Waverley College

Student Wellbeing and Behaviour Management Policy
(Years 5-12)

Updated August 2018
INTRODUCTION

Waverley College is a 5-12 Catholic school in the tradition of Edmund Rice.

Waverley College provides a safe and supportive learning environment for all of its members. Positive and meaningful relationships are at the core of optimal learning. The College’s wellbeing and behaviour management program is a system based on developing and maintaining respectful relationships, establishing fair and reasonable expectations, and rewards and appropriate support strategies for when these expectations are not met.

Renowned Psychologist Dr Andrew Fuller writes that “Boys need boundaries, they are attuned to hierarchies and need to know who is in charge. Boys respond to teachers who are fair and respect their points of view. Schools need to have clear rules which are applied fairly and consistently. These need to be based on the idea that I won’t let this happen to you and I won’t let you do it to anyone else”.

The most profound learning occurs when there is a healthy relationship between teacher and student. Restorative Practices assist teachers and students to build, maintain and restore relationships. Restorative Practices help build the capacity of students to improve their self-awareness, social awareness and self-regulate their behaviour more easily.

In the event that a student’s behaviour is not in line with the expectations of this policy then constructive feedback is given in a restorative setting where all parties present their views in a dignified and respectful manner.

The College runs a vertical House system with eight House groups, each supported by a Head of House. Each boy is in a wellbeing group which is a vertical group consisting of a Wellbeing Mentor and a mixture of boys from Year 7-12 within the same House at the Senior Campus and a mixture of Year 5 and 6 at the Junior Campus. Wellbeing Groups meet at the start of each day. The House system and the Wellbeing Curriculum is overseen by a Director of Student Wellbeing and ultimately the Deputy Head of College. The aim of this program is to develop cohesive working relationships between the individual student, their Head of House, Their Wellbeing Mentor and their Parents/ Carers. Dr Andrew Fuller refers to the importance of a “Trio of Care” between school and home working together to support each student throughout their individual learning journey.

RATIONALE

“Wellbeing is a way of understanding the connection between the broader learning environment and the development of students as resilient young people. A strong learning relationship between a student and a teacher is the foundation for a whole school environment that fosters collaboration and individual support. “ Dr Donna Cross. The College has developed – and will continue to develop – symbols, leadership, structures, resources and activities to support this process.

All students have the right to a learning environment that enables them to fulfill their personal potential. All students have the right to feel safe and free from bullying. Consequently, all students bear the responsibility of ensuring that the learning environment is not disrupted and that other students are not disadvantaged by unacceptable behaviour.

Waverley College is a safe and supportive environment for all teachers and students. It is an expectation that all members of our community speak respectfully to one another and treat each other with dignity and respect.

Many factors lead to disruptive behaviour and teachers, in their initial weeks with a new class, work strategically and consistently to build up a profile of their class. In that process, different learning styles are identified, clear expectations are set and learning strategies employed. Outside the classroom all students have the right to relax and socialise without disruption. Consequently, all students bear the responsibility for maintaining a harmonious, non-threatening environment outside the classroom and in our local community.

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Boys will respond to routine and consistent boundaries. Boys are aware that they are expected to follow a fair and reasonable request from their teacher. Waverley College prides itself on open and transparent communication with all key stakeholders. Throughout the conflict resolution process all students have an opportunity to speak with their Head of House, Director of Student Wellbeing or Deputy Head of College.

The College has a mandatory Learning Routine for Years 7-9 which promotes a consistency of routine. All years’ lessons (5-12) commence with the identification of learning intentions and success criteria:

Additional routines at the College are aimed at minimising disruptions and maintain a productive learning environment these include:

- Boys who are late to class should present a note of explanation accounting for their late arrival.
- Teachers mark the PXP roll on Sentral recording the arrival time of any late students.
- Have a seating plan for the boys
- Commence the lesson with a prayer
- Boys are encouraged to hydrate during the lesson with a capped water bottle which is to be kept off the floor.
- Teachers should monitor unnecessary screen time during the lesson and have laptops closed when not required
• No students are to use the toilets during class time. If any student is to leave the classroom they need their diary signed.

While the majority of students operate in a positive way in both these contexts, some students place themselves outside these expectations. All teachers, regardless of age or experience, encounter these students. When this occurs, it is the responsibility of the teacher present to deal with the disruption. Behaviour management is most effective when it is based on strong expectations. These expectations are clearly articulated by the College and must be communicated to students. Reference to the Learning Routine or College Diary is often advisable. Attempts at behaviour management are ineffective when they are based on perceived student reputations and an assumption that another staff member will address the issue.

Students are not to be sent from a classroom to another person (Head of House, Director of Student Wellbeing or Deputy Head of College) for disruptive behaviour. There are a number of reasons for this: (i) the student may not arrive (ii) the person to whom you are sending them may not be there (iii) information related to the incident is usually unclear, one-sided or poorly communicated. Most importantly, given the disruption had its origin in the classroom, the class teacher is the most appropriate person to deal with it on the spot. While levels of frustration with a disruptive student may be high, it serves no useful purpose to send them unsupervised to an unclear destination. Students are not to be excluded outside of the classroom during the lesson.

AIMS

A POSITIVE SCHOOL CLIMATE IS ACHIEVED BY:

An overriding concern for the wellbeing of students and staff
Building positive relationships with students
Developing professional consistency
Providing support structures
Improving communication
Developing negotiation and restorative skills
Raising student and staff self-esteem

POSITIVE CULTURE RELIES ON:

Everyone learning to be responsible for his own behaviour
Understanding that behaviour has consequences, both positive and negative
Everyone making a choice – positive choices have positive outcomes
Everyone learning from the process
Every teacher following the procedures consistently and universally underpins these principles

OUR BEHAVIOUR AND WELLBEING POLICY IS A SYSTEM OF RELATIONSHIPS, REWARDS, RULES and SANCTIONS WHICH INCLUDE

A hopeful learning environment
Engaging teaching strategies
Clearly defined procedures and expectations
Positive reinforcement
A calm, negotiatory manner promoting assertiveness and confidence

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CHAIN OF ESCALATION

STEP 1 (Class Teacher): Establish the classroom rules/school rules, learning routine and refer to them regularly and consistently

STEP 2 (Class Teacher): Teacher Intervention for ongoing behaviour issues

These strategies will vary according to subject, Year Group and teacher needs. Staff members are encouraged to use a number of these strategies before moving to Step 3. They move from a low to higher level of consequence. Any concerns should be noted on NOTES in Sentral.

- Modelling appropriate behaviour which may include tactical ignoring of certain issues.
- Non-verbal messages – pause; move towards student; hand signals; eye contact
- Key phrase/words – Attention grabbers / Pause mid-sentence / directed question
- Speak to student quietly whilst class working
- Change tone of voice whilst speaking
- Occupy student with a specific task
- Create a ‘3 Strikes’ policy for some behaviours e.g. Homework
- Diffuse the situation with humour (not sarcasm)
- Refer to rule/regulation
- Reminding students of further consequences
- Verbal/direct warning

- Give student a choice with implications and consequences
- Collect student’s Diary / write note in diary – Parent to sign
- Short time out in classroom – separate student
- Speak to student after class
- Teacher detention
- Make phone call to parents
- Arrange interview with parents

STEP 3a (Class Teacher): Issue Formal Teacher Detention.

A formal teacher detention would be the consequence of ongoing disruption to the learning environment or consistent breaches of learning requirements
Can take place Monday/Tuesday 3.30-4.30 or Thursday/Friday 7.30-8.30
Authorized by Head of House or Head of Department and supervised by Detentions Co-ordinator in EO2. This is entered for approval onto Sentral under Detentions. HoH or HoD will approve and send email home and provide student with a written copy of the detention.

**STEP 3b (Class Teacher or Coach) Issue** Formal Co-Curricular Detention
A formal Co-Curricular Detention would be the consequence of disruption to the competition and training environment or consistent breaches of competition and training requirements.

The is entered for approval onto Sentral under Detentions. Director of Co-Curricular will approve and send email home and provide student with a written copy of the detention *

**STEP 4** Escalate matter to Head of House or relevant Head of Department *

**STEP 5** Escalate more significant matters Director of Student Wellbeing (Eg matters that would generally incur a Saturday detention or 3 or more HoH/HoD Detentions) *

**STEP 6** Escalate highest concerns of behaviour to Deputy Head of College (Eg matter that would generally incur a suspension or exclusion or 3 or more Saturday detentions) *

* Denotes restorative session encouraged between parties, the outcome of which will ultimately determine the extent of the overall consequence.

**RECOGNITION AND AWARD POLICY**

**BLUE MERIT AWARD**
These will be awarded by staff members to a student in recognition of any form of good effort / behaviour / achievement / service. Blue merits are valid for one academic year.

**GOLD AWARD**
Once a student receives FIVE (5) Blue Merit Awards they earn a Gold Award. This award will be presented at a House Assembly. Gold awards are valid for one academic year.

**HEAD OF COLLEGE AWARD**
Once a student has received THREE (3) Gold Awards they earn a Head of College Award. This will be presented at a full College Assembly by the Head of College. There is no time restriction on these awards.

**HEAD OF COLLEGE AWARD FOR EXCELLENCE**
The accumulation of THREE (3) Head of College Awards will result in the presentation of the “Head of College Award for Excellence” at Presentation Evening. Students in Years 7 - 11 will also receive a Pin and Year 12 will receive a Plaque. There is no time restriction on these awards.

**THIS POLICY SUPPLEMENTS THE ACADEMIC AWARDS GIVEN TO STUDENTS AT END OF SEMESTER PRESENTATION NIGHTS FOR ACADEMIC EXCELLENCE BASED ON RANKING IN SUBJECTS.**
CONSEQUENCES

Students are responsible for their actions and choices. Detentions are a consequence of actions which involve a breach of the College rules. Second and subsequent detentions will be tracked and appear on a student’s College record. Detentions are an opportunity to catch up on work or get ahead. Students should own their mistakes, learn from them and move forward.

There are five main consequences issued by the College:

1) Individual teacher detention
   - Issued by a specific teacher and taken by that teacher. It may be part of a recess or lunch time.
   - Failure to attend this detention will result in an afternoon or before school detention being issued.

2) Monday and Tuesday afternoon 3:30pm - 4:30pm / Thursday and Friday morning 7:30am - 8:30am (Room E02)
   - Issued by a Head of House (HoH) or Head of Department (HoD)
   - This detention is issued for the following types of behaviour:
     - not doing homework
     - not following instructions
     - lateness to class / school
     - poor behaviour
     - assignment not completed
     - breach of the IT policy.
   - Negotiation of which day the detention is served may be possible directly with the Head of House or Head of Department.
   - Detentions take priority over all other College activities and commitments.
   - Students need to ensure they bring with them written work that they can progress. This may include assignment work, homework, taking notes from a source, planning an essay, writing a speech, reading an English novel and taking notes.
   - Laptops are not permitted to be used during this detention.
   - Failure to turn up for this detention will result in the issuing of an automatic Saturday detention.

3) Saturday Detention 8:00am - 11:00am (Room E02)
   - Issued by Head of House / Head of Department / Directors / Director of Student Wellbeing / Deputy Head of College / Head of College.
   - This detention is issued for more serious breaches of College policies and procedures such as:
     - being rude to a staff member / visitor
     - poor behaviour on public transport
     - non-attendance at co-curricular activity
     - inappropriate Personal Electronic Device usage
     - any type of physical assault on another student
     - not turning up to Saturday activities
     - repeated poor application to studies
     - poor behaviour on transport or when being hosted by another school.
   - Students need to ensure they bring with them written work that they can progress. This may include assignment work, homework, taking notes from a source, planning an essay, writing a speech, reading an English novel and taking notes.
   - Laptops may be brought to this detention and used for research purposes only.
   - Detentions take priority over all College activities.
   - Failure to turn up for this detention will result in the issuing of an automatic second Saturday detention.
   - Further escalation by a student by not turning up will involve a meeting with the Deputy Head and possibly involve an enrolment review.

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4) Suspension

- Issued by the Deputy Head of College / Head of College / Director of Student Wellbeing
- This consequence is issued for more serious breaches of College policies and procedures such as:
  - repeated poor behaviour
  - aggressive or threatening behaviour
  - throwing a punch to another person’s head or neck
  - receiving too many Saturday detentions in a Semester
  - bullying
  - theft
  - vandalism (including graffiti)
  - inappropriate use of technology
  - serious breach of College policy
  - bringing disrepute to the College.

- Extreme offensive language, defiance or gross insolence directed at a teacher

Following a suspension a student may be placed on an enrolment contract by the Deputy Head of College with clear aims for the student. Failure to meet these expectations will result in a show cause meeting by the Head of College.

5) Enrolment Review (Show cause meeting)

Conducted by the Head of College, this consequence is issued for serious breach of College policy including inappropriate use of technology, involvement with drugs, bullying, violent behaviour or bringing disrepute on the College.

Breaches where immediate exclusion may occur include (i) a repeated incident of assault following “show cause” interview, (ii) the purchase or selling of prohibited drugs on campus and (iii) illegal use of technology on campus or using a school issued device, usually involving the filming and distribution of inappropriate images. The College will always support any investigation by the NSW Police and forward any illegal activity to our school liaison officer.

An enrolment review will occur if a student has, in an ongoing, deliberate and defiant manner, continued to breach the values of the College listed under the “suspension” category. Whilst each student and his parents are dealt with on a case-by-case basis, this would normally occur following a “Show Cause” interview with the Head once all other channels of resolution are exhausted. Depending on the nature of the breach, the “Show Cause Interview” may result in a further opportunity for restorative behaviour. Should the expectations of the Head of College be breached following the “Show Cause” Interview, the Head will make the judgment as to whether the student is to be expelled from the College.

APPENDIX - Additional Wellbeing and Behavioral Policies

BAGS

The Waverley College issued backpack is the only approved school bag for use by students. Sports bags may only be used to keep sports gear separate. School bags are to be left in lockers during the school day. All bags should be clearly labelled with the student’s name. Large sporting equipment may be left with the student’s Head of House (senior students), Director of Waterford or Assistant Director of Waterford.

BULLYING POLICY

Waverley College is committed to providing all staff, students and community members with an inclusive environment that values diversity and respects difference. Each person is to be treated with courtesy and respect in a fair and just manner. All members of the College have a responsibility to ensure a safe and supportive community, which fosters growth, self-esteem and positive interpersonal relationships. Bullying, racism, homophobia/ transphobia, sexism or any other form of discrimination, harassment or violence damages relationships and are therefore completely unacceptable.
The national definition of bullying for Australian schools says that Bullying is an ongoing misuse of power in relationships through repeated verbal, physical and/or social behaviour that causes physical and/or psychological harm. It can involve an individual or a group misusing their power over one or more persons. Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).

1. A statement of the school’s stand against bullying. (Include why bullying is considered unacceptable, given the values of the school)
2. A succinct definition of bullying with a listing of the different kinds. These include direct bullying as in face-to-face physical and verbal bullying, and indirect bullying as in unfair exclusion, rumour spreading and cyber bullying.
3. A declaration of the rights of individuals in the school community - students, teachers, other workers and parents - to be free of bullying
4. A statement of the responsibilities of those who see bullying going on to seek to stop it.
5. A description of what the school will do proactively to prevent bullying from occurring.
6. An account of how the school proposes to deal reactively with cases of bullying.
7. An undertaking to collaborate with parents in addressing the problem of bullying, especially in the resolution of cases in which action is to be taken by both the school and parents.
8. A plan to evaluate the policy in the near future

Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying. While a one-off isolated incident of teasing or aggression may not constitute bullying, these behaviours harm relationships between our community members and are therefore completely unacceptable. Bullying has a negative impact on everyone — it is not just a problem for those who are bullied. People who bully others need help to change.

All members of our community have a responsibility to help minimise the frequency and severity of bullying. Bystanders who see others being bullied can help by informing a parent or staff member, by offering the victim support or assistance or by simply walking away and showing the bully that others do not support their actions.

Bullying can happen anywhere: at school, Saturday sport, home, public transport or via digital technologies such as social media, text message or email. Bullying may be student to student, staff to student, student to staff or involve members of the broader community.

Effects of Bullying

A person who experiences deliberate, persistent threats or actions from an individual or a group can become lonely, isolated and depressed. Their schoolwork and health can suffer serious consequences and they can experience a loss of confidence and self-esteem.

Bullies who are allowed to go unchallenged in their anti-social way of relating to others are also at risk because cowardice, cruelty and selfishness are allowed to flourish in them. This can lead to much future unhappiness, and anti-social, even criminal behaviour. Both the bully and the person being bullied need help.

Students, staff and parents at Waverley College seek to create an environment that totally rejects all forms of bullying behaviour. The following procedures will help bring this about:

If a student is being bullied, he should...

Try some strategies

These strategies should only be tried if there is no immediate threat or danger of physical injury.

☐ Ignore the bullying — turn and walk away

Updated August 2018
Say ‘No’ or ‘Stop it’ firmly. The tone of your response should be assertive, rather than aggressive or submissive.

Take a copy of offensive words, messages or images exchanged via digital technologies.

It may also be useful to note any witnesses to the incident.

Talk to someone

Bullying is not ok, ever! It is really important to tell someone, particularly if the bullying has been going on for a while or the strategies tried previously haven’t worked. Telling someone shares the problem and it helps the victim feel supported. Sharing your concerns can be a very empowering action that leads to positive changes.

Talk to friends — they can help by telling a teacher or parent or just by helping the victim to feel better by knowing they don’t have to deal with the situation alone.

Talk to parents — tell them the ‘who, what, when and where’ of what’s been happening.

Talk to a teacher, coach, priest or other trusted adult. This can be done discreetly by email, via the anonymous “online incident report form” or over the phone if the victim does not feel comfortable coming forward in person.

Talk to someone at one of the helplines listed under “Assistance” in the A-Z of Wellbeing in the Waverley College Diary.

How the College can help?

Any report of bullying will be treated seriously and followed up promptly. The College has a responsibility to investigate and take appropriate action regarding bullying and harassment. Action may include:

The person being bullied is given some ideas on how to deal with the situation.

A restorative conversation may be used to all the person being bullied to confront the bully in a safe way that causes the bully to reflect on the implications of his actions and to challenge him to improve his behaviour.

Parents may be required to attend a meeting at the College.

Consequences may be necessary when a bully refuses to change his way of relating to others.

Bullying may constitute a criminal offence and the victim and their family may be within their rights to contact police or seek legal advice.

In repeated or extreme cases the bully’s enrolment may be reviewed by the Head of College.

A responsibility for ALL students

The prevention and management of bullying, inappropriate use of technology and disrespectful behaviour is more readily achieved in a caring and supportive school culture that promotes positive relationships. A common set of agreed upon expectations for behaviour and positive social relationships between the College, our students and their families is essential. Bullying, cyber-bullying, harassment, aggression and violence disregard core values of our faith including dignity, respect, justice, equity, compassion, trust and courage. Importantly, such actions can adversely affect the wellbeing of students, staff and the broader community and are therefore unacceptable.

Updated August 2018
All members of Waverley College are expected to take reasonable steps to prevent and challenge such actions in order to respond effectively and sensitively to the needs of each person. If bullying is to cease, all staff, students and parents have a responsibility to work together in achieving this aim.

- This policy is reviewed annually in consultation with members of the College community.

**CHEWING GUM**

Chewing gum is not permitted at the College. It is very hard to get off surfaces and leaves a mess for someone else to clean up.

**CO-CURRICULAR COMMITMENTS**

Waverley College has a tradition of setting goals for its students and helping them to strive for excellence whether it be in the academic or sporting spheres. We encourage students at all levels of ability to fulfill their maximum potential.

Waverley College is a member of the Combined Associated Schools of NSW (CAS) and this is our primary sporting commitment. Every boy is expected to become involved in the sporting program of the school which has been designed to develop sportsmanship and a camaraderie with his own school mates and the students of other schools.

All sports involve at least two practice sessions per week and a Saturday commitment for the season.

Students are required to play their games for Waverley College in good spirit and good sportsmanship. The proper formalities and courtesies, in particular respecting the umpire’s decision and giving congratulations and thanks at the end of the game, are to be regarded as very important (see “Co-curricular Tribunal”).

Spectators at College matches are asked to observe a proper standard of barracking and participation as laid down in the Code of Behaviour published by the General Committee of the CAS. All students in attendance at a co-curricular event as spectators must be in full school or sports uniform.

At the point of enrolment, students agree to place their commitment to JSHAA / CAS and other Co-curricular (eg. Debating) before any other commitments that they may have outside of the College. Students will participate in / be present (if required) at all usual school activities such as CAS events, Swimming, Athletics, Parent/Teacher/Student evenings and interviews, Concerts etc.

**CO-CURRICULAR EXEMPTIONS**

Exemptions from co-curricular events will generally be granted on medical grounds or for a valid reason approved by the Head of College. It is expected that parents will not make arrangements which conflict with Saturday sport.

Parents/guardians may apply for up to two co-curricular event exemptions each academic year. These must be in writing no later than **two weeks** prior to the date of leave and sent to the Head of College.

**CO-CURRICULAR (SPORTS) TRIBUNAL**

The Associated Schools of NSW (CAS) of which Waverley College is a member, has a proud history of inter-school competition. Waverley College endorses the guidelines set down by the CAS. Students engaging in unsportsmanlike behaviour whilst taking part in a co-curricular sport or activity may be called upon to attend a Sports Tribunal.

The Tribunal is generally chaired by the by the Director of Co-curriculum and attended by the Head of Sport and the Convener of that sport;

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Prior to the Tribunal:

The Head of Sport advises the student involved in the alleged incident that the Tribunal will be convened to investigate the details of the incident.

At the Tribunal:

- the Director of Co-curriculum will explain to the student the nature of the report
- the student is allowed to respond to the report and present his version of the event
- sometimes questions are asked by the members of the Tribunal to clarify details
- the student is excused from the room while the Tribunal deliberates
- the student returns to the Tribunal to hear the outcome
- a letter is prepared and sent to the parents, and
- the incident along with any outcomes are logged on the student’s file.

Outcomes:

Penalties imposed by the Tribunal vary accordingly to:

- the nature of the incident
- the impact on the College’s reputation
- whether or not the student is a repeat offender
- the need to ensure that the behaviour is not repeated, and
- that the student involved learns from his experience.

On occasions exoneration or a caution is the outcome of a Tribunal, however, where a student is clearly guilty of an offence, suspension from representing Waverley College for one or more weeks is the normal penalty. In most cases this also involves the offending student being required to attend sport on the day of suspension in full College uniform to assist the Head (or Assistant Head) of Sport with allocated duties.

The details of the incident are then logged on the student’s official College file.

DIARY

The College Diary should be:

- used to enter homework everyday
- used to manage calendar commitments and responsibilities
- signed by Parent/Carer each week
- signed by Wellbeing Mentor each week.

DRUGS POLICY

The College has an interest in the health, personal and legal wellbeing of students and staff. We recognise that the consumption of alcohol and other drugs whether illegal, illicit or prescription can impair wellbeing and can also interfere with the teaching/learning environment.

This policy has three main goals:

1. Prevention - to provide a curriculum (PDHPE and Wellbeing Time) designed to prevent the misuse of alcohol and other drugs. The College invites local police liaison officers and other experts in the field to present at various times throughout the year.

2. Intervention - incidents will be dealt with in a positive, supportive manner and in the best interests of the students, staff and other concerned parties.

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3. **Action** - to take firm but fair action in instances of drug related infractions. The College has a zero-tolerance policy when it comes to drug use at school or school related events. Partaking in any drug usage, possession, supply, exchange, negotiations or the possession of any drug related objects such as syringes, bongs, pipes, lighters etc will result in an enrolment review.

**Alcohol**

Students are not permitted to possess, consume, buy or sell alcohol at the College or at any College related activity. Parents should not run or support parties where alcohol is served to minors: doing so risks ‘secondary supply of alcohol’ prosecution, which carries a $11000 fine or 12 months’ imprisonment (or both).

**Inhalers**

Students who use inhalers are required to carry them at all times. Additional inhalers, e.g. Ventolin, are kept in the Health Centre for emergency use.

**Performance Enhancing Drugs**

Waverley College prohibits performance enhancing drugs both on the sporting field and for study purposes. ASADA (Australian Sports Anti-Doping Authority) clearly identifies a variety of banned substances. These are clearly available on their website [www.asada.gov.au](http://www.asada.gov.au) Any student found to be using or supplying any substance on ASADA’s prohibited list will face exclusion and be referred to the NSW Police. Students should be aware that gains on and off the sporting field can be safely and legally achieved via correct training methods / study, balanced diet, adequate sleep and optimal hydration.

**Tobacco / Smoking**

Waverley College is a ‘smoke free zone’. It is illegal to smoke on or within 8m of any school campus. Smoking is prohibited by students at all times including their journey to and from school, and at all school organised activities (day, evening or holiday times).

**Register of Medical Conditions**

Parents must notify the College in writing of all medical conditions which are then placed in the school medical file. Only staff members have access to these files. Medical conditions affecting participation in PDH&PE or other practical classes require a copy of the original letter sent to the Head of the Department concerned.

**Prescription or Illegal Drugs**

Any prescription medications that must be taken at school should be registered with the College. Students are not permitted to self-administer prescription medication with the exception of asthma puffers and epipens. Any other medications will be held by the medical centre and dispensed under supervision. Students who are asthmatic should lodge an Asthma Action Plan with the College. Parents should also advise the College of any side effects of prescription medications.

If a prescription or illegal substance is suspected to be, or is, in the possession of a student, the Head of College, Deputy Head of College or Director of Student Wellbeing must be notified immediately.

Appropriate action will then be taken

- Where substances, suspected of being illegal drugs are found in the possession of students, the College has to follow mandatory reporting to Police requirements
- In general, students apprehended with illegal drugs or alcohol will be suspended immediately. An investigation will follow, with an enrolment review.
- Parents will be immediately informed of any incident in which their son has been investigated for alcohol or illegal drug involvement.

**Search Policy**

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Where there are reasonable grounds to suspect that a student has possession of prescription or illegal drugs, alcohol, tobacco or goods suspected of being stolen or dangerous, the Head of College, Deputy Head of College or Director of Student Wellbeing may conduct, or authorise the conduct of a search of a student, a student’s locker and personal effects (including personal belongings and clothing found on school property) and seize any offending items.

This policy shall apply to all students on College property as well as during out-of-classroom programs, activities and facilities approved of, or under the jurisdiction of the College. The College also utilises policies developed by the NSW AIS and the CEC regarding School-based Drug Education Policies and Practices.

Drug Testing at Waverley College

Instances where students use illicit drugs, such as marijuana, outside of school hours and seemingly on a regular or semi-regular basis, are of serious concern to the College. Over a period of time the effects on students, their behaviour and attitude to school become apparent, often with the students creating a danger to themselves and others around them. Where the College has reasonable grounds to believe that a student is using an illicit drug, such as marijuana, the College will seek co-operation from the parents / carers of the student for their son to be drug tested by a medical professional on a regular basis. Counselling and support services will also be part of any rehabilitation program. Boys unwilling to co-operate with the College will be withdrawn from classes until a satisfactory resolution has been reached.

DISCRIMINATION

There is no place for discrimination, harassment or bullying at Waverley. The College seeks to provide an inclusive community for students, staff and parents. The College expects students, staff and parents to behave consistently with these values and to treat others with respect and without bias. Discrimination occurs in the School community when a person is treated less favourably than other students because of their i) disability, ii) race, iii) age, iv) gender or v) religion. This list is not exhaustive.

EMAIL

When emailing a staff member, all proper language conventions should be used.
Please start the email with Dear Mr or Ms .............
Please make sure the tone of the email is positive.
Manners go a long way (‘please’, ‘may I’, ‘thank you’, etc.)

Parents are requested to provide an email address to the College upon enrolment and always keep this up to date by informing the Registrar whenever there is a change. Email is used by our teachers and for the school newsletter, alerts and notices.

HAIRCUTS

- Hair should be neatly cut, combed and maintained. Hair should be shorter than the collar
- Long hair is not acceptable
- Undercut styles, dramatic layering, tracks, mohawks, overuse of product, tinting, colouring, dreadlocks, strands of hair, or lines are not acceptable
- A number 2 cut is the shortest acceptable cut
- If boys do not comply with a request to address any breaches by their Head of House, they will be asked to return to the College only when this has occurred

HANDS OFF POLICY

The College adheres to a strict hands off policy. Play fighting and rough play are unsafe and inappropriate.

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HARASSMENT

Harassment is any type of behaviour that is i) unwelcome, ii) targets a person because of their disability, race, age or gender, iii) would offend or intimidate a reasonable person. Harassment usually consists of a pattern of unwelcome behaviour. However, it can also consist of one act where the act is of a serious nature. Some forms of harassment are also criminal offences.

HEALTH CENTRE

If a Senior School student is feeling unwell during school time he must have his diary signed by his current teacher and report to the Health Centre to be assessed. Students may not self-admit to the Health Centre. Students who require medication for short term conditions are required to take the pharmacy labelled medication to the Health Centre with a covering letter. The Health Centre will then administer the medication as prescribed.

Junior School students who are unwell should inform a teacher and report to Reception.

JEWELLERY

- A simple chain and cross is permitted to be worn at the owner’s risk.
- No other jewellery is permitted to be worn at the College or at College events / activities.
- A clear ear stud is permitted to enable an ear piercing to be maintained.
- An RUOK wrist band or the equivalent is permitted as long as it is kept clean.

LITTER

We are all responsible for keeping the College clean and ensuring rubbish and plastics do not get washed into our nearby ocean. Please put all litter in the bins provided. Do not drop it along corridors or in stairwells.

LANGUAGE

All members of the College community are expected to speak with an appropriate level of respect and forethought (ie. address staff correctly and think before speaking). Swearing, racism, sexism and any other forms of derogatory commentary detracts from the standing of the whole College community and will not be tolerated whether in the school grounds, on sporting fields or during school activities in the wider community.

LATENESS

Senior School

To Class: Provide a note of explanation to the classroom teacher. Students who do not have a valid reason are record as “Late” on Sentral PnP. Students who receive four late notes in a Term receive a Saturday detention. Further lateness will receive a Saturday Detention per occasion.

To School: Report to the Wellbeing Centre if arriving late to school to obtain a late slip. Any late arrivals to school need to be verified by a note, phone call or email from a parent/carer. After four instances of being late to College with no reason in a Term, a Saturday detention will be issued, and then a Saturday detention for every subsequent lateness.

Waterford Junior School students who are late should report to reception with their parents or a note from their parents.

LEAVE

Application for leave during term time must be sent in writing to the Head of College or the Director of Junior School with at least two weeks notice.

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It is expected that students are present at all compulsory College events including: College Sport, Co-curricular activities, CAS Swimming and CAS Athletics carnivals. An application for exemption must be made directly to the Director of Co-Curriculum with two weeks notice prior to the date for any anticipated absences. Medical certificates must be supplied for illness. Unauthorised absences from compulsory events will result in an appropriate sanction.

**LOCKERS**

- The College provides every student with a locker assigned in his House area
- The College provides a padlock for each locker
- A staff member is available to assist with lockers each day from 8:10am to 8:40am and from 1:15pm to 1:35pm at the ground floor stairwell, East Wing.
- Students who lose, misplace or damage their padlock will have the padlock replaced and costs will be charged to their school account.
- Lockers should be used to secure laptops, mobile phones and PEDs when not in use.
- Lockers need to be kept clean at all times.
- Students who damage or graffiti lockers will receive the appropriate consequences.

**MANNERS**

Courtesy, politeness, etiquette and having good manners all involve treating others with respect so that they will treat you with respect in return. Good manners help develop empathy and altruism by putting the feelings, needs and priorities of other people at the forefront of our thinking.

**OUT OF BOUNDS**

Students must remain inside the College grounds at all times during the school day. Students leaving the College early to attend appointments must sign out through the Wellbeing Centre (Senior students) or Junior School Reception (Junior Students). Verandas and stairwells are to be used only when accessing lockers or classrooms. Students should avoid loitering or congregating in these spaces.

**PERSONAL ELECTRONIC DEVICES**

**Introduction and Definition**

Relates to any personal electronic device (PED) that could be used for communications or data storage and retrieval including: mobile phones, smart phones, USB drives, laptop computers, tablet computers, portable game consoles, DVD players, calculators - this is not an exclusive list.

**Usage of PEDs when in school**

- The College will indicate which PEDs may or may not be used at specific times and places, and in which ways they may or may not be used. Students should not presume the right to use a particular PED in any circumstance.
- PEDs should be used for only positive purposes: for learning, for legitimate communication or research.
- During class and study time, the internet may only be accessed through the College network. Students may not access the internet through another account or means.
- Students are expected to comply with the standards and act within the ethical framework of this Catholic College, where respect for individuals, their good name and dignity is paramount.
- In some situations, such as formal examinations, other specific rules may apply to PEDs. These will be outlined clearly and must be adhered to fully.
- The College wishes to maintain a balance between utilising PEDs to assist with learning whilst being cognisant that students should not be connected to technology at all times. Wellbeing of students will be

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maintained via educational programs, no mobile phone access during class time and a sleep mode enabled laptop during the evening.

- Any inappropriate use of the College name or resources in any form is totally unacceptable. This includes but is not limited to the posting of material relating to Waverley College or students/staff at Waverley College into the public domain web space.
- PEDs must not be used to harass or victimise other students or staff, or to abuse a person’s right to privacy (for example, taking, storing, using and/or disseminating a digital photo/video without a person’s permission) This is in direct breach of the College’s Code of Conduct and may in some circumstances be required to be reported to the NSW Police..
- A staff member who has reasonable grounds to suspect a PED has been or is being used inappropriately may inspect any PED brought onto the College campus by a student.

Consequences

Students who breach any of the regulations contained in this Policy will receive a Saturday Detention in the first instance. More serious breaches of this policy will result in suspension and enrolment review.

Security of PEDs

- Students are responsible for the security of their own PEDs.
- The College takes no responsibility for damage or theft of a student’s PED.
- Students are advised to lock their PED in their locker during the course of the school day when not in use.
- Do not leave PEDs in items of clothing that are likely to be removed – e.g., blazers.
- Do not leave PEDs in school bags.
- Do not bring PEDs to school on special activity days – such as sports days, swimming carnivals, athletics championships, etc.

Rules specific to Mobile Phones

At the College:

- Are to be stored in Lockers.
- Can be only used next to one’s locker before school, recess, lunch or after school for short periods of time.
- Cannot be taken to class (every student has at least one other device in class iPad/laptop).
- If a mobile phone is brought to any class, a student will receive a Saturday detention.
- Parents needing to contact their son during class time, should contact school reception directly.

At College Activities:

- The teacher or supervisor in charge of any activity will determine the use of mobile phones during off-campus activities arranged by the College, including field trips, camps and retreats.

Rules specific to Laptops

- Laptop computers that are not part of the College Laptop Program are not permitted to be brought onto the College premises without being approved and registered with iAssist prior to use. Users must comply with the standard College protocols relating to IT use.

Rules specific to USB storage devices

- Students are allowed to use storage devices for transferring school-related data to and from the College.
- When brought on campus USB drives are to be free from files that contain inappropriate or offensive content.
- A Staff Member may inspect a USB drive at any time. Students found with offensive, inappropriate or non-educational material will be issued with a Saturday detention.
- Students are required to label clearly their USB drive with their name.

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Rules specific to Calculators

- When calculators are required for class use or assignments, teachers will advise students when and how they should be used, and the type of calculator to use.

Rules specific to Earphones

- Students in Years 6 to 12 are responsible for providing their own earphones for listening to content on their laptop.
- Earphones will be provided to students in Year 5 as part of their I Learn pack.

Acceptable Use of IT (AUP)

All students at Waverley College have access to the College network. Waverley College embraces emerging digital technologies and encourages its teachers and students to look for ways to use them to enhance teaching and learning.

Acceptable Use of IT

A breach of the Acceptable Use of IT whilst at Waverley is defined as:

- Any student who posts material on a website that College authorities deem inappropriate or damaging to the good name of the College will face disciplinary action. This may include immediate suspension or even exclusion from the school.
- Accessing, downloading, storing, printing and/or disseminating files or messages that are sexually explicit, obscene, or that offend or degrade others is in direct breach of the College’s Code of Conduct and may in some circumstances be required to be reported to the NSW Police.
- Attempting to degrade or disrupt system performance, or unauthorised entry to and/or destruction of computer systems and files.
- Deliberately entering, or remaining, in websites containing objectionable material.
- Removing, damaging or vandalising any IT equipment.
- Interfere with any cabling connected to devices.
- Hacking or attempting to hack the school network or systems.
- Attempt to run any programs other than those authorised by a teacher or IT staff.
- Copying materials in violation of copyright laws.
- Plagiarizing (which is taking of someone else’s words, ideas or findings and intentionally presenting them as your own without properly giving credit to their source.
- Downloading or copying information to disks or hard drives without prior teacher approval.
- Tethering school laptops to alternative mobile devices in an attempt to circumvent the College’s filtering policies.
- Using software to mask or operate anonymously on the school network.

Controls that are in place to monitor the network are:

- All internet content is monitored and filtered whilst a student is on campus according to a pre-defined set of rules.
- All emails sent externally are scanned for content and messages archived.
- Any breach of these rules can result in access to the internet and/or College network being revoked.

The College authorities have the right to determine the appropriateness or otherwise of any aspect of the above guidelines/policies. The College has the right to modify any of the guidelines according to the circumstances.

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SHAVING

Boys are required to be clean shaven at all times (no stubble, beards or moustaches are acceptable). Side burns are not to be exaggerated or long.

STEALING

Stealing is unacceptable and a serious breach of College policy and will be treated as such. Do not use other people’s property without permission. Stealing from a shop or business also brings the College’s good name into disrepute and will be considered a serious breach of College policy.

TATTOO

- The College recommends strongly that students do not get a tattoo whilst they are at school as their decision at such a young age lasts a lifetime and some future employers may have a no tattoo policy.
- The College respects that some cultures have rites of passage that include tattooing.
- The College requires all tattoos to be covered at all times.

TRANSPORT

Please adhere to the following when travelling on public transport

- Give up seats to adults.
- Treat other travellers and bus and railway employees with respect and follow their directions.
- Use appropriate language only (no swearing, no inappropriate stories).
- Respect bus and train property and the property of others by not damaging it.
- Do not put bags on the seats as this stops other people from using the seats.
- Show constraint, keep the noise level down and do not move around the bus or train while it is in motion.
- Stand on the footpath away from the kerb while waiting for the bus or behind the yellow line while waiting for a train. Do not obstruct others who are using the footpath.
- Do not carry bags on your back when entering and exiting the bus or train.
- Keep all parts of your body within the train or bus.
- Do not throw any objects inside the bus/train; eat or drink while on the bus/train without the permission of the driver.

UNIFORM POLICY

The College expects all students to wear the uniform with pride and spirit. Please adhere to the following requirements:

- Students unable to wear the correct school uniform are required to report to their Head of House before school starts with a letter from their parent/carer.
- If for some serious reason the uniform cannot be worn then the full College Tracksuit is the only approved alternative.
- Boys who have damaged their uniform must have a letter from their parents explaining the circumstance.
- Dry cleaning is to be undertaken during the weekend with spot cleaning arranged at home to maintain cleanliness during weekdays. It is always advisable for boys to have a second pair of trousers.

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If the weather is too cold in Terms 1 or 4 for shirts only to be worn, then the College Blazer or pullover can be worn.

If T-shirts or other undergarments are worn beneath the College shirt, they must not be visible either through or protruding from the uniform.

Sports windcheaters issued to teams or touring groups are not part of the normal daily uniform. On Saturdays they are not to be worn with other normal school day items such as school trousers or blazers.

Uniform Details
All uniform items are to be purchased from the Uniform Shop, Level 3 Main Building.

For a pricelist and opening times, please visit the College website www.waverley.nsw.edu.au

VANDALISM
Vandalism of the College’s property or anyone else’s property is not acceptable and will be seen as a serious breach of College policy. Any damage caused by a student will be required to be paid for in full.

VIDEO TAPING
Students are not allowed to record (video or photograph) staff or fellow students without the person’s direct permission. This would be considered a serious invasion of a person’s privacy and rights and can lead to enrolment being terminated.

VIOLENCE
There is no room for physical violence in any circumstances from any of our students. The College supports non-violent resolution to problems.

WEAPONS
Students may not bring any weapons to the College or any College activities.

SEXTING AND EXPLICIT ONLINE CONTENT
Sexting involves sending provocative or sexual photos, messages or videos. They are generally sent using a mobile phone but can also include posting this type of material online. Sexting can have serious social and legal consequences. Creating and/or distributing sexual images with minors constitutes the production and/or distribution of child pornography. Likewise accessing websites with inappropriate content and sharing these with students under the age of 18 may also constitute a criminal offence.