

Assembly

Assembly is held every Tuesday morning in the Assembly Hall from 8:45 – 9:05 am. Students will be seated in their Homeroom groups. It is expected that a quiet atmosphere is maintained on all occasions when entering and exiting the Assembly Hall.

Attendance / Absence

- All students are expected to arrive at school no later than 8:40 am in time for Homeroom which commences at 8:45 am. School finishes at 3:20 pm on Monday to Thursday. On Friday school finishes at 2:35 pm. Homeroom groups meet each morning for worship, information sharing and roll marking at 8:45 am.
- Students arriving late to school must bring a note from their parents/guardians explaining their lateness and report to the Deputy Principal's office to receive a late note before attending class. Students may be disciplined unless they bring a note with an acceptable reason for the lateness such as a medical appointment. Notes need to be signed by the parent/guardian.
- Students are expected to be at classes on time. Students with a valid reason for being late should obtain a note in their diary from the teacher of the class or appointment they have just completed and present it to their next class teacher. Those who make a habit of being late without a valid reason will receive a consequence.
- If students are absent from school for one or more days, they must inform the College via an adequate note of explanation or a telephone call to the College receptionist. If this is not provided, the absence will be recorded as an "Unexcused Absence".
- If a student is absent it is the responsibility of the parent/guardian to contact the College receptionist on 08 8269 1655 or email reception@prescottcollege.sa.edu.au before 9:00am. Year 12 students will be required to present a medical certificate for more than one day or if an assessment task is due on the day of absence.
- If students need to leave school early or for apart of the day, they must bring a note from their parents/guardians and present it to the Deputy Principal. This will be signed and then presented to the teacher of the class from which they intend an early departure. Students must sign the departure book and hand their note into the receptionist as they leave.
- Students may only leave a class or class activity with the permission of their teacher. This includes carrying a note from that teacher outlining the permission that has been given.

- Without prior consultation with and approval from College Administration, students are not permitted to leave College early at the end of a term, return late at the commencement of a term or be away throughout the term.
- Students should not arrive at the College before 8:15am or stay later than 3:45pm except when they are taking part in an activity supervised by a member of staff (e.g. Homework club, drama or music rehearsals, extra classes).

Bags in Classrooms

School bags are to be left in lockers. Students are able to bring a small bag for the purpose of transporting and protecting a laptop/tablet, provided it fits and is stored neatly under their desk. Other materials, such as textbooks are to be carried by hand. The College encourages students to ensure their device is protected by using some kind of protective cover. It is expected that parents arrange insurance for their student's device/s.

Bicycles

Students who ride bicycles to school are required to wear an approved safety helmet. It is expected that students will stringently obey the road traffic rules.

- Upon arrival, bikes are to be left in the designated area and Not Used during College hours.
- The College PE uniform may be worn while cycling, but full College dress uniform must be worn during the day.

Canteen

A vegetarian canteen is operated from Monday to Friday. Students should place orders for the canteen during Homeroom. Food may not be purchased at times other than recess and lunch. The canteen operates on a cash-only basis. See further information under lunch.

Chapel

Chapel is held every Thursday morning in the Prospect Church Hall during Period Five. Students will be seated in their Homeroom groups. It is expected that a quiet atmosphere be maintained on all occasions when entering and exiting the Church Hall.

Chaplain / Careers Guidance Officer / Counsellor

Students can arrange to see these people by making an appointment. If the appointment is in class time, permission must be obtained from the class teacher prior to going to the appointment. Permission will not be withheld unreasonably.

Chewing Gum

Due to the potential damage to carpets, fittings and clothing, the chewing of gum is banned.

Classroom Procedures

All students are expected to behave in the classroom in a manner that will contribute to its successful operation. Students will make sure they arrive at class on time with all the necessary equipment and materials for that class.

- Students are encouraged to use a laptop bag that has been recommended by the College. Laptop bags are to be small enough to fit under a desk and are not to be left in aisles as they are a trip-hazard.
- Students will not enter the room unless their teacher is present.
- While waiting to enter a room, students are to form a single line against the wall adjacent to the doorway, to allow freedom of movement in the hall.
- Students will not use classroom equipment and facilities unless a teacher directs them. This includes the data projector; the white board, whiteboard marker and duster; VCR or DVD unit; screens and computers; opening and closing curtains and windows; and turning on or off air conditioners, heaters and fans. Classroom furniture may not be moved without a teacher's permission.
- No student should begin to pack up or leave the room (or desk) at the conclusion of a lesson until instructed to do so. The bell is a warning device for the teacher, not a signal for students to rush out of the room without permission.
- Students are not permitted to eat or drink (water excluded) in classrooms unless exceptional circumstances apply and teacher permission is given.
- Littering is not permitted at any time. Rubbish bins are provided in each room. Students will be required to leave the room tidy at the completion of each lesson.

Clearance

The procedure for withdrawing from the College is as follows:

- One full-term's (ten school term weeks) written notification is required or fees may be charged accordingly.
- Parents to inform the Principal of the intention to leave in writing.
- Obtain and complete a Clearance Form from the Deputy Principal. This form is necessary to ensure that all hired textbooks are returned to the relevant departments and any outstanding debts are cleared.
- Present completed, signed and dated Clearance Form to the Deputy Principal.

Students who leave the College during the year and do not complete the deregistration process prior to their last day of attendance will incur a \$50 administration charge.

College Captains and Student Leaders

College Captains and Student Leaders are elected from among the Year 11 students to provide student leadership and staff support in the operation of the school for Term 4 and the following year. All students and staff participate in the vote with senior year votes carrying more weight than junior years. All students are expected to treat Student Leaders and College Captains with courtesy and respect as they perform their responsibilities.

College Captains and Student Leaders: support Administration in leading the College; are student role models; support student body in pastoral care, including worships and lead out in Week of Spiritual Emphasis (WOSE); represent the College internally and externally; lead one of the four portfolios within the SRC (community, spiritual, sport, and social Well-being); participate in and assist the running other events within in the College; participate in leadership training and team building events; among other things.

Students who are aiming to be considered for leadership positions in Year 12 are encouraged to be active participants in all College activities and to take up leadership opportunities that are made available to each year level, as they progress through High School.

Community events at Prescott College

When students enrol at Prescott College, they are expected to attend daily classes and all College run events that build community among the student body. For this reason, it is expected that all students will attend the following events.

The community events for 2019 are:

- Outdoor Education Camps
- Athletics Carnival
- Cross Country Run
- College Fete
- Swimming Carnival
- Show Case of the Arts
- College Speech Night

Please identify these events in the College calendar, set the dates aside and make any arrangements early so that students attend. If, for any reason, students do not attend, **they will be given tasks to do that contribute to the College community in lieu of attendance.**

Confiscation of Items

The College reserves the right to confiscate items that are used inappropriately or banned items that are brought onto College grounds. Such items could include, but are not limited to: jewellery, mobile phones, MP3 devices, laptops/tablets, aerosol cans, liquid paper, laser pointers, skateboards, scooters, etc. Items will be held for up to an 8-week period, except for mobile phones which will be held for up to two weeks.

Emergency Information

- Follow teacher/staff in instructions at all times.
- A 'fire alarm' signals an evacuation event. (Repeated rising pitch).
- A 'code blue' signals a lock down event. (Repeated beep).
- The 'all OK' signal is the "airport 4-chimes".
- The library and reception are declared 'safe' areas.
- Information sheets relating to emergency procedures are displayed in each classroom.
- Emergency assembly area Field One along the fence line, in Homeroom groups.

Excursions (including camps)

Excursions provide an integral (and compulsory) part of the student's learning. Students are expected to wear full College Dress Uniform on any excursion unless otherwise directed and all behaviour is to be exemplary. All other relevant College rules apply whilst on such an outing. Students not in complete uniform or facing disciplinary action may not be permitted to attend the excursion. Situations will be decided individually.

Written permission slips must be presented, the College cannot call parents for permission in lieu of no written permission. Students who fail to return their forms will be required to remain at school instead of attending the excursion.

Fee Payment/General Purchasing/Office Procedures

The Front office is open for business from 8:15am until 4:30pm Monday to Thursday and until 3:45pm on Friday. Payments can be made in the following ways: cash/eftpos/BPAY/cheque. All cheques are payable to "Prescott College".

Inter-pupil Relationships

Students are encouraged to conduct friendships with each other in a wholesome manner in keeping with the College's philosophy and standards. Students are discouraged from forming exclusive friendships, which might be damaging to satisfactory academic and social development. Kissing, cuddling, holding hands and other similar forms of physical contact are not permitted on campus or while in College uniform.

Laptops Use

- Students are permitted to use their laptops for school work in and around the school before school commences from the first bell. It is expected that students will use their laptops responsibly during this time.
- During school recess and lunch breaks, students can use their laptops in the library. It is not an option to use them outside on school grounds or supervised in a classroom.
- Senior students have the option of listening to music using only their laptop, not a mobile phone or similar device, in supervised study times, under the direction, discretion, and supervision of the study supervisor. This privilege may be removed at the discretion of the study supervisor should a student abuse the privilege. At other times MP3s and other such digital equipment is not to be used, by senior students or other students.
- If you disobey these rules, your equipment will be confiscated as per the processes outlined in the confiscation section of this diary.

Liquid Paper

Due to the potential damage to carpets, fittings and clothing, the use of Liquid Paper or similar correction fluids is banned. Correction tape is allowed.

Lockers and Personal Property

- Lockers are provided to all students for the storage of books and personal property.
- Lockers are allocated to students on their first day of school, or as soon as practicable thereafter. Students must take care of their lockers and ensure they are not defaced or damaged. Combination locks can only be purchased from the College.
- Students are expected to take the responsibility of ensuring their lockers are locked at all times when not in use. Students who share their lock combinations cannot expect their belongings to be secure. Students are required to pay for the replacement of lost locks. The College does not accept responsibility for valuable personal property brought to school unless it is lodged at the Front Office for safekeeping.
- Students need to carry the appropriate books so they do not have to return to the lockers between classes. Students accessing their locker between classes without permission will receive disciplinary consequences.
- Lockers must be thoroughly cleaned as directed and paid for if damaged.
- As the locker bay is an area of congestion, students are reminded to keep their locker locked and their bag stowed in their locker.
- For problems with lockers see the locker coordinator.
- Students are not permitted to swap lockers without the express permission of the locker coordinator.

Lost Property

All items (uniform, stationery, calculators, bags, etc.) should be named so they can be returned or disputes settled. Lost items are to be handed to the librarian. Unclaimed property will be disposed of at the discretion of the College at the end of each term. Students are encouraged to check the lost property area in the library before school, recess, lunch or after school.

Lunch

Lunch is to be eaten outdoors. No food or drink (other than water) is to be consumed in the classrooms or hallway, library, Assembly Hall, or on the playing fields and courts. On cold, stormy days or on extremely hot days, a

room may be designated for eating lunch. Students are not allowed to arrange to have food delivered to the College grounds by a delivery service at any time.

Main Building Access

During recess and lunchtime, students are required to minimise use of the buildings. Only Year 12 students may enter and exit the main building via the front door.

Medication

Parents/guardians must sign an authorisation slip at the beginning of each year before any medication is administered. It is expected that this medication be taken in the presence of the issuing staff member. Records will be kept of medication taken.

Mobile Phone & Smart Device Use

A mobile phone may be carried for safe travel to and from school, but is brought to school at the student's own risk. Prescott College takes no responsibility for lost, damaged, stolen or confiscated phones and/or smart devices.

Prior to entering College property, through the gates or Front Office, the phone must be switched off and stored securely out of sight (not on their person). This would also include any listening devices (such as ear buds) that have been used on the way to school. Smart watches and other smart devices cannot be brought onto College property at any time. Mobile phones cannot be switched on until the student exits College property.

Mobile phones cannot be taken on excursions, including sports carnivals and camps, unless express permission has been given in the permission letter / coordinating teacher instructions accompanying this event.

Mobile phones are not to be taken out or used in the toilet areas under any circumstances.

Mobile phones can only be taken out and used when a teacher has given explicit permission. In class, a teacher has the right to control the use of technology to suit the focus of the lesson or activity. Therefore, the teacher may allow students to use the functions on a mobile phone to enhance

learning when it is appropriate. It is the student's responsibility to ensure that the phone is turned off again after it has been used.

If a call or text needs to be made using a mobile phone, students must go to the Front office to seek permission from Administration.

Consequences for using a mobile phone contrary to the above:

First offence Mobile phone is confiscated, given to the Deputy Principal and collected by the student at the end of the same day. The student will also be required to hand in their mobile phone into the Front Office for ten school days. If the phone is handed in late, or forgotten to be handed in, an additional two days will be added. Continual non-compliance will be considered as a second offence. Parents will be contacted via email or phone by the Deputy Principal.

Second offence Mobile phone is confiscated and given to the Deputy Principal. The student collects a letter from the Deputy Principal at the end of the day, outlining the current consequence and further consequent actions that may be applied. Upon return of the letter, signed by parent/guardian, the mobile phone will be returned to the student. The student will also be required to hand in their mobile phone into the Front office for twenty school days. The parent/carer will also be contacted via email or phone by the Deputy Principal.

Third offence Mobile phone is confiscated and given to the Deputy Principal. The student collects a letter from the Deputy Principal at the end of the day, outlining the final consequence that is to be applied. The mobile phone will be only be returned to the parent at an interview with the Deputy Principal. The student will not be permitted to bring a mobile phone to school for the remainder of the school year.

Students who use another person's Mobile Phone

Where a student has allowed their mobile phone to be used by another student, both students are to be advanced to the next step in the policy. If a student has used a mobile phone without permission, that will be considered to be stealing and dealt with accordingly.

Mufti Day

Students are permitted to wear neat casual clothes on Mufti Days (usually two days per term). The cost is a \$2 donation on each Mufti Day. The funds raised are used for the support of children in developing countries and for

charitable purposes. Refer to the Prescott College [Dress code](#) section for details about acceptable standards of Mufti Day clothing.

Music Listening Device Use

By default, the use of any electronic devices for the purpose of listening to personal music is not allowed.

- Teachers permit the use of headphones and earphones only when there is a need specific to the student's work. For example, a student might be working on a Garage Band project or completing an audio tutorial.
- If a student has a specific need to use headphones or earphones in an environment where a teacher other than their subject teacher is supervising (e.g. in the library), then the student will need to arrange for appropriate permission from their class teacher IN ADVANCE. Naturally, if a student abuses their privilege, they will lose it.
- If the environment of the class is suitable for some music, then teachers can arrange for some wholesome background music to be played. For example, an art class working on some sculpture work might decide to have some background music playing.
- The focus at Prescott College is on creating strong learning environments. It is recognised that there may be some classroom environments where there is a more relaxed focus. For example, when Year 12s are in their non-classroom study periods, or in their Research Project classes when the subject has been completed. If, in such situations, the teacher does allow some individual music selection, the teacher will exercise careful supervision which might include such practices as laptop screens to the front, use of one earphone so they can hear instructions as needed, and random checks on the choice of music.
- Even in such special situations, teachers ought not to feel pressured to permit students to listen to their personal music in the classroom environment. It is the teacher's duty to encourage a focus on learning.
- Portable music players with earphones may be used while travelling to and from school.

Newsletter

The College issues a fortnightly newsletter. This is emailed to College students and parents. A hard copy is available upon request and will be sent home via your student. If you do not receive the newsletter via email every fortnight, please contact the College.

Out of Bounds

The following areas are out of bounds to students:

- Assembly Hall (unless supervised).
- Classrooms (unless supervised).
- St Helen's Park (Year 12 privilege only).
- Upstairs areas in all buildings during lunch and recess.
- The roof of any building.
- Neighbouring properties.

Students are to remain within the College boundaries at all times unless given permission to leave by the duty teacher, Deputy Principal or Principal. Permission is needed to converse with visitors off College grounds.

The staff room and teachers' offices are out of bounds to all students. Students are to knock and wait for a reply before entering a teacher's office. Staff are unavailable for consultation before 8:30am and for the first half hour of lunchtime unless special arrangements are made. Students should seek help from the duty teacher during these times.

Parental Notes / Messages for Students

Where possible, we ask that parents please organise all plans and messages for such things as travel, dental and hairdressing appointments, prior to their student leaving for school. The Front Office takes every care to ensure messages are delivered, but accepts no responsibility for undelivered messages. Note: Please call the Front Office rather than the student's mobile phone during school hours.

Permission to Leave

No student is permitted to leave the College campus during school hours, including lunch, without specific permission from the Principal upon arrival at school, recess and or the Deputy Principal. At the end of the day, it is expected that students make their way directly home. Requests for leave must come directly from parents/guardians in written form. Year 12 students who have Study Leave or Lunch Leave permission to leave the College grounds during the day must sign out and in.

Prohibited Items

Prohibited items are not permitted on College grounds or at College activities. These include:

- Obscene visual/audio material
- Drugs, cigarettes, alcohol
- Any flammable matter, lighters, matches, etc
- Firearms, knives, shanghais or any weapons
- Chewing gum
- Jewellery, obvious make-up and nail polish
- Water missiles or any other type of missile
- Liquid paper or other items that can be used for graffiti
- Laser pointers
- Pressurised deodorant sprays which can aggravate nasal sensitivity and asthma, etc.

Property Damage

If accidental damage occurs when a student plays/works within the rules of the College, responsibility is accepted by the College for the cost of repairs. If a student damages property while behaving inappropriately, the family must accept responsibility and related expense for the damage.

Roller Blades/Skates and Skateboards/Scooters

These items are not permitted to be brought on to the College grounds at any time.

Sickness or Accident

Students who are ill at the beginning of the day need to make arrangements to stay at home as the College can only provide urgent care.

Students who are sick, or who have had an accident, should report immediately to their class teacher, Deputy Principal, or the Front office. As necessary, students will be given permission to go to Sick Bay or arrangements will be made for their parents to collect them. A medication and treatment record will be kept when necessary.

Students who use the Sick Bay will not be released for recess and lunch breaks so as to minimise health and safety risks.

Where a serious accident has occurred, students will be taken to a local surgery - Fitzroy Medical Clinic on Prospect Road - or to a hospital - Women's and Children's North Adelaide - and the parents will be notified

as quickly as possible. All medical and ambulance costs are the responsibility of parents/carers. An Incident Report will be completed by the supervising teacher and given to the Deputy Principal.

Sports Program

All students must participate in the College sports program. Students who are unable to participate due to sickness or injury must bring a letter from their parents/ guardians and **report to the Sport Coordinator at recess**. Alternative arrangements will be made. Students who wish to leave at the end of sport directly from the sports field will need to have had the form "Permission to Leave Early from Sport" signed by a Parent/Guardian and returned and approved by the College.

Sports Equipment Use

Equipment may be borrowed from the Sports Box, Basketball Court during recess and lunchtime. Equipment is to be used properly and any breakages or losses must be reported to the duty teacher.

Courts

Students should bring appropriate footwear for use at lunchtime, PE classes and sports periods. Food is not to be taken onto the courts. Holding and swinging on the basketball or netball hoops is not permitted.

Playing Fields

Students must take care to play their games in such a manner as to prevent the ball landing in private property. Students may not enter homes around the College, but neighbours have agreed to return the equipment when it is discovered. Students must not climb fences or onto the College roof to retrieve balls; instead, they are to ask the duty teacher to arrange retrieval.

Student Representative Council (SRC)

SRC gives students the skills to create and to implement, to lead and to follow, to learn from mistakes and to succeed. Most importantly, it gives students the opportunity to represent the views of their peers, and to succeed in making those views heard. There are several reasons for having an SRC, and they all have to do with students' participation in what happens within the school and its community.

- Educational: Students develop skills in areas such as representation, communication, and organisation.
- Democratic: All students have a voice and are listened to.
- Responsibility and trust: Students have the responsibility for real issues; they are trusted to solve real problems and make real decisions.
- Collaborative: Students are partners in decision-making with the College leadership team, teachers, parents and the College community.
- Respectful: Mutual respect develops between students and all members of the College community.
- Caring: Students are committed to their College and care about what happens to it and in it; students care for each other.
- Rewarding: Participation is enjoyable and delivers successful outcomes. The SRC upholds the College's core values of Integrity, Respect and Joy. We learn. We Value. We serve.

Student Vehicles

Students wishing to use motor vehicles for traveling to and from school must apply to the Deputy Principal by filling out the appropriate forms. The following rules will apply:

- Students must obtain a SA driver's license, have written parental approval to drive to school and have the approval of the College Administration.
- Students are not permitted to carry any other students as passengers, apart from members of their immediate family unless written permission from the driver's parent and the passenger's parent is given and submitted to the Deputy Principal.
- Students are not permitted to use the vehicle during the day for other purposes without permission from the Principal or Deputy Principal.
- Students need to park their cars in the neighbouring carpark of the Prospect International Seventh-day Adventist church or Moora Avenue on the Church Hall side, to ensure ease of traffic movement to and from St Helen's Park Kindergarten and the College in Koonga Avenue.
- Students must display a Prescott College Parking Sticker, of the correct Year, on the front left- hand side of the front windscreen of their car. This sticker can be obtained from the Deputy Principal.
- If students wish to use the Prospect International Seventh-day Adventist church carpark on Wednesdays, they are to park on the eastern side.

- Students who drive dangerously or do not abide by the College's regulations may lose the privilege of bringing a car to school.

Telephone

Students may make urgent phone calls from the Front office. Students may be charged for making the call. Students will only be allowed to accept calls in an emergency. At other times a message will be taken.

Textbooks and Specialised Stationery

Textbooks are purchased by parents/guardians, although in some classes texts are hired to students by the College and this cost is added to the school fee account. Students are required to return hired books in good condition to the subject teachers. Lost or damaged hired books are to be paid for at replacement cost. All hire books will be collected from and returned to the library.

Travel Code

- Prescott students are expected to abide by state rules governing pedestrians. They are to cross at the lights on Main North Road and on Prospect Road.
- Students who J-walk will automatically receive detentions.
- Students who misbehave on the roads will be disciplined.
- The standard of behaviour required at College applies equally during travel on public buses or trains.
- Students are to enter and leave the bus in an orderly manner. They must obey the directions of the driver and show respect for the members of the public. This means that students should give up their seats for adults in public buses.
- Students who travel in buses that are equipped with seat belts must wear them at all times while traveling.
- Failure to maintain standards of behaviour acceptable to the College or the bus company may result in the loss of bus privileges.
- Students are expected to be considerate, courteous and wear full College uniform while traveling on buses. If students are found incorrectly attired while traveling to and from school in any way, they will receive disciplinary action.

Visitors

All visitors must first report to the Front Office when they arrive at the College. Remember that if a person is not a member of the College

community, they do not have an automatic right to move around the school, even after visiting the Front Office.

Yard Duty

Each Year 7 - 11 student will be required to do yard duty for at least one week per term as rostered. Year 12 students will be added where disciplinary consequences apply. Students will be advised via email on the Monday of each week. Students must report to the Yard Duty shed on the bell at 1.25 pm. Failing to attend may incur further duties.

Year 12 Students - Last Day Activities

Teachers prepare a breakfast for Year 12 students on their last day of classes. This is a time of celebration for both students and their teachers. It is expected that students will choose to enjoy positive celebration activities at this time and refrain from any activities that damage the College and/or other persons or property.

Year 12 Study Leave / Lunch Leave at Prescott College

The Year 12 study and lunch leave offered at Prescott college is a privilege and may be withdrawn if abused. Information and permission for this leave will be provided to Year 12 students and their parents mid-term one. Upon signing this form students are reminded that they will be required to adhere to the requirements expected of them.

All students of Prescott college are expected to uphold high standards of behaviour. Underlying all school rules is the aim of developing within the individual a sense of responsibility to self, community, church and God.

The stated purpose of behaviour management is to aid the student in growth towards mature adulthood. As a consequence, Prescott college will assist students in making choices about appropriate patterns of behaviour and accepting responsibility for these decisions. Behaviour management can then be considered to be any action taken by the College to assist the student in the development of positive behaviour and self-management.

The aims of the Prescott College Behaviour management Policy are to:

- Provide a conducive learning environment for all students which is appealing, happy, clean and safe

- Encourage mutual respect between staff and students
- Increase student involvement in the College and the wider community
- Fairly, consistently and appropriately implement College regulations
- Nurture the development of young men and women
- Encourage a sense of pride in themselves and the College
- Promote self-discipline in its approach and application.

Principles and guidelines

Discipline needs to be based on:

- Mutual respect
- Fairness and consistency
- Appropriateness
- Emotional control
- Openness and honesty
- Care for the individual