



Type: Policy Support Document	Name: Code of Conduct - Students	Policy No: MAN-0011E
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Code of Conduct – Students

1. Code of Conduct

- 1.1 This Code of Conduct is a summary of what the School expects of every student. These expectations are spelt out in more detail in the School Expectations.
- 1.2 St. Hilda's is a Christian school. Its motto, Non Nobis Solum (Not for Ourselves Alone), forms the basis on which regulations regarding behaviour are founded. Human relationships should be characterised by care and concern for the other person, whether a staff member or another student. Bullying and harassing behaviour is never acceptable and students who offend may be asked to leave the School.
- 1.3 All students have a right to learn. Behaviour in our School should at all times be conducive to learning. Disruptive behaviour will not be tolerated.
- 1.4 Respect for property is a value of our society. Each student is expected to help to maintain and protect the school's property and environment and her own property. Respect must be shown for the property of others. The School reserves the right to inspect student property and lockers and confiscate, where appropriate, items which are banned under the School Expectations or Code of Conduct.
- 1.5 Care and concern for others should be extended to members of the public, within the School grounds, on public transport and in public places.
- 1.6 A community depends on every member to contribute to its functioning. Every girl should contribute to the happiness and sense of community. Courtesy, punctuality and orderly behaviour in and out of the classroom are required.
- 1.7 Girls should show pride in themselves and the School. All students are required to wear the correct uniform at all times. The manner in which it is worn should reflect the values of personal dignity, respect for others, and identification with our Anglican School community.
- 1.8 Respect for the law as well as the health and wellbeing of the individual is important. Smoking, possession or drinking of alcohol and possession or taking of drugs are strictly forbidden. Students who do not respect the law in relation to these matters may be asked to leave the School.
- 1.9 The School recognises that there are times when it is genuinely appropriate and useful for students to have access to a mobile phone and other electronic devices to support their learning. Every girl is responsible for adhering to the School's Guidelines for the Use of Electronic Devices. Levels of consequence will be applied to address inappropriate or unlawful behaviour.
- 1.10 The School takes no responsibility for valuables or money that is brought to School. Any items which are of personal significance and need special care should be signed in and out with the staff in Junior, Middle and Senior School Reception areas.

2. School Expectations

- 2.1 Girls are expected to be at School by 8.10 a.m. in the Middle Senior School and 8.15 a.m. in the Junior School and to remain until 3.25 p.m. Girls arriving after 8.20 a.m. are required to report to Student Reception, or the Junior School Administration Office.
- 2.2 Students are required to be present and on time for all lessons, Assemblies, Chapel Services, Pastoral Care and House meetings and to move quickly and directly from one lesson to the next.
- 2.3 Classrooms, apart from Level 1 and Level 2 in the Jennifer Reeves Building, are to be vacated during recess and lunch breaks, unless a teacher is in attendance. The buildings are to remain empty till the end of the lunch break or recess.
- 2.4 Food and drinks must not be consumed inside the School buildings unless a teacher is in attendance. Gum is forbidden at all times in all places.
- 2.5 Alcohol, cigarettes, drugs or any other illicit substances must not be brought onto School premises or to School activities, at any time. Where students are found to be in possession of prohibited substances, such as illicit drugs, the item will be confiscated and the student's parents and the police (where appropriate) will be contacted. The student's place in the School will be under review.
- 2.6 Students may not leave the School grounds between 8.10 a.m. and 3.25 p.m. without following the correct procedure through Student Reception. Parents/Guardians should email the Head of Junior, Middle or Senior School, and a written copy of the request should be handed to Student Reception (Middle and Senior Schools) or to the Form Teacher (Junior School), at the start of the day of the appointment. Medical, dental and other appointments should be made in the student's own time.
- 2.7 Acceptance for enrolment at St Hilda's School carries the obligation of full attendance at School and camps.
- 2.8 Exemption from attendance can only be given by the Head of Junior, Middle or Senior Schools and must be requested in advance where possible. Leave for long term absence during term time will only be granted in exceptional circumstances, particularly for recreational purposes. If absence is unavoidable, through illness or other cause, the parent/guardian is asked to phone 5577 7216 (Middle/Senior School) or 5577 7230 (Junior School) by 9.00 a.m., to notify the School. A note of explanation must be sent from the parent/guardian to the Head of Junior, Middle or Senior School on the student's return, even if the absence is only of one day's duration. Such notes should be handed to Junior School Reception or Student Reception for Middle and Senior School students.
- 2.9 If a Year 12 student wishes to drive a car to school the following will be adhered to:

Day Girls:

- a) In the interest of the wellbeing of all students, the following must be completed before driving to/from school:
 - i. Letter of permission from parent/guardian.
 - ii. Written authority from the Head of Senior School.
 - iii. A separate letter of approval from parents of any passengers who are not siblings.
- b) If parent/s wish their daughter to be driven to school by another student, both sets of parents are expected to come into the Senior School Centre to complete and sign a letter acknowledging they are aware of the arrangement.
- c) Under no circumstances may another student from St Hilda's (other than a sibling) travel as a passenger in a car driven by a St Hilda's student, to or from School without prior written approval.

- d) Cars are to be parked only in the area designated for students behind the Netball courts. The carpark should be entered from Gate 7 on Cougal Street and exited via High Street, Southport. This also includes days when there is Saturday sport. There is no other parking on the School grounds for students, and students must not drive or park anywhere else in the School grounds.
- e) Students are not to return to cars at any time during the School day without permission from the Head of Senior School.
- f) Details of any cars driven must be provided for the Driver Register.
- g) A copy of the student's driver's licence will be kept on file.
- h) Cars are parked at their owner's risk; the School is not responsible for any damage.

Boarders:

In the interest of the wellbeing of all students, the following must be completed before Boarders drive to/from school:

- a) Letter of permission from parent/guardian
- b) Written authority from the Head of Boarding

Further information for Boarding students is available from the Head of Boarding.

- 2.9 Relationships between students and staff, and between students, should be marked by courtesy and concern for each other and by respectful language.
- 2.10 Every girl is expected to contribute to the maintenance of the physical environment of the School by taking care with property, furniture, equipment and gardens. Bins are provided for litter and must be used.
- 2.11 School property may not be moved from one area to another without permission. Furniture, technology, musical instruments and all musical equipment, including music books, may be used only with permission and must be returned by the student who borrowed the equipment.
- 2.12 Girls are expected to care for their own property, to make good use of their lockers, ensure lockers are locked, and to respect the property rights of others. All articles should be labelled with the student's name.
 - In the Junior School, missing property should be reported to the Form Teacher and students must check the Lost Property Box located in the Junior School Library.
 - Students in the Middle and Senior Schools should check with Student Reception for lost property.
 - Student Reception will email girls regarding named-lost property received. Students are expected to collect these items promptly from Student Reception.