



**ST DOMINIC'S  
PRIORY COLLEGE**

EDUCATING GIRLS, INSPIRING CONFIDENCE




*inspiring confidence*

# **STUDENT EXPECTATIONS & PROCEDURES**

## **RECEPTION - YEAR 12**

<b>LAST REVIEW DATE</b>	<b>NEXT REVIEW DATE</b>
May 2024	October 2028
<b>RESPONSIBLE OFFICER</b>	Muriel Noujaim <i>Deputy Principal</i>

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*We acknowledge St Dominic's Priory College is situated on Kurna Land and we pay our respects to Elders past, present and future.*

## INTRODUCTION

This policy is designed to inform parents/guardians, students and teachers about the expectations and procedures that are in place to promote student wellbeing, safety and child protection.

Included in the Student Expectations and Procedures;

- Uniform Regulations – Page 4
- Harassment: Rationale, Procedure & Guidelines – Page 6
- Child Protection Information & Contacts – Page 10
- Mobile Phones - Expectation & Procedure – Page 11
- Information, Communication, Technology (ICT) Acceptable Use – Page 12
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- Driving To School (Years 11 & 12 Only) – Page 17

## PURPOSE

The vision statement of St Dominic's Priory College highlights:

*"Inspired by the Gospel of Jesus Christ, we are a girls' college committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action.*

At St Dominic's Priory College, we are committed to creating and maintaining a child-safe community. We encourage individuals to contribute to forming a positive and inclusive environment for all. We adopt strategies and educational programs that act to inspire confidence in each girl. We endeavour to assist young people and community members to thrive, through developing a sense of identity, self-worth and wellbeing.

All students are reminded that they are members of a Catholic school and appropriate standards of behaviour are expected. These standards of behaviour should be upheld at all times: at school, travelling to and from school, and at other times when students can be recognised as St Dominic's Priory College students. Students should be continually aware of their own behaviour and the effects of this on others. Politeness, respect and courtesy are expected at all times.

## PRINCIPLES

As per the 2021 – 2025 Strategic Plan: Priority Two – Celebrate a Positive and Inclusive Environment, St Dominic's Priory College will:

- 2.1 Generate a shared understanding of wellbeing that is systematically engrained
- 2.2 Celebrate girls' education as a significant contributor to positive wellbeing and sense of identity
- 2.3 Build a growth mindset culture of resilience, independence and grit whilst protecting and supporting those who are vulnerable
- 2.4 Educate in digital citizenship, so that students 'boldly become citizens of the digital world' (Pope Francis, 2019-2020)
- 2.5 Design opportunities for student voice, leadership and mentoring.

## UNIFORM REGULATIONS

Students are reminded that the correct wearing of the uniform is a pre-requisite for attendance. Non-compliance with Uniform Regulations may result in the student being sent home for the matter to be rectified.

Any student who is unable to wear the correct uniform should have a note of explanation from the parent/guardian in her College Planner, and this is to be shown to a Class Teacher. All clothing and effects should be clearly labelled with the student's name.

### SUMMER UNIFORM (Terms 1 and 4)

- Grey check dress • Blazer • Woollen jumper • Straw hat (metal badge available at School) • Pinafore (Junior Primary only) • Brown. roman sandals worn without stockings or socks / Brown shoes (laces and buckles must be done up at all time) • Grey tights • Fawn socks

### WINTER UNIFORM (Terms 2 and 3)

- Tunic – Reception – Years 5 / Pleated skirt – Years 6 -12 • Blazer • Woollen jumper • Tie • Beret • Brown winter lace-up shoes • Fawn socks, or grey tights. • White blouse

### PHYSICAL EDUCATION (PE) UNIFORM

- House coloured polo shirt (Primary) • Black sports polo shirt (Secondary) • House hat • White sport socks • Sandshoes suitable for physical activity • SDPC rugby jumper • SDPC shorts • SDPC tracksuit

- Students are permitted to arrive and leave in their PE uniform when they have a timetabled PE lesson only.
- No marching skirt or coloured House top is permitted in Secondary, as these item should be reserved for Sports Day and House events only. Students who do not own the official SDPC shorts or trackpants and who are opting to wear their marching skirt must change once they arrive to school and change back into their Day Uniform before leaving school.
- If students have sports training /drama or other rehearsals which would necessitate wearing PE uniform before school. Students will be permitted to arrive in PE uniform, however, they must change back into their regular Day Uniform before morning Class Period.
- If students have sports training / drama or other rehearsals which would necessitate wearing PE uniform at the end of the day, they will wear their regular Day Uniform and get changed after afternoon Class Period.
- The Sports Coordinator will advise of the Saturday Morning Sports Uniform requirements for the various sports on offer in the Secondary school.

### REMINDERS

- School jumpers may not be worn in the street unless the blazer is worn as well.
- Year 12 Jumpers may not be worn to and from school.
- The school blazer must be worn to and from school and on any excursions out of the school grounds.
- At official school events, one's formal uniform (ie. no PE uniform) must be worn.
- Roman sandals are not worn with Winter Uniform.
- Hair styles should be simple and neat. If hair is long it should be tied back with black or navy ribbons. Girls are asked not to wear coloured hair or coloured hair extensions that are not of natural colour.
- One small stud earring may be worn in each ear lobe. No other body piercings are permitted.
- A simple watch and one signet ring may be worn.
- Make-up, acrylic nails, coloured nail polish, fake eyelashes/lash extensions and jewellery are not to be worn with the College Uniform.
- Chewing gum is not to be brought to school.
- Knee high stockings are not to be worn as a replacement for grey tights.

### UNIFORM REQUIREMENTS: COMPETITION SPORTS



## **HARASSMENT: RATIONALE, PROCEDURE & GUIDELINES**

### **WE BELIEVE**

- that God has made us all equal in human dignity and in our potential for friendship and for good
- that Christian beliefs must be put into practice in our relationships with each other and show respect for the dignity of individuals
- that we have the RIGHT to feel safe and comfortable at school
- that we have the RESPONSIBILITY to keep ourselves and our learning environment safe
- that we have the RESPONSIBILITY to show respect for ourselves, for others and for property.

### **ST DOMINIC'S PRIORY COLLEGE IS A SCHOOL COMMUNITY WHICH VALUES:**

- every person's self-worth
- friendship and mutual respect among all of its members
- the dignity of each individual
- teaching the truth, by word and example.

Any form of harassment or victimisation is against our values and the College is therefore committed to providing an environment where all members of the community feel safe and valued.

### **WHAT IS HARASSMENT?**

Harassment is behaviour which is unwelcome and often repeated. It can be the result of a person/group acting in an offensive way towards another person or group of people. This can be verbal, physical or emotional, where a person/group could feel offended, intimidated or humiliated. Harassment can involve sexual harassment, racial discrimination, victimisation/bullying or cyber-victimisation/cyber-bullying.

### **SEXUAL HARASSMENT**

Under the Commonwealth Sex Discrimination Act (1984) and under the SA Equal Opportunity Act, it is clearly stated that Sexual Harassment is unlawful.

Some examples include;

- touching or brushing against you when you've asked a person to stop
- whistling, unwelcome staring, gesturing or making comments about one's body
- telling offensive jokes or showing offensive/ sexually explicit reading matter
- making comments about your sexuality.

## **RACIAL DISCRIMINATION**

Some examples include;

- making degrading comments or gestures about culture, nationality, country of origin, skin colour, background, or any other related beliefs
- calling you names because of your race
- telling offensive jokes or showing offensive material
- deliberately excluding you because of your race.

## **VICTIMISATION / BULLYING**

Some examples include;

- physical — hitting, pushing, threatening, spitting, physical assault
- hiding, damaging, destroying or stealing work or belongings
- verbal — name calling, putting you down, teasing
- offensive gestures, pulling faces, writing unpleasant or threatening notes
- subtle behaviour that targets another, such as exclusion and spreading rumours
- talking about a person so they can hear
- pretending to be friendly while undermining the person.

## **CYBER VICTIMISATION / BULLYING**

Cyber bullying or victimisation can be a crime under either South Australian or national law. This is when victimisation/bullying is carried out online or through any electronic device or smartwatch.

Some examples include;

- using SMS, email or social networking sites to harass or abuse someone
- posting information about people on the Internet without consent
- sending on information about a third party, without their consent, which could defame their character
- sending inappropriate or threatening messages
- constant and unwanted nuisance telephone calls or messages
- accessing another person's online account without permission
- encouraging suicide.

## **STUDENTS ARE RESPONSIBLE FOR THEIR INDIVIDUAL ACTIONS AND BEHAVIOURS**

Some of the acceptable choices a victim of harassment is encouraged to take can include;

- not retaliating by counter harassing the individual or group in question
- ignoring the harasser where the unacceptable behaviour is monitored and may stop
- confronting the harasser (if comfortable and safe to do so) and telling the harasser to stop the unacceptable behaviour
- talking with their Class Teacher, Year Level Coordinator/Director of the Junior School, Student Counsellor, or a teacher, with whom they feel comfortable with
- talking to a friend, an older student, family member or parent/guardian, whom they know and trust
- if online, blocking the harassment and reporting it formally, through the provider of the online platform being used
- formally reporting the harassment to a member of staff at the College for explicit follow-up.

## **ST DOMINIC'S PRIORY COLLEGE'S RESPONSIBILITY**

All reported incidents of harassment will be dealt with. The College will deal very seriously with those who retaliate against a person for reporting harassment. Consequences of harassment may include but are not limited to; counselling, consultation with families, suspension and even expulsion (depending on the severity of the report).

## PROCEDURE WHEN DEALING WITH A HARASSMENT CLAIM

### Step 1: Incidents are dealt with (indirectly or directly) and harassment stops

- **Indirectly**  
Ignored and monitored and the unwanted behaviour stops of own accord  
– no further action
- **Directly**  
Asked to stop by victim and does so  
– no further action

### Step 2: Harassment does not stop and action (informal or formal) is taken

- **informal Report**  
Individual harasser or group may be contacted or interviewed by staff member.  
Documentation noted in SEQTA.  
– {Harassment stops} no further action
- **Formal Report**  
Individual harasser or group will be contacted and interviewed by staff member.  
Parents / Guardians contacted and informed.  
Documentation noted in SEQTA.  
May result in mediation, counselling and or disciplinary action.  
– {Harassment stops} no further action

### Step 3: Harassment continues after Step 2 above

- **Immediate disciplinary action**  
Parents / Guardians contacted.  
Meeting with Principal or Delegate.  
Documentation noted in SEQTA and in student file.



## CHILD PROTECTION INFORMATION & CONTACTS

**We all have a right to be safe and we can help ourselves to be safe by talking to the people we trust.**

Students should seek help immediately if they find themselves or others in a risky situation.

- **TRUST – Your Gut Instinct**
- **TALK – To Someone You Trust**
- **TAKE CONTROL – Deciding to Take Some Action**

In class each year, students will be directed to prepare a list of the names and phone numbers of people they can contact if they need to.

These might include:

- **A Parent / Guardian**
- **A Teacher**
- **A Family Member**
- **A Friend**

## SUPPORT SERVICES

**IF YOU OR SOMEONE YOU KNOW NEEDS ASSISTANCE**

- |   |   |
|---|---|
| <p>+ <b>BEYOND BLUE</b><br/> <a href="https://beyondblue.org.au">beyondblue.org.au</a><br/>           1300 224 636</p>        | <p>+ <b>1800 RESPECT</b><br/> <a href="https://1800respect.org.au">1800respect.org.au</a><br/>           1800 737 732</p>   |
| <p>+ <b>CONVERSATIONS MATTER</b><br/> <a href="https://conversationsmatter.com.au">conversationsmatter.com.au</a></p>         | <p>+ <b>REACH OUT</b><br/> <a href="https://au.reachout.com">au.reachout.com</a></p>  |
| <p>+ <b>HEADSPACE</b><br/> <a href="https://headspace.org.au">headspace.org.au</a><br/>           1800 650 890</p>            | <p>+ <b>SANE AUSTRALIA</b><br/> <a href="https://sane.org">sane.org</a><br/>           1800 18 7263</p>   |
| <p>+ <b>KIDS HELP LINE</b><br/> <a href="https://kidshelpline.com.au">kidshelpline.com.au</a><br/>           1800 551 800</p> | <p>+ <b>SUICIDE CALL BACK SERVICE</b><br/>           1300 659 467</p>   |
| <p>+ <b>LIFELINE</b><br/> <a href="https://lifeline.org.au">lifeline.org.au</a><br/>           13 11 14</p>                   | <p>+ <b>YARROW PLACE</b><br/> <a href="https://wchn.sa.gov.au/our-network/yarrow-place">wchn.sa.gov.au/our-network/yarrow-place</a><br/>           1800 817 421</p> |

## **MOBILE PHONE – EXPECTATION & PROCEDURE**

In this section the term 'mobile phone' includes all devices capable of making a voice call, a video call or connecting to the internet. This is inclusive of Smart Watches, which are currently not permitted in external examinations, as stipulated by the SACE Board of South Australia.

### **EXPECTATION**

It is a preference that students do not bring a mobile phone to school. If for any reason, Parents / Guardians deem it necessary that their daughter carry a phone (such as after school safety), then the College requires that the phone be turned off during the day and kept in a locked locker. St Dominic's Priory College does not take responsibility for lost phones. Students may not use a phone during the school day for any purpose, unless consent is obtained and use is under the direct supervision of a teacher for educational purposes.

### **PROCEDURE**

#### ***Phone calls between students and their parents / guardians***

The mobile phone is not a means of bypassing College procedures. Should a student feel unwell, need to leave school early, or be out of school for part of the day, a parent/guardian must phone the College Office. Students are permitted to make a call to parents/guardians when necessary, from the phone at the College Office, after authorisation from a Teacher or Office Staff. Similarly, any messages from parents/guardians who phone the College Office, will be passed on to the student.

#### ***Headphones***

Headphones may only be worn in lesson time if the teacher has given explicit permission. Social manners require students to remove their headphones from their ears when talking with someone, even if the headphones have a passthrough feature.

## **INFORMATION, COMMUNICATION, TECHNOLOGY (ICT) ACCEPTABLE USE**

### **PURPOSE**

While students tend to adopt new technologies quickly, many do not have the experience or knowledge to understand its potential risks. Parents/Guardians, educators, and community members must encourage students to take advantage of the benefits of using technology, whilst recognising and reducing potential risks.

For this reason, 'ICT Acceptable Use' must regularly be revised to address the major challenges regarding appropriate and effective use of the Internet and digital technologies in relation to safety, security, and ethics.

Students are encouraged to use the technology at St Dominic's Priory College in a safe and responsible manner to support their learning. While at the College, it is not provided as a recreational environment or as a means to socialise with others. Regardless of the device used students (College owned or BYOD), students must exhibit acceptable behaviour when at school, school-related events or accessing the school network from home.

For non-related school activities and outside of school hours, parents/guardians are ultimately responsible for setting boundaries and monitoring use of any ICT devices. Parents / guardians must carefully consider how they allow access to the Internet and the amount of 'recreational screen time' provided at home.

### **PERSONAL SAFETY**

- Students are not to share or publish personal information about themselves or others. This includes names, addresses, phone numbers, school addresses and photos of any student or staff member without express permission from the Principal or delegate.
- All forms of online communication can hold potential dangers. Students are not to use any social networking sites at school or school-related events unless it relates to a topic of study organised and actively supervised by a teacher. In these cases, parental/ guardian consent is sought prior.
- Students must promptly disclose to a staff member any message received that is inappropriate or makes the student feel uncomfortable. Cyberbullying/victimisation of any form is considered a serious breach of this policy and will be dealt with accordingly. This is as per the College's documented 'Harassment: Rationale, Procedure & Guidelines' within the 'St Dominic's Priory College Student Wellbeing & Child Protection Policy'. The complete policy is available on the College website and in each student's College Planner.
- The College's Internet is for study purposes only. All internet use is monitored, and the access of inappropriate websites will lead to the loss of this resource.

## SECURITY

- Students are responsible for their individual accounts and should take precautions to prevent others from being able to use them. Under no conditions should students provide their password to others.
- Software is available for students to use on computers, while other specialised educational software will be available to download. No student may install, upload or download unauthorised software without permission.
- Students are provided with secure storage areas to save and store appropriate work files. This area is to be managed by students and will be subject to regular monitoring.
- External networks such as 3G and 4G mobile networks are not permitted. All internet access is provided by the College through password-protected wireless access points. Phone tethering, sim-related dongles and Virtual Private Networks are not to be used on premises.
- A Virtual Private Network (VPN), is designed, amongst other things, to mask or hide internet activity. There are legitimate cases for the use of VPNs, however, most casual use of VPNs is to bypass restrictions or filters. The use of VPNs by students is a breach of this policy.

## ETHICS

- Students will not plagiarise materials found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the students' own work.
- Students will use all and handle all technology devices with respect. They are to report all hardware faults and damage to the college immediately.
- Students are to come prepared to school, with the device fully charged. All electrical power cords are tagged and tested prior to use onsite. Charging onsite can trigger power outages and therefore this is not permitted.
- Students will be provided with e-mail accounts when required. Official school e-mail accounts must be used appropriately for study purposes and to communicate with any student or staff member. Personal e-mail accounts are not permitted for school use.

Infringement of any of the above responsibilities, or other inappropriate behaviour may result in the withdrawal of access and use of the College's ICT network and parents/guardians will be informed.

## DRUG EDUCATION GUIDELINES

### INTRODUCTION

The College identifies that it has a significant role to play in the education and prevention of the misuse of drugs. St Dominic's Priory College acknowledges that the use and abuse of drugs is an important community concern. Hence, all members of the College community are expected to uphold the spirit of these guidelines, which will be implemented where appropriate. This is in the interest of keeping young people safe and prioritising their wellbeing.

### PURPOSE

The Drug Education Guidelines of Dominic's Priory College have been formulated within the spirit of the College's Vision Statement.

*'In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action.'*

It is for the benefit of all members of the community - Staff, Students, Parents/Guardians and Friends and opposes the inappropriate use of legal drugs and the possession and use of illegal drugs and other substances.

The guidelines address those drugs that are classed as:

- **Legal Drugs** - prescribed or over-the-counter drugs that are legally obtained.
- and
- **Illegal Drugs** - this means that the substance in question, is forbidden by law.

### GUIDELINES

The College aims to provide supportive guidelines for the wellbeing and development of each individual. In doing so it endeavours to reflect the values of St Dominic's Priory College, encouraging students to make wise and healthy decisions in their lives. As well as having a supportive component, the guidelines detailed also have an intervention and action-based focus, so that all incidents of inappropriate use of drugs may be dealt with, in the best interests of all parties concerned.

## INTERVENTION

Adult members of the College community will be expected to model good health habits, promoting safe attitudes and appropriate social behaviour. They are expected to promote a preventative health program and deal with incidents as they arise.

### **St Dominic's Priory College does not allow:**

- The possession or consumption of any illegal drugs.
- The inappropriate use of legal drugs (prescriptions and/or over-the-counter medicines).
- The inappropriate use or consumption of solvents and/ or other chemical agents.
- The consumption of alcoholic beverages.
- Smoking any legal or illegal drugs.

This includes the possession, sale, supply, exchange or negotiation in relation to any of the above when at school, at any other function, excursion or camp organised by the school or where they are representing the school, in transit to or from school or while in school uniform.

Where a community member reasonably suspects that a student has a banned substance in their possession, then the Principal or their appointed nominee, with an adult witness, may search that student, her locker and/or her bag. Where emergency action is required through the misuse of a substance, medical assistance will be sought immediately and parents/guardians will be contacted, as soon as possible.

## ACTIONS

Actions the Principal may will consider for breaches of this Policy are:

- Expelling the student.
- Suspension or detention of the student to undertake community service for an agreed period of time.
- Any student who sells or supplies drugs to another student at school, at a school function or in transit to and from school will be expelled.

The Principal will consider the circumstances of the student/s involved and the circumstances of the detected breach, before reaching a final decision and the parents/guardians of the student/s will be informed of the breach of rules.

In the case of illegal drugs, where the legal obligation exists the Police will be informed. Investigations will be conducted as determined by the law. Notification to the Police is the legal responsibility of the Principal.

In the implementation of this Policy matters related to confidentiality will be respected. Where a drug related problem exists, a range of support measures may be adopted, including but not limited to:

- Compulsory drug counselling.
- Family counselling or mediation.
- Referral to outside specialist agencies.
- Negotiation of continued education at another school within the Catholic system.

## **STORAGE AND USE OF MEDICATIONS**

Parents/Guardians have a responsibility to work in partnership with the College to ensure open communication in all matters of health. They are expected to provide relevant and updated information and clearly labelled medications and associated information (dosage, action plans) as required and in a timely manner.

All Staff and Volunteers who have regular contact with students are required to hold a current First Aid qualification. The College also has a delegated member of staff to oversee First Aid in the Primary and Secondary areas of the College. All visits to the First Aid Room must be authorised by a College Staff Member.

## **SCHOOL ADMINISTERED NON-PRESCRIPTION MEDICATION**

In line with Catholic Education Office guidelines, Paracetamol and other non-prescription medication will not be given to students. Students with special needs who require Paracetamol at school should have a small quantity sent with a medical plan, signed by parents/guardians and a doctor. This will be kept in the First Aid Room. If a student is in urgent need of a non-prescription medication, parents/guardians will be contacted.

## **DRIVING TO SCHOOL (YEARS 11 & 12 ONLY)**

St Dominic's Priory College is located in the heart of North Adelaide and is very well served by public transport. The College has limited street parking available to students. Where possible, students are discouraged from driving a motor vehicle to and from school and/or school events.

If a parent/guardian grants permission for their daughter to drive a motor vehicle to and from school and/ or a school event, the student must not transport any other person in the motor vehicle other than siblings and parents/guardians. Any exception to this rule would be through direct communication between parents/guardians and the College Leadership. The College takes no responsibility for damage to any motor vehicles and no student is permitted to use a motor vehicle during the school day, unless the Principal or Deputy Principal and the student's parents/guardians have given permission.

Any student wishing to drive a motor vehicle, must see their Year Level Coordinator and seek and return a signed consent form, prior to driving.



## REVISION RECORD

Document Title	Student Expectations and Procedures				
Document Type	Procedure				
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Contact	Ms Muriel Noujaim ( <a href="mailto:mnoujaim@stdominics.sa.edu.au">mnoujaim@stdominics.sa.edu.au</a> )				
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