



## DISCIPLINE POLICY AND SCHOOL RULES

**AIM: TO PROVIDE A SAFE, DISCIPLINED AND STIMULATING ACADEMIC ENVIRONMENT WHERE EACH STUDENT STRIVES TO ACHIEVE THEIR PERSONAL BEST.**

### GOALS:

1. To create a positive school environment where individuals learn to treat all people and property with respect.
2. To encourage a sense of personal and community well-being and responsibility.
3. To develop in students the ability to consider their actions and to learn to be accountable for them.
4. To respond to student misbehaviour on an individual basis in context, and to develop an appropriate disciplinary response which ensures justice for the student involved and for others in the school community.
5. To develop amongst staff an awareness of the importance of uniformity of approach and consistency in establishing a desirable school environment and climate of behaviour.
6. To provide adequate and organised support, guidance and advice for staff and students.
7. To develop an understanding of the need for discretion in achieving just outcomes.

### STUDENT RESPONSIBILITIES

These support our Policy Aims and Goals statement.

#### In the Classroom:

1. We respect the rights of others to learn.
2. We understand and support our courtesy policy, by using good manners, and appropriate language.
3. We take responsibility for our actions and learning at all times.
4. We give our best at all times.
5. We care for all property - our own, the School's and others.
6. We listen to others and respect their opinions.
7. We leave the classroom in an acceptable condition.
8. We follow instructions/directions given by a teacher, adult or leader at all times.
9. We take pride in our uniform by wearing it correctly at all times.
10. We arrive on time to class prepared for lessons.

#### In the Playground:

1. We actively care for our school property and grounds.
2. We strive to keep a litter free environment.
3. We behave in a safe and responsible manner.
4. We take pride in our uniform by wearing it correctly at all times.
5. We will remain within the correct school boundaries.
6. We shall leave dangerous and expensive items/objects at home.
7. We walk our bikes through the school grounds.
8. We use appropriate language at all times.
9. We support the Courtesy Policy.

### **In the Community:**

1. We shall wear our uniform correctly at all times.
2. We promote School values in the broader community at all times, ie giving up a seat on the bus to an adult, wearing bike helmets.
3. We shall use appropriate language and display proper behaviour including common courtesies at all times.

### **If we fulfil these responsibilities:**

- We are respected by others.
- Give ourselves, and others, a better chance to learn more.
- Give ourselves a better chance to achieve goals.
- Feel good about ourselves, we have worth and importance.
- Enjoy positive relationships with students, teachers, parents and other members of the community.
- Feel safe at all times and our property is treated with respect.
- Make others proud of our achievements and we foster school spirit.

## **TEACHER RESPONSIBILITIES**

### **In the Classroom:**

1. We model appropriate behaviours and attitudes.
2. We are consistent in responding to student behaviour choices.
3. We take time to listen.
4. We support the use of the Discipline Policy.
5. We familiarize ourselves with, and support yard duty guidelines to ensure a safe and happy environment.
6. We ensure that students carry out their responsibilities such as keeping the grounds litter free and support our sun protection policy.

## **PARENT RESPONSIBILITIES**

1. We support and understand the Discipline Policy of the school.
2. We are prepared to communicate openly with the school, working to overcome any behavioural problem that may occur.

## **PERFORMANCE INDICATORS/OUTCOMES**

The success of our Discipline Policy can be determined by the extent to which our students display the following desired behaviours:

1. Self-discipline.
2. Respect for the safety, rights and property of others.
3. Awareness of inherent safety, rights and responsibilities of self.
4. Attitudes and practices that are tolerant, non-discriminatory considerate of differences in others both in the school and in the wider community.
5. Cognisance of, and obedience to, classroom, playground and community rules.
6. Demonstrated belief in the worth of learning.
7. Positive indicators of self-worth and raised self-esteem.

## **SCHOOL RULES**

### **Absence**

1. When a student is absent from School owing to sickness or other unforeseen circumstances parents are asked to telephone or send a message to the School before 9:00 am on the first morning of the student's unexpected absence. When the student returns to School a note of explanation in the Diary or a letter presented to the Head of House, Tutor or administration is expected.

2. In the case of medical or dental appointments, or other predictable absences, parents are expected to request, by way of note in the Diary or letter, permission for the student to be absent in advance of the event.
3. For planned absences longer than one day, a written request seeking permission from the School should be addressed to the Principal or Head of Campus.
4. The consequences for leaving the School without following these procedures are serious and may lead to suspension from School. Repeat offenders may be excluded from the School.

### **Dress and Appearance**

1. Students are to arrive at School and to leave properly dressed in full uniform.
2. If uniform is worn in public places it must be worn correctly.
3. The School or House sports uniform is the only acceptable wear for Physical Education and Sport. Students are not to wear sports uniforms all day at school, only in lessons on either side of sporting activities in addition to the sporting activity. Excuses based on laundering difficulties will not be accepted.
4. Non-uniform items are not to be brought to School unless instructed to do so by staff. Offenders will have these confiscated including items of jewellery and they will be available for collection at 3.15 pm on the same day.
5. Boys are to wear their shirts tucked in (old shirt) and their socks are to be pulled up. Garters are available in the Uniform Shop. Boys are to wear the official school black leather belt on their trousers. Body piercing is not acceptable.
6. Girls are to wear their blouses neatly. No ornamental jewellery is to be worn. Only watches, necklaces of religious or ethnic significance and in the case of girls with pierced ears, one pair of non-ornamental sleepers or studs may be worn in the earlobe. Make-up and nail polish are not permitted. Necklaces should be of sufficient length so they are not visible above uniform items. Body piercing (other than a single sleeper or stud in earlobes) is not acceptable.
7. Students are obliged to wear a regulation school hat or cap when participating in any outdoor sport or activity during daylight hours. Hats and caps should not be worn in the classroom or to and from classes.
8. ALL students must wear the regulation hat or cap when participating in any school excursion or function, outdoor sporting activity or any other outdoor activity in daylight hours.
9. Seniors who choose to wear formal uniform must do so correctly with top button and tie done up.

### **Dress for School-based Out-of-School Activities**

In most cases it is appropriate that students wear full uniform during school based activities out-of-school. The exception to this is when the activity may damage or soil school uniform. Academic staff will advise of such instances and smart casual clothes are to be worn. They must include sleeves, and enclosed footwear. No item of clothing carrying anti-social or anti-religious themes are permitted.

Every student must be aware that they leave the school as representatives of TAS.

### **Hair Policy**

Trinity Anglican School has set regulations concerning the hairstyles of male and female students.

#### **1. Female Students**

- a) Short hair should be neat and tidy.
- b) Shoulder length hair should be neatly secured by clips and/or tied back. All hair accessories must be bottle green, white, gold or school tartan.
- c) A student's hair is not to be styled or coloured in a manner that draws undue attention to that student.

The Principal or his delegate will be the sole judge of what draws undue attention. Students whose hair is deemed to be unacceptable may be suspended pending satisfactory resolution of the issue.

## **2. Male Students**

- a) Hairstyles should be short, neat and of consistent length off the collar.
- b) A student's hair is not to be styled or coloured in a manner that draws undue attention to that student. The Principal or his delegate will be the sole judge of what draws undue attention. Students whose hair is deemed to be unacceptable may be suspended pending satisfactory resolution of the issue.
- c) Haircuts using cutting blades 1, 2 or 3 are not permitted.
- d) Hair must not fall below ears and eyes.
- e) Students are expected to be clean shaven as applicable. No facial hair is to be evident. Sideburns must not extend below the ear lobe.

Persistent infringements of Hair and Uniform policy may result in temporary exclusion from classes.

## **Grounds, Buildings and Classrooms**

1. No student is to be in a classroom unless specific permission has been given or unless supervised by a teacher.
2. Students will not enter a classroom until invited to do so by a member of the staff. They will form two orderly lines while waiting to be admitted.
3. Sensible, orderly and courteous behaviour is expected on all covered walkways and inside all school buildings.
4. It is everyone's responsibility to see that the school is kept free of litter.
5. Students should be sufficiently well organised so that they do not have to go to their bags or lockers between lessons. Bags may not be carried around the School between lessons.
6. No ball games are to be played between or near classrooms. All ball games for secondary students must take place on the oval or on walkways away from classrooms in the case of hand tennis.
7. The following are not acceptable at School: chewing gum, radios, walkman, discman, earphones, firearms, knives, fireworks, tobacco, alcohol, cigarettes, matches, lighters or any other items that may cause harm or create a potentially dangerous situation for students. No student is to carry "white-out", black oil based felt pens, or sharp implements in their pencil case. When such equipment is required for a specific subject it may be stored in the appropriate classroom under the care of the subject teacher.
8. The locker area is out of bounds during class time.

## **Property**

1. All damage to School property must be made good. Any damage must be reported immediately to a member of Staff or to the School Office.
2. All clothing and other property must be clearly marked with the owner's name.
3. Students will not interfere with any School equipment. This includes blackboard and whiteboard equipment and any other writing materials as well as materials on any notice boards.
4. Interference with the property of others is regarded as a serious offence.
5. Students are not to leave valuables in their ports or on the port racks at School, rather they must be stored in lockers or handed in to staff for safe keeping.
6. The School reserves the right to search a student's person, possessions, lockers or bags. As a general rule, searches will only be conducted in the student's presence and with the student's permission. A witness will be present when the student's person is searched.

## **Bounds**

1. No student may leave the School grounds during the day (between 8:15 am and 3:15 pm) without the permission of the Head of Campus.
2. The following areas are out of bounds:

### **White Rock Campus**

- Beyond the Leftwich Street and Progress Road School frontages.
- All car parking areas.
- All cane fields to the north of the School.
- All paddocks to the east of the School beyond the sporting fields.
- Any designated bicycle storage area except when a student is arriving or leaving the School.
- The shops opposite the school property to the south until after 3:40pm.

### **Marlin Coast Campus**

- Beyond the Poolwood Road School frontage.
- All car parking areas.
- The creek to the north of the School.
- The housing estate and shops to the west and east of the School.
- All uncleared areas of land on the School premises.
- Any designated bicycle storage area except when a student is arriving or leaving the School.
- The oval at recess.

