELOW FOR DETAILED CONSEQUENCES</b>  |

### Consequences for Secondary Students for jewellery infringements

|                       |  |
|-----------------------|--|
| <b>First Offence</b>  | Any items that contravene the above rules will be confiscated by the teacher and a student can collect them the following day after 3:00pm from Student Reception.                 |
| <b>Second Offence</b> | The item will be confiscated, and the Head of Year will issue a recess or lunch detention. The student can collect the item the following day after 3:00pm from Student Reception. |
| <b>Third Offence</b>  | The item will be confiscated, and the Head of Year will issue an After-school Detention. Only parents can collect the item the following day from Student Reception.               |
| <b>Fourth Offence</b> | The item will be confiscated, and the Head of Year will issue an In-school Suspension. Only parents can collect the item the following day from Student Reception.                 |
| <b>Fifth Offence</b>  | The item will be confiscated, and the Dean of Students will issue an External Suspension. The item will be returned to the student and parent at the readmission interview.        |

## Sports Uniform Secondary Students Only

| <b>Sport/Dance/Drama Y07-Y10 classes on every day except a Wednesday</b>   | <b>Arrive at School wearing...</b>             | <b>Change Once...</b>             | <b>Leave School wearing...</b>      |
|--|--|-----------------------------------|-------------------------------------|
| Have Sport Period 1 or Period 2  | Full school uniform with sport uniform packed  | At the beginning of Period 1 OR 2 | Sports Uniform                      |
| Have Sport Period 3 or Period 4  | Full school uniform with sport uniform packed  | Recess                            | Sports Uniform                      |
| Have Sport Period 5 or Period 6  | Full school uniform with sport uniform packed  | Lunch                             | Sports Uniform                      |
| <b>Sport/Dance/Drama Y07-Y10 classes on a Wednesday with Mass or Assembly Period 1</b>   | <b>Arrive at School wearing...</b>             | <b>Change Once...</b>             | <b>Leave School wearing...</b>      |
| Period 1 or Period 2   | Full school uniform with Sport uniform packed  | After the Mass or Assembly        | Full school 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><br>e.g., Inter-house Netball or Soccer.<br>For team members only and with notification to teachers from the Head of House. | Full school uniform with Sport uniform packed. | Recess                            | Sports Uniform.                     |

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

### Consequences for arriving at school in the sport uniform.

|                       |   |
|-----------------------|---|
| <b>First Offence</b>  | Head of Year will contact parents/guardians by phone asking for a family member to drop the appropriate item/s at school. If the family member is unable to drop the item/s, then the student will be sent home or if this is not possible work in the library where they will be expected to complete classwork using SEQTA and/or other related school work.  |
| <b>Second Offence</b> | Head of Year will contact parents/guardians by phone asking for a family member to drop the appropriate item/s at school. If the family member is unable to drop the item/s, then the student will be sent home or if this is not possible work in the library where they will be expected to complete classwork using SEQTA and/or other related school work. In addition, a Wednesday Afternoon detention will be issued by the Head of Year. |
| <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 the correct uniform is brought in and a meeting is held with the Dean of Students.   |

## Sport Shorts

Sport shorts should be worn so as the hem of the shorts sits no shorter than at mid-thigh.

**If shorts are too small**, new shorts must be purchased and the issue corrected by the next lesson/day that sport shorts are required. School uniform supplier TARA uniforms have a 24/7 online store. The student will not be able to participate in practical classes where sports uniform is required until the issue has been rectified.

### Consequences for rolling of the shorts to make them shorter.

|                       |  |
|-----------------------|--|
| <b>First Offence</b>  | Student sent to get changed back into formal school uniform.   |
| <b>Second Offence</b> | Student sent to get changed back into formal school uniform.<br>Head of Year will issue a recess or lunch detention. |
| <b>Third Offence</b>  | Student sent to get changed back into formal school uniform.<br>Head of Year will issue an After-school Detention.   |
| <b>Fourth Offence</b> | Student sent to get changed back into formal school uniform.<br>Head of Year will issue an In-school Suspension.     |
| <b>Fifth Offence</b>  | Student sent to get changed back into formal school uniform.<br>Dean of Students will issue an External Suspension.  |

### Incorrect uniform worn– socks, no ties, no blazers etc.

The College understands that on occasion, there are extenuating circumstances as to why a student may not have a particular item of uniform available. However, the appropriate process must be followed as listed below to ensure clarity and consistency in the application of the uniform procedures.

Students who have items missing from their formal uniform must come to school in sport uniform and **bring the remaining items of their formal uniform to school**. This must be supported by a note from parent/guardian confirming the reason for the incorrect uniform. The student is to check with Student Reception to see if there are required items available that can be loaned to the student. If there are no items available for loan, complete sport uniform may be worn for the day.

If a student has issues with an item such as incorrect socks, no tie, no blazer etc. and does not see Student Reception for loan items, it will be treated as an infringement.

### Consequences for wearing incorrect uniform.

|                       |  |
|-----------------------|--|
| <b>First Offence</b>  | Student will be spoken to by the Head of Year and parents will be contacted. |
| <b>Second Offence</b> | Head of Year will issue a recess or lunch detention.                         |
| <b>Third Offence</b>  | Head of Year will issue an After-school Detention.                           |
| <b>Fourth Offence</b> | Head of Year will issue an In-school Suspension.                             |
| <b>Fifth Offence</b>  | Dean of Students will issue an External Suspension.                          |

## Hair

- Hair must be clean (washed regularly), neat and brushed.
- If hair is long enough to tie back, it must be tied back neatly. This means that the fringe is not to fall over the eyebrows and hair should not fall over the ears and/or shirt collar.
- Hair must be styled off the face with the aid of either a headband, discreet hair product or hairpins. The use of gels, mousse, or waxes to create exaggerated and/or unnatural effects is not acceptable at school.
- Hair must not be shorter than a number 3 cut, and hair must not touch the collar.
- Hair must be a natural colour. This includes tinting or the use of dyes which must look natural and not detract from the expectations of the College with reference to personal presentation.
- Short hairstyles must be cut in a gradient and blended gradually and not go from one length to another. Hair must not have exaggerated layers or significantly different lengths (no undercuts, high fades, long sweeps, and Mohawk cuts).
- No distinctive hairstyles e.g., mullets, cheeky mullets, rat tails, sideburns, dread locks, unblended hair colours (exception for some ethnicities with braids).
- All hair accessories must be of natural hair colour (black, brown, beige) or school colours (maroon, white and gold).

### 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. If this occurs a second time, an afterschool detention will be issued by the Head of Year. Any further issues with hair on the face will result in the student being required to cut hair in a style that does not require hair pins.  |
| <b>Repeatedly asked to tie up hair</b>                   | Students will need to have their 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 or Dean of Students to collect the student immediately.</li> <li>2. Hair is to be corrected so that it meets the requirements.</li> <li>3. <b>Student is not to return to school until the hair has been corrected.</b> 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>.</li> <li>4. Readmission interview with Head of Year and the Dean of Students.</li> </ol> |

**If Secondary students continue to breach the uniform rules, they will be called into a meeting with their parents, the Dean of Students 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 at 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 allowed 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/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 handed in at Student Reception.

## 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.  |
| <b>Continued parking without a parking permit displayed on the dashboard.</b>                   | Parents will be contacted, and student will <b>not be allowed</b> 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 Dean of Campus 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 i.e., 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.  |