



St Paul's School

STUDENT CODE OF CONDUCT



create your own story!



St Paul's School

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INTRODUCTION

Introduction

Underpinning the school rules, and in recognition of the fact that such lists can never be comprehensive enough to cover all possible forms of behaviour, the School has developed a **Character Framework**, which is based on eight key **Virtues**. As a community, we believe that social, moral, emotional and spiritual learning are expressed in terms of development of these virtues, or character traits, which have been selected in keeping with our Christian traditions.

Virtue	Definition
Compassion & Kindness	Caring about the needs and feelings of others; treating others in the way you would like to be treated
Honesty & Integrity	Speaking and doing what is right at all times, no matter what the consequences
Patience, Perseverance & Resilience	Waiting for a desired outcome, without complaining or giving up, even if the present circumstances are difficult
Diligence	Striving to achieve your best; demonstrating a great work ethic
Loyalty & Faithfulness	Constant and true in your dealings with the friends, teams, organisations and leaders you have committed to
Humility & servant-heart	Having a modest view of your own abilities and importance; courteously respectful of others; prepared to deny your own desires for the sake of another
Courage	Strength to do what is right, in the face of fear, loneliness, pain or grief
Respect	Treating other people - their feelings and time, as well as their property and beliefs - as though they have value; care for the environment and earth's resources

Students are asked to judge their own behaviour within this Framework, recognising that certain behaviours and attitudes are incompatible with the Virtues defined above –

Virtue	Attitudes and Behaviours which are incompatible with this virtue
Compassion & Kindness	Selfishness; bullying; verbal abuse; gossiping
Honesty & Integrity	Lying; cheating; plagiarism; stealing; duplicity
Patience, Perseverance & Resilience	Quitting; whinging
Diligence	Laziness; settling for second-best; working only when closely supervised
Loyalty & Faithfulness	Selfishness; letting the team down
Humility & servant-heart	Arrogance; boasting; vanity; egotism; 'pushing in'; calling out, or disruptive behaviour in class
Courage	Cowardice; submitting to negative peer pressure; not stepping in to help another
Respect	Lack of courtesy for teachers and peers; racism; sexist behaviour or 'joking'; vandalism; wastefulness

SCHOOL RULES

Central to the St Paul's Code of Conduct is the belief that students choose their own behaviour: sometimes they make positive/wise choices and at other times they may make negative/unwise choices. Crucially, students should be aware that all choices have consequences – including the choices we make about our behaviour. Likely consequences for a range of behavioural choices – both positive and negative – are outlined in the tables below.

LEVEL	POSITIVE STUDENT ACTION	CONSEQUENCE
Reward Level 1	<ul style="list-style-type: none"> > Focused and positive attitude to learning throughout lesson > Answering with enthusiasm / insight in class > Showing new skills and/or understanding > Demonstration of virtue 	Verbal praise
Reward Level 2	<ul style="list-style-type: none"> > Very good quality homework or classwork consistently over > 1 week > Improved attitude to learning over a week > Consistently well turned out and polite/sociable, eager to help others > Consistently arriving in class ready to learn/well equipped 	BMI +1 (10 = Commendation Certificate)
Reward Level 3	<ul style="list-style-type: none"> > Exceptional piece of extended project work > Excellent attitude to learning over a semester > Exceptional service to House/Tutor/Year group 	BMI +2 (5 = Commendation Certificate)
Reward Level 4	<ul style="list-style-type: none"> > Unfailingly positive attitude in a subject area/co-curricular/pastoral pursuit over a year OR > 10 x BMI credits in a school year 	Commendation Certificate (Awarded by HL at House meeting)
Reward Level 5	<ul style="list-style-type: none"> > Unfailingly positive attitude across all aspects of school life reflected in Semester report OR > ≥ 3 Commendation Certificates in a school year 	Contact with home from House Leader, and Certificate of Outstanding Achievement (awarded by Headmaster in Year 7-12 Assembly)
Reward Level 6	<ul style="list-style-type: none"> > Extraordinary act of service, initiative or courage 	Headmaster calls home

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LEVEL	NEGATIVE STUDENT ACTION	CONSEQUENCE
Sanction Level 1	Any of the following: arriving late without good reason, minor misbehaviour, chewing gum, littering, (always made to pick it up first) lack of courtesy to peers, not settling to work, first occasion of arriving unequipped, uniform/appearance infringement(s), failure to complete homework, mild swearing, or other offences of this type.	Verbal warning
Sanction Level 2	Any of the above repeated. Poor behaviour outside classrooms or in class; disrespectful and disruptive behaviour towards peers, lack of courtesy to staff, persistent wasting of time, loud/sustained swearing, minor misuse of IT, etc.	Short detention issued by teacher – 5 minutes at recess or lunch, for extended verbal warning BMI -1 to Tutor and HL
Sanction Level 3	Any of the above repeated. Intentional/reckless damage to school or other student property; persistent talking out of turn; disobedience.	15 minute recess or lunch detention with classroom teacher BMI -2 sent to Tutor and HL Email or phone call to parents If necessary for the effective continuation of a lesson, student could be sent to the RTC
Sanction Level 4	Any of the above repeated Also for not attending teacher detention.	30 minute detention with HL at lunch BMI -3 Tutor to phone home
Sanction Level 5	Any of the above repeated. Bullying. Fighting. Theft. "Wagging" class. Also for not attending HL detention.	Friday detention issued. HL to notify parents. Yellow card to be issued for subsequent week
Sanction Level 6	Any of the above repeated. Swearing at a member of staff. Offensive misuse of social media/mobile phone on single occasion. Defiance. Bullying, failure to attend Friday detention	Phone call home from EDoFC Orange or red card (2 weeks) issued after meeting between the student, parent and HL
Sanction Level 7	Failure to modify behaviour(s) after Sanction Level 6 intervention; other serious breaches of the School's expectations of student behaviour.	Student future discussed in meeting with student, Headmaster, parents and pastoral staff Internal suspension in RTC as first response likely, although at the discretion of the Headmaster external suspension may be thought appropriate. Headmaster's Contract may be issued and immediate and sustained improvement required in order to avoid possibility of indefinite suspension (or exclusion) from the School

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Within the framework described above, the following rules are specified:

Bounds

- > Any areas set aside for particular Year Groups are to be observed.
- > Only supervised activities are to take place on sports fields.
- > Buildings and classrooms are out of bounds except for authorised and supervised use.
- > The Strathpine Road frontage is out of bounds except when entering or leaving.
- > The area to the west of the pool and the tennis courts is out of bounds.

The Swimming Pool may be used only on the basis advised from time to time by the **Head of Sports Development**.

Bullying

Policy: Anti-Bullying Policy, Social Media

St Paul's is a Christian School and relationships between its members should be characterised by care and concern for each other, whether staff members or students. Care and concern for others should also be extended to members of the public. The issue of bullying and harassment is serious, can affect children's learning, and makes life miserable. It is an issue we take seriously.

At St Paul's School we aim to:

- > Recognise and prevent bullying and harassment;
- > Deal with bullying and harassment if it occurs; and
- > Provide support for victims and guidance for perpetrators.

It is expected that bullying or harassment will not occur at St Paul's, but any students who feel they are being harassed or bullied should report the matter to their Tutor or House Leader for action.

Classroom Rules

- > Every student is a member of a class and is expected to contribute in a positive way to ensure that the class environment is well ordered and happy. Students will do this by showing respect, care and concern for the class teacher and for the other members of the class. They will respect the rights of others to work undisturbed, and will help to keep the classroom environment pleasant and tidy.
- > Students should assemble in an orderly fashion (two straight lines) outside the classroom, and wait patiently and quietly, without blocking walkways, for the teacher to arrive. If a teacher is delayed and does not arrive within five minutes of the commencement of a lesson, the Receptionist in the Junior School, Middle Years Office or Tooth Centre must be contacted by a member of the class and the rest of the class should continue to work quietly (or wait patiently outside the classroom).
- > When dismissed at the change of lessons, students should move quickly and quietly to the next lesson without any delay. After each lesson the room must be tidy, with all rubbish in the bin. Students are responsible for ensuring they have noted Homework and any other requirements in their Student Diary. If the room is not to be used again on that day, chairs should be stacked in the manner appropriate for the room.
- > Students may not leave a classroom during a lesson without the teacher's permission, and this will be given only in an emergency. Temporary student absences from class should be noted by the class teacher and marked in the Student Diary "Permission to Leave Class Log".
- > Permission to go to the Library or to visit the Chaplain or School Counsellors during class time must be sought from the supervising Teacher. Appointments with the Counsellor should be made in advance except in an emergency. Students attending music lessons must excuse themselves in advance, preferably on the day before the lesson.
- > Homework should be completed each day and assignments and other assessment items must be submitted on time. To ensure that this is done, Student Diaries are to be kept up to date, signed by parents/guardians at the end of each week and inspected and signed by the House Tutor/Class Teacher weekly.
- > Late assignments for all Middle and Senior Years students: If an assignment cannot be completed by due date students are to consult with the class teacher who will require the completion of appropriate forms, and ratification by the Curriculum Leader.

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- > Up to Year 10, it is expected that students will have listed in their Student Diary the subjects studied each day, whether or not homework has been set. The Student Diary is to be kept in good condition and not defaced or used for other purposes.
- > Students who are too sick to go to, or to remain in class, must report immediately to the Infirmary, escorted by another student, having sought the permission of the teacher whose class they will miss where possible and practicable. The Infirmary staff will contact the parents/guardians if the student is judged too ill to remain at School. Students **must not** ring parents themselves.
- > Insolence and intolerance of the rights of others will not be tolerated, and instances of these will be dealt with promptly and decisively by the relevant House Leader.
- > Students may not eat in class without the teacher's permission. Chewing gum is not allowed.
- > Ipods, mobile phones and other digital devices cannot be used in class without the teacher's permission.

Contraband

Policy: Alcohol, Smoking Products and Illicit Drugs (Students)

- > The School reserves the right to confiscate any prohibited material which students have in their possession. This may include tobacco or alcohol, or material likely to offend in any way.
- > Other items (eg. Balls being kicked or thrown in pedestrian areas, rulers being used as weapons, unauthorised jewellery being worn) may also be taken but will be returned after an appropriate period determined by the School in the light of the circumstances (eg. at the end of the day, or of the week, or of the term), but only on the proviso that the items be taken directly home and not brought back to School.
- > While every care will be taken with students' property confiscated as set out above, any loss will remain the students' responsibility. The responsibility for reclaiming the item at the appropriate time will also remain the students'. Items not claimed as arranged may be forfeited.

Leave

- > Students should be at School by 8.30am and remain until 3.10pm. They must also be punctual for all commitments during the day. Those arriving at Tutor Group after 8.40am (or arriving at the School after the Class/House meeting is over) are required to sign the late book at the Frost Centre (Junior School) or complete the electronic late register at the Tooth Centre (Middle and Senior Years) and obtain a late slip. The late slip must be taken to the Tutor or Classroom Teacher.
- > Permission to leave the School grounds during the day to attend medical and dental appointments should be obtained from the Tutor/Class Teacher as early as possible. A note in the Student Diary (or email or telephone call from a parent) is required. Students are to sign out/in at Tooth Reception/Frost Reception.
- > Except for medical and other emergencies, leave should be sought a minimum of 24 hours in advance. If exceptional circumstances are such that parents/guardians cannot notify the School in advance, a written explanation to justify the absence should be given upon the student's return to School.
- > In the case of student absence due to illness, the parent/guardian is asked to phone the Tooth Reception (Middle Years/Senior students) or Frost Reception (Junior students). A note of explanation must be handed to the Class Teacher/Tutor immediately upon the student's return, even if the absence is of one day's duration.
- > Applications for extended special leave during the School Term are to be made in writing to the Headmaster. Full details and reasons are to be supplied in a letter from the parents/guardian. Acceptance for enrolment at St Paul's carries the obligation of full attendance at School. Exemption from attendance for an extended period of leave must be requested well in advance.
- > A Doctor's Certificate is required if a student is absent on a test day or immediately before an assignment or test is scheduled. The School reserves the right to withhold credit for assessment items affected by a student's unauthorised absence.
- > "Wagging" class is a serious breach of the School Rules. The students' parents/guardians will be notified and the students will be obliged to make up the time on Friday after school.

Mobile Phone Use

While the School acknowledges the need for students to have mobile phones for legitimate reasons, the following guidelines must be followed:

- > Mobile phones should not be used in class unless the supervising teacher wishes to utilize the technology for a lesson;
- > Mobile phones are to be switched off in all tests and assemblies;

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- > Should a mobile phone ring during these times the student is to deactivate it immediately. Students are not to receive calls or send SMS messages;
- > During breaks from lessons students may use mobile phones under the condition that they are not used for any form of communication which is offensive or threatening to others, or which breaches existing community operational requirements and restrictions;
- > If mobile phones are being used inappropriately (for example, taking inappropriate photographs for distribution on social media), they will be confiscated and left with a senior member of staff (ie. House Leader). They may be collected at the end of the School day;
- > Mobile phones must be handed in to supervisors in test situations, including limited condition assessments. If this is not done and the matter is discovered later, students may seriously compromise their work;
- > Mobile phones must be kept by students on their person or be handed in to a teacher or security facility for safekeeping, eg. during PE lessons.

Prior Commitment to School Activities

All students are expected to support the School and its activities in any way they can. As a minimum, students are strongly encouraged to make themselves available for at least two Extra-curricular activities per year. These activities include sports (swimming, cricket, netball, volleyball, hockey, etc.), cultural representation (Debating, Chess, various bands and the Musical), and activities such as Interact, Cadets and Round Square activities. Once they have committed to a School activity, students are expected to honour the obligation they have to their coach and team-mates.

School Grounds

- > The state of the grounds/classrooms is the responsibility and concern of everyone at the School.
- > Food and drinks must be consumed in the designated areas and must not be consumed within the classrooms, verandas, stairwells, etc.
- > Rooms and verandas must be vacated during recess and lunch breaks unless a teacher is present.
- > Bins are provided for litter and must be used.
- > School property must not be moved from one area to another without permission.

“Special” friendships

While it is accepted that a co-educational school will produce close friendships between male and female students, expressions of personal intimacy are neither appropriate nor acceptable.

Travel

- > Students are required to travel directly from home to School and from School to home, unless parents have given specific permission to do otherwise. Students are not to attract attention to themselves by unseemly behaviour or their manner of eating or drinking in public. Students should not loiter at the shops in the Bald Hills area on their way to and from School. The uniform must always be worn correctly, even when not on campus.
- > Students should show courtesy and respect for fellow passengers on public transport. While waiting for transport, they should queue in an orderly fashion; when the transport arrives, they should allow alighting passengers to disembark first; and allow other members of the public to board first. They should always stand for adults when seating is limited. Under no circumstances should students board or alight from moving vehicles.
- > Marked pedestrian crossings must be used and traffic lights obeyed. Rules of the road must be observed; pedestrians must cross Strathpine Road at lights which have a pedestrian signal.
- > Bus Company and Railway regulations must be obeyed and public property respected. Students catching afternoon buses from the School must remain within the fence line until the buses are stationary.
- > All cyclists must wear safety helmets while travelling to and from School. Once at School, bicycles must be stored in the designated area, and are out of bounds to all students including their owners until the end of the School day.
- > Students driving to School must obtain permission from the Executive Director of Faith & Community, after providing the information requested on the permission form. Students’ cars are to be parked in the areas designated from time to time as “Student Parking”. Students are not to drive in any other areas of the School at any time, except that they may use designated sports overflow parking when attending Saturday sport.

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- > A student travelling to and from School in another student's vehicle must first present letters of approval from both the passenger's and the driver's parents to the Executive Director of Faith & Community through the relevant House Leader.
- > Student drivers are expected not only to observe the rules of the road, but also to drive with a special regard for the safety and courtesy towards other citizens. Student drivers must declare the name/s of passenger/s to the member of staff on duty, when they leave. The student cars are out of bounds between the hours of arrival and departure.

Tuck Shop

- > Each student is to obtain his/her own food items from the Tuck shop. In the Junior School orders are placed on line through Flexischools. Orders are to be placed before 8.45am and are delivered to the classroom at lunch times.
- > Students should wait quietly and in an orderly fashion in the appropriate queue.
- > All pre-orders are to be done through Flexischools before 8.45am and can be collected via the side door at lunch times.
- > Students must be courteous and show proper respect to the supporters working in the Tuck shop. If a student breaks these rules, an apology will be in order and/or the privilege of using the Tuck shop may be withdrawn.

Uniform

Policy: Uniform

Students should show pride in themselves and the School. All students are required to wear the correct uniform at all times. The manner in which it is worn should reflect the values of personal dignity, respect for others, and identification with the School community.

- > Either formal wear or daily wear must be worn correctly to and from School on all occasions. Formal wear must be worn when advised.
- > Uniforms must be clean and tidy and worn correctly at all times. All uniform items and any valuables brought to the School must be marked clearly with the student's name and House (or Junior School Class).
- > The School blazer is to be worn by students in Years 7-12 as an outer garment of winter uniform, to and from School, from the start of Term 2 until the end of Term 3.
- > School tie is optional in School in Terms 1 and 4 if wearing grey shorts. School tie is to be worn at all times by all boys from the start of Term 2 until the end of Term 3, or when the School blazer is worn.
- > Senior jerseys will not be worn to and from School as an outer garment by Year 12 students. **(Wearing of Jerseys to school is under review)**
- > Correct uniform for Inter-House Sports Carnivals is green sports shorts, House shirt, white sports socks, sports shoes and the School sports hat. School tracksuits may be worn to and from all weekend sporting fixtures in which the student is a playing member. Spectators at sporting events may wear St Paul's sports uniform.
- > All students will report to classes, assemblies, etc. correctly dressed and equipped with all material and gear needed for the lesson or activity concerned. This rule must be followed without exception.
- > Students travelling home from sports training and fixtures may wear their appropriate sports uniform unless travelling home by public transport, walking or cycling. On all other occasions full and correct uniform must be worn to and from the School, whether travelling by public or private transport. This includes those occasions when students come to School as spectators or while on leave, eg. to consult with a teacher during a period of Block Testing.
- > When it is essential that a student wear something other than the correct uniform, eg. because of injury or illness, the House Leader or Tutor must be consulted for advice on what is acceptable.
- > Students attending School functions (including sporting matches) as spectators are to wear the appropriate School uniform or sports uniform.
- > Boys may not wear any visible jewellery except medical bracelets and wrist watches. No transparent studs are acceptable. Girls may not wear any visible jewellery except medical bracelets, wrist watches, and plain metal studs or sleeper earrings (one per ear). No other visible piercings are acceptable. Girls' earrings should be purchased from the School's Retail Shop. Hair ribbons worn must be in the School colours. No makeup, including nail polish, is to be worn when in School uniform. Students may wear authorized badges, up to a maximum of three at a time, and a small Christian Cross necklace.

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- > Hats and caps should be marked with the student's name on the inside, not on the brim or peak. Junior School students are to wear the School hat, not the School cap. Middle and Senior Years students can wear either the School hat or the School cap. However, only the School hat is to be worn outside the School grounds, not the School cap. School hats and caps must be with the students for the whole School day and must be worn whenever outdoors.
- > Boys' hair must be kept clean, well groomed, of a conservative length and cut, of a natural colour, clear of the face and ears when it falls naturally, and no longer than the top of the collar. Boys are to be clean shaven and have sideburns no longer than the bottom of the ear.
- > Girls' hair must be kept clean, well groomed, and of a natural colour. Girls with long hair below the collar are to tie it back using ribbons or fasteners in bottle green, cardinal red, and white in solid colours only.
- > Hair for boys and girls must not be styled to draw undue attention.
- > More precise uniform regulations concerning the uniform items and sports uniforms may be found in the Student Uniform Policy (which is included in the Parent Handbook and the Staff Handbook). If these rules are not kept the students may lose privileges or be sent home to dress appropriately.

The above rules provide a summary of the School's expectations of every student.



CONNECT WITH US

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An Anglican co-educational school from Pre-Prep to Year 12.

The Corporation of the Synod of the Diocese of Brisbane Trading as St Paul's School. CRICOS: 00515F