

STUDENT CODE OF BEHAVIOUR AND DISCIPLINE:

Living a Christian life and contributing positively to society demands self-discipline, self-respect and respect for the rights and property of others. The standards of behaviour, attitude and appearance, which students of Clayfield College are expected to uphold both in the school grounds and in the community, will assist them to develop these qualities.

The consequence for breaking school rules are proportionate to the nature and seriousness of the misdemeanour and are administered carefully and justly.

Behaviour

High standards are expected in areas such as manners, speech, dress and appearance, behaviour in the classroom and on the sports field, appropriate usage of English, respect for the property of others and in the meeting of responsibilities.

Essentially, the emphasis is on encouragement to meet these standards and on counselling if the student does not do so. If a student constantly fails to do so, however, sanctions are imposed. For example, when a student's standard of behaviour has fallen off markedly and is causing concern to parents or teachers, she will be issued with a 'pink card'. At the end of every lesson the signature of the teacher will be obtained to indicate that behaviour and quality of work have been satisfactory. Such an arrangement is discontinued by the Head of Senior School or the Dean of Students once it is deemed that the student can once again meet the standards of the College.

When necessary, an afternoon detention will be imposed. Such action will be taken only after careful thought. Advance notice to parents is given and it is the responsibility of the parents to ensure that their child is present and to make any transport arrangements if necessary. On occasions it may be necessary to hand out a Saturday detention to the student who is repeatedly in trouble, or for offences deemed to be of a serious nature.

A Code of Social Conduct: (originates from the Association of Heads in Independent Schools of Australia)

This code can be considered to be an accurate statement of the standards expected by this College.

1. It is the responsibility of parents to prepare their children for life by bringing them up with **good manners**.
2. It is the responsibility of schools to expect and encourage/enforce a good standard of manners. Clayfield College is a helpful and cooperative community. The students are encouraged to develop a sensitivity to the needs of others and to treat each other with **dignity and respect**.
3. Adults should be addressed by school pupils with respect. Formal titles should be used unless students are specifically invited to use personal or nicknames.
4. People with special responsibilities should be aided, not impeded, in their tasks (eg train ticket inspectors, prefects, school office bearers, office staff and auxiliary

- volunteers) by young people.
5. There should be **no** use of **foul language** or **verbal insults** before adults or amongst contemporaries in school life. It is important that students use restraint and learn to select appropriate language in various situations.
 6. Students should use discretion and consideration in talking about others. **Vicious gossip is very destructive.**
 7. **Loud** or **noisy talk** should **not** occur in **public places**, trains, shopping centres, etc. Nor should rough movement, pushing or carelessness in relation to others occur.
 8. Students should **stand back for adults**, especially older people, mothers with young children or physically handicapped people wherever there are crowds, corridors, door-ways, etc.
 9. Students can benefit from participation in various **social occasions**, but these should be **supervised by adults** at all times.
 10. Students invited to parties should:
 - (a) inform their parents
 - (b) accept the invitation (if they are going) clearly and keep their word
 - (c) arrive at the correct time
 - (d) leave at the correct time.
 11. Students attending Clayfield College should not attend parties or functions where drugs, alcohol or cigarettes are likely to be pressed upon them.
 - (a) *Smoking and Drinking:* Any student who uses tobacco and/or alcohol while enrolled at the school, or makes such material available for use by other Clayfield College students, may be suspended or expelled.
 - (b) *Illegal Drugs:* The possession and/or use of certain drugs is a criminal offence. Students proven to have been personally involved with these drugs will be expelled.

This type of behaviour is totally against stated school policy and acceptance by parents and students of the school's attitude to smoking and drinking is a prerequisite for enrolment.
 12. Students should not expect expensive clothing, entertainment or food. There should be no display of extravagance at any social function.
 13. Students need to find a balance among the following activities:
 - (a) Family life
 - (b) School studies
 - (c) Church and cultural activities
 - (d) Sports
 - (e) Social life and entertainment with peers.

In undertaking various aspects of these activities students should not make commitments to which they cannot adhere nor neglect their commitments once under-taken. A student who **accepts membership** of a College Team, Club or Society also **accepts the commitments** involved in that membership eg attendance at training.

All students are expected to participate in the broad range of **extra-curricular pursuits** provided at the College and to encourage the involvement of their peers. All are expected to attend, even if only as spectators, the major

- annual events of College life eg **Speech Night, QGSSSA Swimming and Athletics**, Concerts and other functions held from time to time.
14. The concession rates extended to students for **trains** and **buses** are accompanied by specific expectations. School pupils should never occupy seats while adults are standing. They should take care their bags are not in any other person's way. They should be **quiet** and **considerate** in their behaviour.
 15. On **school excursions** students should give instant obedience to all staff and **obey all regulations and instructions**. They should be cheerful, cooperative and helpful in group activities.
 16. Students can make positive contributions to the harmony and pleasantness of the social environment by **expressing thanks** or **making requests politely** and by **offering help** to others when appropriate.
 17. Students will behave at all times in a manner which will not detract from the fine reputation enjoyed by that student being a member of this College. **Offensive behaviour** including foul language, smoking, drinking of alcoholic liquor, gambling, stealing or bullying will **not** be **tolerated**. A student committing such an offence may be asked to leave the school.
 18. Mistreatment of property reveals a lack of concern for the owner of that property. Whether the owner is an individual, or the College, or the community as such, this behaviour is strictly forbidden.
 19. All students are expected to **take responsibility** for their own learning and to diligently participate fully and prepare carefully for all classes. Irresponsible behaviour at the College or defiance of the authority of a staff member will not be tolerated.
 20. Students must take **pride in their appearance** and to this end their uniforms are expected to be kept clean and in good repair. All students are required to wear correct College uniform to all College functions and for sporting fixtures.
 21. All must recognise that there are certain legal responsibilities involved in attendance at the College. In particular a student may not leave the grounds for any purpose during the school day without special leave from the Dean of Students, Head of Senior School or Principal, or from those to whom they delegates their authority and she must sign the leave book at Student Services on departure and return. After an absence from College, a student must produce an absence note signed by the parent or guardian. **Except** in the case of **illness**, a student must be in attendance on all days on which the College is open, unless **leave** has been **granted by the Principal or Head of Senior School**.
 22. In situations not directly covered by School Regulations or this Code of Behaviour students are expected to exercise good judgment and concern for safety. At all times, students must show respect for the dignity of others, maintain a pride in their College and ensure that its fine reputation is never tarnished.

NOTE: Being enrolled at Clayfield College implies acceptance of the above Code of Behaviour.