



ST. ANDREW'S GRAMMAR

STUDENT CODE OF CONDUCT

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Student Code of Conduct

1. Preface

St. Andrew's Grammar is dedicated to providing a child-safe environment which safeguards all students and is committed to promoting practices which provide for the safety, wellbeing and welfare of all of our students.

This Student Code of Conduct sets out the minimum standards of conduct and behaviour to be observed by students attending the School. The Code also outlines when, how and whom to tell when students have concerns about breaches of the code of conduct for students.

The Code guides student behaviour, establishes expectations for personal boundaries and clearly delineates appropriate and inappropriate behaviour in relation to staff, other students and other members of the School community. It should be read in conjunction with the School Rules and the Behaviour Management Policy.

2. Introduction

The Student Code of Conduct provides a framework within which students are able to develop the pro-social behaviours which are acceptable within the broader community. The Student Code of Conduct provides an outline of the behavioural expectations for students when they are on the School site, moving to and from School, travelling on public and contract transport services and when attending sporting events, School functions, excursions, etc.

This Code does not attempt to provide a rigid, detailed and exhaustive list of what to do in every aspect of their Schooling. Instead, it sets out general expectations of the standards of behaviour required and gives some examples of the types of behaviour that are or are not acceptable. The Code places an obligation on all students to take responsibility for their own conduct.

Nothing in this Code should be taken to limit the circumstances in which the School may take disciplinary action in respect of a student.

In addition, other School policies linked to this one are inclusive of but not exclusive to:

- Behaviour Management
- Bullying Prevention (Includes Cyber-Bullying)
- Critical and Emergency Incidents Policy
- Disability Discrimination
- Disputes and Complaints
- Duty of Care (including criminal history checks)
- Mobile Phones, E-mails and Internet
- Privacy
- Racial Discrimination
- Records Management
- Sex Discrimination and Sexual Harassment
- Social Media

3. Who has to comply with the Code of Conduct?

All students of the School must comply with this *Code*. This includes full-time and part-time domestic students, International students, international Exchange Students and students attending on study tours.

Students are required to abide by this Code of Conduct and are encouraged to engage with staff or another responsible adult in the event that another student breaches this Code.

4. Charter of Rights and Responsibilities

This Student Code of Conduct and the Behaviour Management Policy is based on the Charter of Rights and Responsibilities. This Charter applies to students, staff and parents. All members of the School Community must be responsible for their actions and be prepared to guarantee the rights of every other person.

EXPECTATIONS

To further the School's purpose, all members of the School community will:

- work responsibly and diligently;
- respect each other's property, possessions and the whole School environment;
- be punctual, prepared and well presented;
- abide by the School's rules and expectations.

RIGHTS

All members of the School community have the right to:

- be treated with respect, courtesy and honesty;
- work and interact in a safe and supportive environment;
- work in a purposeful and non-disruptive manner;
- be proud of their School

RESPONSIBILITIES

All members of the School community have the responsibility to:

- model respectful, courteous and honest behaviour;
- treat St. Andrew's Grammar as a community where individuals can freely express opinions, beliefs and values in an ethical manner;
- ensure that their behaviour is not disruptive to others;
- keep the School environment neat, clean and safe;
- behave responsibly.

The School's responsibility in ensuring that every student has the ability to choose his or her own behaviour and compliance of the Charter of Rights and Responsibilities lies within the following guidelines:

- That all staff and students develop a concern for the needs of others, expressed both in attitude and action, in the School, in the immediate family and community and in the world.
- Campus facilities and resources are shared by all in the School.

- The School has established classrooms in which a community atmosphere is generated - a community where the children and teacher work for and with each other, sharing, respecting, appreciating and communicating. Caring for students should determine use of time, space and personnel.
- The School provides a framework wherein parents and friends of the School are actively encouraged to contribute and to be involved in the development and activities of the School.
- We place priority on communication, both on an individual basis and in written form with parents and students.
- The Students are taught to be community minded and to consider the needs of others.

5. The School Rules

The School believes that the only discipline of real significance is that which the individual imposes upon him or herself. The aims of these rules therefore are to make each child aware of the value of self-control and to develop a sense of responsibility for their own conduct and for the well-being of others.

All members of the School Community must be responsible for their actions and be prepared to guarantee the rights of every other person.

The School Rules are based on the Charter of Rights and Responsibilities noted in the previous section. The Charter applies to students, staff and parents.

UNIFORM

- Students must always wear the correct uniform according to the season and the event.
- Uniforms must be neat, clean, in good condition and well fitting.
- Skirts and dresses may not be worn any more than 5cm above the knee.
- Students must uphold the uniform standards when wearing the St Andrew's uniform outside the School grounds.
- Sports uniform may only be worn on days when a student has sport classes in their timetable.
- Items of sporting uniform may not be worn with summer or winter uniform (For example, students may not add a tracksuit top to summer dress).
- Shoes must be black leather, lace – up. Suede, canvas, heels and platforms are not acceptable.
- Sport shoes should be predominantly white.
- See the School Uniform Policy in Appendix 1.

HAIR

- Hair is to be neat, clean and off the face. Extremes of colour and style are not acceptable. The Principal reserves the right to deem particular styles unacceptable and request immediate change.
- Girls' hair which is shoulder length or longer must be tied back. Hair clips, ribbons and ties are to be navy, white or royal blue. Other hair adornments and head dresses are not permitted.
- Boys' hair length must be above the collar at all times.
- Students are encouraged to wear a School hat or cap for all outdoor activities and these are compulsory uniform items for all physical education classes. Other non – uniform hats/caps are not permitted.
- The Principal reserves the right to exercise discretion in relation to the above matters in consultation with the Board Chair and Deputy Board Chair.
- See the School Uniform Policy in Appendix 1.

JEWELLERY

- For girls, jewellery is restricted to a wristwatch and one pair of earrings. Earrings must be plain gold or silver studs or small sleepers. These are only to be worn in the ear lobes (one in each ear).
- Boys may only wear a wristwatch.
- Students will be asked to remove any jewellery which does not satisfy this guideline. Unfortunately, in this circumstance, security cannot be guaranteed.
- Students will not be able to wear any jewellery during sport.
- The Principal reserves the right to exercise discretion in relation to the above matters in consultation with the Board Chair and Deputy Board Chair.
- See the School Uniform Policy in Appendix 1.

GENERAL

- Boys must be clean shaven at all times.
- Makeup may not be worn to School.
- Tattoos may not be visible.
- False nails are not permitted and nail polish is only permitted if it is a natural nail colour.
- Casual dress days are held intermittently. On these occasions students are still required to dress appropriately for timetabled activities. Closed footwear is essential.
- The School back pack is a compulsory uniform item. Other back packs may not be carried to and from School.
- See the School Uniform Policy in Appendix 1.

6. Students Code of Behaviour During Sports

All St. Andrew's Grammar students must:

- Uphold the spirit of the game at all times;
- Play by the rules;
- Make an effort to have a good personal knowledge of the rules of the game;
- Co-operate with and show respect for - coach, team manager, team members, officials and your opponents;
- Never argue with an official. If you disagree with a decision, ask your captain, coach or Manager to approach the official during a break or after the competition.
- Control your temper. Verbal abuse of officials or other players or deliberately distracting or provoking an opponent is not acceptable or permitted.
- Work equally hard for yourself and your team. Your team's performance will benefit and so will you.
- Attend all training sessions and matches as required. If for some reason you are unable to play it is important that you provide adequate notice to your manager/coach and make every effort to find a replacement player;
- Be a good sport. Applaud all good play whether they be by your own team or the opposition.
- Participate in a fair and honourable manner at all times. Cheer all good plays whether they are by your team or the opponents - "Booing" and harassment of the opposition are not acceptable;

- Treat all players as you would like to be treated yourself.
- Do not interfere with, bully or take unfair advantage of another player.
- Co-operate with your coach, team mates and opponents. Without them there would be no competition.
- Place isolated incidents of unsporting behaviour in their proper perspective. Do not make such incidents the "highlight" of an event.

7. The Student Code of Conduct

The Student Code of Conduct outlines the expected standard of behaviour for students.

Students are expected to:

- Follow the legal directions and instructions of all School staff (teaching and non-teaching);
- Treat staff and fellow students courteously and with consideration at all times;
- Be considerate of the safety and welfare of themselves and others;
- Be punctual and prepared for each class with an awareness of specific needs for different classes;
- Contribute positively to the learning environment by working responsibly, not distracting other students, completing assignments and submitting them on time;
- Show respect and courtesy to all members of the School community;
- Respect personal and community property;
- Show pride in the achievements of themselves and their School;
- Be well groomed and dressed appropriately, as per School Uniform & Dress Code;
- Obey all campus and classroom rules; and
- Respect the rights and privileges of all students, School staff, and volunteers.

8. Alcohol, Smoking and Illicit Substances (drugs)

The possession, use or sale of tobacco products or implements, alcohol or illicit substances is forbidden.

9. Occupational Health and Safety

The School is committed to promoting a safe and healthy work and study environment and recognise our obligation under the Occupational Safety and Health Act 1984 WA (OS&H Act) to, so far as practicable, provide and maintain a working environment where our students are not exposed to hazards. The OS&H Act also requires all students to take responsibility for contributing to their own safety in all circumstances.

10. Conduct which is dangerous to others

Conduct, which constitutes a danger to anyone's health, safety or personal well-being, will not be tolerated. It includes physical abuse, threatening behaviour, harassment, discrimination, possession of dangerous weapons, or the creation of a condition that endangers or threatens the health, safety or well-being of self or others.

11. Unacceptable behaviour

Conduct which disrupts staff and hinders them from delivering education and training programs and services or other services in an orderly manner is a breach of our School Rules. Any individual or group behaviour, which is abusive, indecent, violent, excessively noisy, disorderly, dangerous, offensive or which unreasonably disturbs other groups or individuals is prohibited.

12. Misuse of School property

Any act of misuse, vandalism, theft, malicious or unwarranted damage or destruction, defacing (including graffiti), disfiguring, or unsafe or unauthorised use of property is a violation of this Student Code of Conduct.

13. Compliance with School policy

Policies have been developed to guide students areas such as internet usage, student drivers and so forth. Students should be aware of and follow these policies.

14. Academic misconduct

Academic misconduct includes but is not limited to:

- regular lateness in attending classes and lateness in submitting assignments and assessable work; and
- failure to attend classes or other contact sessions and failure to submit assessable work according to deadlines.

15. Sanctions

Behaviour contrary to this Student Code of Conduct often also breaches the School Rules. There are a number of sanctions (penalties) that can be imposed on students who breach the Student Code of Conduct that are outlined in the School's Behaviour Management Policy.

16. Serious Matters

Students need to appreciate that serious offences such as assault, theft, willful damage and unlawful activities are highly likely to attract a suspension or expulsion. In addition, external authorities such as the police, may be involved, in addition to any action taken by the School, where a student's conduct breaks the law.

17. When to Report, how to report and whom to tell

Students are encouraged to discuss any breaches of the Code of Conduct with:

- a. Their Class or Form Teacher first
- b. The School Chaplain
- c. The Pastoral Coordinator (Years 7-8, 9-10 and 11-12 (for secondary only))
- d. The Head of School
- e. The Principal

Reports can be verbal, by email or via a parent or guardian. All substantiated reports will be treated with confidentiality. Most breaches will be dealt with at a class level by the Class or Form Teacher or, perhaps, by the Chaplain and it is expected that the matter will be addressed and concluded at that level. However, for serious breaches of the Code, students are able to bring their concerns to any member of the Senior Leadership Team.

18. Conclusion

St. Andrew's Grammar has a proud history of being an outstanding School and our students are fortunate to be able to continue our tradition. After reading this Student Code of Conduct and discussing it with your child, please sign below, and return to School.

I have discussed the Student Code of Conduct with my child and I believe my child will do his/her best to follow the School's Code of Conduct. I have also reinforced the need to speak with a trusted adult, (e.g. parent or teacher) to seek advice on how to deal with a problem.

Student's Name: _____

Class: _____

Student's Signature: _____

Parent Signature: _____

Form or Class Teacher's Signature: _____

Date: _____

ST. ANDREW'S GRAMMAR

School Uniform

POLICY STATEMENT

St. Andrew's Grammar has a conservative school uniform that reflects the values, ethos and Greek traditions of the School.

All students are expected to be dressed in the appropriate uniform for the season, term or event as outlined in the procedures below. We ask that all parents and guardians support the School by ensuring that their child is correctly dressed for school in the appropriate uniform of the day. Students are also expected to abide by all dress requirements with regards to personal grooming standards. Students are expected to ensure that their dress and appearance brings credit to the School and themselves. Failure to do so will result in the imposition of sanctions up to and including suspension from school until the matter is rectified.

SCHOOL UNIFORM

1. Summer School Wear

• Girls

- K-P only - White polo shirt with the School crest
- K-P only - Royal blue sports shorts with school name
- K-P only - Bucket Hat with the School crest
- K-P only - Primary School Tracksuit (Optional)
- K-P only - Predominantly white joggers or navy sandals without socks
- **Yr 1 - Yr 12**
 - School summer dress.
 - School socks (white with navy stripes or plain white).
 - Black lace-up leather school shoes (Ys 1-12) or navy sandals with no socks (Yrs K-P only). Note that the black lace-up leather school shoes must be worn at all formal occasions. Heels to be no higher than 3 cm.
 - Royal blue School jumper emblazoned with the School crest (optional in summer).
 - Primary School – Bucket hat with school crest
 - Secondary School- Baseball cap with school name
 - Girls from Years 1-12 may choose to wear a plain Hijab in the blue school colour. However, a hat must still be worn for sports, recess and lunch.
 - Secondary School - School blazers for formal occasions

• Boys

- K-P only - White polo shirt with the School crest
- K-P only - Royal blue sports shorts with school name
- K-P only - Bucket Hat with the School crest
- K-P only - Primary School Tracksuit (Optional)
- K-P only - Predominantly white joggers or navy sandals without socks
- **Yr 1 - Yr 12**
 - White short sleeve shirt with the School crest.
 - Navy blue school shorts.
 - Navy blue school trousers (Senior Secondary School students (Years 10-12) only- for all formal occasions- optional at other times.)
 - School tie (Secondary School students for formal occasions)
 - School socks in navy blue with school stripe.
 - Black lace-up leather school shoes (Yrs 1-12) or navy sandals with no socks (Yrs K-P). Note that the black lace-up leather school shoes must be worn at all formal occasions. Heels to be no higher than 3 cm.
 - Royal blue School jumper emblazoned with the School crest (optional in summer).
 - Plain black leather belt of standard width and length if the shorts or trousers are purchased without a belt. (Optional)
 - Primary School – Bucket hat with school crest
 - Secondary School- Baseball cap with school name
 - Secondary School - School blazers for formal occasions

2. Winter School Wear

• Girls

- K-P only - White polo shirt with the School crest

- K-P only - Bucket Hat with the School crest
- K-P only - Primary School Tracksuit
- K-P only - Predominantly white joggers or navy sandals without socks
- **Yr 1 - Yr 12**
 - Grey school skirt (Secondary School (Yrs 7-12) students only)
 - Grey school pinafore (Yr 1 to Yr 6).
 - Short sleeve shirt or long sleeve shirt with the School crest (Yr 1 to Yr 6).
 - Short sleeve shirt with the School crest. (Secondary School (Yrs 7-12) students only)
 - School tie
 - Royal blue School jumper emblazoned with the School crest (optional for Secondary School students).
 - Primary School – Bucket hat with school crest
 - Secondary School- Baseball cap with school name
 - Girls from Years 1-12 may choose to wear a plain Hijab in the blue school colour. However, a hat must still be worn for sports, recess and lunch.
 - Navy blue opaque tights (40 denier).
 - Black lace-up leather school shoes, heels to be no higher than 3 cm.
 - School blazers (Secondary School (Yrs 7-12) students only).
- **Boys**
 - K-P only - White polo shirt with the School crest
 - K-P only - Bucket Hat with the School crest
 - K-P only - Primary School Tracksuit
 - K-P only - Predominantly white joggers or navy sandals without socks
 - **Yr 1 - Yr 12**
 - Navy blue school trousers.
 - Short or long sleeve shirt with the School crest (Yr 1 to Yr 6).
 - Short sleeve shirt with the School crest. (Secondary School (Yrs 7-12) students only)
 - School tie
 - Royal blue School jumper emblazoned with the School crest (optional for Secondary School students).
 - Primary School – Bucket hat with school crest
 - Secondary School- Baseball cap with school name
 - Black lace-up leather school shoes, heels to be no higher than 3 cm.
 - Plain black leather belt of standard width and length if the shorts or trousers are purchased without a belt. (Optional)
 - School Blazer – compulsory article - (Secondary School (Yrs 7-12) students only)

- **Blazers**

All Secondary students (Yrs 7 to 12) are expected to wear the School Blazer in the winter terms. This is not optional. The Royal blue school jumper emblazoned with the School crest is optional. The blazer must be worn along with the School tie.

3. Sportswear

- **Boys and Girls**

White polo shirt with the School crest.

Royal blue sports shorts with the School name.

White sports socks.

Royal blue School tracksuit – Primary (Ys K-6) and Secondary (Yrs 7-12)

A suitable track shoe that is **predominantly white**.

- **All**

All students are permitted to wear their House polo shirt with the School crest and House name at House carnivals and on other approved occasions.

4. Head Wear

All children are required to have a St. Andrew's Grammar hat for sports, recess and lunch for all terms. The hat is as stipulated in the uniform rules above. Girls from Years 1-12 who choose to wear a plain Hijab in the blue school colour may do so. However, a hat must still be worn for sports, recess and lunch. Non-standard hats including those with advertising logos are not permitted.

5. Dress Regulations

- Summer uniform is worn in Term 1 and 4.
- Winter uniform is worn in Term 2 and 3.
- Students are expected to ensure that their dress and appearance brings credit to the School and themselves.
- School shirts must be tucked in on all occasions.
- Long sleeved shirts and jumpers are not permitted to be rolled up.
- Hem length of skirt and dress to be at the middle of the knee.
- Black lace-up school shoes - heel height maximum 3cm.
- Black leather joggers (sport shoes) are not permitted as school shoes.
- Sport shoes are to be predominantly white in colour.
- School hats are required to be worn at recess, lunch and sport. No hat, no play.
- Only St. Andrew's Grammar School bags may be used at the School.

- K- Pre-primary - 16l Back Pack
- Yr 1 - Yr 12 – 30l Glide Bag
- Yr 6 - Yr 12 - 35l Back Pack
- Hair accessories must be navy, white or royal blue.
- Girl's hair must be off the face and if of collar length or longer, must be tied up.
- Boy's hair must be off the face and no longer than collar length.
- Dyeing of hair and extreme hairstyles are not permitted.
- Excessive amounts of gel or wax should not be placed in the hair.
- Boys are expected to be cleanly shaved at all times.
- Boys may not wear earrings. Girls may wear one pair of plain ear studs or plain sleeper earrings in the lower lobe of each ear and in no other part of the ear. Any other form of piercing or jewellery is not permissible.
- Nails are not permitted to extend beyond the fingertip. Nail polish and make-up are not permitted.
- Optional jewellery includes a watch and a chain (gold or silver). A cross or religious medallion - chain must not be visible. Students of the Christian Orthodox faith may wear a single black prayer rope bracelet.

Note – In cases where religious traditions require a variation to this policy, as long as appropriate documentation proving this is provided to the satisfaction of the Principal and that this is checked with approval from the Archdiocese Representative of the School Board, then this will be accepted and the student will be offered enrolment. The Board should be advised of the decision at the next Board meeting.

With regard to uniform and dress regulations, the decision of the Principal is final in all cases.