



# RAVENSWOOD SCHOOL FOR GIRLS POLICY

Policy Subject:      Student Code of Conduct

<b>Contact Officer</b>	Deputy Principal, Head of Junior School – Deputy Principal
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<b>Purpose</b>	The School Rules have been established to ensure all students behave in a respectful and courteous manner and adhere to procedures established to ensure good safety and good management of the school.
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<b>Overview</b>	<p>The school may amend its rules, policies and practices at any time without notice to parents.</p> <p>The School Rules are published in the School Diary, which is issued to students in Years 2–12.</p> <p>Parents sign the Terms and Conditions of Enrolment on the acceptance of a place for their daughter in the school. These Terms and Conditions state:</p> <p><i>“Parents must accept and abide by the requirements directions of the School Council and the Principal relating to the student of students generally and not interfere in any way with the conduct, management and administration of the School.”</i></p>
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<b>Scope</b>	This policy applies to all Ravenswood school students and teachers. All references to the School include the School's Residential College.
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<b>The Policy</b>	<p>The most important rule is that you should behave in a way that:</p> <ul style="list-style-type: none"> <li>• is considerate and courteous to other people,</li> <li>• is not harmful or dangerous to yourself or to others,</li> <li>• brings credit to yourself, your family and to Ravenswood,</li> <li>• is respectful of others and the property of the school.</li> </ul> <p><b>Attendance and Punctuality</b></p> <ul style="list-style-type: none"> <li>• Girls must attend school every day unless ill. This includes sports days and special rehearsal days. Designated evening functions, such as Performing Arts House based events, are part of the school year and attendance is compulsory. The Camps are part of the school programme and all girls are expected to attend. All of these events are outlined on the Parent Portal.</li> <li>• A student arriving late to school must report to the office before attending any class. A note explaining the lateness should be brought to Student Reception.</li> <li>• Girls requesting permission to leave the school before the end of classes must bring a note to Student Reception before 8.20am or an email to the Junior School Office from a parent.</li> </ul>
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- Permission to leave school during the day will be given for important medical appointments etc. that could not be scheduled outside lesson times. Once permission to leave early has been obtained girls are to sign out at Student Reception / Junior School Office prior to leaving the school and to sign in on returning.
- Students are not permitted to leave the school before the end of the school day without signing out at Student Reception. Truancy from school or class is considered a serious offence and time missed is usually made up after school.

### **Courtesy**

- Good manners ("please" and "thank you" and the person's title) should be used in all dealings with students and adults.
- Students should stand back at doorways and allow adults to go through first. Teachers carrying heavy loads of books should be assisted.
- Food and drinks must not be consumed in classrooms unless permission is granted.
- Chewing gum is not permitted at school, or while travelling to or from school, or on school excursions.

### **School Service**

- An hour's School Service period is held one afternoon every two weeks for serious misdemeanours or accumulation of three infringements.

### **Drugs, Alcohol, Smoking**

- The possession or consumption of any non-medicinal or non-prescribed drug on the school premises or while in school uniform is considered totally unacceptable. Students who are in possession of or have consumed cigarettes/alcohol or are involved in non-prescribed drug use or supply will put her place at Ravenswood at risk i.e. will result in disciplinary procedures.

### **Excursions**

- Excursions are part of the academic program and attendance is expected on all excursions. Additional permission forms are required for overnight excursions.
- Students are expected to adhere to the school rules in relation to standard of dress and code of conduct.
- Work missed in other lessons is to be completed and homework submitted.

### **Mobile Phones**

- For the duration of the school day, mobile phones remain the



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responsibility of the student and must remain locked in lockers.

- Secondary school students may access their mobile phone at recess and lunchtime at their locker to review messages and if necessary briefly respond by text. Students are not permitted to use their mobile phones for phone calls and the mobile phone cannot be removed from the student locker.
- Should a student require the use of her phone to make a phone call throughout the school day, she must obtain permission from the Year Level Coordinator or the Deputy Principal. Alternatively, students requesting to call home during the school day may approach Student Reception for permission to use the school phone located at main reception.
- Electronic devices are not permitted in the café during school hours. The Learning Resources Centre is open before, during and after school for students requiring the use of their laptop for private study.

### **Uniform and General Appearance**

- Students must be in full, correct uniform each school day. Blazers must be worn with the winter uniform in Terms 2 and 3. The school blazer is optional in Term 1 and Term 4.
- Secondary School students must wear their School Blazer to Chapel and School Assemblies in Terms 2 and 3.
- Junior School students in Years 3-6 must wear the school blazer to Chapel.
- Uniform is to be clean, in good repair and shoes cleaned. All items should be marked with student's name.
- Outside the school grounds the Panama hat must be worn at all times with summer uniform.
- All students (including boarders) must travel to and from school wearing full school uniform unless permission has been granted to do otherwise. The school jumper may not be worn as the outer garment.
- A mixture of sport and other uniform is not permitted eg. the school jumper is not to be worn with the PE uniform.
- Jewellery is not to be worn with the school uniform. Girls are permitted to wear one chain with a cross providing it is on a thin chain and is no larger than 2cm. For safety reasons the cross must be removed for PE. Ear studs only are permitted, provided they are a single pair, worn in the centre of the ear lobe, and are plain silver or gold, no larger than 2mm in diameter. No other form of studs, sleepers or earrings is permitted.
- Students should have natural looking hair and, if shoulder length or longer, it must be tied back with a Ravenswood ribbon,



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scrunchy or head band. Extreme hairstyles and colour are not permitted. Only approved Ravenswood hair accessories may be worn (available at the Uniform Centre).

- Make up and nail polish are not permitted.
- On occasions when school uniform is not required, e.g. excursions, 'muffi' days, the clothing worn must be appropriate for school activities; this means covered shoes (no thongs or sandals), no ugg boots and no bare midriffs.
- On occasions when school uniform is not able to be worn, a note of explanation from parent or guardian is required.

### Special School Rules for Year 11

#### Attendance

- Year 11 students are not required to arrive at school before their first timetabled activity for the day. Students arriving late must sign in at the Student Reception.
- Year 11 students may leave school once their scheduled activities are finished, but must sign out at Student Reception before departing. These privileges are conditional upon permission being provided by parents/guardians.
- Girls must attend all timetabled school activities. This includes classes conducted 'off timetable' before or after school.
- Year 11 are not permitted to leave school during study periods during the day.

#### Travel to School

- Students in Year 11 are not permitted to drive to school. Permission needs to be sought from the Deputy Principal if students wish to drive from Term 4.

### Attendance Procedure for Year 12

#### Attendance

- Year 12 students are not required to arrive at school before their first timetabled class/ activity for the day. Students arriving late must sign in at Student Reception.
- Year 12 students may leave school once their scheduled classes/activities are finished, but must sign out at Student Reception before departing. These privileges are conditional upon permission being provided by parents/guardians.
- Year 12 students are permitted to leave school during study periods but must sign out and in at Student Reception. Full uniform including panama hat must be worn outside the school



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grounds. Students leaving school during study periods are not permitted to drive.

- Year 12 students must attend all timetabled classes and activities. This includes classes conducted 'off timetable' before or after school.

### Permission to Drive

- Permission to drive to and from school is granted if:
  - A Permission to Drive letter seeking permission from the Deputy Principal and permission granted by parents/guardians is completed and submitted to Student Reception. This letter must contain details of the car registration.
  - Students must not drive any other students unless permission have been given by both sets of parents/guardians.
  - In exceptional circumstances students are permitted to drive their siblings to and from the school.

### Year 12 Common Room

- The Year 12 Common Room is available for use by Year 12 students during study periods and at recess and lunch time on the condition that:
  - The room and the area outside the room are left clean and tidy.
  - Students respect the rights of others by keeping the noise levels to an acceptable level.
- The Year 12 Common Room will be locked and unavailable for use if these regulations are abused.

<b>Date Approved</b>	September 2013
<b>Approval Authority</b>	Principal
<b>Date of Commencement</b>	23 September 2013
<b>Amendment Dates</b>	October 2014; May 2015; May 2018; March 2019
<b>Date for Next Review</b>	15 January 2020
<b>Related Policies, Procedures and Guidelines</b>	a) Attendance and Absenteeism Policy and Procedures b) Student Anti Bullying Policy and Procedures