

# Student Behaviour Expectations Agreement

## Introduction

Life at Australian Christian College Darling Downs is vibrant and active. Ours is a school buzzing with opportunity and adventure. Each day you'll be involved in exciting and engaging learning experiences, sharing with one another and being supported as you take risks and try new things. Whether you are exploring the incredible features of our environment around Brookdale or going on our planned overseas trips, there is much to do. We encourage you to 'have a go' and always make the most of opportunities presented to you at school.

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# Student Guidelines

## Student Responsibilities

1. The central principle behind all of the student responsibilities is respect – expecting to give respect & expecting to receive respect with reference to people, opportunities and property.
2. In accepting enrolment at ACC Darling Downs, students shall undertake to:
3. Strive to obtain the best results possible in each aspect of the College's academic program and behave in a manner, which does not interfere with the learning of others.
4. Uphold the rules, policies and expectations of the College, including requirements regarding attendance, uniform standards, deportment, suitable hair and appropriate language.
5. Support the Christian life view and ethos of the college, both at school and in the community.
6. Involve themselves positively in cultural, spiritual and sporting activities.
7. Treat all of the College community with respect and courtesy, and at all times behave in a way, which will bring credit on themselves, their family, and the school.
8. Comply with all reasonable requests and directions from staff.

## Classroom Expectations

1. Students must be punctual to class.
2. If students move between rooms they must wait quietly outside the classroom until the teacher is present.
3. Students must have their own equipment for each lesson. This will include: pens/pencils, ruler, calculator, books, student handbook & planner and any specialist equipment and clothing required.
4. When the teacher is giving instructions or explaining material, students are expected to pay attention and listen.
5. Students are to respect the authority of the teacher in order to ensure a constructive learning environment within the classroom.
6. Common courtesy in the classroom should be practised, for example, raising your hand if you want to ask a question, not leaving your seat without permission.
7. Any issues students feel they need to raise with the teacher should be addressed in private after the completion of the lesson.
8. Students are to politely greet visitors who enter the classroom.
9. All work, whether it is classroom or homework is expected to be completed fully and to the best of the student's ability and set out in a clear, neat and legible manner.
10. Students are not to go to their bags, toilets or lockers between lessons or during lessons unless approved by the teacher.
11. At the end of the period, students are expected to return their chair under their desk, take their rubbish, and leave the classroom in a respectable state. If leaving the room, students are to stand quietly behind their chairs until the teacher dismisses the class.

12. All College Policies and expectations of behaviour apply to excursions and all extra-curricular activities including, but not limited to, camps, sporting events and overseas trips.

### **Student Expectations**

1. After arriving at the College, students must not leave the Campus grounds without the permission of the Principal or his delegate.
2. Apart from designated wet-weather areas or under the specific direction of a teacher, students are not to be in College buildings during their recess and lunch breaks. Food is not to be consumed in the classrooms without the permission of the teacher of that class at that time.
3. The neat wearing of the College uniform is compulsory.
4. Bullying and harassment of any nature is not acceptable and students should report any incidents to their class teacher or a member of the school executive.

### **The School Uniform**

The uniform is a symbol of the College and is standard across all of the Australian Christian College campuses.

### **General Guidelines**

There are good reasons for students to learn how to wear a uniform:

1. It requires students to develop consistent self discipline. This skill is increasingly rare these days.
2. It assists students to realise that there are contexts in life that have different presentation requirements. It is good for students to know that whether they are working in a mine, at McDonalds or in a bank there are strict rules for their presentation of staff.
3. Helps students to understand the importance of showing respect to an organisation by the way they present themselves.
4. Wearing our school uniform correctly is not only a key life skill but it also plays an important role in developing a positive culture within our school by fostering a sense of unity and equality amongst our student body.

Therefore please ensure that the College uniform is worn appropriately and with pride. This includes travelling to and from the College or its activities.

You may be given a detention if the uniform continues to be unsatisfactory. The description of the uniform can be found in the Parent's Handbook and on the College website.

If for some reason you are unable to wear the correct uniform then a signed note from your parents needs to be handed in to the School Office before period 1 to obtain a pass for the day.

### **Special Notes on the School Uniform**

In addition to the document “Unifying Uniforms,” please note the following common questions regarding the school uniform

1. Blazers must be worn to and from school at all times during winter
2. Blazers must be the outer garment, except during summer when the school jumper is permitted as the outer garment.
3. A college hat should be worn whenever a student is in the sun during terms 1 and 4
4. Black or navy blue gloves and scarf may be worn in winter.
5. School dresses are not to be worn above the knee.
6. Joggers are not to be worn with the school uniform
7. When students are requested to wear Formal School Uniform, this means FULL winter uniform regardless of the time of the year.
8. Only school issued socks are to be worn with the uniform.
9. Black tights that cover the foot can be worn by girls during winter terms. This item can also be purchased at College online shop.
10. Sports socks are only to be worn with sports uniform.
11. Garments under school shirts should not be coloured, patterned nor visible.
12. Boys’ shirts must be tucked in. Plain brown leather belts are to be worn if applicable.

### **Out of Uniform Days**

Out of uniform occasions will be indicated by a note home from a teacher. On such occasions students are expected to maintain appropriate conduct and standard of dress, in accordance with the College’s routine codes of discipline, even when not in uniform. This includes the following:

1. Students are to wear modest clothing – for example, tops and shorts should not be more revealing than the sports uniform;
2. Jewellery, hair, make-up and cosmetic standards will be the same as for uniformed days;
3. The same sun-protection standard of hat is to be worn as for uniformed days;
4. There are to be no insignias or markings that are not in line with the Christian ethos of the College; and
5. Footwear is still to comply with Occupational Health and Safety regulations – for example, closed in shoes should be normally worn at the College, and leather closed in shoes when in technical areas of the College (science and technical labs).

### **The College Bag**

The College bag is to be neat and tidy at all times. The bag should be easily identified by you and clearly labelled. No excessive writing or scribbling is permitted on the bag.

### **Hair**

Hairstyles must be appropriately styled according to the ethos of the College. Hair must also be clean and tidy. Hair is to be of a natural colour.

Boys - Hair must be kept neat, clean and tidy and must not be bushy or uncombed. It should be short enough to be above the collar of the shirt and fringes should not go below the eyebrows impeding the student's line-of-sight.

Girls - Hair must be kept clean, neat and tidy and well groomed at all times. Only white or navy blue hair bands, ribbons or scrunchies are to be worn. The hair must be kept off the face and suitably styled so that the College hat can be worn appropriately. Girl's long hair will need to be tied back during practical components of some lessons e.g. HPE, Science, Technology etc.

### **Hats**

The College hat is to be worn when in the sun and must be clean and presentable. (hats are best cleaned by using 'Sards Wonder Soap' and a scrubbing brush, or by soaking in Napisan.) The Girls' dress hat is to be worn with the dress uniform and not with the sport uniform.

### **Jewellery/Makeup**

1. Girls are only allowed to wear one modest finger ring, a watch and one pair of plain gold or silver studs or sleepers in the lobe of the ears. Any earrings must be unobtrusive and small in size and they should not contain coloured stones or design work. (No bracelets, anklets, or necklaces)
2. Watch bands should be black or brown or metal (gold or silver) or of a modest size if in leather or plastic.
3. Boys are not permitted to wear earrings, studs or other jewellery except for a watch.
4. Students are not permitted to wear any form of make-up other than a small amount of foundation unless specific permission has been given by the Principal. Girls may wear clear nail polish only. Any student who attends school wearing makeup or nail polish will be referred immediately to the Office where a note will be made in their student records and their makeup or nail-polish will be removed. A pattern of this behaviour will result in detention.

### **Prohibited Items**

1. Any item which endangers the well-being of others is not permitted such as aerosol sprays, weapons (e.g. knives), firecrackers, lighters, dangerous toys (e.g. Water missiles including water pistols), etc.
2. Chewing gum, bubble gum, liquid paper in bottles or pens and metal rulers.
3. Drugs and other dangerous or illicit/illegal substances.
4. Pornographic or other sexually explicit material or material depicting violence.
5. Other items as determined by the Principal. Pupils will be notified of these items, as the need arises.

# Student Behaviour

## Bullying/Harassment

ACC Darling Downs is committed to maintaining a safe and secure environment. Therefore, the College does not tolerate bullying or harassment in any form. Respect for others is expected in all situations. Students who bully others will be suitably disciplined. If students observe a bullying incident they are expected to immediately report this to a teacher.

*Bullying defined:* this is a form of harassment that is the wilful, conscious act to hurt, threaten, isolate, exclude or embarrass someone. It includes but is not limited to physical action against another, as well as name calling, making offensive comments, exclusion from the group, interference with another's property or using multi-media forms of communicating any of the above (e.g. internet, mobile phones).

*If bullying occurs:* (a) Do not retaliate with more physical or verbal bullying (b) Tell another person who is older and whom you trust (a student leader, parent or teacher). Following reports of bullying, an investigation of the incident will occur and appropriate warnings or discipline given. Parents will be informed if it is evident a student has been the victim of, or the perpetrator of bullying. A pattern of bullying will not be tolerated.

## Code of Conduct on the Buses

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

1. Applying all of the College rules for good conduct on the bus (e.g. no swearing, fighting, spitting, placing feet on the seat, throwing things, and not eating and drinking)
2. Giving up your seat for an adult
3. Politely obey all instructions from the driver
4. Keep all parts of your body inside bus
5. Do not be out of your seat once you have entered the bus, until your stop
6. Protect all bus property and report any vandalism
7. You must show your bus pass on entry to the bus or pay the appropriate fare: it must *never* be loaned to another person

Disobeying these rules may lead to the withdrawal of your school bus pass and/or prosecution. Bus companies have the authority to enforce withdrawal of bus passes due to misconduct.

## Use of Technology

## **General Principles**

1. The student use of technology is to always reflect the high values of the college and to be used as a positive agent of change in the community. Student behaviour on the Internet must be aligned to the Behaviour Management Policy of the college.
2. Students need to be aware that the college has a web-proxy content filter in place which tracks usage and blocks harmful categories of websites. Students should not try to bypass the web-proxy filter as the filter logs these attempts.
3. Students who are concerned about content accessed on the Internet should refer their concern to the classroom teacher. The college views these incidents as opportunities to strengthen digital citizenship.
4. The college reserves the right to retain any device or phone for the purpose of investigating student behaviour.
5. Students must not take photos within school grounds or on excursions without teacher permission.

## **Mobile Phone Usage**

1. Students in years up to year 6 are to follow the system established by their class teacher in regards to the care of any mobile phones. For students (7-10), they must hand them in at the office before school and collect them at the end of the day from the office.
2. Students (Years 11-12) are to keep their phones in their bags and to seek permission of a teacher if they wish to use their phone.
3. If students use their phone without permission during school hours the phone will be confiscated and parents will be contacted and asked to collect it.
4. Students who bring mobile phones on campus accept all liability for the security and operation of the device.
5. Media captured on mobile phones and/or other mobile devices is subject to all college policies.

## **BYO Learning Devices**

1. Students who bring laptops or mobile devices on campus for the purpose of learning accept all liability for the security and operation of the device.
2. Student devices and their content on campus are subject to all college policies.
3. Devices must not be used for messaging whilst at school.
4. Students must show device history if requested by a staff member.

## **Miscellaneous**

### **The School Diary**

Life is always much more manageable when you're organised and that's why we request that students use a School Diary. Your homeroom teacher will advise whether this is to be a paper based or an electronic diary. Writing and/or recording things down is something just about

every well organised person needs to do. A diary is also useful for setting goals for yourself and noting the things you need to remember to do and/or bring with you. Homework, assignments, special events, awards, things to pray for and other reminders can all be recorded in your diary. Tick them off when they're done and you'll see how productive you've been!

We want you to take your diary to every lesson and take it home every night. Look after it. Read the information in it. Don't let it be misused or abused. Use it as a way to keep the doors of communication between your teachers, parents and yourself open all the time. Make sure they sign it each week. This Diary can really help your teachers and parents support you so that you're more likely to succeed at school. Build the use of your Diary into your life and we're sure you'll find it an invaluable way to keep on top of things.

### **Compulsory School Events**

From time to time throughout the school year, major school events occur at which attendance of all students, or students as notified by the Principal or his delegate is compulsory. Such events may include school camps, sports carnivals and other excursions. Parents are asked to assist by ensuring their child's attendance in accordance with this condition.

### **Agreement Form**

I have read this document concerning student responsibilities and expectations and I agree to abide by these requirements.

Student Name:

Signature:

Date: