



Prescott College

Student Handbook and Code of Conduct 2025

Above all other books, the Word of God must be our study, the great textbook, the basis of all education.

-Testimonies for The Church, p.131

Student Information Handbook and Code of Conduct

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Our Purpose

To reveal Jesus

Vision

*To be a thriving Christ-centred learning community.
Knowing, experiencing and sharing our hope in Jesus Christ*

Mission

*To enable every student to flourish. Fostering and nurturing
Seventh-day Adventist Christian Values in our students through
all aspects of College life.*

Crest

Nihil Sine Deo - “Nothing Without God”

Motto

“... because your child matters”

Core Values

Integrity

Respect

Joy

PRESCOTT COLLEGE COMMUNICATION COMMITMENT

Communicate with understanding, courtesy, and grace.

Acknowledge consensus before addressing disagreements in a constructive manner.

Seek team cohesion by cultivating trust.

Champion a Christ-like demeanour by displaying humility, courage, & compassion.

Actively listen with open mind & open heart.

Demonstrate respect for others by seeking facts without prejudice.

Exercise integrity through professional interactions with colleagues, students & school.



****Assembly Schedule****

- Assembly takes place every Tuesday morning in the Church Hall from 8:45 to 9:05 AM. Students are required to sit with their Homeroom groups.
- Please ensure that entry and exit are conducted quietly and respectfully.

****Attendance and Absence Guidelines****

- Students should arrive at school by 8:40 AM.
- Homeroom begins at 8:45 AM for worship, information sharing, and roll call.
- The school day concludes at 3:20 PM (Monday to Thursday) and 2:35 PM (Friday).
- If a student is late, they must:
 - Check in at Reception to obtain a late pass.
 - Provide a note from a parent or guardian explaining the reason for their lateness.
- Timeliness is essential for all classes.
 - If a student arrives late, they must present a note from the previous teacher.
 - Unexplained lateness will result in consequences.
- For absences:
 - Parents or guardians must notify the school by providing a note or contacting the receptionist.
 - Absences that are not communicated will be recorded as "Unexcused."
 - Unexplained absences must be reported to the appropriate authorities.
 - Please contact the College receptionist at 08 8269 1655 or email reception@prescottcollege.sa.edu.au before 9:00 AM.
- Year 12 students must submit a medical certificate if absent for more than one day or if they have an assessment due.
- Regarding early school departures:
 - Parents or guardians should communicate this request via email or in person.
 - Permission for early departure without parent approval can only be granted by the Deputy Principal or Principal.
- Students must sign out at the front office using SEQTA.
 - Students require permission from the teacher to leave a class or activity.
 - Any early termination of a term or late return must receive approval from College Administration.
 - Please note that assessment tasks and due dates will remain unchanged.
- Supervision is available from 8:15 AM to 3:45 PM.
 - Students are advised not to arrive before or remain after these designated times unless participating in a supervised activity (e.g. Homework Club or rehearsals).

****Guidelines for Bags When Traveling to and from College and Using in Classrooms****

- Students are required to use the official Prescott College backpack for their daily commutes to and from school.
- School bags should be securely stored in lockers during the school day.
- A small laptop bag is permitted for the purpose of transporting and safeguarding laptops or tablets, if it fits neatly under the desk.
- Students are encouraged to utilize protective covers for their devices to enhance safety.
- Parents are responsible for arranging insurance for their child's devices.

****Behaviour Management (Personal Responsibility Policy PRP) at Prescott College****

- Prescott College expects all students to uphold high standards of behaviour, fostering a sense of responsibility toward themselves, the community, the church, and God.
- The intention of behaviour management is to assist students in their journey to mature adulthood, encouraging them to make appropriate behavioural choices and to take responsibility for their actions.
- Behaviour management encompasses all actions taken by the College to promote positive behaviour and self-management.

****Aims of the Personal Responsibility Policy PRP ****

- To create a conducive learning environment that is engaging, positive, clean, and safe.
- To encourage mutual respect between staff and students.
- To increase student engagement in the College and the wider community.
- To implement College regulations fairly and consistently.
- To nurture the development of young men and women.
- To foster a sense of pride in themselves and the College.
- To promote self-discipline in approach and application.

• Principles and Guidelines:

Discipline should be based on:

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

• Report Card System:

- Students who disrupt classes may receive a Behaviour Report Card following consultation between the teacher, Level of Schooling Coordinator and/or the Deputy Principal.
- Parents or guardians will be notified regarding the issuance of the Report Card.
- Expectations will be clarified, and staff will be informed accordingly.
- The card must be presented to teachers after each class for signatures and comments.
- Students will submit the card to the Level of Schooling Coordinator and /or Deputy Principal daily for signature and take it home for parental signature.
- Non-compliance may result in extended use of the card or further behaviour management measures.

• Focus Space:

- The Focus Space is designated for serious behaviour management interventions.
- If a student does not co-operate, the teacher will consult the Level of Schooling Coordinator for Level 2 breaches and Deputy Principal as appropriate.
- Students will be assigned tasks related to their behaviour.
- Classwork will be provided by teachers.
- Recess and lunch will be scheduled at different times from other students.
- Interviews may be conducted as deemed necessary.
- Students in the Focus Space may also receive a Behaviour Report Card.

PERSONAL RESPONSIBILITY POLICY OVERVIEW

A four-level process promoting relationship building and restorative justice.

▪ Level One – Minor Disruptions

DEFINITION:

- Encourages positive behaviour and discourages actions that could negatively affect the safety and well-being of others in the classroom or schoolyard. This includes the failure to submit classwork or homework, wearing incorrect uniform, not adhering to instructions given by staff, being off task during class, littering, and arriving late. *Please note that lunchtime detention may be assigned at this level.*

*This level is managed by the **Home Class teacher, Subject Teacher, or Yard Duty SSO/Teacher.***

▪ Level Two – Repeated Disruptions and Breaching the Rights of Others

DEFINITION:

- The objective is to collaborate with students to acknowledge the repercussions of repeated negative behaviours, which may encompass bullying, internet misuse, rudeness, disrespect, or a lack of improvement in previously documented behaviours e.g. consistent lateness and poor attendance. *Please note that lunchtime detention or internal suspension may be implemented at this level.*

*This level is managed by **Level of Schooling Coordinators** in consultation with stakeholders: students, staff, and parents.*

▪ LEVEL THREE – violates the rights of others, shows no signs of wanting to change and or extreme incidents

DEFINITION:

- The objective is to uphold the rights of individuals within the community and to restore justice while implementing effective intervention strategies to assist students in modifying their serious inappropriate behaviours. This may encompass actions such as repeated bullying, cyberbullying, physical assault, verbal abuse towards others, threatening behaviour and persistent Level Two behaviours that the student is resistant to changing. *Please note that internal or external suspension may be applied at this level.*

*This level is managed by the **Deputy Principal** in consultation with the Level of Schooling and Counsellor.*

▪ Level Four - continues to seriously violate the rights of others and our community.

Definition:

- Notice of Significant Misconduct - A serious breach of contract and /or violation of the law has been identified. *Please be advised that internal or external suspension or exclusion may be considered at this level.*

*This level is managed by the **Principal** in consultation with the Deputy Principal and/or Education Director.*

At all times students and staff may be offered or referred to Prescott or ACCESS Counsellors.

- **Levels of Discipline:**

- Smart device policies exist alongside the behaviour management levels.

- Level One:

Behaviours may include but not limited to:

- Incorrect or untidy uniform e.g. not wearing hat in Term 1 & 4
 - Non completion of tasks or submission of **AI** material
 - Lack of necessary class materials
 - Lateness
 - incorrect uniform
 - Use of inappropriate language
 - Unlocked lockers
 - Persistent misbehaviour may escalate to Level Two.

Consequences may include but not limited to:

- A warning
 - Detention
 - Issuance of a report card
 - Contacting parents or guardians
 - A combination of the above

- Level Two:

Behaviours may include but not limited to:

- Persistent Level One misbehaviour
 - Disruption in the classroom
 - Cheating or defiance
 - Minor vandalism or theft

Consequences may include:

- Extended detention
 - Internal suspension (up to 3 days)
 - Time spent in isolation

- Level Three:

Behaviours may include but not limited to:

- Persistent Level Two misbehaviour
 - Possession of illegal items (e.g., drugs, weapons)
 - Major theft or vandalism
 - Assault or harassment

Consequences may include:

- Suspension (internal or external, up to 5 days)

- Level Four:

Behaviours may include:

- Serious breach of contract
- Violation of the law

Consequences may include:

- Referral to Principal
- External suspension (up to 5 days)
- Indefinite suspension until requirements are met
- Exclusion from the College
- *Appeals regarding Level Four consequences may be submitted to the Director of Education for Prescott Schools, South Australia.*

****Bicycle Policy****

- All students are required to wear an approved safety helmet while riding bicycles to school.
- It is essential that all students always adhere to road traffic regulations.
- Upon arrival at the college, bicycles must be parked in the designated area and are not to be used during school hours.
- Students may wear the College PE uniform while cycling; however, the full College dress uniform must be worn during the school day.

****Canteen****

- A vegetarian canteen is available from Monday to Friday.
- Students are required to submit their canteen orders through Cashless Online or Spriggy Schools by 9 AM on the day of collection.
- Food purchases are permitted only during recess and lunchtime.
- All transactions at the canteen must be made through Cashless Online or Spriggy Schools.
- For additional information, please consult the lunch details provided.

****Chapel****

- Chapel services are held every Thursday afternoon during Period Five.
- Location: Prospect Church Hall.
- Students are expected to sit with their designated Homeroom groups.
- A respectful and quiet demeanour is required when entering and exiting the Church Hall.

- Appointments with Chaplain / Careers Guidance Officer / Counsellor:
 - Students must schedule an appointment to meet with these staff members.
 - If the appointment coincides with class time, students must obtain prior permission from their class teacher.
 - Such permissions will not be unreasonably denied.

****Chewing Gum****

- The use of chewing gum is prohibited due to the potential damage it may cause to carpets, furnishings, and clothing.

****Classroom Procedures****

- Students are expected to conduct themselves in a manner that promotes a positive and productive classroom environment.
- Arrive punctually, equipped with all necessary materials and supplies.
- Additional Guidelines:
 - Utilize approved laptop bags that can be stored under desks; do not leave bags in aisles to cause trip hazards.
 - Entry to the classroom is permitted only when the teacher is present.
 - While waiting to enter, please form a single line against the wall next to the doorway to allow for unobstructed movement in the hallway.
 - Classroom equipment and facilities may only be used under the guidance of the teacher. This includes data projectors, whiteboards, Smart Boards, computers, and the adjustment of curtains/windows or climate control systems.
 - Students should not pack up or exit the classroom until given explicit instruction; the ringing of the bell serves as a signal for the teacher, not for student dismissal.
 - Consumption of food and beverages (excluding water) is not allowed in classrooms unless permitted by the teacher under exceptional circumstances.
 - Littering is strictly prohibited; please utilize the provided waste bins and ensure the room remains tidy at the conclusion of each lesson.

****Clearance Procedure for Withdrawing from the College****

- **Notification Requirement:** A written notice of one full term (ten school weeks) is required to avoid incurring fees for the subsequent term.
- **Inform Principal:** Parents must communicate their intention to withdraw in writing to the principal.
- **Obtain Clearance Form:** Request a Clearance Form from the Deputy Principal and complete it accordingly.
- **Return Textbooks and Settle Debts:** Ensure all borrowed textbooks are returned and any outstanding debts are settled.
- **Submit Clearance Form:** Present the finalized, signed, and dated Clearance Form to the Deputy Principal.
- **Administration Charge:** A \$50 administration fee will apply for students who withdraw during the academic year without completing the clearance process prior to their last day of attendance.

****College Captains and Student Leaders****

- **Elected Position:** College Captains are elected from Year 11 students to serve during Term 4 and the subsequent year.
- **Voting Process:** All students in Years 7 to 11 and staff members are involved in the voting process.
- **Respectful Treatment:** It is imperative that all students treat College Captains and Student Leaders with courtesy and respect.
- Responsibilities:
 - Assist the administration in guiding the College.

- Serve as role models and exemplify the school values of Joy, Respect, and Integrity for fellow students.
 - Participate in pastoral care and lead worship during the Week of Spiritual Emphasis. (WOSE)
 - Represent the College in various internal and external matters.
 - Lead one of the four portfolios within the Student Representative Council (SRC): community, spiritual, sport, and social well-being.
 - Engage in organizing and participating in various College events.
 - Participate in leadership training and team-building exercises.
- Encouragement for Future Leaders:
 - Students who aspire to hold leadership roles in Year 12 are encouraged to actively engage in all College activities and seize opportunities for leadership development throughout their time at the College.

****Community Events at Prescott College****

- Attendance at daily classes and all College-organized community events is mandatory for students.
- This year, students are anticipated to engage in the following events:
- Outdoor Education Camps
- Athletics Carnival
- Cross Country Run
- College Fete
- Swimming Carnival
- Showcase of the Arts
- College Speech Night
- Please refer to the College calendar for event dates and plan your attendance in advance.
- If a student is unable to attend an event, they will be assigned alternative tasks that contribute to the College community.

****Computer Use Guidelines****

- IT resources at Prescott College are designated for authorized, school-related educational use only.
 - Students must refrain from seeking or using computers and the internet for illegal, dangerous, or offensive content. In such instances, they should close the window and notify a teacher.
 - The use of computers and the internet is a privilege, not an entitlement.
 - Personal laptops brought to school are to be used solely for educational purposes.
 - Laptops must not be utilized for gaming, music, or sharing inappropriate information.
 - Any inappropriate behaviour may result in disciplinary measures, including the termination of computer and internet access.
 - Students are prohibited from using computers or the internet to disturb or offend others.
 - Accessing personal email accounts (e.g. Hotmail) on college computers is not permitted.
 - The privacy of others' email accounts must be respected.
 - Registration or entry of personal information on any website requires prior approval from a teacher.
 - Home addresses or phone numbers should not be disclosed online.
 - Passwords must remain confidential and not shared with anyone.
 - Unauthorized access to others' files or circumventing College security protocols is strictly forbidden.
 - Violations may lead to disciplinary actions, including suspension, loss of computer/internet access, charges for damages, or legal consequences.
- Laptop Use
 - All laptops must be privately insured.
 - A small laptop bag is permitted for transporting and protecting laptops or tablets, provided it fits neatly under the desk.
 - Laptops may only be used during class time or in the library during lunch.
 - Senior students may listen to music on their laptops during supervised study periods.

- MP3 players or similar devices are not allowed; noncompliance will result in confiscation.

****Confiscation of Items****

- The College reserves the right to confiscate items that are used inappropriately or that are prohibited on campus.
- Examples of such items include:
 - Jewellery
 - Mobile phones
 - MP3 devices
 - Laptops/tablets
 - Aerosol cans
 - Liquid paper
 - Laser pointers
 - Skateboards
 - Scooters
 - Vapes
- Confiscated items will be held for a period of up to 8 weeks; mobile phones will be held for up to 2 weeks.

****Dress Code****

- Students are required to wear the college dress uniform each day, apart from Tuesdays when the PE uniform is allowed.
- The dress uniform and PE uniform must not be combined.
- Casual clothing (apart from Mufti Day) requires a uniform pass from the library.
- The summer uniform is to be worn during Terms 1 and 4, while the winter uniform is designated for Terms 2 and 3.
- The blazer is mandatory during Terms 2 and 3 in the following circumstances:
 - When travelling to and from college
 - On Thursdays during Chapel
 - When in uniform off-campus (excluding PE uniform)
 - During Speech Night and other official school events
 - The blazer should be worn as the outer layer, with school jumper permitted underneath
- All uniforms must be clean, neat, well-fitted, and maintained in good condition.
- Underclothing must not be visible; shirts should be tucked in, except during sports activities.
- Track pants and hoodies are not permitted with formal or PE uniforms.
- Skirts and shorts should be knee-length.
- The PE uniform is required for all physical education classes and related activities.
- Students must change back into the dress uniform after PE classes, unless it is Tuesday.
- Writing on uniforms or participating in water fights is prohibited.
- Hair Styles
 - Hair must be kept neat, clean, and tidy.
 - Hair colour should closely match the student's natural colour; highlights and dyes should blend well.
 - Hairstyles that draw excessive attention or create an artificial appearance are not permitted; please consult the Administration if you have any questions.
 - Hairstyles should not obscure the eyes or face.
 - Extreme hairstyles, as defined by Prescott College, are not acceptable.

- Students with hairstyles that do not comply must make changes within a timeframe set by College Administration.
- Male Student Guidelines:
 - Hair must be well-groomed, not touching the collar, and no shorter than a number 2 clip.
 - Hair that is longer than the collar must be tied back.
 - Hair should not fall over the eyes.
 - Severe undercuts and razor cuts are not permitted.
 - Facial hair is not allowed unless approved by the College.
 - Extreme or fad hairstyles, as determined by the College, are prohibited.
- Female Student Guidelines:
 - Hair that is shoulder-length or longer must be tied back.
 - Hair should not cover the eyes; fringes must not obscure vision, and long side strands are not acceptable.
 - Hair accessories should be minimal and in white, royal blue, or black.
 - Headscarves worn for religious reasons must be in royal blue, black, or white.
 - False eyelashes are not permitted.
 - Extreme or fad hairstyles, as determined by the College, are not allowed.
- Hat Policy: **(See Appendix 1 for more details)**
 - The college uniform hat is required for all outdoor activities, particularly in Terms 1 and 4 for sports and PE.
 - Headscarves for religious reasons must comply with the hat policy.
 - Hats should be clearly labelled inside; no additional writing or drawings are permitted.
 - Hats must be worn during Terms 1 and 4 at recess and lunchtime, even in covered areas.
 - Hats are not permitted during Assembly, Chapel, or regular classes, except during PE.
- Protective Clothing:
 - Protective clothing, including ear plugs and safety glasses, is required in Art, Design & Technology, and Food and Hospitality classes.
 - All items must be labelled with the student's name.
- Swimwear:
 - Girls must wear rash-top and board shorts over a two-piece swimsuit or bikini; rash tops are optional over a one-piece swimsuit.
 - Boys should ensure that boxer shorts or underwear do not show above board shorts.
- Jewellery:
 - Jewellery (bracelets, chains, earrings, rings) is not part of the college uniform and should not be worn by any student.
 - Body piercings should only be done during school holidays; unhealed piercings are not acceptable.
 - Jewellery worn at school will be confiscated for eight weeks.
 - Visible tattoos or body piercings, including tongue piercings, are not permitted.
 - One set of plastic keepers in the earlobe is allowed; no other plastic keepers are permitted.

- Written permission is required for religious jewellery.
- **Religious Exemption:** While we encourage open communication with parents, students seeking to wear piercings for religious reasons must provide a written note from a religious leader outlining their reasons. This note should be submitted to the Deputy or LOSC. If an exemption is granted the conditions will be communicated to parents and communicated to all staff via SEQTA Notices or email.
- **Workplace Health and Safety (WHS) Compliance:** In line with WHS guidelines, students must always cover their piercings with a band aid while on school premises. **This is a short-term solution, as piercing are expected to be removed.** If students do not wish to cover their piercings with a band aid, we recommend that they consider getting the piercings during summer school holidays, allowing them to safely remove them during term time.
- **Non-religious Exemption:** Students who do not have a religious reason and corresponding documentation will be required to remove their piercings, in accordance with our school policy.
- Make-Up:
 - The use of make-up is not encouraged; if worn, it should be minimal and appear natural.
- Fingernails:
 - Only clear nail polish is acceptable; false nail extensions are prohibited.
- Dress Shoes:
 - Formal, round-toed school shoes must comply with the following criteria:
 - A minimum of three pairs of eyelets, with black laces (no Velcro), crafted from plain materials, and having a closed toe and heel.
 - Shoes should be capable of being polished; finishes such as oiled or nappa, suede materials, contrast stitching, or logos are not permitted.
 - The maximum sole depth allowed is 2 cm.
 - Brogues, boots, sneakers, or skate shoes, as well as any brand name stitching or logos, are prohibited.
- Mufti Clothing:
 - Casual attire must be neat, tidy, and free of any inappropriate text or images, suitable for a Christian College environment.
 - Clothing that is tight-fitting or revealing (such as midriff tops, singlets, or excessively ripped garments) is not acceptable.
 - The College regulations regarding jewellery and grooming standards apply (for instance, long hair must be tied back).
 - Footwear should adequately cover and protect the feet; therefore, thongs or open-toed shoes are not permitted.
 - Shoes with heels exceeding 2 cm are considered inappropriate.
 - Attire should cover the body, similar to the summer uniform, and suitable clothing for sports or physical education must be worn or brought to mufti days.
- Year 12 Jackets:
 - Year 12 students can purchase a Leavers Jacket.
 - This jacket can be worn with the PE/sport uniform and during the Year 12 trip.
 - However, it is not permitted to be worn with the College Dress uniform, including while travelling to and from school.

- Incorrect Uniform Protocol:
 - If a student is unable to wear the correct uniform, a signed note from a parent or guardian is required.
 - This note should specify which item is unavailable and indicate when the correct uniform will be reinstated.
 - Students not in uniform must report to the library for a uniform pass before school starts.
 - Only the unavailable item may be substituted; any substitutions should remain neat and modest.
 - Jeans are not acceptable substitutes for any aspect of the College uniform.
 - Students are allowed two uniform exemption passes per term; parents will be notified if a third pass is issued.
 - Consequences will apply upon issuing a third pass.
 - Full College Dress uniform is mandatory on Thursdays; failure to comply may necessitate returning home.

****First Aid Procedures****

- Report any injuries or illnesses to your supervising teacher immediately.
 - For basic first aid supplies (e.g. band-aids), proceed to the library. The Front Office will handle more serious medical needs.
 - All medications must be prescribed by a qualified medical practitioner. The school does not provide over-the-counter medications such as Panadol.
 - The Front Office will contact a parent or guardian and may call for an ambulance if necessary.

****Emergency Information****

- Always adhere to the instructions given by teachers or staff members.
- A 'fire alarm' indicates the need to evacuate (indicated by a repeated rising pitch).
- A 'code blue' indicates a lockdown (signalled by a soft to loud rising tone).
- The 'all clear' signal is represented by four chimes, similar to an airport announcement.
- The Library and Reception are designated safe areas.
- Emergency procedures are posted in all classrooms.
- The emergency assembly area is located along the fence line of Field 1, organized by Homeroom groups.

****Evacuation Procedures****

- Follow your teacher's directions immediately upon hearing the siren (repeated rising pitch).
- Leave your belongings and exit the building quietly.
- The teacher will ensure that the classroom door is closed but not locked.
- Line up in alphabetical order by Homeroom group on Field One.
- Wait for further instructions from staff.
- Lockdown Procedures
 - Upon hearing the siren (soft to loud rising tone), follow your teacher's directions to remain out of sight in the classroom.
 - Maintain silence until the all-clear signal (airport four chimes) is given.

****Excursions (Including camps) ****

- Participation in excursions is compulsory, and full College Dress Uniform is required unless otherwise specified.
- Exemplary behaviour is expected, and all College rules apply during excursions.
- Consent2Go forms must be completed prior to the excursion; phone or text permissions are not permitted.
- Students without completed forms will remain at school.

****Fee Payments****

- Payments can be made through BPAY, EFTPOS, Direct Debit, Centrepay, or cash.

****Harassment Policy****

- Harassment includes any actions that cause individuals to feel uncomfortable or frightened based on gender, race, intellect, or appearance.

- Report any instances of harassment to staff members, whether you are a witness or a victim.

****Steps to Address Harassment****

1. Politely tell the harasser to stop.
 2. If the behaviour continues, report the incident to a teacher or chaplain.
 3. If the issue remains unresolved, refer the matter to the Deputy Principal or Principal for formal action.
- Types of Harassment Include:
 - Physical aggression (e.g., hitting, pushing).
 - Group intimidation.
 - Humiliation or ridicule.
 - Offensive communication (verbal, written, online).
 - Unwanted physical contact.
 - Unwelcome sexual advances.
 - Spreading false rumours.

****Library Guidelines****

- The library plays a vital role in the teaching and learning process and is open during recess and lunch.
- Class groups are required to wait at the entrance until they are permitted to enter.
- Food and beverages are not permitted in the library; only water is allowed.
- Please handle books and resources with care and report any damages immediately.
- Maintain a quiet environment to respect other users.

Borrowing Procedures

- All books must be checked out through the librarian; failure to do so may result in disciplinary action.

Headphones Policy

- Personal headphones are not permitted in the library; permission is required for in-class use.
- Listening to music in the study room is allowed only with the supervisor's approval.

Homework Club

- The Homework Club is available in the Library on Tuesdays and Thursdays from 3:30 PM to 5:00 PM.
- Any student is welcome to attend and may leave at their discretion.

Overdue Books

- Students must return all overdue books before being allowed to borrow additional materials.
- Lost books should be reported to the librarian; if not recovered, a replacement fee will be required.

****Lost Property****

- Please label all personal items to facilitate their return.
- Unclaimed items will be disposed of at the conclusion of each term.
- Lost property may be checked in the library during recess, lunch, or after school hours.

****Lockers and Personal Property****

- Lockers are provided for books and personal belongings.
- Students are responsible for the maintenance of their lockers and must report any damage.
- Combination locks must be purchased through the College.
- Lockers should be secured when not in use; sharing combinations is not encouraged.
- Fees will be charged for replacement of lost locks.
- The College is not liable for the loss of valuable items unless they are stored in the Front Office.
- Bags must be stored inside lockers and not left on the tops of lockers.
- Accessing lockers between classes without permission will result in disciplinary action.
- Lockers should be cleaned thoroughly as directed.

****Lunch****

- Lunch is typically taken outdoors; only water is permitted on basketball courts.
- Year 12 students are exempt and may use Room J.
- Indoor eating areas will be designated during inclement (rainy) weather.
- Food deliveries are not permitted.

****Main Building Access****

- Room C must be entered from Field 1 Door and Room D entered from the eastern door.
- The main building corridor is not to be used unless permission has been granted to access the Front Office.
- Minimize use of the building during recess and lunch; Year 12 students may enter through the front door.
- Students may not access the Front Office without permission.

****Medication****

- Authorization from a parent or guardian is required at the beginning of the academic year.
- Medication must be administered in the presence of staff.
- Basic first aid will be managed by Library staff initially.
- The school does not provide Panadol or similar non-prescription medication.

****Mobile Phone & Smart Device Use****

- Phones must be stored in lockers and are the student's responsibility.
- Devices should be switched off and kept out of sight upon entering College property.
- Mobile phones are not allowed on excursions without prior permission.
- Usage is only permitted with explicit teacher consent during class.
- Misuse may result in confiscation and parental notification.

****Mufti Day****

- Students may wear neat casual clothing for a \$2 donation to support charitable initiatives. (Participation is encouraged, as this is a significant fundraising effort.)
- Please adhere to the Prescott College Dress Code for acceptable attire.

****Music****

- Personal music devices are generally prohibited.
- Headphones may be used only with teacher permission for designated tasks.
- Background music may be played during art classes if deemed appropriate.
- Laptops may be used in the library during lunch, but not outside or unattended.
- Students should remember that as a Christian school, all music and videos must be appropriate and reflect this ethos.

****Newsletter****

- The newsletter is issued bi-weekly via email, with hard copies available upon request.

****Office Hours****

- The Front Office will be open from 8:15 AM to 4:15 PM on Monday to Thursday, and until 3:30 PM on Friday.

****Restricted Areas****

- Students are not permitted in certain areas, including the Church Hall, classrooms, St. Helen's Park (for Year 12 only), upstairs, stairwells, corridors, the roof, neighbouring properties, and the main building corridor behind Room K.
- Students must remain within college boundaries unless authorized to leave.

****Parental Communication****

- Parents are encouraged to organize plans and messages before the school day begins, as the Front Office is not responsible for delivering messages.

****Leaving Campus****

- Students may not leave the campus during school hours without permission from the Principal or Deputy Principal.
- Year 12 students who have been granted leave must sign out when leaving and sign back in upon their return at the Front Office.

****Prohibited Items****

- The following items are prohibited on campus: obscene materials, alcohol, illegal drugs, weapons, chewing gum, and liquid paper, vapes.

****Property Damage****

- The college will cover repairs for accidental damages; however, families will be held accountable for damages resulting from inappropriate behaviour.

****Relationships****

- We encourage the development of positive friendships and discourage exclusive relationships.
- Physical contact, including kissing and holding hands, is not permitted on campus.

****Skateboards, Scooters, and Roller Blades/Skates****

- The use of skateboards, scooters, and roller blades/skates is not permitted on college grounds at any time.

****Health and Safety****

- Students who are unwell should remain at home. Any illnesses or accidents must be reported to a teacher.
- In cases of serious illness or accidents, students will be taken to local medical facilities, with any associated costs being the responsibility of the parents.

****Use of Sports Equipment****

- Each year level will have designated sports equipment, which will be managed by Homeroom teachers. Any breakages or losses should be reported to the duty teacher.
- Equipment may not be borrowed from the Physical Education office.

Courts and Playing Fields

- Appropriate footwear is required for court activities, and food is not allowed on the courts.
- Please respect the property of our neighbours and consult a duty teacher for the retrieval of any balls.

****Student Representative Council (SRC)****

- The SRC offers students opportunities for leadership and representation.
- Elections take place at the beginning of the academic year, and positions are held for a calendar year.
- Meetings are facilitated by school captains and Year 12 leaders.

****Student Vehicles****

- Students must obtain permission from the Deputy Principal to use motor vehicles for school-related travel by completing the required forms.
- Requirements include:
 - Possession of a valid South Australian driver's license.
 - Written parental consent to drive to school.
 - Approval from College Administration.
- Transporting passengers is limited to immediate family members unless written permission from the parents of the passengers is submitted.
- Vehicles may not be used during school hours without permission from the Principal or Deputy Principal.

- Student parking is designated to the Prospect International Seventh-day Adventist Church car park or along Moora Avenue on the Church Hall side to assist with traffic management.
- A Prescott College Parking Sticker must be prominently displayed on the front left-hand side of the windscreen; it can be obtained from the Deputy Principal.
- Reckless driving or failure to adhere to regulations may result in the loss of driving privileges.

****Telephone****

- Students may make urgent phone calls from the Front Office (charges may apply).
- Incoming calls can only be accepted during emergencies; otherwise, messages will be taken.

****Textbooks and Specialised Stationery****

- Textbooks are generally purchased by parents/guardians; the College may offer some for hire, with associated costs added to the school fee account.
- Hired books must be returned in satisfactory condition; lost or damaged books will incur replacement fees.
- All hired books should be collected and returned to the library.
- It is essential that all books have the student's name and class clearly labelled.

****Travel Code****

- Students are required to adhere to state pedestrian regulations and cross at designated crossings or traffic lights.
- Jaywalking will result in automatic detention.
- Misconduct while on the road may lead to disciplinary action.
- College behaviour standards must be observed while using public transport.
- Students should not gather outside College property unless awaiting their guardians.
- Enter and exit the bus in an orderly manner, comply with driver instructions, and show respect to the public (e.g. offering seats to adults).
- Seat belts must be worn on buses equipped with them.
- Maintaining proper behaviour is essential to retain bus privileges.
- Students are expected to wear the full College uniform while travelling.
- The official Prescott College backpack should be used for daily transportation.
- Students should move promptly to and from the bus.

****Uniform Shop Information****

- The Uniform Shop operates every Wednesday from 12:30 PM to 4:00 PM at 7 Ballville Street, Prospect (located behind the Seventh Day Adventist Church).
- Appointments can be scheduled for new students or for seasonal uniform changes.
- A price list is available at the school office or at the Uniform Shop.

Uniform Requirements

- Compulsory Items:

- Hat, School Backpack with Logo, Summer Uniform (Boys' Shorts, Boys' Short Sleeve Shirt, Girls' Shorts, Girls' Short Sleeve Blouse, Dress), Sports Uniform (Sports Shorts, Sports Polo Shirt, Tracksuit Jacket, Tracksuit Pants), Winter Uniform (Blazer, Boys' Trousers, Boys' Long Sleeve Shirt, Girls' Long Sleeve Blouse, Girls' Pants, Winter Skirts, Tie, Jumper).
- Non-Compulsory Items:
 - Boy's Belt, Scarves, Girl's Stockings or Tights (for religious reasons), Girl's Hair Accessories.

Visitor Protocol**

- All visitors are required to check in at the Front Office upon arrival. Non-community members are not permitted to move throughout the school without authorization.

****Yard Duty Procedures****

- Students are expected to fulfill assigned yard duty as communicated via email and student notices. They should report to the Clean Up Duty shed when instructed.

****Year 12 Students - End-of-Year Activities****

- A celebratory breakfast will be organized by faculty for Year 12 students on their last day.
- Positive celebratory activities are encouraged; any damage to College property is strictly prohibited.

****Year 12 Study Leave / Lunch Leave Policies****

- Study and lunch leave is a privilege granted to Year 12 students and may be revoked if misused.
- Information regarding this leave will be provided mid-term one, and students must sign an agreement acknowledging the requirements.

APPENDIX 1: Prescott College Hat Policy and Procedure

Terms One and Four

- Each student is required to have a personal hat, clearly labelled with their name. Wearing another student's hat or a non-uniform hat is prohibited.
- Students must **always wear their hats** during recess, lunch, physical education classes, and while participating in sports activities.
- Hats should be labelled with the student's name upon purchase using a white pen at the Uniform Shop.
- Teachers will conduct regular hat checks. Your cooperation is appreciated.
- Students without a hat are to report to Room C for the entire duration of recess and/or lunch. Repeated violations will result in consequences as this constitutes a uniform violation.

Rationale for Hat Policy

Wearing hats is a government requirement for all students and staff when outdoors during the summer terms, aimed at mitigating the risk of skin cancer and reducing potential future liabilities. As students navigate both indoor and outdoor spaces during recess and lunch, it is essential that they wear their hats consistently. Staff members are also required to wear hats while on outdoor duty.

Obtaining a Hat

Hats can be purchased from the Uniform Shop, which is open on Wednesdays.

How to Label Your Hat

Immediately upon purchase, students must label their hats with a white pen at the Uniform Shop.

If I Do Not Have a Hat

Students without a hat are required to report to Room C for the entirety of recess and lunch. Consequences will be enforced.

If I Have a Hat but Am Not Wearing It

Teachers have the authority to send students to Room C if their hat is not worn properly. Students are reminded that hats must be always worn, during recess and lunch, regardless of their location, whether inside or outside.

For any questions regarding this policy, please consult Homeroom teacher, Level of Schooling Coordinators or the Deputy Principal.

Prescott College

Student Code of Conduct

Your Rights and Responsibilities

As a student at Prescott College, I recognize and commit to my rights and responsibilities, guided by our core values: **Integrity, Respect, and Joy**. I will:

Respect and Engage

- Show respect to College staff and fellow students through my words and actions.
- Manage my time and resources wisely to participate actively in learning.
- Use the Student Information Handbook to understand expectations.

Care for Property

- Take care of College property and others' belongings.
- Report any damage to staff immediately.
- Refer to the Student Information Handbook for daily operations.

Behaviour

- Always maintain the College's standards on and off campus.

Personal Responsibility

- Ensure that my actions do not result in disciplinary measures as outlined in the Student Information Handbook.

Attendance and Uniform

- Follow the rules regarding attendance and uniforms.

Hat Policy

- Adhere to the Hat Policy.

By following these guidelines, I help create a positive and respectful learning environment at Prescott College.

Student Name: _____

Signature: _____ Date: _____

As the Parent or Guardian of the above student, I confirm that I have familiarized myself with the Student Information Handbook and Code of Conduct, and I will support my child in adhering to these guidelines.

Parent Name: _____

Signature: _____ Date: _____