

Policies Handbook

*Important information for all families of
Swan Christian College*

College Policies

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College Policies

1. Behaviour Policy

Students are encouraged to develop a respect for themselves as people and as members of the College Community. Students must conduct themselves at all times in a manner that will not detract from their reputation or reduce that of other members of the College.

Students do not have the right to conduct themselves in such a way as is likely to offend others. Offensive behaviour will not be tolerated whether it be the irresponsible use of offensive language, smoking, drinking of alcoholic liquor, taking or possessing illegal drugs, gambling, stealing or injury of another. As some of these are offences against the law, offenders may be asked to leave the College.

Bus Behaviour

It is expected that all students travelling on buses will behave in a courteous and responsible manner at all times. As members of a Christian college we are a witness to Christ in the community – all our actions reflect on Him.

- Be dressed in full College uniform.
- Stand for adults or others in need, to have your seat.
- Behave courteously and responsibly at all times at the bus stop and on the bus.
- Before boarding the bus, wait for the Duty Teacher's permission.
- Move quickly to your seat; stay seated until it is time to get off.
- Do not push when getting on or off the bus.
- Do not shout.
- No eating or drinking on the bus.
- Do not put your head, hand, arm or any item out of the window. Do not throw anything out of the window.
- If the bell has been rung for your stop, do not ring it again.
- Carry your bus pass with you each day.
- Similar courtesies would be expected on other forms of public transport.
- Cooperate with the bus monitors.

Students in Transit

Students are under the College's management whenever they are travelling to or from the College or a College related activity. Therefore, they must wear the uniform in public, while on the College premises, on a College excursion, or in the company of a teacher.

Excursions (including Camps)

Excursions provide an integral (and therefore compulsory) part of the students learning. Students are expected to wear College uniform on any excursion unless otherwise directed, and all behaviour is to be exemplary. All other relevant College rules apply whilst on such an outing. Students not in complete uniform will not be permitted to attend the excursion.

2. Drugs Policy

No prohibited drugs, alcohol or tobacco are allowed on the College's premises or at College co-curricular functions. Students must not attend College or any College co-curricular activity whilst under the influence of prohibited drugs, alcohol or tobacco (1 Cor 6:19-20). The serious nature of these breaches will necessitate exclusion of the student from the College and may jeopardise the student's enrolment at the College.

College Policies

3. Information and Communication Technology (ICT) Policy

ICT breaches are very serious and will result in accounts being disabled and may also lead to student suspensions.

Users Agreement

1. I will only store data that is directly related to my school work.
 2. I will only access the internet under the direction of a teacher.
 3. I will not access inappropriate material. 'Inappropriate' means does not comply with the College's standards (moral, ethical or others).
 4. I will not access MP3, email, chat or other services without permission from my teacher.
 5. I will not break laws by copying and/or sending someone else's work.
 6. All internet research submitted must be accompanied by a reference list showing sources used (URL's, books, articles etc).
 7. All removable storage devices must be submitted for inspection by a teacher, when requested.
 8. I will not disclose personal information about myself or anyone else, over the internet.
 9. I will not upload any material to the internet (e.g. My Space, YouTube) that contains the Swan Christian College name, logo or student uniform or identifies Swan Christian College in any way, unless signed approval has been given directly by the Principal.
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4. Information Privacy and Security Policy

The Department of Education Information Privacy and Security Policy requires schools to gain parental/guardian permission before using visual images of students outside the school environment.

Swan Christian College frequently uses images/names of students to recognise excellent achievements, inform parents and the local community of College matters, publicise events and promote the College. Throughout the year students' photographs, digital images and names are used in a number of different publications for various reasons, such as:

- students' portfolios
- College Newsletter
- College promotional material
- College website
- external educational/promotional websites
- College publications e.g. Year Book
- local newspapers/magazines
- media publications e.g. videos/DVDs.

NB: This list is not exhaustive.

Parents are, of course, at liberty to withdraw their consent at any time by informing the College in writing. Reasons why parents may choose NOT to give permission include cultural sensitivities or perhaps custody related issues. Please contact the College if you wish to withdraw consent.

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5. Mobile Phone Policy

1. We do not encourage students to bring mobile phones to the College as they may get lost, stolen or misused.
2. Swan Christian College is not responsible for student mobile phones that are lost or stolen in the College.
3. Mobile phones must not be left in school bags. They are best kept in students' pockets or left at Student Services.
4. If a student must bring a mobile phone to school, it must be turned off during class because it is wrong to interrupt the educational program.
5. The College absolutely upholds the right to privacy to every member of our community and will not tolerate the use of mobile recording technology.
6. If a mobile phone is used during class or if it creates a disturbance at any other time, it will be confiscated.

Because we understand that some parents believe a mobile phone makes travel safer for their children, we have been returning confiscated phones at the end of the day when students report to Student Services. The increasingly obsessive use of phones and the advent of camera phones, which are banned at some public venues such as change rooms and toilets, means that the College will now confiscate phones for a week or more if the breaches are serious.

The following behaviours are not acceptable:

1. Promoting offensive messages or images that damage good relationship, manipulate others or offend Core Values.
2. Taking or transmitting inappropriate photos.
3. Unnecessary texting or messaging photos.
4. Harassing or bullying someone with messages.
5. Using prompts to organise meetings during class time.
6. Borrowing other students' phones.

The Mobile Phone Policy exists to protect the College students and the staff. It allows students to contact their families in an emergency ONLY. An emergency is determined by the supervising staff.

College Policies

6. Uniform Policy

Cleanliness and tidiness are the overriding factors in a student's appearance. It is a requirement of the College that the College uniform be worn to all College functions and sporting fixtures unless students are otherwise directed. The items of the uniform are to be clean and kept in good repair.

Hairstyles

- Hair should be neat, clean (combed or brushed) and tidy. All hair must be styled conservatively, as outlined by College administration, and extreme coloured hair shall not be tolerated
- Girls with collar length or longer hair must wear it tied back. Only College hair ties or bands (white or navy colour) are allowed. Fringes must be pinned back off the face and out of the eyes at all times.
- Boys' hair should not be longer than collar length or shorter than number three. Overly gelled hair or other fad hairstyles are unacceptable. Facial hair should be shaved at all times. Fringes must not be longer than eyebrow level, measured by combing the hair forward.

Jewellery

- A watch may be worn. Girls may wear one pair of plain gold/silver studs (no coloured stones) or plain small sleepers. Body piercings other than the ear lobe will not be tolerated. Clear studs in body piercings are not acceptable.
- Boys are not permitted to display any body piercings, including the ears.

Make-Up

- No excessive make-up is allowed – including nail polish, coloured lip gloss and eye make-up.

The proper wearing of College uniform (regular and sports uniform) is compulsory. Parents should ensure that their child's uniform is being worn correctly when they leave home.

Repeated offences may involve students being required to purchase uniform from the Uniform Shop or to face suspension. Students should bring a note from home if they are out of uniform. The note should state clearly which item of uniform is unavailable and when the student will be in correct uniform again. This note will be signed by their Pastoral Care Teacher and referred to Head of House if the problem persists.

On occasions where alternative dress is approved only modest dress is permitted. Skimpy tops, exposed midriffs, short skirts, inappropriate logos etc are not permitted.

All uniforms must be clearly labelled, and it is the student's responsibility to care for each piece of attire while at school.

Summer uniform with hats will be worn for Term 1 and Term 4 and winter uniform will be worn for Term 2 and Term 3, unless otherwise notified.

College Policies

Uniform Policy cont. (No 6)

Boys Summer

- Charcoal shorts (compulsory for Years 8, 9 and 10, optional for Years 11 and 12) with unadorned black leather belt
- Short sleeve shirt with crest (chambray)
- Grey push down socks
- Black leather lace-up shoes
- A white plain t-shirt may be worn underneath the College shirt on the edge of seasons when it is a bit colder; however, sleeves of the t-shirt must not be seen.

Boys Winter

- Long charcoal pants with black belt, grey push down socks (same as summer)
- Long sleeve shirt with crest (chambray)
- V neck jumper
- Tie
- Blazer
- Black leather lace-up shoes

Girls Summer

- Skirt length – to be touching the top of the knee when standing up straight
- White fold down socks (no low cut socks, no long socks or stockings)
- Black leather lace-up shoes (no high heels or ballet type shoes)

Girls Winter

- Charcoal pants – approved College design with grey push down socks (same as boys) or
- Blue plaid skirt – with white socks or blue tights
- Skirt length – to be touching the top of the knee when standing up straight
- Long sleeve shirt with crest (chambray)
- V neck jumper
- Tie
- Blazer
- Black leather lace-up shoes

Sport (Boys and Girls)

- Polo shirt, white with blue collar
- Polo shirt in House colours for House events and Physical Education
- Shorts (taslon) – navy blue (summer only)
- Tracksuit top (taslon) – navy, royal blue and gold (winter uniform)
- White sport socks
- Shock absorbing gym shoes (not Volley OCs, skate shoes or canvas casual shoes)

Hats

- Swan Christian College navy blue cap or hat (if defaced will need replacing)