



**St Paul's  
School**

# *Student Code of Conduct*

**2024**





# St Paul's School

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# CHARACTER FRAMEWORK

## Character Framework

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 ten 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	Attitudes and Behaviours which are incompatible with this virtue
	<b>Compassion &amp; Kindness</b>	Caring about the needs and feelings of others; treating others in the way you would like to be treated	Selfishness; bullying; verbal abuse; gossiping
	<b>Generosity</b>	Freely offering our resources, time, attention (and, if necessary, forgiveness) to others	Meanness; hard-heartedness; stinginess
	<b>Honesty &amp; Integrity</b>	Speaking and doing what is right at all times, no matter what the consequences	Lying; cheating; plagiarism; stealing; duplicity
	<b>Patience, Perseverance &amp; Resilience</b>	Waiting for a desired outcome, without complaining or giving up, even if the present circumstances are difficult	Quitting; whinging
	<b>Diligence</b>	Striving to achieve your best; demonstrating a great work ethic	Laziness; settling for second-best; working only when closely supervised

# CHARACTER FRAMEWORK

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	Definition	Attitudes and Behaviours which are incompatible with this virtue
	<b>Loyalty &amp; Faithfulness</b>	Constant and true in your dealings with the friends, teams, organisations and leaders you have committed to	Selfishness; letting the team down
	<b>Humility &amp; servant-heart</b>	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	Arrogance; boasting; vanity; egotism; 'pushing in'; calling out, or disruptive behaviour in class
	<b>Courage</b>	Strength to do what is right, in the face of fear, loneliness, pain or grief	Cowardice; submitting to negative peer pressure; not stepping in to help another
	<b>Respect</b>	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	Lack of courtesy for teachers and peers; racism; sexist behaviour or 'joking'; vandalism; wastefulness
	<b>Self-control</b>	Stopping yourself from doing things you want to do but that might not be in your best interest (or the interests of others); temperance; restraint	Impulsivity; risk-taking

*What are you waiting for?*

# BEHAVIOURAL CHOICES AND CONSEQUENCES

## Behavioural Choices and Consequences

Central to the St Paul's School 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.

<b>Reward Level 4</b>	Extraordinary act of service, initiative or courage	Headmaster calls home
<b>Reward Level 3</b>	Unfailingly positive attitude and contribution within the Tutor Group and House over a year OR 10 x BMI credits in a school year	Commendation Certificate (awarded by House Leader at House meeting)
<b>Reward Level 2</b>	Exceptional piece of extended project work Excellent attitude to learning over an extended period of time Exceptional service to House/Tutor/Year group/Community	+ BMI
<b>Reward Level 1</b>	Focused and positive attitude to learning throughout lesson Participating with enthusiasm / demonstrating insight in class Showing new skills and/or understanding Demonstration of virtue (for example, act of kindness or courage)	Verbal praise by teacher
<b>LEVEL</b>	<b>STUDENT ACTION</b>	<b>CONSEQUENCE</b>
<b>Sanction Level 1</b>	Minor instance of misbehaviour, either in class or elsewhere (including disruption to the learning environment; breaches of the dress code; being disrespectful towards others; other behaviour contrary to the SPS Character Framework)	Verbal warning by teacher
<b>Sanction Level 2</b>	<b>Any of the above repeated</b> or more serious offences such as intentional/reckless damage to school or other student property; disobedience; first instance of plagiarism (includes allowing another student to copy your work); missing a due date for assessment; lying to a teacher; offensive language; breach of mobile phone policy	Record -BMI (Tutor and HL advised) Detention with teacher (up to 30 minutes) at lunch – <u>at teacher's discretion</u> Teacher to email parents (cc Tutor and HL) If necessary for the effective continuation of a lesson, student could be sent to the RTC
<b>Sanction Level 3</b>	<b>Any of the above repeated</b> or very serious offences such as bullying; "wagging" class; cheating; petty theft. Also for not attending teacher detention.	Record -BMI (Tutor and HL advised) Friday after-school detention (1 hour) issued by House Leader. HL to notify parents Yellow (monitoring) card issued for subsequent week – <u>at House Leader's discretion</u>
<b>Sanction Level 4</b>	<b>Any of the above repeated</b> or extremely serious offences such as swearing at a member of staff; fighting; sexual harassment; offensive misuse of social media/mobile phone; vandalism; smoking or vaping; use of alcohol or other drugs at school or a school event. Also for not attending Friday detention.	Record -BMI (Tutor and HL advised) Phone call home from EDoFC Orange or Red card (2 weeks) issued after meeting between the student, parent and HL. Student to be withdrawn from the playground at morning tea and lunch
<b>Sanction Level 5</b>	<b>Failure to modify behaviour(s) after Sanction Level 4 intervention</b> ; serious breach of the School's expectations of student behaviour.	Principal, student, parents and other key pastoral staff to discuss behaviour. Internal suspension in RTC and Principal Contract maybe issued. If a student behaves, or is suspected of behaving, in a manner contrary to the values of St Paul's School, or if the Principal deems the student's conduct unsatisfactory, the Principal has absolute discretion to take disciplinary action, which may include internal or external suspension or expulsion.

# EXPECTED CONDUCT

**Within the framework described above, students are expected to observe the following:**

## 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

St Paul's School is a Christian School and relationships between its members should be characterised by kindness, compassion and respect 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 School, but any students who feel they are being harassed or bullied should report the matter to their Tutor or House Leader for action.

## Classroom Culture

- 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 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, Krebs Centre 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.
- 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 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.

# EXPECTED CONDUCT

- 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 on the School premises.
- iPods, mobile phones and other digital devices cannot be used in class without the teacher's permission (see Mobile Phone Use, below).

## Contraband

- 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 teacher 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 student's. 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 8.45am (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 (Secondary School).
- 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 notify the School online, via Parent Lounge. A note/email of explanation should 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 (3 days or more) during the School Term are to be made in writing to the House Leader (secondary school) or Director of Junior School. Full details and reasons are to be supplied in a letter or email from the parents/guardian. Acceptance for enrolment at St Paul's School 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

In the **Junior School**, we don't believe it is necessary or wise for children to have mobile phones or smart watches at school. Students who bring these devices to school must hand them to teachers for safekeeping at the start of the day and pick up at the end of the day. Parents who are looking to introduce their children to the privilege of having a mobile phone are encouraged to supply "dumb phones" (with no internet access), rather than smart phones.



# EXPECTED CONDUCT

In the **Secondary School**, students may choose to bring a phone to school. However:

- a. **Years 7-10** must keep their phones in lockers during the day, unless a teacher specifically allows them to use it during class for an educational purpose. These phones are not to be accessed during the school day (including morning tea and lunch).
- b. **Years 11-12** will be permitted to carry phones with them if they choose, and to use their phones during breaks but not (as a rule) during lessons. Students should expect that teachers may ask them to store their phone in a dedicated location as directed by their teacher, for the duration of each lesson.

## Using mobiles and devices responsibly at School (Years 11-12)

- Mobile phones or devices shall not be used in any manner or place that is disruptive to the normal routine of the school.
- Ordinarily, students shall not use mobile phones or devices to make calls, send text messages, access the internet, take photos, listen to music or use other applications during lesson time or while engaged in other school activities such as assembly or sport. Except when mobile devices are being used as part of the lesson plan or with the express permission of a teacher, they shall be turned off or placed into "silent mode" and kept out of sight during classroom lessons and school activities to minimise distractions.
- Headphones (wireless or other) shall not be used by students during lessons, or any assembly, chapel service, flex lesson etc, unless the teacher has given specific permission to do so.
- Students should restrict use of the mobile phone and/or device to before or after school and during recess and lunch breaks; phones should not be used between classes.
- While at school (and only during appropriate times) students should generally use soundless features such as text messaging or voice mail. Phones should either be switched off or in silent mode.
- Texting or use of any other form of social media (except where it forms part of the lesson plan) is a distraction in the classroom and is not permitted while students are engaged in learning activities. Parents are reminded that in cases of emergency, the School office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Mobile devices are not to be used in changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff or visitors to the school.
- **Hot-spotting or remote Wi-Fi:** At no times on the School grounds should a student use their mobile phone internet access to visit sites blocked by the School network

## 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 choirs), and activities such as Interact, Cadets and Model United Nations. 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.
- Students are encouraged to use "pink top" bins for drink containers that can earn a refund.
- 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 students, expressions of personal intimacy are neither appropriate nor acceptable at school, or at school-organised events.

# EXPECTED CONDUCT

## 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 language. The school 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.
- 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 online 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. It is not appropriate to be wearing headphones while being served by Tuck shop staff.
- 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 staff working in the Tuck shop.

## 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 day 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 should 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.
- The School tie is optional in Terms 1 and 4 if wearing grey shorts. The School tie is to be worn at all times by boys from the start of Term 2 until the end of Term 3, or when the School blazer is worn.

# EXPECTED CONDUCT

- Correct uniform for Inter-House Sports Carnivals is green sports shorts (or Seniors 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 should wear St Paul's sports uniform.
- All students should report to classes, assemblies, etc. correctly dressed and equipped with all material and equipment needed for the lesson or activity concerned.
- 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. Students in Year 12 may wear their Senior jersey.
- Boys may not wear any visible jewellery except medical bracelets and wrist watches. No visible 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. 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.
- 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. Secondary school students can wear either the School hat or the School cap. School hats and caps should 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 guidelines are not followed the students may lose privileges or be sent home to dress appropriately.

# 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