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Code of Conduct

1. Rights and Responsibilities

1.1. Student Rights and Responsibilities

As a student of Our Lady of the Sacred Heart Catholic College, Alice Springs, I accept that there must be respect for the role of authority, willingness to cooperate, and the exercise of self-discipline. Consequently, I am able to contribute to my own development and to the welfare of others. I therefore accept that the following rights and responsibilities are important:

RIGHTS	RESPONSIBILITIES
1. I have the right to be safe and protected from harm.	I have the responsibility to respect and care for the safety of others
2. I have the right to be treated with dignity and respect.	I have the responsibility to conduct myself in such a manner as not to offend others physically or by using language which is teasing, obscene, insulting to religious beliefs, degrading, racial, hurtful, disrespectful or prejudiced.
3. I have the right to be treated with understanding and tolerance.	I should be open to those holding different views from my own. If I disagree with another person, I should do so respectfully and without being offensive.
4. Staff members have the right to exercise authority in their role as staff members of the College community.	I have the responsibility to respect this authority, to follow all reasonable directions and instructions from staff.
5. I have the right to learn without disruption from others. Other students should not deprive me of this right by any behaviour which interferes with the process of my learning.	I have the responsibility to cooperate with teachers and fellow students to ensure that lessons may proceed in such a manner as not to interfere with any students' right to learn or the teacher's right to teach.
6. I have the right to expect that my property will be safe.	I have the responsibility to respect College property and the belongings of other students and of staff members. I also have the responsibility to ensure that I do not put my property at risk through carelessness.
7. I have the right to live in a healthy environment.	I have the responsibility not to litter, smoke, consume alcohol, use non-prescribed drugs, or consume other people's prescribed drugs, or to encourage others to engage in these unhealthy practices.
8. The College community has the right to expect students to maintain high standards of personal appearance.	I have the responsibility to abide by the College's regulations regarding school uniform and grooming.
9. The College community expects good, open relationships.	I have the responsibility of refraining from public expressions of exclusive, and/or intimate relationships.

1.2. Legal Issues

The *Code of Conduct* recognises that in some situations the College is required to abide by procedures and processes that are prescribed by law e.g. illegal use or possession of drugs, harassment, and theft.

1.3. Staff Responsibilities and Expectations

Staff employed at OLSH have the following responsibilities:

- 1) To ensure that teaching and learning methods cater to a broad range of student needs;
- 2) To show care, concern and support for each individual member of the College community;
- 3) To treat all students and colleagues with respect and courtesy;
- 4) To use a consistent approach when applying the Code of Conduct;
- 5) To provide a safe, secure and productive learning environment;
- 6) To actively supervise students, to be vigilant and diligent in their duty of care;
- 7) To be a role model in regards to dress standards;
- 8) To provide regular feedback to students and to hand back assignments promptly;
- 9) To regularly communicate informally and formally with parents about student progress;
- 10) To support and cater for individual learning styles;
- 11) To support the development of the whole person when catering for the academic, spiritual, social, physical, emotional and psychological development of the student;
- 12) To remain conversant with current educational practices;
- 13) To deal with student behaviour and to advise the Year Coordinator, Leader of Learning and Head of Campus of students whose behaviour is regularly of concern;
- 14) All teachers are responsible for checking that students use their Student Diary correctly; and,
- 15) All teachers are responsible for checking that their students are in correct uniform and to follow up aberrations.

In order to meet these responsibilities, it is essential that teachers clearly communicate their expectations to students. If a student demonstrates unacceptable behaviour in a class, the teacher:

- 1) first, **reminds** the student of the expectations;
- 2) secondly, **warns** the student of the action that will be taken if the unacceptable behaviour continues; and then,
- 3) **acts** by implementing the warning.

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Where a student's behaviour prevents the teacher from continuing to teach the class, it is appropriate to refer the student to the Year Coordinator, Leader of Learning or Head of Campus via the Campus Office.

2. Rules

2.1. Uniform and Grooming

- 1) Students are to wear correct College uniform to and from the College, during the day, when representing the College and at all official College functions unless otherwise specified. The uniform should be worn with pride in a neat and appropriate manner. The uniform requirements are listed in Appendix 4. 1;
- 2) The Code of Conduct applies whenever a student is in school uniform, whether at school, down the street or elsewhere since they are identifiable as OLSH students and must behave accordingly;
- 3) If a student is not wearing the correct College uniform for some legitimate, short-term reason, they are expected to have an explanatory note, in the Student Diary, signed by a parent or guardian. This note is to be shown to the Homeroom teacher at first opportunity and signed by the Homeroom teacher. Note: students are required to wear complete College uniform or complete College sport uniform where appropriate, rather than a mix of clothing;
- 4) Only a minimal amount of jewellery is permitted (refer to Appendix 4.1). Jewellery, over and above what is permitted, will be confiscated immediately and parents are to collect these items at the end of the term;
- 5) For students who are not wearing correct uniform, the following sets out the procedures and consequences:
 - 5.1 Where a student does not have an explanatory note, they will receive a warning from the Homeroom teacher and a note will be put into the Student Diary. Further breaches will result in a penalty being given to the student by the Year Coordinator / Leader of Learning / Assistant Head of Campus;
 - 5.2 At any stage during the day, a student can be questioned by a staff member about their uniform. The student must show the staff member their explanatory note in their Student Diary. If a student has neither, they will be asked to report to their Year Coordinator / Leader of Learning / Assistant Head of Campus who will determine the appropriate course of action.

2.2. Attendance

When students are late to school (including Homeroom), they report to the Campus Office on arrival. Students who have permission to leave the Campus early should sign out at the Campus Office before departure. Students remain on campus in a designated class or school activity until instructed to leave by a teacher. Students are expected to attend all classes, tests, activities, examinations, assemblies and school activities punctually. Breaches will result in a penalty being given to the student by the Year Coordinator, Leader of Learning or Head of Campus.

The onus is on the student for catching up on work missed due to absence. Where possible, and where the school has received prior notification, the school will assist by providing appropriate work.

When a student is absent, the Campus Office should be contacted by the parent or guardian before 8.30am, giving the reason for the absence. A written explanation or doctor's certificate should be shown to the Homeroom Teacher on the student's return where the school has not already been notified. Northern Territory Certificate of Education (NTCE) students should ensure the Curriculum Coordinator receives these certificates. A note on the student's report cover sheet will indicate the number of days missed.

2.3. Truancy

Truancy is a breach of the Code of Conduct. Breaches will result in a penalty being given to the student by the Year Coordinator, Leader of Learning or Head of Campus.

2.4. Food and Drink in Classrooms

Eating or drinking in all learning areas (classrooms, libraries and specialist areas) is not permitted; however, bottled water is allowed. Drinking water in the science labs is not permitted due to WH&S regulations.

2.5. Submission of Work and Plagiarism

Students are required to submit work by the due date. Students are expected to submit work that is their own. **Plagiarism** (i.e. see "note" below) or cheating of any kind is unacceptable. Assessment of such work will not be recognised and asked to be resubmitted. For further details, students in Years 5 to 12 should refer to Appendix 4.3 of this document as well as NTCE and SACE guidelines.

Note: **Plagiarism** - the attempt to pass off the ideas, research, theories or words of others as one's own - is a serious academic offence. Most students know when they are intentionally plagiarising, for example copying an entire essay or passage out of a book or buying a paper from the internet. Often most plagiarism is unintentional due to poor or no referencing (i.e. not giving proper credit for others quotes, facts, ideas or data). Students must ensure that submitted work is properly referenced. The Student Diary contains a guide for referencing and students are expected to familiarise themselves with these requirements.

2.6. Work Habits

Students are expected to contribute to a positive learning environment and to participate purposefully during lessons, making effective use of this time to complete work set by the teacher. All necessary equipment for the lesson is to be brought to class. Students are responsible for the care and tidiness of the classroom during a lesson and should leave the room in a clean and tidy state at the end of the lesson.

A student who fails to meet behavioural expectations will be reminded of the teacher's expectations. If the behaviour does not change, the student will be warned of the consequences. If there is still no change, then the teacher will act on the warning (refer to 2.11 about non-cooperative behaviour).

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2.7. Non-Class Time

During recess and lunch times, students are to remain in the areas allocated to student use and are not permitted to go outside College buildings unless supervised by a teacher. Students who do not follow these guidelines will be required to undertake supervised yard duty e.g. picking up rubbish, cleaning up schoolyard.

Before and after school, students who arrive early or remain on school grounds awaiting pickup are not to leave the property.

2.8. Study Periods (senior students)

Year 11 and 12 students may have occasions during the week when they have no scheduled class. These periods are for study only. Students are expected to use this time wisely in a designated study area. Options might include being in a designated study room, the library or a specialist room such as the Art room. A student may also meet with a member of the Pastoral Care staff, Head of Department, the Careers Advisor or teacher; provided they have had a booking or appointment confirmed in advance and have a note from the class teacher in the Student Diary.

2.9. Smoking & E-cigarettes

In the Northern Territory, there is an Act of Parliament which does not permit smoking on school property. Students smoking or in possession or use of cigarettes and e-cigarettes/vaping on school property or when in school uniform is banned.

If a student is smoking, the staff member will confiscate the cigarettes/e-cigarettes or vapes, lighter or matches and the student will be sent to their Year Coordinator, Leader of Learning or Head of Campus who will inform the parents of the appropriate consequence.

If a student is in the company of a smoker, the student is deemed to be sanctioning a breach of school rules by another and they will attract similar penalties as a smoker.

Upon any further instances of smoking or being in the company of a smoker, the student will be excluded from school and the family will need to arrange a meeting with the Head of Campus to discuss the student's ongoing enrolment.

2.10. Alcohol and Illegal Drugs

Use and/or possession of alcohol, illegal drugs or drug paraphernalia are forbidden at all times on College premises, when traveling to and from school, at any College function, or at any time while wearing the school uniform.

A student in possession of, or suffering the effects of alcohol or other substances, is referred immediately to the Head of Campus, who records the incident, contacts the parents/guardian, excludes the student from the Campus and negotiates the student's return to the College.

Where illegal substances are involved, the incident will be reported immediately to the police.

Where prescribed medication needs to be administered to a student, the parents/guardian must submit written permission to Front Office for this to happen. Paracetamol will not be issued to students or staff.

2.11. Non Cooperative Behaviour

Insolence, disobedience, refusal to act on a reasonable instruction from a staff member, persistent misbehaviour and disruption to class are all unacceptable behaviours and will result in disciplinary action. For such behaviour, the teacher will employ the “remind, warn, act” process (refer 1.3).

The following steps will be followed to resolve the non-cooperative behaviour of a student. Non-cooperative behaviour is recorded and reported to the Parents, Homeroom teacher and the Year Coordinator, Leader of Learning or Head of Campus. Disciplinary action may be imposed.

Further non-cooperative behaviour is recorded and reported to the Homeroom teacher and the Year Coordinator, Leader of Learning or Head of Campus. Disciplinary action will be taken and the Year Coordinator, Leader of Learning or Head of Campus will inform the parents/guardians of this non-cooperative behaviour and impending consequence(s), which may include an after-school detention or duty or exclusion from class. Parents/guardians are encouraged to have input into this process and assist with appropriate consequences and reconciliatory measures for their son/daughter.

Continuation of non-cooperative behaviour is again recorded and reported to the Homeroom teacher and Year Coordinator, Leader of Learning or Head of Campus, but with disciplinary action imposed after the Year Coordinator, Leader of Learning or Head of Campus has informed the parents/guardian. **Authority to suspend a student resides solely with the Principal.** Year Coordinators and Leaders of Learning may recommend to the Head of Campus that a student be suspended from school. The Head of Campus must consult the Principal on such matters. **Authority to dismiss a student from the College resides with the Principal, in consultation with the Director of the Catholic Education Office.**

Note: Whenever a student is suspended, the student and a parent or guardian must meet with the school authorities to determine what is required of the student before the student is allowed back to school. Failure to meet those requirements may result in the student having their enrolment terminated at the College.

2.12. Abuse, Inappropriate Language, Fighting, Throwing

Abuse of staff or other students, inappropriate language (e.g. swearing), fighting and throwing of objects are unacceptable and will result in disciplinary action.

For minor infractions, the student is reminded of their responsibilities and warned of the possible consequences. If there is a repetition of the unacceptable behaviour, the student is referred to the Year Coordinator, Leader of Learning or Head of Campus, who records the incident and contacts the parents/guardian. The Year Coordinator, Leader of Learning or Head of Campus may issue a detention/after school duty or recommend suspension to the Head of Campus.

For serious infractions, the student is immediately withdrawn until a meeting with parents/guardian can be arranged. Some serious infractions can warrant suspension or immediate exclusion from the College.

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2.13. Harassment

Harassment is unacceptable in any form, including the inappropriate use of technology, and will result in disciplinary action.

A person who harasses others through bullying, put downs, teasing, provoking, intimidating, discriminating, libelling or through sexual comments, innuendo and/or unwanted physical approaches will be subject to the College's Discrimination and Harassment Policy (see Appendix 4.4).

The Head of Campus will interview the student causing the harassment, explain that harassment is illegal, obtain an undertaking that there will be no repetition by them personally or at their instigation, obtain suitable written apologies countersigned by a parent/guardian and inform them of the consequences of any repetition. The Principal may be asked to attend this meeting.

If there is a repetition, the Head of Campus and Principal will interview the student causing the harassment together with a parent/guardian and the member of staff who lodged the report. The sanctions that could be imposed include referrals to a School Police Officer, the review of the student's enrolment or such other action as decided by the Principal in consultation with the Head of Campus.

2.14. Stealing

Students who take other people's property without permission will be referred to the Year Coordinator, Leader of Learning or Head of Campus, who will contact the parents/guardian, negotiate replacement or repayment, and in consultation with the Head of Campus, exclude the student for one school day. The student will be warned that a repetition of this action will result in exclusion from the school. The College may choose to inform the police.

2.15. Computing Facilities

Upon enrolment, each student and their parents/guardian sign a contract, agreeing to abide by the *College's Computer Acceptable Use Policy* (refer Appendix 4.3). The return of this signed contract "Student Internet and Computer Agreement" is a precondition to the student being given an account name and password, and being able to access the network. This contract remains for the duration of the enrolment.

Students issued with a laptop or device for their use during the school year sign an additional computer (laptop) agreement before the laptop is issued to the student. This agreement is co-signed by a parent or guardian. The laptop is returned to the College at the conclusion of the school year.

Any student who breaches any part of this contract will have their rights to use the network withdrawn for a minimum period of one week. The parent/guardian will be contacted at this time and may be asked to attend an interview. Any work the student has done and which is stored on the system will be unavailable to that student for a period ranging from 48 hours to one week. However, a copy of current work can be made available upon request.

Students will automatically be placed on probation on their return to class. If there is a repeat episode, there will be a further exclusion from the network and the student may lose the right to access College computing facilities. In the case of NTCE students, if lessons are missed due to exclusion, these lessons will be counted in the twenty percent, which cannot be exceeded if the unit is to be successfully completed.

For serious breaches, the Head of Campus and the College Network Administrator will impose penalties at their discretion.

These arrangements apply not only to Information Technology classes and the Information Technology laboratories, but to all classes which make use of these and other College computing facilities.

2.16. Damage to Others Property

Students involved in minor damage are expected to clean/repair/restore the damage and formally apologise to the owner. More serious damage is reported to the Year Coordinator, Leader of Learning or Head of Campus who contacts the student's parent/guardian, arranges for the student to receive a detention/after-school duty, informs the Head of Campus and, where possible, pays for restitution or organises for the damage to be made good. If there is further damage, parents will be informed and the student will be excluded by the Head of Campus. Before returning to school, the Head of Campus convenes a meeting of the parents, student and other staff as deemed necessary to discuss conditions of return. A meeting with School Based Police Officer may also be appropriate.

2.17. Littering

The student who litters is expected to clean the area.

2.18. Mobile Phones and Multimedia Devices

The College has in place appropriate methods, through Campus Offices, for parents/guardians to contact students. To ensure minimal disruption to students' learning the College requires that during the school day parents/guardians contact students by contacting the College. Additionally, the use of social media and messaging during the school day is disruptive to teaching and learning and does not always foster appropriate social interactions. In more extreme circumstances, some of the tools and applications on phones are linked to cyberbullying and high-risk behaviour.

The following policy applies to all OLSH students:

- 1) The College accepts no responsibility for mobile phones or multimedia devices that are brought to school. As with other valuables, they can be left at Campus Offices for minding during the day. It is the responsibility of the student to safeguard against misplacement, loss or theft.
- 2) For Sadadeen students, phones and multimedia devices must be turned off from the moment students enter the Campus in the morning until leaving the Campus at the end of the day. Phones and multimedia devices may not be left on silent. They must not be used at recess or lunch.

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- 3) For Traeger and Bath St. students, mobile phones are strongly discouraged from being brought to school. Should circumstances arise that require a student to bring a mobile phone to school, the student must place the phone (turned off) in the Red Box during morning Homeroom, to be kept at the office during the school day. The student can collect the phone at the end of the day, but not use it until they have left the school grounds.
- 4) Sadadeen students may request to use their phones to support their learning but they must respect that their teacher is in control of how technology is used in the class, and the teacher will make the decision if it is allowed.
- 5) If students need to contact parents/guardians urgently they may go to the front office to make a phone call from the school's reception telephone.
- 6) We specifically request the support of parents/guardians and families not to call or message students during the day. If you urgently need to contact your child, please contact the College.
- 7) When a mobile phone or multimedia device is being used inappropriately, the phone or multimedia device will be confiscated by the teacher and handed to the front office and the Year Level Coordinator/Leader of Learning will be notified. The school will contact the parents/guardians to notify them of what has occurred. The phone or multimedia device will be returned when the student's parent/guardian are able to come into the College to collect it and may be required to attend a meeting. No student will be able to collect the device without their parent/guardian being present.

2.19. Buses

While traveling on buses, the normal school expectations regarding behaviour and the proper wearing of school uniform apply. Students are expected to be considerate of the rights of other travellers, to follow the driver's instructions at all times and to board and alight from the bus only at designated bus stops.

2.20. Student Cars and Motor Bikes (Sadadeen Campus)

Students driving to and from school are required to complete a Motor Vehicle Contract available from the Year Coordinator or the Campus Office.

The driver will park their vehicle in the Student Car Park provided.

Students may transport other students to and from school, where parental permission of all parties is given. Once parked at school, if a student has important business requiring the use of the vehicle during school hours, the student must sign out at the Campus Office before departure. Passengers are not to be carried in the car in such instances.

Under no circumstances are students permitted to transport other students in private cars in connection with any school program or excursion without written parental permission.

Breaches of these guidelines will result in a penalty by the Year Coordinator or Head of Campus.

2.21. Searches of Student Property

The Principal and all College staff have a duty to take reasonable measures to protect students in their care from reasonably foreseeable risks of injury. This duty is owed to the entire student body as well as individual students, and is the basis by which students or their property can be searched and/or seized.

Students and parents/guardians are advised that lockers and desks remain the property of the College. It is a condition of use that, if a teacher has cause for concern, the locker or desk may be searched at any time. Every effort will be made to have the student present during such a search and students can be asked to open any personal containers such as bags or empty pockets in order that they be searched.

2.22. Student Organiser

All students are issued with a Student Diary. It is a primary source of communication between school and home. Students are required to maintain it in good condition and are to take their Diary to each lesson. Students in Transition to Year 12 need to have it signed each week by a parent/guardian and the Homeroom teacher. Students will be required to meet the replacement cost of the Student Diary if it is lost, damaged or graffitied.

2.23. Home Study Policy

Homework is provided in most subjects each week and parents/guardians are asked to ensure that some time is set aside each evening during the week for this activity. This is frequently a time for STUDY, NOT MERELY FOR THE COMPLETION OF ASSIGNED WORK. Homework details should be recorded in the Student Diary. The following times are strongly recommended for study / homework each night:

Transition	up to 10 minutes (Monday to Thursday)		
Year 1	15 minutes (Mon–Thu)	Year 7	One hour
Year 2	15 minutes (Mon–Thu)	Year 8	One and a quarter hours
Year 3	20 minutes (Mon–Thu)	Year 9	One and a half hours
Year 4	30 minutes (Mon–Thu)	Year 10	Two hours
Year 5	up to 50 minutes (Mon–Thu)	Year 11	At least two and a half hours
Year 6	up to 60 minutes (Mon–Thu)	Year 12	At least three hours

Parents are encouraged to contact the College if there are difficulties with the setting of homework.

2.24. Students Representing the College

Where a student is chosen to represent the College or School Sports NT in such things as sport, music or drama, the College expects that the student has a satisfactory record with attendance, behaviour and attitude to learning before permission is given to participate in the event.

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If any of the above is less than satisfactory, then permission may not be given.

Students representing the College or the Alice Springs region, and have the sanction of the College, are marked present in the College Roll Book for the time they are away.

2.25. Student ID Cards

The College provides personalised student ID cards for students in Years 5 to 12. ID cards for Bath Street students can be supplied at current cost price.

2.26. Fund Raising Policy

College related fund raising requires the permission of the Head of Campus and Principal. Non-school related fund raising activities will not be permitted unless approved in writing by the Principal.

2.27. Student Bicycles

All Students who ride to and from school on bicycles are required to wear a bicycle helmet. This rule is extended to include any occasion the student is riding a bicycle whilst in school uniform. There is no exception to this rule.

Helmets are to be secured, as designed, when riding and worn at all times when in school uniform. Students will not be permitted to leave College grounds on a bicycle without a helmet.

Bicycles are to be parked in the allotted area provided on each campus, and secured with a bicycle chain or lock. The College takes no responsibility for loss or damage. Students are to walk their bike whilst on school grounds.

Sept 2025-Sept2026 (trial period)

Students are banned from possessing OC Spray while on school premises regardless of age.

Declaration

(This declaration is to be signed by each student enrolled at the College in Years 5-12 and a parent. Parents of a student enrolled in Transition to Year 4 sign the declaration but not the student, due to their young age.)

I have read the Code of Conduct, the Glossary and the Appendices contained herein. I agree to abide by this Code of Conduct. I understand that failure to adhere to the Code of Conduct may have serious consequences.

.....
Student Name

.....
Student Signature

.....
Date

.....
Parent/Guardian Name

.....
Parent/Guardian Signature

.....
Date

3. Glossary

3.1. In-School or After-School Duty, Exclusion from Class, Restitution

Lunchtime duties are issued at the discretion of Year Level Coordinators, Leaders of Learning or Heads of Campus. These may be no more than 20 minutes. After school duties are issued at the discretion of Year Level Coordinators, Leaders of Learning or Heads of Campus. Parents are informed in writing at least 24 hours prior to the detention. Exclusion from class can be given by the Head of Campus. Such behaviours as repeated offences or cases of harassment/bullying can lead to more severe consequences.

For cases of exclusion from class, the parents are notified in writing of the behaviour management strategy on the day it occurs. Students will take recess and lunch at a separate time to the other students. After-school detention/duty means a supervised detention/duty after school, usually of one hour duration - one hour is usually the maximum time. Service to the College or restitution can be done at this time and will involve the student in the upkeep of College facilities.

4. Appendix

4.1. College Uniform Policy

College uniform is compulsory and all students are expected to take pride in their appearance and grooming. All students are required to wear **CORRECT** College uniform at all times, including while travelling to and from school. The proper wearing of a uniform is to promote neat appearance and helps avoid the extremes of changes in fashion. Parents will be contacted if a student continues to ignore uniform regulations. If there is a problem and students are not able to come in uniform, parents are asked to send a note, which includes details of when the situation will be rectified. Students who arrive at school without a parent note will be given a uniform infringement notice.

Students will be required to remove non-school uniform items they may be wearing, e.g. jumpers, jackets etc., be given items of correct school uniform to wear for the day from the 'clothing pool', or be sent home to get their correct uniform.

Headphones are not part of the College uniform and as such are not to be worn unless they are in use in line with College policy for laptops, mobile phones and multimedia devices. Students may use headphones with the permission of a teacher only.

Sports Uniform

For students Transition to Year 8, the sports uniform is to only be worn on the day where students have PE lessons. Year 9 to 12 students must bring their sports uniform with them on PE days to change into.

There will be designated sport event days where students will be advised to wear their sports uniform also.

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Hats

College hats with the crest are compulsory for **all** students Transition to Year 12. A hat is to be worn during PE lessons, at all sporting events and at all times when out in the open.

Hair

Hair should be neat and of the students natural colour - if long, it is to be tied back. Hair is not to touch the base of the shirt collar. Ribbons and scrunchies should be maroon, grey or black hair elastic. Extremes of length and fashion are to be avoided. Boys must be clean shaven.

Make-up and/or nail polish

Make-up and/or nail polish is not to be worn with the College uniform. Nail extensions and eye lash extensions are not permitted. Girls are permitted to wear a light foundation, naturally concealing acne or for sun protection.

Aerosol spray cans are banned from the school.

Jewellery

- ✧ 2 plain earrings in each ear (one small sleeper and one small stud only)
- ✧ 1 simple ring in one hand
- ✧ 1 watch
- ✧ 1 fine chain with a small pendant or cross may be worn under the uniform out of sight
- ✧ A medic alert bracelet or any other medical item

Although these items are permissible, jewellery is not encouraged to be worn to school for work, health and safety reasons.

Body jewellery such as nose rings, nose studs, eyebrow, tongue or teeth studs are **not permitted**.

The College accepts no responsibility for any jewellery worn to school if it is lost or damaged.

Tattoos

Any tattoos are to be covered at all times and not visible.

OLSH special event garments

Following permission from the Principal the College permits special OLSH garments to be organised and purchased. These garments can only be worn on sports days or casual clothes days. The graduating Year 12 class may wear their Year 12 jumper, which is permitted to be worn as part of the College Uniform.

Girl's Uniform

- ✧ College junior (Transition to Year 10) or senior (Years 11 and 12) dress with sleeves and collar. It is required that girls wear the College dress at a modest length. Dresses are to be no shorter than 8cm, approximately 4 finger widths above the knee. Girls who choose to wear shorts under their school uniform must ensure they are not visible;
- ✧ College grey shorts and College junior shirt (Transition to Year 10) or senior shirt (Years 11 and 12);
- ✧ Grey long pant;
- ✧ College white school socks (ankle height); black tights or black stockings can be worn when cold;
- ✧ Plain black polishable lace-up leather school shoes with standard heel (not runners). The shoe must cover the top of the foot to the ankle to align with WH&S policies of the College;
- ✧ Black school sandals can be worn by Bath Street Campus students only;
- ✧ College Windcheater and/or College fleece or College sleeveless vest;
- ✧ College grey sun-safe hat or College bucket hat appropriate to student's house colour; and,
- ✧ College school bag.

Boy's Uniform

- ✧ College grey shorts or trousers;
- ✧ College junior shirt (Transition to Year 10) or senior shirt (Years 11 and 12);
- ✧ College grey school socks (ankle height);
- ✧ Plain black polishable lace-up leather school shoes with standard heel (not runners). The shoe must cover the top of the foot to the ankle to align with WH&S policies of the College;
- ✧ Black school sandals can be worn by Bath Street Campus students only;
- ✧ College Windcheater and/or College fleece or College sleeveless vest;
- ✧ College grey sun-safe hat or College bucket hat appropriate to student's house colour; and,
- ✧ College school bag.

Girl's and Boys' Sports Uniform

- ✧ College black sport shorts or college black track pants;
- ✧ College polo sport shirt;
- ✧ College white school socks (ankle height);
- ✧ Cross training shoes;
- ✧ College Windcheater and/or College fleece or College sleeveless vest;
- ✧ College sun-safe hat or College bucket hat appropriate to student's house colour; and,
- ✧ College school bag or College sport bag.

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4.2. Work Deadline Policy (Year 7 to 12 Students)

Work Requirements and Learning Outcomes

A work requirement or learning outcome is a goal or major piece of work that students are expected to complete, either in or out of class, to the best of one's ability. Each subject specifies a small number of these work requirements/learning outcomes as the minimum work students need to complete in order to satisfactorily complete the semester.

When a work requirement / learning outcome is set, students should ensure that:

- 1) The due date for completion is written in their Student Diary;
- 2) Any interim check dates are also written in their Student Diary;
- 3) They have a copy of any written material relevant to the work requirement;
- 4) They understand exactly what has to be done; and,
- 5) They plan their work to ensure it is completed by the due date.

Submission of Work

It is the responsibility of individual students to submit their assessment before or on the scheduled due date. Submission must occur no later than 3.15pm on the due date. All assessments must be submitted as directed by the subject teacher. Submissions may be requested via Google Classroom, email and or to be submitted as a hard copy in the drop box located at the front office. Hard copies must have a completed submission slip (Appendix five of the '*Summative Assessment Policy and Procedures*') stapled at the front

Please refer to the '*Summative Assessment Policy and Procedures*' located on the College website for full requirements: <https://www.olshalice.catholic.edu.au/academic/curriculum-information/sadadeen/>

4.3. Computer Acceptable Use Policy and Student Internet and Computer Agreement

Respect for Privacy

- 1) Students will not repost a message that was sent to them privately, without permission of the sender of that message;
- 2) Users will not post, mail or broadcast private information about themselves or another person; and,
- 3) Students will not use the Internet to frighten, harass or annoy another person. Bullying and cyber-bullying in any form will not be tolerated.

Security

- 1) Students are assigned unique passwords. These passwords are to remain confidential and should not be disclosed to other students;
- 2) Students will not attempt to log in through a staff member or student's account or access staff member or student's files;

- 3) These actions are illegal, even for the purpose of browsing;
- 4) Users of the College network will not attempt to gain unauthorised access to any other computer system through, or go beyond, the College authorised account; and,
- 5) The College IT department has several software packages available to facilitate the monitoring of computer and internet usage. The IT department has access to any computer on the College Network at any time.

Collection and Transmission of Data via the Internet

- 1) Students are to seek, and Staff are to provide, permission to send emails and/or pictures if appropriate;
- 2) All users are to ensure that emails are sent through the College network and not through third party service providers such as hotmail, yahoo or similar;
- 3) The College does not condone the transmission of offensive material; and,
- 4) "Offensive" is determined on the grounds of what is perceived as unacceptable in the Catholic and Marist tradition, which is centred on gospel values.

Copyright and Plagiarism

- 1) Any material accessed and utilised from the internet will be acknowledged and copyright respected;
- 2) Students are encouraged to use discretion when accessing information from the internet, with regard to suitability, intellectual property and rights to publish; and,
- 3) Only legally acquired software applications are to be used on the College network. All such software applications and associated licenses are the sole property of the College.

Printing

- 1) The College provides a number of laser printers and networked photocopiers that are accessible by the students; and,
- 2) Users of the College Network are reminded to adhere to the "copyright and plagiarism" clause above and to exercise diligence in the conservation of paper and resources, when printing.

Viruses and Trojans

- 1) Students are reminded of the negative impact viruses and trojans can have on the College Network;
- 2) Executable files, that are not part of the standard PC installation, must not be opened or installed on any computer on the network without express permission of the college IT Department; and,
- 3) The IT Department should also be notified of any suspicious or unknown attachment.

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Consequences

- 1) Any breach of this Policy deemed “extremely serious in nature” will invoke penalties and consequences which may result in, but are not limited to, suspension/termination of enrolment from the College;
- 2) The Principal has directed and authorised the IT Department to conduct random checks of internet usage; and,
- 3) The College will cooperate fully with Local, State and Federal officials in any investigation relating to any illegal activity conducted through the College Network.

Signing of the Code of Conduct is taken as acceptance and agreement of the *Computer Acceptable Use Policy* and *Student Internet and Computer Agreement*.

4.4. Harassment and Discrimination Policy

At Our Lady of the Sacred Heart Catholic College, we value the diversity of our school community and respect the differences among employees and between students. We recognise that each person has individual talents and skills to bring to their role.

It is the legal responsibility of the College to ensure that discrimination and harassment do not happen in the workplace. If they do occur, complaints will be taken seriously by the College.

At the College we believe that all employees and students are entitled to operate in an environment in which they can enjoy their work and their relationships with others, free from unwanted discrimination and harassment of any kind.

Harassment

Harassment has the effect of offending, humiliating or intimidating the person to whom it is directed. It makes the school environment unpleasant and sometimes even hostile. There are many types of harassment. These can range from direct forms, such as abuse, threats, name calling and sexual advances, to less direct forms, such as where a hostile work environment is created, but no direct attacks are made on an individual.

Examples of harassment:

- 1) Sexual comments or advances;
- 2) Bullying with a gang or alone;
- 3) Teasing - calling others names;
- 4) Making rude or unpleasant notes or drawings to or about another;
- 5) Spreading rumours;
- 6) Racist comments or jokes;
- 7) Threatening another;
- 8) Hiding, damaging or destroying another’s property;
- 9) Stand-over tactics;
- 10) Deliberate and malicious exclusion from a group;
- 11) Obscene telephone calls or text messages, unsolicited letters, faxes, email, videos; and,
- 12) Cyber bullying.

Discrimination

Discrimination is making unlawful distinctions between individuals and groups on the basis of any of the attributes listed below. Discrimination occurs when a person is denied a benefit or an opportunity on the grounds of any of the proscribed attributes:

- 1) Age;
- 2) Physical features;
- 3) Carer status;
- 4) Marital status;
- 5) Political belief or activity, pregnancy, race;
- 6) Sex;
- 7) Lawful sexual activity;
- 8) Industrial activity;
- 9) Disability;
- 10) Parental status; and,
- 11) Religious belief or activity.

What Action Can I Take?

If you feel that you are being harassed or suffering discrimination, tell the person to stop, that the behaviour is unacceptable and that it must not happen again.

If the behaviour does not stop, or even if it does stop but you wish to report it, go to one of the College leaders:

- 1) Principal;
- 2) Heads of Campus;
- 3) College Counsellor/Child Protection Officer;
- 4) Year Level Coordinator / Leader of Learning / Assistant Head of Campus; and,
- 5) Homeroom or class teacher.

It is a good idea to make a written note of any discrimination or harassment, including details of dates, times, witnesses, what happened, and what you said/felt.

If it is a case of sexual harassment, go to the Child Protection Officer, the Head of Campus, or Principal.

What Will Happen?

Once you have made the grievance to one of the people above, they will consider whether an informal or formal process should be used to deal with this grievance.

You will then be interviewed. During this interview a number of things will be explained to you, such as what will happen if the grievance is found to be supported by the evidence, or if it is found to be not supported by the evidence. A written record of the grievance will be made.

The person about whom the grievance is made will be spoken to in order to hear their side of the story. Any witnesses will also be interviewed. These interviews will be conducted separately and impartially.

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The importance of confidentiality will be stressed to all parties.

You will be told (e.g. at a facilitated or mediated meeting) what other people said and discuss what should be done to sort out the problem.

What Are The Outcomes?

- 1) A written apology;
- 2) Counselling;
- 3) Suspension/termination of enrolment;
- 4) An official warning; and,
- 5) Disciplinary action.

4.5. Health and Physical Education Program

Physical Education has a distinctive role to play in individual growth and development. It focuses on the increasing need to equip young people with the knowledge, attitudes and skills to make informed decisions about the quality of their own health and the overall health of the community, and to develop a commitment to lifelong participation in physical activity.

Physical Education provides opportunities for students to experience different forms of physical activity and develop the motor and social skills for participation in a range of recreational, sporting and leisure pursuits.

Our Lady of the Sacred Heart Catholic College Physical Education program consists of four components:

- 1) Physical Education lessons;
- 2) Inter-house Activities;
- 3) Desert Storm Inter-School Carnivals; and,
- 4) School Sport NT.

Students are required to wear their correct PE uniform for all PE classes. The uniform consists of College polo shirt, College shorts, correct College sporting footwear socks and hat. Sports uniforms can be purchased from the College Uniform Shop located at the Traeger Campus.

As part of the College's "Sun-safe Policy" ALL students are to wear the College hat whenever they are outside and are also encouraged to wear sunscreen.

The Physical Education program is based on the NT Curriculum Framework and consists of the following focus areas:

- 1) Aquatics;
- 2) Racket Games;
- 3) Gymnastics;
- 4) Fitness;
- 5) Games/Sport;
- 6) Dance;
- 7) Track and Field;
- 8) Outdoor Education; and,
- 9) Bike Education.

In Years 10, 11 and 12 students may select Physical Education and Outdoor Education as an elective. It is offered as a SACE Stage 1 and Stage 2 course.

The Health and Physical Education Program is based on the Northern Territory Curriculum Framework, which consists of 3 main areas:

- 1) Individual and Community Health (predominately theory based);
- 2) Personal Development and Relationships (theory based); and,
- 3) Physical Activity and Movement (practical/PE based).

The practical/PE strand “Physical Activity and Movement” consists of, but is not limited to:

- 1) Aquatics;
- 2) Games/Sport;
- 3) Outdoor education;
- 4) Swimming;
- 5) Gymnastics;
- 6) Participation;
- 7) Fitness;
- 8) Dance;
- 9) Fairness in Sport;
- 10) Athletics; and,
- 11) Bike Education.

Students may be required to pay for some activities such as camps.

Inter-house Activities

The Inter-house Activities program consists of:

- ✧ Swimming Carnival;
- ✧ Athletics Carnival; and,
- ✧ Inter-house Competitions

Students are expected to participate in all these events as they form an integral part of the total school curriculum.