O’Loughlin Catholic College

Student Responsibility Policy

(Code of Conduct)
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This policy and code was revised and approved by the College Executive in January and updated in August 2016.

The responsibility for its review lies with the College Executive.

The next review of this Code of Conduct is 2018.
O’LOUGHLIN CATHOLIC COLLEGE VISION STATEMENT

O’Loughlin Catholic College is a school community within the Catholic Church, coming together to make us one in Christ in Faith, Hope and Love, where the values of Justice, Respect, Tolerance, Cooperation and Responsibility permeate all that we do.

Our vision for O’LOUGHLIN CATHOLIC COLLEGE is to

• Foster a safe, welcoming and caring environment that promotes a healthy respect for each other
• Nurture the whole person
• Educate students to act responsibly and cooperatively
• Emphasize mutual respect, honesty, compassion and an acceptance of our differences
• Develop leadership and encourage initiative

COLLEGE AIMS

O’Loughlin Catholic College aims to be a community of faith, providing sound Catholic secondary education to boys and girls in years 7-12. As such, the College seeks to infuse the core Christian values of faith, love and hope into all areas of learning and into every aspect of the College’s life.

The College as a faith community seeks to strengthen and express itself in worship and prayer. It aims at giving witness by its bonds of concern and by its service to those in need.

The College strives to help students grow as individuals with unique capabilities. It tries to help them achieve cooperation, tolerance and harmony, a respect for each other, together with a sense of social responsibility.

Academically, the College strives to cultivate values in a wide range of disciplines. It aims to promote in students a sense of integrity, respect for truth, openness and other scholarly virtues. It further aims at giving its students a mastery of a wide range of subjects and skills while guiding individuals towards their own levels of achievement.

The important role of parents in education and the desirability of a high co-relation between home and school values are also promoted. Cooperation and consultation in home - school relations are particularly emphasised.

OBJECTIVES

To promote an environment where

• all College community members base their decisions on the Gospel values
• all College community members respect the rights of others and are themselves treated with respect and understanding
• all College community members feel safe
• students can modify behaviour
• Students identify the inappropriateness of their behaviour by realising the harm that has been done to themselves and others. The Restorative Practice Framework is implemented at O’Loughlin Catholic College.
• Students begin to take ownership of their behaviour and the responsibilities which follow.

COLLEGE VALUES

The VALUES that all members of the O’Loughlin Catholic College community (both staff and students) strive to embody are:

JUSTICE RESPECT

TOLERANCE

COOPERATION

RESPONSIBILITY
1.1 Rights and Responsibilities

Rights and responsibilities
Both staff and students have rights and responsibilities. Our Policy is written so as to ensure everyone is able to enjoy these rights in a safe environment and free from discrimination. We all have the responsibility to respect the rights of others. The purpose of the Policy is to allow all members of the College community to grow in awareness of others and to promote harmony and tolerance, reflecting of the Gospel values on which the ethos of our College is based.

Student Rights and Responsibilities

Student Rights
All students at O’Loughlin Catholic College have the right to:
- be treated with dignity and respect
- feel safe and be protected from harm and that their property will be safe
- have the opportunity to achieve their potential, free from the disruptive behaviour of others
- have access to quality educational programs presented by professional staff
- have access to clean and safe resources and facilities
- voice their opinion and to be heard, in the correct forum

Student Responsibilities
All students at O’Loughlin Catholic College are expected to:
- follow all College policies and procedures
- hand in all assignment/projects by due date
- apply themselves to their studies (work hard) be punctual and prepared for all classes.
- access and effectively use College resources and facilities
- cooperate with all members of the school community
- treat all members of our community with respect and courtesy
- support the school uniform policy
- respect the rights and the property of all members of the school community

1.2 Staff Rights and Responsibilities

Staff Rights
All staff at O’Loughlin Catholic College have the right to:
- be treated with dignity and respect
- to feel safe and be safe
- access quality educational professional development programs
- teach in a clean and safe environment
- exercise their legitimate authority in their role as a staff member and give appropriate directives to students under their care.

Staff responsibilities
All members of staff at O’Loughlin Catholic College are expected to:
- support and follow the Catholic ethos of the College
- carry out their duties in a professional and respectful manner
- facilitate student learning so as to nurture their potential, including adapting teaching styles to meet the needs of their students
- create a safe, clean and supportive learning environment
- be punctual and well prepared for all their classes
- respect and protect the rights of all members of the College community
- be a role model in regards to dress standards
- collect, correct and return assignments promptly
• as appropriate advise the Year Level Team Leader (YLT), Head of Faculty (HoF), Head of Middle School (HoMS)/Head of Senior School (HoSS) of students whose behaviour is regularly of concern
• act in accordance with O’Loughlin Catholic College Work, Health and Safety regulations.
• follow all College policies and procedures
• effectively use and maintain College resources and facilities

The College utilizes the Restorative Practices framework when addressing student behaviour. The consequences matrix (see appendix) is the approved guide for staff to implement a consistent approach to student wellbeing.

1.3 Legal Issues

The policy recognizes that in some situations the College is required to abide by procedures and processes that are prescribed by law – for example, mandatory reporting of suspected child abuse or neglect, illegal use or possession of drugs, theft or other criminal action.

1.4 Consequences for breaches of the College’s Code of Conduct - Restorative Justice Framework

Breaches of the Code of Conduct will have consequences. The College uses Restorative Justice Practices in handling breaches. It is a way to help the students learn from their behavior and uses this process in determining the most appropriate course of action to follow. An outline of the process is provided in Appendix 3.5.

1.5 Standards and Expectations of our Students

In Class:
• Respect the right of other students to learn without interruption or disturbance.
• Assemble outside the classroom or learning space in an orderly manner.
• Be punctual and prepared for all classes.
• Do not enter any classroom without permission from a staff member.
• School bags are to be left outside unless it is a computer bag.
• If you arrive late in the morning the subject teacher will ask to see your late note. This is provided by the front office once you have signed in.
• Hats are not to be worn inside.
• Bring all the necessary equipment/books needed for the lesson.
• Listen carefully and follow all instructions.
• Do not move around the classroom and sit in your allocated place.
• Ask for help when you need it by raising your hand.
• Apply yourself to your work.
• Put your hand up to ask or answer a question.
• Do not shout or call out over other people.
• Do not bring food or drink of any sort into a classroom.
• At the end of each lesson help to clean the room and do not leave until you are dismissed.

In the Yard:
• Be polite and cooperative when lining up in the canteen line.
• Respect others and be careful and do not push, shove or barge past others.
• Keep the walls and furniture of the College clean and unmarked.
• Place all litter in the bins (even if it means carrying it till you find a bin).
• Pick up the litter even though you did not drop it.
• Report any damage you see, in the yard or classroom to a teacher or to the front office.
• Keep the toilets clean for everyone else by using them in an appropriate way.
• Use language that is neither abusive nor offensive to others.....no put downs.
• Contact sport/activities of any kind may only be played under direct teacher supervision.
• Respect the rights and property of others.
• Kicking of balls is only permitted on the oval, nowhere else.

**Travelling to and from the College:**

• Students need to arrive at school by 8:25am and remain at school until 3:00pm.
• You must arrive and depart College grounds in full College uniform.
• Be polite and respectful at all times whilst in College uniform, as you are seen as representing our school in the community.
• When waiting for the bus line up as directed and board the bus in a fair and cooperative manner following all instructions given by the adult supervisor.
• Loud and offensive language is not permitted on public transport and students must follow any directive given by the driver. If a driver reports a student due to uncooperative behavior, the company may ban the student from travelling on the bus for a certain period of time.
• Food and drink of any description is not permitted on public transport.
• Students are not to engage in any activities that would annoy or distract the driver.
• Students are required to walk their bike whilst in the College grounds and take their bike directly to the bike rack.
• Students who drive to school are to be responsible with their driving and must have written permission beforehand and must not carry passengers unless the appropriate permission has been given.

### 2.1 School Rules

**2.1 Uniform and Appearance**

1. Students are to wear correct College uniform to and from the College, during the day and when representing the College at all official College functions unless otherwise specified. The uniform should be worn with pride in a neat and appropriate manner. Students are required to wear the sports uniform for Physical Education lessons. The uniform requirements are listed in appendix 1.

2. The policy applies whenever a student is in College uniform, whether at school or in public since they are identifiable as O’Loughlin Catholic College students and must behave in a manner that is a credit to both themselves and the College.

3. Only a minimal amount of jewellery is permitted (refer Appendix 1). Jewellery, over and above what is permitted, will be confiscated immediately, placed in an envelope with the student’s name on the outside and handed in to the Front Office Administration for collecting at the end of that week. If there is a repeat offence, the confiscated item(s) can only be claimed at the end of the Term.

4. For students who are not wearing correct uniform, the following sets out the procedures and consequences:

   a. If a student has an explanatory note they are to collect a **green** uniform pass from the Team Leader.
   b. If a student does not have an explanatory note they are also to collect a green uniform pass from the Team Leader. This will be recorded and after three instances the student will be issued with an afterschool detention.
2.2 Attendance

1. Students are expected to be at school by no later 8.25am.
2. When students are late to school (i.e. they have not attended homeroom and been marked absent on the roll) they report to the Student Reception on arrival. They will be issued a late pass. Any lateness should be accompanied by an explanation from the parent (note or phone).
3. Students who have permission to leave the campus early must sign out at the Student Reception before departure.
4. Students remain on campus in a designated class or school activity until instructed to leave by a teacher. Students are expected to attend all classes, tests, activities, examinations, assemblies and school activities, punctually. Breaches will result in a penalty.
5. From Term 2 onwards Stage 2 students can sign out at lunch time if they have a study period and have returned the permission note signed by the parent/guardian
6. The onus is on the student for catching up on work missed due to absence. Where possible, and where the school has received prior notification, the College will assist by providing appropriate work.
7. When a student is absent, the parent or guardian is to inform the school as soon as possible, either by phone, email or by a note brought in by their son/daughter. A written explanation or Doctor’s certificate should be shown to the Homeroom/PC Teacher on the student’s return where the school has not already been notified. If a Stage 1 or 2 student misses an assessment task they must provide the teacher with a copy of the Doctor’s certificate.

2.3 Truancy

Truancy is a breach of the Policy. Breaches will result in a penalty being given to the student by the Head of Faculty / Team Leader, such as an after-school detention.

2.4 Food and Drink in Classrooms

Eating or drinking in all learning areas (classrooms, Resource Centre, computer rooms and specialist areas) is not permitted; however, bottled water is allowed.

2.5 Submission of Work, including deadlines

See the College’s rules regarding Assessment (Appendix 2)

2.6 Work Habits

1. Students are expected to contribute to a positive work climate and to participate purposefully during lessons, making effective use of this time to complete work set by the teacher. All necessary material for the lesson is to be brought to class. Students are responsible for the care and tidiness of the classroom during a lesson and should leave the room in a clean and tidy state at the end of the lesson.

2. A student, who fails to meet behavioural expectations, will be reminded of the teacher’s expectations. If the behaviour does not change, the student will be warned of the consequences. If there is still no change, then the teacher will act on the warning - please refer to consequence matrix about non-cooperative behavior (see Appendix 7).
2.7 Non-Class Time

1. During recess and lunch times, students are to remain in the areas allocated to student use. Students who do not follow these guidelines will be required to undertake supervised yard duty (e.g. picking up rubbish, cleaning up school yard).

2. Students who arrive before 8.00am are to wait in the courtyard area as the school property is not supervised before 8.00am.

2.8 Study Periods (senior students)

1. Senior students (including VET students) may have occasions during the week when they have no scheduled class. Students should use this time wisely. Options might include being in the Year 12 study room, the Resource Centre or a specialist room, such as a Computer room or the Art room. A student may also meet with a member of the Welfare staff, the Career Practitioner or teacher, provided they have made a booking.

2.9 Smoking

1. In the NT, it is unlawful to smoke on school property by an Act of Parliament. Students smoking, or in possession of, cigarettes on school property will be disciplined, which could include suspension for repeated offences.

2. If a student is in the company of a smoker, the student is deemed to be sanctioning a breach of school rules by another and he/she will attract similar penalties as a smoker.

2.10 Alcohol and other Drugs

1. Use and/or possession of alcohol, illegal drugs or drug paraphernalia are forbidden at all times on College premises, when travelling to and from school, at most College functions, or at any time while wearing the school uniform.

2. A student in possession of, or suffering the effects of alcohol or other substances, is referred immediately to the Deputy Principal, who records the incident, contacts the parents/guardian, suspends the student from the school and then negotiates the student’s return to the College. Where banned drugs substances are involved, the incident will be reported to the police and could warrant expulsion.

3. Where prescribed medication needs to be administered to a student, the parents/guardian must submit written permission to the Student Reception for this to happen.

2.11 Student Non-Compliance/Non-cooperative behavior

Level 1
Disobedience, insolence, refusal to act on a reasonable instruction from a staff member, persistent misbehaviour and disruption to class are unacceptable behaviours and will result in disciplinary action. For such behaviour, the teacher will employ the “REMIND, WARN, and ACT” process - refer to the Consequences Matrix (appendix 7). These steps should be carried out by the classroom teacher.

Level 2
For more serious or repeated breaches of College rules the following steps will be followed (refer to the Consequences Matrix (appendix 7). These steps should be carried out by both classroom teacher and Middle Management:

a. Analyse the situation
b. Undertake Restorative Practices conversation with teacher
c. Detentions issued
d. Contact made with relevant parties such as parent or guardian.
**Level 3**
For very serious breaches of College rules the following steps will be followed. These steps will be carried out by classroom teacher and Senior Management (see Consequences Matrix, Appendix 7):

1. Analyse the situation
2. Report to Front Office

Consequence for serious breaches can include suspension or expulsion.

### 2.12 Suspensions/Exclusion

For breaches that result in suspension, the parent must meet with a member of the College Executive to determine what is required of the student before re-entry into the College. Failure to meet these requirements may result in the student’s enrollment being terminated.

The decision to cease an enrollment is a serious consequence and will be made by the College Principal in consultation with other College Executive Members and after having consulted the Director of Catholic Education.

### 2.13 Harassment & Bullying

1. At O'Loughlin Catholic College we believe that:
   - All people are created equal in the eyes of God
   - We should love our neighbours as we love ourselves
   - Every person should be treated with dignity and respect
   - Every person has the right to feel safe and take responsibility to keep others safe
   - Every person should have the right to learn without distraction. (see Bullying and Harassment Policy, appendix 5)

### 2.14 Technology Facilities

Upon enrollment, each student and her/his parents/guardian sign a contract, agreeing to abide by the College’s Acceptable Use of Technology Policy (and contract) and the BYOD Policy - refer Appendix 4. The return of this signed contract - “Acceptable Use of Technology Agreement” - is a pre-condition to the student being given an account name and password, and being able to access the College network. This contract remains for the duration of the enrollment. Students are not permitted to access the OCC Students’ WIFI without the return of the completed BYOD Policy Agreement.

1. See the Consequences Matrix to respond to any breaches of this policy.
2. Students will automatically be placed on probation on their return to class.
3. For repeated breaches, Team Leaders/Head of Faculty will impose penalties as per the Consequences Matrix.
4. These arrangements apply not only to Information Technology classes and the Information Technology laboratories, but to all classes which make use of these and other College technology facilities.

### 2.15 Damage to Others' Property

Students involved in minor damage are expected to clean/repair/restore the damage and apologise to the owner. More serious damage is reported to the Team Leader who contacts the student’s parent/guardian, arranges for the student to receive a detention for community service, informs the Head of Middle/Senior School and, where possible, pays for restitution or organises for the damage to be repaired. If there is serious damage, parents will be informed and the student may be suspended by a member of the Executive Team. A suspension letter will be issued outlining the incident and where possible, a re-entry interview time and date.
2.16 **Littering**

Students are expected to take pride in their school environment. The College has litter bins located around the school grounds and students are expected to put their rubbish into the bins provided. Littering the grounds can lead to a penalty such as cleaning up the yard at recess or lunchtime.

2.17 **Mobile Phones**

Mobile phones are an important communication medium in today’s world and have replaced the wearing of a watch for many people to tell the time. Wearable and mobile technology can be a useful learning tool. However, there are restrictions on the use of mobile devices at O’Loughlin Catholic College, given classroom protocols (such as avoiding disruptions by phone calls or text messages) and the integrity of learning and assessment requirements. These devices should not interrupt proceedings in classrooms or other places of learning on the College campus.

Essentially, students are encouraged to leave their mobile phone at home but if it is deemed necessary that the phone be bought to school then the following rules apply:

- are not to intrude on or disrupt in any way the learning environment, especially in the classroom, and are to be used only in an emergency except in the student’s own free time;
- students are only allowed to use their mobile phone in the classroom as an electronic device, such as a calculator, but only with the permission of the teacher;
- will not violate the integrity of assessments and therefore will not be allowed into tests and/or exam centres;
- students misusing mobile phones or causing a nuisance will have the phone confiscated. (Refer to the Acceptable Use of Technology Policy). The student is to turn the phone off, hand it to the teacher, who puts it into an envelope and writes the name of the student on it and the date, seals it and hands it to the office staff in Administration for safe-keeping;
- students who bring mobile phones to school do so at their own risk and the College accepts no responsibility for loss, damage or theft;
- any phone found with illegal or pornographic data will be confiscated and handed to the school-based police officer who will follow due process according to the law.

The College does not accept responsibility for loss or damage of mobile phones. If there is a need for parents to contact their child, or visa-versa, during the day this must be done through the front office.

2.18 **Head / Earphones**

Head/earphones must be used in the school if the student wishes to access audio on devices. The discretion for their use in the classroom rests with the teacher and permission must be sought. When using these devices, students need to be mindful of the volume and others should not be able to hear the audio.

2.19 **Buses**

While travelling on buses, the normal College expectations regarding behaviour and the proper wearing of school uniform apply. Students are expected to be considerate of the rights of other travelers, to follow the driver’s instructions at all times and to board and alight from the bus only at designated bus stops.

2.20 **Student Cars / Motor Bikes**

1. Students driving to and from school are required to complete a ‘Student Driver/Passenger Permission Form’ which is available from the Head of Senior School or Team Leader. If the driver is to carry passengers, signed permission must be acquired from the parents of all passengers and should be recorded on the permission form.
2. The driver is asked to park his/her vehicle in the Parish Carpark towards the bottom end of the car park area outside the Art and Design and Technology classrooms or they may park in the carpark adjacent to Collins Block. The main carpark area opposite Administration is kept free for staff cars, visitors and people attending the Parish church.

3. Once parked at school, if a student has important business requiring the use of the vehicle during school hours, the student must seek a ‘Head of Senior School Exit Pass’ and sign out at the Front Office before departure. Passengers are not to be carried in the car during this time.

4. Under no circumstances are students permitted to transport other students in private cars in connection with any school program or excursion without written parental permission. In general, the College will provide the transport for outings or excursions.

5. Breaches of these guidelines will result in a loss of permission of parking on the College grounds for a period of time.

2.21 Searches

The Principal and Teachers have a duty to take reasonable measures to protect students in their care from reasonably foreseeable risks of injury. This duty is owed to the entire student body as well as individual students, and is the basis by which students or their property can be searched and/or seized.

Students and parent/guardians are advised that student lockers are the property of the College. It is a condition of use that, if a teacher has cause for concern, the locker may be searched at any time in the presence of the student, and a member of Middle or Senior Management. Students present during such a search can be instructed to open any personal containers such as bags that are in the locker.

Where a staff member has good reason for concern, a member of Middle or Senior Management can instruct the student to empty their pockets. Under no circumstances will a staff member undertake a random search of personal containers such as bags that are not with the student.

2.22 Weapons

Knives or other dangerous or lethal weapons are banned from the College. A breach of this regulation will be treated with the utmost seriousness and would result in suspension or exclusion from the College.

2.23 Student Diaries

All Middle School students are issued with hard copy Student Diary and Senior School students with an electronic at the beginning of the school year. It is one of many forms of communication between home and school. Middle School students are required to maintain their diary in good condition and are to take their diary to each lesson for recording notes related to such things as homework. Parents/Carers are encouraged to use the diary to write notes to the PC teacher or the subject teacher. It is not a personal diary - all teachers and parents have full access to the diary at any time. Students will be required to pay the replacement cost of the diary if it is lost, damaged or graffitied.

2.24 Home Study Policy

Home Study = Homework + Study / Revision + Assignment Work
Homework is provided in each subject each week and parents/guardians are asked to ensure that some time is set aside each evening during the week for this activity. This is frequently a time for STUDY, NOT MERELY FOR THE COMPLETION OF TEACHER ASSIGNED WORK. Homework details should be recorded in the student’s diary. The following times are given as guidelines for the amount of time a student should spend on homework each night:
Parents are encouraged to contact the classroom teacher if there are difficulties with homework. If a student is not able to complete the home study by the due date, parents need to communicate this through the diary.

### 2.25 Interschool Sports, School Sports NT and Sports NT

Where a student is chosen to represent the College or School Sports NT in such things as sport, music or drama, the College expects that the student has a satisfactory record with attendance, behaviour and attitude to learning before giving permission to participate in the event. If any of these is less than satisfactory, then permission may not be given. The College has a Permission Form to be filled in by the student and taken to his/her teachers for a report on their attendance, behavior and cooperation. The Principal will only sign the participation form from School Sports NT on presentation of a satisfactory school report.

Students representing the College School for Sports NT and have the sanction of the College are marked present on the College Roll for the time they are away.

### 2.26 Student ID Cards

The official school photographers provide a student ID card for all students. The cost of these is included in the school fees. Replacement student ID cards can be produced for students upon request for a fee. ID cards are valid for 3 years [Year 7-9, and then issues with another one for Years 10-12].

### 2.27 Fund-Raising Policy

School related fund-raising requires the permission of the Deputy Principal and/or the Principal prior to the event. Non-school related fund-raising activities will not be permitted unless approved in writing by the Principal.

### 2.28 In School or After School Detention, Internal Suspension

Lunchtime detentions are issued at the discretion of the subject teachers, Head of Faculty, Team Leaders or Head of Middle School/Senior School in accordance with the Consequences Matrix (Appendix 7). Lunchtime detentions may be no more than 20 minutes in duration.

After-School Detention means a supervised detention after school, usually for one hour. After-school detentions are issued at the discretion of Head of Faculty and Team Leaders in consultation with subject and PC teachers in accordance with the Consequences Matrix. This detention may be related to either Pastoral or Academic concerns. Pastoral detention may involve service to the College; while Academic detention involves the student completing designated work. Supervision of these detentions is undertaken by Middle Management.

‘Internal suspension’ can be issued at the discretion of the Head of Middle/Senior School or the Deputy Principal in accordance with the Consequences Matrix.

For cases of internal suspension, the parents are notified of this ‘behaviour management’ strategy as soon as practical.
External suspension is a more serious response according to the Consequences Matrix. Parents will be contacted in regards to this behaviour management strategy. Formal written notification will be provided to the parents – this will also be recorded in the student record.
Appendix 1

Uniform Requirements

School uniform is compulsory and all students are should take pride in their appearance and grooming. All students must wear full uniform to and from school. Students wearing an incomplete uniform to school will require an explanatory note from home on each O’Loughlin Catholic College occasion. All articles of clothing are available from the official College supplier, The Cricket and Football Shop, Stuart Highway, Winnellie.

Boys
- Plain black polishable lace-up leather school shoes
- School/white ankle length socks
- Grey ‘Drill Wash and Wear’ shorts
- Jade College polo shirt with maroon College emblem
- College jacket
- *Hat

Girls
- Plain black polishable lace-up leather school shoes
- School/white ankle length socks
- Maroon shorts
- Jade College polo shirt with maroon College emblem
- College jacket
- *Hat

*College Hats are now a compulsory part of the College uniform to be worn when out in the sun.

Sports Uniform
All students in Years 7 – 10 have Physical Education as part of their curriculum. Students need to wear their House Sports shirt and College Sports shorts during these lessons. All students are required to wear their sports uniform for the Athletics, Swimming and other sporting activities when they are representing the College. These are also available from the Cricket & Football Shop.

Senior students must purchase a sports uniform if they are enrolled in Physical Education or Outdoor Education.

NB: It is a requirement that all students change back into complete College uniform at the end of each PE lesson.

Shoe Policy
O’Loughlin Catholic College aligns itself with the requirements of the Workplace Health and Safety Act under which we have to operate in that all students must wear full-fitting, traditional school shoes with lace up fronts that provide both a robust sole, good support for growing feet, and a non-permeable polishable leather upper that protects the entire top of the foot. Please refer to College Website for examples.

Jewellery - All students
One or two gold/silver sleeper/stud in the lower lobe of each ear only– for all students (If students wish to wear one sleeper/stud in one ear only, this is acceptable). Band-Aids covering earrings are also not permitted. No black or larger style earrings. No visible body piercing is permitted - particularly on the face.
Make-up and nail polish is not acceptable.

NOTE - Apart from a watch, wristbands/items supporting approved charities, medic alerts, approved College badges, bangles and Christian symbols - no other jewellery is permitted. Anklets of any type are also not permitted.

**Hairstyles - All Students**

- Extremes of hairstyles and colours are not permissible, e.g. mohawks, mullets, rat tails and uneven shaved styles. (this will be at the discretion of the Principal)
- Haircuts with number two clippers or higher are acceptable.
- Shoulder length hair or longer should be tied back for health and safety reasons in certain lessons.
- Students should wear white, plain or College coloured ribbons. Plain style hair clips are permitted.
- Boys must be clean-shaven. No beards or goatees are permitted (unless there are cultural reasons for not shaving – a request for this must come from the parent/guardian).

The College endeavours to maintain a reasonable and fair process that leads to a very clear and professional standard for our College Community. We believe these standards are important and create a sense of belonging and pride in our school community.

Please note that it is a condition on enrolment that parents and carers accept, support and adhere to all College policies.
Appendix 2

College Rules Regarding Assessment

SACE, ACARA and DoE have specific guidelines regarding assessment. The following rules relating to all students in O’Loughlin Catholic College are derived from these accrediting bodies.

1.1 Work Deadlines and Late Submission of Work

It is important to note that this policy relates to all items for summative assessment. Each assessment item must state the due date. It is also important to note that when these activities are scheduled for completion over a long period of time, it is assumed that the teacher will provide checkpoints to monitor progress and hence avoid a deadline problem.

All students are required to meet deadlines. All Faculties follow a stringent process on late submission of work.

Every student has the right to negotiate a new date for acceptable reasons before the assessment item is due. If a student is unable to meet a deadline, and has a legitimate reason, he/she may negotiate an extension. Negotiation cannot occur in the last 24 hours before an assessment item is due. It must take place at least one day before the deadline. There is an expectation, except in the case of prolonged absence due to illness, that the student will furnish evidence of work having been started for the set task before an extension is granted. Students who miss a test because of a legitimate absence must negotiate a new time as soon as they return to school.

For extended sporting or cultural trips, it is the student’s responsibility to negotiate, in advance, alternative arrangements for both class work and assessment.

Teachers, when re-negotiating deadlines, will recognise the value of extra-curricular activities to student development and self-esteem.

In Years 7 - 12 if a student does not hand in an assessment item on time, the following steps are to be taken in the following order:

1. the student is expected to bring the finished work to the College the next day with a doctor’s certificate or a letter from the parent/guardian explaining the nature of the special circumstance that prevented the student from submitting an assessment item on time.
2. where students fail to hand in the assessment item the next day, they are given a lunchtime detention form; parents are notified by phone or email advising them of the student’s failure to finish the work on time.
3. the student is required to finish the work during their lunchtime(s) with their subject teacher.
4. the student fails to complete the assessment item in the lunchtime detention, an Academic Detention slip is sent home to the parent/guardian advising them of the day the student will attend Academic Detention. (Academic Detention slip is completed by the appropriate Head of Faculty who will liaise with the appropriate Team Leader before Academic Detention slip is sent home)
5. the student is required to complete the assessment item in Academic detention. At the end of the Academic Detention the Assessment item is handed in to the Teacher in charge and distributed to the relevant teacher. Work is marked as is.
6. the student pattern of Failure to Submit Work and attendance at Academic Detention is monitored by appropriate Head of Faculty and Team Leader.

Students enrolled in Stage 1 or Stage 2 subjects who fail to meet established and/or renegotiated deadlines will be given zero for any item not submitted.

Late assignments not accompanied by an appropriate note in Years 10 – 12 receive a zero (0) mark.
Appendix 3

Acceptable Use of Technology Policy

The following agreement covers the student’s use of electronic devices, internet, student profiles, network and email. This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricular activities unless explicitly stated otherwise.

O’Loughlin Catholic College provides all students enrolled at the College with Information Communication and Technology [ICT] facilities for educational use. Technology provides students with unique and powerful ways to enhance their learning. O’Loughlin Catholic College supports the use of technology to facilitate the development of essential 21st century skills and to advance digital literacy, fluency and citizenship in a safe environment. Students may use electronic devices and technology for class work, research, the preparation of assignments and communication. The increased ownership and use of electronic devices requires that care must be taken to ensure all devices are used responsibly and appropriately. Students and parents/guardians should carefully read the conditions below. To have access to the College’s ICT resources, students must agree to abide by the College’s Acceptable Use Policy.

1. Purpose

1.1 O’Loughlin Catholic College has established the following Acceptable Use Policy for electronic devices that provides teachers, students and parents/guardians with guidelines and instructions for the appropriate use of these during school hours.

1.2 The Acceptable Use Policy for electronic devices also applies to students during College excursions, camps and extra-curricular activities. In the case of College Year 7 – 9 camps involving overnight stay, the College does not allow students attending, to carry electronic devices.

1.3 The increased usage and ownership of ICT and electronic devices requires that College administrators, teachers, students, and parents/guardians take steps to ensure that these are used responsibly. This Acceptable Use Policy is designed to ensure that potential issues can be clearly identified and addressed, ensuring the benefits that electronic devices provide can continue to be enjoyed by our students.

2. Responsibility

Electronic devices may be brought to the College in accordance with the following conditions:

2.1 It is the responsibility of students who bring electronic devices to the College to adhere to the guidelines outlined in this document.

2.2 It is the student’s responsibility to provide their own wireless internet access to their personal electronic devices that do not meet the BYOD specifications.

2.3 Students are responsible for managing the battery life of their device. Students should ensure that their devices are fully charged before bringing them to the College.

2.4 Students must act responsibly and not use the devices to find, create or send information that might be harmful, inappropriate or hurtful.

2.5 Students must have any electronic devices that do not meet the BYOD specifications switched off and out of sight during classes – except when appropriately incorporated into the learning program.
2.6 Students must take full responsibility for their electronic devices. Devices should be clearly labeled with the name of the owner. Students are responsible for securing and protecting their devices at the College, and while travelling to and from the College. This includes protective/carry cases and exercising common sense when storing the devices. The College will not be responsible for their loss, theft or damage. Students who bring electronic devices to the College do so at their own risk.

2.7 Students must not hack or bypass any hardware and software security implemented by the Department of Education or the College.

2.8 Students must not take photos or make video or audio recordings of any individual or group without the express permission of each individual (including parent/guardian consent for minors) being recorded and the permission of a teacher.

2.9 Students will use their electronic devices in a way which reflects the core values of the College, including the values of responsibility and social awareness.

2.10 Students will not use their own devices to knowingly search for, link to, access or send anything that is:
- abusive
- considered to be bullying
- defamatory
- offensive
- pornographic
- threatening

2.11 The decision to provide electronic devices to a student for use at the College should be made by parents/guardians. Parents/guardians should be aware if their child takes an electronic device(s) onto the College premises.

2.12 The use of ICT facilities and electronic devices is for educational, communication and research purposes only:
- Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted.
- Only materials required for school activities as directed by teachers may be downloaded.

3. Mobile Phones

3.1 Mobile phones are an important communication medium in today’s world and have replaced the wearing of a watch for many people to tell the time. Wearable and mobile technology can be a useful learning tool. However, there are restrictions on the use of mobile devices at O’Loughlin Catholic College, given classroom protocols (such as avoiding disruptions by phone calls or text messages) and the integrity of learning and assessment requirements. These devices should not interrupt proceedings in classrooms or other places of learning on the College campus. A student’s phone can only be used as their BYOD device if it meets the specifications required within our BYOD policy.

3.2 Essentially, students are encouraged to leave their mobile phone at home but if it is deemed necessary that the phone be brought to school then the following rules apply:
- are not to intrude on or disrupt in any way the learning environment, especially in the classroom, and are to be used only in an emergency except in the student’s own free time;
- students are only allowed to use their mobile phone in the classroom as an electronic device, such as a calculator, but only with the permission of the teacher;
- will not violate the integrity of assessments and therefore will not be allowed into tests and/or exam centres;
students who bring mobile phones to school do so at their own risk and the College accepts no responsibility for loss, damage or theft;

- students misusing mobile phones or causing a nuisance will have the phone confiscated. The student is to turn the phone off, hand it to the teacher, who puts it into an envelope and writes the name of the student on it and the date, seals it and hands it to the office staff in Administration for safe-keeping;

- any phone found with illegal or pornographic data will be confiscated and handed to the school-based police officer who will follow due process according to the law.

3.3 The College does not accept responsibility for loss or damage of mobile phones. If there is a need for parents to contact their child, or visa-versa, during the day this must be done through the front office.

4. Security

4.1 Software copyright is to be observed at all times. It is illegal to copy or distribute College software. Illegal software from other sources is not to be copied to or installed on the College equipment.

4.2 Students must respect intellectual property and adhere to copyright, software piracy and fair dealing laws associated with learning technologies.

4.3 Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.

4.4 The sharing of passwords is a security risk consequently students must not give their password to other students or log in with another users name under any circumstances.

4.5 Virus protection is very important. All portable drives or USB flash drives used to transfer work must be scanned for viruses prior to use on the College network. Current virus protection software must be up to date on all devices used at the College.

4.6 Students must not create, transmit, retransmit or participate in the circulation of content on their devices that attempts to undermine, hack or bypass any hardware and software security mechanisms that have been implemented by the College.

Where the College has reasonable grounds to suspect that a device contains data which breaches the Acceptable Use Policy, the Principal may confiscate the device(s) for the purpose of confirming the existence of the material. Depending on the nature of the material involved, school disciplinary action may be appropriate or further action may be taken including referral to the police. The consequences of any breaches of the College’s Acceptable Use policy will be determined by the Principal in accordance with relevant Department policies and procedures and accepted school practice.
BYOD at O'Loughlin Catholic College

O'Loughlin Catholic College is committed to providing opportunities to prepare our students to live, work and be successful in the 21st century. To facilitate the development of essential 21st century skills and for advancing digital literacy, fluency and citizenship in a safe environment, teaching practices at O'Loughlin Catholic College aim to be student centered providing students with the opportunity to become independent learners while stressing the importance of being able to work in a collaborative situation.

Technology provides students with unique and powerful ways to enhance their learning. O'Loughlin Catholic College supports the use of technology and personal electronic devices for the purpose of enhancing and supporting learning and is pleased to announce our optional BYOD [Bring your own Device] program for all students which will commence at the start of 2016.

The BYOD program was introduced into the school at the beginning of 2015 for Year 12 students as a trial. We are now widening the program to make it available to all students. Students who choose to bring their own device to school will have the advantage of being able to continue their learning in and outside the classroom anywhere, anytime via their personalised device.

BYOD Requirements: The device must meet all of the following requirements:

<table>
<thead>
<tr>
<th>requirement</th>
<th>requirement details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Antivirus software</td>
<td>Current Antivirus software must be installed. Reliable antivirus/security software can be downloaded free here (<a href="https://ninite.com/">https://ninite.com/</a>)</td>
</tr>
<tr>
<td>Battery Life</td>
<td>Advertised battery life at least six hours</td>
</tr>
<tr>
<td>Operating Systems</td>
<td>Microsoft Windows 7, 8, 8.1 or newer with current updates</td>
</tr>
<tr>
<td>Physical Systems</td>
<td>Minimum Size 9.7” screen. Minimum 128 GB Hard drive or SSD</td>
</tr>
<tr>
<td>RAM (memory)</td>
<td>At least 4GB - this is required to be able to run Adobe software used by the school</td>
</tr>
<tr>
<td>Software Recommendation</td>
<td>Microsoft Office Suite can be downloaded free at office.com using their ‘ntschools’ credentials</td>
</tr>
<tr>
<td>Wireless Compatibility</td>
<td>Students need to have wireless access to NTschools internet to do their work</td>
</tr>
</tbody>
</table>

These specifications do not allow for smartphones, iPods or mp3 players.

Additional Considerations
- Accidental loss or damage Insurance
- Protective carry case or bag
- Should be permanently labelled with the student’s name

Students will be in charge of their own devices, the College is not responsible for lost, stolen or damaged devices. We highly recommend students use a protective case or bag. O'Loughlin Catholic College is also under no obligation to provide technical support for hardware or software.

Students who choose to bring their own device must:
- Comply with the College Electronics Devices Acceptable Use policy which is available on the O'Loughlin Catholic College website;
- Read this document and have it signed by the parent/guardian. Once signed and returned your child will be able to participate in our BYOD program.

Students will not be able to bring along their device to the College until all of the above requirements have been met. For any further information regarding systems compatibility contact our ICT Manager, Kris Lambert, at kris.lambert@nt.catholic.edu.au
Appendix 5

Bullying and Harassment Policy

At O’Loughlin Catholic College we believe that:
• All people are created equal in the eyes of God.
• We should love our neighbour as we love ourselves.
• Every person should be treated with dignity and respect.
• Every person has a right to feel safe and take responsibility to keep others safe.
• Every person should have the right to learn without distractions or anxiety.

1.1 What is Harassment?
Harassment occurs whenever another person is repeatedly and deliberately embarrassed, upset, physically hurt or molested by someone else. It means putting others down in order for a bully to feel good. It might be a nasty look, an action, a verbal attack or a text message. It is not a joke and can cause serious psychological damage to which no human should be subjected. BULLYING AND HARASSMENT IS UNACCEPTABLE

1.2 If you are bullied OR if you know someone who is being bullied:
• Do not accept it – talk to your friends, your Pastoral Care teacher, or your student leader representative.
• Talk to your parents.
• Don’t skip school to avoid the bully, continue your schooling and take some action to do something about it. Avoidance is not the answer.

1.3 Types of Harassment:
a. Bullying
   • Physical: punching, hitting, spitting and hiding, damaging or destroying property.
   • Verbal: name-calling, ridicule, threats, rumour-spreading, writing derogatory comments, belittling.
   • Non-Verbal: extortion, intimidation, threatening signs, ostracism, exclusion.
b. Racism
   Comments, gestures or ostracism on the basis of nationality, skin colour, ancestry.
c. Religious Discrimination
   Ridiculing religious beliefs and practices.
d. Sexual Harassment
   Deliberate, uninvited, unwelcome comments or actions of a sexual nature.
e. Cyber Bullying
   All of the above but done using technology e.g. sms, phone calls, pictures, msn, social internet sites, etc.

It does not include:
a. The giving of lawful directives to a student or employee.
b. Consequences given to a student by a teacher for a breach of school or teacher requirements.

1.4 How will the College react?
All accounts of abuse or harassment should be reported to the College. If you are harassing someone the school may:
• Arrange to counsel you.
• Detain or suspend you.
• Interview you and your parents. In serious cases of ongoing abuse, your enrolment will be jeopardised.
1.5 Do you encourage it?

Most bullying and harassment is done in front of others for a purpose. Bullies love to have an audience or friends to brag to, and always want to impress their friends by showing how much they can put someone else down. Laughing along with the “joke” or agreeing with them only encourages it. You have a responsibility to report any acts of harassment to either a teacher or an adult within the school. Don’t hold back because you are “dobbing”, because next time, you might be the one being bullied or harassed.
Appendix 6

Restorative Justice Practices

The College uses Restorative Justice Practices in dealing with behavioural breaches of the Code of Conduct. It is important that the consequences of irresponsible behaviour are applied so as to teach students that their behaviour has been unacceptable and warrants retribution. Punishment unrelated to the misdemeanor, and the use of arbitrary consequences, are often ineffective in helping students change their behaviour. To allow students to learn from the consequences of their behaviour, it is important that they can make a connection between their behaviour and its consequences. In many instances a punitive form of punishment will not allow, nor teach, a student to change their behaviour.

The College uses Restorative Justice practices within its student welfare and management policy to help the students learn from their behaviour. The process generally involves a meeting with the offending student - and the victim can also be included in meetings - in order to help the offender come to realise the harm they have done to the victim. The process follows a set of questions outlined below, and usually the perpetrator identifies an appropriate penalty for the behavioural breach.

RESTORATIVE PRACTICES

Restorative Practices focus areas include:
1. Focus on specific behaviours or incidents without blaming
2. Draw out who was affected and how they were affected
3. Direct questions towards problem, solve what needs to happen to make things right.

Restorative Justice Questions I

(When things go wrong)

What happened?
What were you thinking of at the time?
What have you thought about since?
Who has been affected by what you have done? In what way?
What do you think you need to do to make things right?

Restorative Justice Questions II

(When someone has been hurt)

What did you think when you realized what had happened?
What impact has this incident had on you and others?
What has been the hardest thing for you?
What do you think needs to happen to make things right?
## Appendix 7

**O’LOUGHLING CATHOLIC COLLEGE**  
**Behaviour Management Plan**

### BEHAVIOUR GRADUATED CONSEQUENCES

#### Level 1

- Disruptive behaviour  
- Rudeness  
- Talking when not appropriate  
- Not following teacher directions  
- Blue slip = pick up paper  
- Pink slip = Late to class  
- **(coordinator)**  
- Green slip = Uniform infringement **(coordinator)**

**Level 1 – Remind, Warn and Act**

| Consequence 1: | Remind student of the rules  
| Consequence 2: | Warn of the consequences  
| Consequence 3: | Act:  
| i. | Move student away from friends  
| ii. | Move student away from friends (permanently / parent contacted)  
| iii. | Move student to another classroom (permanently / parent contacted)  
| iv. | Notice of concern sent home to parents  
| v. | Homeroom teacher contacted  
| vi. | Coordinator contacted |

#### Level 2

**Any behaviour continued from Level 1**

- Truancy  
- Failure to attend detention  
- Harassment  
- Throwing objects  
- Lying to staff  
- Generally poor behaviour  
- Electronic violation (phone out)

**Level 2 – Consequences from Level 1 have already been followed**

| Consequence 1: | Inform Pastoral Care Teacher, Coordinator & Parents,  
| Consequence 2: | After school detention by year level coordinator  
| Consequence 3: | Internal Suspension  
| Consequence 4: | External Suspension |

#### Level 3

**Any behaviour continued from Level 2**

- Verbal abuse  
- Drugs/Alcohol/Smoking  
- Truancy  
- Physical violence  
- Harassment  
- Serious Electronic violation (pornography)

**Level 3 – Consequences from Level 2 have already been followed**

| Consequence 1: | Removal of student from classroom  
| Consequence 2: | Senior Management will determine the degree:  
| i. | Internal or External suspension  
| ii. | Interview with parents  
| iii. | Police involvement  
| iv. | Exclusion (enrollment ceased) |