

SCHOOL POLICIES

1.0 RESPECT FOR GOD

Serpentine Jarrahdale Grammar School is a Christian School in the Anglican tradition. It seeks to base its principles and practice on the life and teachings of Jesus Christ and the teachings and principles of the Bible. Jesus said that he came into the world so that His people may "have life, and have it to the full" (John 10:10).

All Serpentine Jarrahdale Grammar School students are warmly encouraged to explore Christ, His life and His teachings. They are required to study Religion and Values Education and to consider the teachings of the Bible so that they might "have life, and have it to the full".

2.0 RESPECT FOR SELF

Students who display and develop respect for self, provide themselves with the greatest opportunity to learn and develop into positive school and community members.

2.1 APPEARANCE AND UNIFORM

The way students present themselves demonstrates the respect they have for themselves and their School. The requirement to wear the school uniform correctly extends to all students while wearing the school uniform at all times and all locations including on buses, in public and during out of school hours. **In matters of appearance, the School remains the final arbiter.**

	Boys	Girls
Summer	Grey School shorts and School belt (trousers optional for Years 10-12) White Serpentine Jarrahdale Grammar School (SJGS) shirt with school crest. Black Shoes and grey SJGS socks. SJGS Jumper (optional) SJGS Blazer (optional) Navy blue SJGS hat	Navy blue School skirt Serpentine Jarrahdale Grammar School (SJGS) white striped blouse. Black shoes and white SJGS socks. SJGS Jumper (optional) SJGS Blazer (optional) Navy blue SJGS hat
Winter	Grey School trousers and School belt White SJGS shirt with school crest. Navy SJGS Jumper (optional) Black shoes and grey SJGS socks SJGS Blazer SJGS tie NB: The School Jumper must only be worn underneath the blazer	Navy blue School skirt or navy blue trousers SJGS white striped blouse Navy SJGS Jumper (optional) Black shoes Navy tights SJGS Blazer NB: The School Jumper must only be worn underneath the blazer

2.1.1 School Blazer

The School Blazer must be worn to Pastoral Care Group by Years 7 – 12 students during Term 2 and 3.

2.1.2 Formal Uniform

The School's Formal Uniform is the winter uniform and is to be worn on special occasions, which include but are not limited to:

- Sir Charles Court Assembly
- Year 12 Valedictory Assembly
- Presentation Night
- Selected School tours and excursions (as indicated by the organising teacher)

2.1.3 Quantities of Uniform Items

Students are at all times throughout the year expected to have a minimum of the following quantities of these uniform items in good repair:

Boys		Girls	
3	Serpentine Jarrahdale Grammar School (SJGS) white shirt	3	Serpentine Jarrahdale Grammar School (SJGS) white striped blouse.
2	Grey school shorts	2	Navy blue school skirt
2	trousers	1	Black shoes
1	School Belt	3	white SJGS socks
1	Black Shoes	1	Navy blue SJGS hat
3	grey SJGS socks	1	Navy School Blazer for years 7-12
1	Navy blue SJGS hat	1	Navy SJGS school jumper
1	Navy School Blazer for years 7-12	3	navy tights
1	Navy SJGS school jumper	1	School tie
1	School tie	1	House Shirt
1	track suit top	1	SJGS sport shorts
1	track suit pants	1	SJGS sport shirt
1	House Shirt	1	SJGS Tracksuit top
1	SJGS sport shorts	1	SJGS Tracksuit pants
1	SJGS sports shirt	3	SJGS sports socks
3	SJGS sports socks	1	Sports shoes
1	Sports shoes		

2.1.4 Sports Uniform

Blue and aqua coloured polo shirt

Navy blue shorts with jade piping

White Serpentine Jarrahdale Grammar School ankle sports socks

Navy blue Serpentine Jarrahdale Grammar School hat

Navy blue Serpentine Jarrahdale Grammar School tracksuit required for winter and all inter school sports excursions (Note: Jumpers are not to be worn with the sports uniform).

Non-marking sports shoes with appropriate support (Note: some cheaper sports shoes will mark the gym floor and your student may be asked to purchase new ones if this occurs).

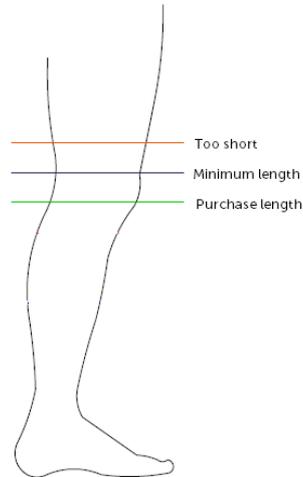
House shirts are worn during house competitions, not regularly scheduled Physical Education classes.

2.1.5 Leavers Jackets

Year 12 students are permitted to wear the current year's leavers jackets on Monday and Tuesday, with the exception of when there is a formal event or excursion. Students wearing their leavers jackets (as part of their school uniform) on other days (including to and from school) will incur a uniform infringement.

2.1.6 Wearing of School Uniform

Students' appearance must be neat and tidy at all times. This includes wearing shirts tucked in trousers. Blazers are not to have their sleeves rolled or pulled up. Skirts are not to be rolled up and must reach the top of the knee. (see diagram below)



2.1.7 Ironed Clothes

All students must have their clothes ironed. Students in secondary school are capable of ironing their own clothes. Presentation is a part of the RESPECT for SELF ethos of the school and is to be observed at all times by students while in their school uniform.

2.1.8 Laundry Advice

Boy's shirts do not respond to bleaching. Use *Napisan* or similar product to remove dirt.

2.1.9 Regular Washing

Please ensure that students are taught to launder their clothes and to do so regularly especially in hot weather.

2.1.10 Deodorant

Due to allergies and asthma, spray deodorant or hair spray is not allowed on the School site. Any sprays brought to school, will be confiscated.

2.1.11 Hair

All students

- Hair is to be clean, neat and tidy.
- Students are to maintain one shade of the normal range of naturally occurring hair shades.
- Mohawks, mullets, dreadlocks, hair tattoos and other exotic or novelty hair styles are not permitted.
- Hair is to be tied / clipped back away from the face.
- Hair clips, bands must be in navy or white.
- Hair arrangements must allow students to properly wear their hat.
- Boys must be clean shaven. Side burns must not extend below the ear canal.
- Hair is to be no shorter than a 'Number 3' cut.

2.1.12 Hats

Students are encouraged to be responsible for their own health. Hats must be brought to school each day during term 1 and 4 and worn in the exposed sun.

2.1.13 Ties

Elastic ties are only optional in Year 6 or below.

2.1.14 Scarves

Scarves are permitted to be worn during Term 2 and 3. They must be plain white or navy blue.

2.1.15 Gloves

Gloves are permitted to be worn outside during Term 2 and 3. They must be navy or black.

2.1.16 Tights

Flat navy tights with a thread count of 70 Denier or above are required. If they need to wear socks for their shoes to be comfortable, socks must be worn under the tights.

2.1.17 Jewellery

- Students are permitted to wear one pair of sleeper/stud earrings. Only plain gold or silver earrings may be worn. Earrings are to be either small sleeper (12 mm maximum size) or studs (5 mm). Students are only permitted to wear one earring in each ear lobe. Additional clear earrings located anywhere else in the ear or on the face are strictly **not** permitted. No additional facial jewellery is permitted, including oral jewellery.
- Students are permitted to wear one simple band ring.
- Students are permitted to wear one discrete gold or silver neck chain.
- Students are permitted to wear one discrete gold or silver link bracelet or bangle. Pandora style or larger bracelets are **not** permitted. Bracelets with attached charms are **not** permitted.
- Students are **not** permitted to wear anklets
- To comply with Occupational Safety and Health Regulations, students may be required to remove jewellery during specific classes or activities.

2.1.18 Watch

It is the responsibility of students in the School to arrive at classes on time. Students are strongly encouraged to wear a watch to keep track of time.

2.1.19 Tattoos

All tattoos must be covered

2.1.20 Shoes

Must be polished plain black leather lace up or slip-on school or business style shoe with a solid sole. Sneaker or skate style flat or soft soles are not permitted. Lace up shoes must be laced up correctly. Shoes should be in good repair, clean and polished.

2.1.21 Sports Shoes

For safety reasons, sports shoes must have appropriate support and be laced correctly, slip-on sneakers are not permitted.

2.1.22 Socks

Only boys and girls SERPENTINE JARRAHDALE GRAMMAR SCHOOL socks may be worn.

2.1.23 Make-up

Students are not permitted to wear make-up

2.1.24 Fingernails

Should be cut to a length appropriate to school activities and safety. Nail polish is not to be worn. Gel and other false nails should be of natural colour appearance and appropriate length.

2.1.25 Underclothing

Student underclothing is to be either white or skin tones and is not to have motifs or patterns that are clearly visible through the white shirts or sports polo top. Under clothing must not be visible.

2.1.26 School Bags

There is to be no writing or graffiti on school bags. Names should be placed on luggage tags attached to the straps and written inside the bag. Students must bring their school bag to school each day. The sports bag is to be used only for transporting sports uniform on the appropriate day.

2.1.27 Graffiti

Students are not to mark their bodies in any way, including writing on arms, hands, legs or any other area of skin. Where a student is wearing a cast for medical reasons this cast must be clear of writing or graffiti. Students are not permitted to have henna tattoos.

2.2. NON COMPLIANCE WITH UNIFORM AND APPEARANCE POLICY

If for an unavoidable reason a student is unable to meet the uniform requirements on a particular day then parents are requested to forward a note with explanation to the Head of School. Where parents are experiencing financial difficulty with purchasing a uniform they should contact the Principal for assistance.

Where a student's dress does not meet the School requirements and no explanation has been forthcoming, parents will be notified. Where ongoing non-compliance occurs, parents will be notified and disciplinary action will be taken in line with school policy.

2.2.1 Exemptions

In cases where students for medical reasons need an exemption or modification to a component of the dress and appearance code a medical certificate is required and a formal notification of the exemption will be sent to parents and staff and a note placed in the student's diary by the Head of School.

2.3 PURCHASING OF UNIFORM

All school requirements are available at the school uniform shop. Where, for financial reasons, you are unable to provide full uniform you should contact the Principal who will make appropriate arrangements to address the problem.

2.4 LOST PROPERTY

Question: Where do I locate property that my child misplaces or loses?

Answer: Ensure all your child's property is clearly labelled with the child's name. In the case of books and bags include address and phone number. Student Services is the first port of call.

Note: Each child is responsible for their own property. The School takes no responsibility for the replacement of lost or damaged property.

2.5 PARTICIPATION IN SPORT AND PHYSICAL EDUCATION

Students are still expected to bring their sport uniform if injured. Teachers are required to modify activities where possible, so students are still involved in the session.

2.6 PERSONAL EQUIPMENT CHECKS

Where we suspect a student has brought to school illegal or inappropriate equipment, staff conduct personal equipment checks. These are completed discretely and if an item is confiscated the student and parent is informed. Personal Equipment Checks are always conducted with the student in attendance and with addition of a member of the Senior Leadership Team.

2.7 UNLAWFUL SUBSTANCES

In a RESPECT community, students are expected to respect themselves and others, consequently substances that may harm them or others are not permitted on the premises. Where students are believed to be involved in the consumption or drugs outside of school hours, they may be asked to visit their GP for a drug test. The student's enrolment status will be determined by the results of the test.

Serpentine Jarrahdale Grammar School is a drug free environment and does not permit students while on the School premises, travelling to or from School or at a school function including school camps or excursions to:

- Smoke tobacco or other substances.
- Consume regulated high energy drinks such as Red Bull, V or other energy drinks.
- Consume alcoholic beverages.
- Deliberately inhale solvents.
- Possess drug-related equipment.

- Possess, use, distribute or sell prohibited drugs.
- Possess, use, distribute or sell prescription or non-prescription medications.
-

Where a student is required to take prescription medication during school hours parents must contact the Student Services. All medications need to be handed into Student Services, students are required to administer all medications at Student Services under the guidance of the Head of Student Services.

The School has a 'No Tolerance' policy to the possession, use, distribution or selling of illegal drugs.

Possession, use or sale of Illegal Drugs including alcohol and tobacco may result in exclusion from school. Parents and students will be provided with counselling, guidance and support to seek the advice and support best suited to the individual circumstances.

2.8 TRAVELLING TO AND FROM SCHOOL

As a RESPECT community students are to be aware of others around them and behave in a way that is non-disruptive and respectful at all times. Consequently exemplary behaviour is expected while students travel to and from the School.

2.8.1 Parents

Students being driven to or from the School by private transport are to be dropped off and picked up along the slip road. The speed limit on the slip road is 10km per hour.

2.8.2 Student Drivers

Adequate public and school buses service the needs of students at Serpentine Jarrahdale Grammar School. The School acknowledges that students will gain their licence during the final years of school and may wish to drive to school. Due to the safety issues surrounding relatively inexperienced drivers, the parents / guardians are asked to carefully consider the need for their child to drive to school.

Students may only drive vehicles (car or motorcycle) to school with the permission of the Year Coordinator.

Permission will be given to students to drive vehicles to school in certain circumstances:

- To a student who has to travel a great distance and changing of public transport is required.
- Where public transport is inadequate.
- When work / sport commitment make it difficult to travel by public transport after school.
- When not granting permission would cause the family undue hardship.

All students driving to school must sign and observe the student driver contract. Application forms are available from Student Services.

2.8.3 Bicycles

Helmets must be worn at all times. Students will not be permitted to leave the School grounds by bicycle unless they are wearing a helmet. Bicycles are to be parked in the bicycle compound and the owner is responsible for ensuring the bicycle is securely locked. Gates to the compound will be locked at 8.45am and opened at 3.00pm

2.8.4 Roller Blades, Scooters, Roller Skates and Skateboards

These items are not to be brought to school or used on the School premises except in pre-planned physical education activities.

2.8.5 School Buses and Public Transport

Students are to wait for buses in an orderly manner and consider their safety and other students' safety at all times. School rules apply to student behaviour on School buses and public transport. This includes suspension and exclusion for acts which break the School rules.

2.9 ILLNESS AND INJURY WHILE AT SCHOOL

Serpentine Jarrahdale Grammar School will endeavour to ensure that health care is provided to unwell or injured students, ensuring identified health and safety risks are minimised and that good health care habits are promoted. However, the School only provides medical support and minor first aid services to its students. As a part of duty of care for all students the Principal will:

- Direct non-attendance for health reasons when a student has a contagious, infectious or other harmful condition;
- Plan for unexpected medical emergencies; and
- Take precautions against health risks (for example accidents, injury from sun and high temperatures, infection,
- Serpentine Jarrahdale Grammar School will ensure that a qualified first aid officer is on the school staff.

On enrolment to Serpentine Jarrahdale Grammar School, parents are required to fill out a *Student Medical Information* form and/or *Asthma Record* and notifying the school of pre-existing medical conditions and any medication the student may be taking.

For any severe conditions or disabilities, discussion and negotiation is to take place with the Principal as to how this is to be managed. Parents are also required to provide information on new medical conditions and medications by following the above procedure.

2.9.1 Procedure

- Students who are unwell at the start of the school day should be kept at home for their own safety and to ensure minor illnesses are not contracted by others.
- Where students become unwell at school, parents will be contacted and requested to collect the student.
- No student is to remain in Sick Bay for more than one (1) hour.
- Where an injury occurring at school requires a hospital or consultation with a medical practitioner, the School will make every effort to contact parents before any action is taken.
- If neither parent is available, the School will normally try to contact the parents' nominated emergency contact. In serious emergencies, the Principal may call an ambulance to take a student to hospital. The cost of the ambulance will be borne by the parents.
- Staff are not obliged to provide routine medical care such as doses of medicine, unless they have undertaken to do so in agreement with the Principal and parents.
- Medical procedures will not be undertaken unless the circumstances are life threatening.

2.9.2 Providing of Misleading or Deliberately Inaccurate Information.

Students are expected to be truthful in their description of events and practices. Students who have found to be providing misleading or deliberately inaccurate information will face disciplinary action.

3.0 RESPECT FOR OTHERS

Every student has the right to feel safe and free in their learning environment.

3.1 BEHAVIOUR

The rules for classes vary according to the age of the students and the tasks they are undertaking. School rules will be explained fully to students at the beginning of each School year and in each class. Parents and students should note that in the following circumstances students will be immediately suspended and or excluded from the School:

- Physical violence.
- Theft.
- Ongoing disruption to the learning of others that places other students at academic risk.
- Inappropriate and disrespectful actions/reactions towards teachers.
- Behaviour on buses or other transport that endangers the lives of others.

3.2 RESPECTFUL ACADEMIC DEBATE

Students have a right to engage in legitimate academic debate on any issue. However, the language used in such debate should accord with the principles of justice and respect.

3.3 SCHOOLYARD BEHAVIOUR

The School's RESPECT ethos extends to the Schoolyard at all times. Students are to behave appropriately towards each other. Inappropriate behavior will be dealt with on an individual basis. Students are reminded that play-fighting is not an appropriate behavior in the school.

3.4 BULLYING

Below you will find information for parents and students relating to bullying. This information is taken from the SJGS Bullying Policy and this complete document is available upon request or from the School's website.

3.4.1 What Is Bullying?

- Bullying is the deliberate intention to harm someone who does not have the power to stop it.
- Bullying, harassment or any form of discrimination, is immoral and can be unlawful because it interferes with the right of a person to feel safe and valued as a member of a community.
- Bullying takes many forms. It can be:
 - Face-to-face such as fighting, pushing, taunting, insulting, embarrassing, intimidating and invading personal space, AND Behind-the-back such as writing threatening or offensive messages, sending distressing emails and writing anonymous notes that are hurtful.
 - Done individually such as a person mocking or teasing someone, AND It can be done as a group by such means as social exclusion or hate group recruitment.
 - Physical, AND Psychological.
 - Sexual harassment which involves behaviours such as unwanted sexual touching, inappropriate joking, exposure, making sexual advances or demeaning someone due to their sexual orientation, AND Racial harassment which involves behaviours such as social exclusion, teasing, taunting and threats based on another person's race.
 - The causing of hurt by traditional methods such as punching, kicking and spreading hurtful rumours, AND The causing of hurt by contemporary means such as cyber bullying, sexting, engaging in identity theft or by trashing someone on social networking sites.

3.4.2 The Key Features Of Bullying Are That It:

- causes hurt and distress
- is repeated
- involves the use of power in an unfair way

3.4.3 How Does Serpentine Jarrahdale Grammar School Discourage Bullying?

Bullying is totally against the mission and purpose of Serpentine Jarrahdale Grammar School. The School is committed to providing an educational environment in which students feel valued and secure. To achieve this end, the School will seek to create a school-wide culture that:

- Allows students to flourish free from discrimination, harassment or any form of bullying.
- Does not tolerate, condone or trivialise bullying behaviours.
- Is aware of what constitutes bullying behaviour.
- Provides support to the victims of bullying.
- Deals firmly with bullies and works with them and their parents to change their behaviours or otherwise leave the School.

3.4.4 What Should You Do If You Are Being Bullied?

If you are being bullied, it is important that you talk to an adult who is in a position to help you. There can be a reluctance to report bullying because of a fear of being labelled a 'dobber' and going against an unwritten code of student behaviour. This concern is understandable but must not prevent you from reporting bullying behaviour. Most students dislike bullying and would support your attempts to stop it.

Some students may not want to report bullying because they feel it might only make matters worse. Again, this fear is understandable, but most teachers are trained in ways to help victims of bullying in a manner that protects the victim making the School a safe and happy community.

3.4.5 If You Are Being Bullied, You Must Tell A Responsible Adult Who Has The Capacity To Help.

Options Include:

- Parents, guardian or adult relatives.
- Pastoral Care Advisor, Year Coordinator, Teacher, Coach.
- Principal, Head of School
- Student Services Officer

3.4.6 If Needed, Further Help Can Be Obtained From

Kids Helpline – 1800 551 800 - Lifeline – 131 114 Websites:

- www.bullyingnoway.com.au
- www.kidshelp.com.au

3.4.7 If You Are Being Bullied, You Are Encouraged To Do The RITE Thing

R = Recognise you have the right to feel safe and to operate in an environment free of bullying.

I = Inform the bullies that you want them to stop. Do this in a polite but firm way.

T = Tell a responsible adult about the bullying.

E = Evaluate the situation. If it does not improve, seek further help.

3.5 SAFE STUDENTS

All staff employed by Serpentine Jarrahdale Grammar School are responsible for the care, safety and protection of children. This responsibility extends to the identification and timely response to concerns regarding the possible sexual, physical, psychological and emotional abuse or neglect of a child.

Serpentine Jarrahdale Grammar School is committed to the care, safety and protection of all children attending the School.

All staff have an important role in the identification and reporting of child abuse and the provision of support and assistance to children who have been abused.

Child protection and the prevention of child abuse is an across government initiative and a shared community responsibility. Policy in place recognises that the best interests of children will be met by collaborating with or engaging the expertise of other government agencies or non-government departments in accordance with existing protocols.

By law, staff are required to take action to protect children in circumstances where abuse is suspected or when allegations of child abuse are made against staff, children or other people in the community. Procedures for reporting sexual abuse are made in accordance with the Children and Community Services Amendment (Reporting of Child Sexual Abuse) Act 2008.

4.0 RESPECT FOR LEARNING

4.1 ATTENDANCE

Attendance is one of the most important factors in maximising student learning. There is a direct relationship between student attendance at school and student achievement. Consequently it is in the interests of each student to be in class on time every school day. Parents and guardians should avoid any action that will result in students missing a school commitment. Parents have a legal obligation to have their child attend school every day. Student attendance is checked daily and in each lesson. Student attendance is recorded on each student's semester report. Late arrivals are also recorded. It is the responsibility of the student to catch up on any missed work due to absence in their own time including assessments. Students are encouraged to access after school tutoring to assist with this.

4.1.1 School Education Act 1999

The compulsory education period for a child is as follows –

- from the beginning of the year in which the child reaches the age of 5 years and 6 months; and
- until:
 - the end of the year in which the child reaches the age of 17 years and 6 months; or
 - the child reaches the age of 18, whichever happens first.

Section 23 of the *School Education Act 1999* requires a student to attend the school at which he or she is enrolled or otherwise to participate in an educational program of the school whether at the school or elsewhere. Section 24 of the Act provides for arrangements alternative to attendance.

Students who do not attend school regularly must be case-managed and encouraged and supported to resume regular school attendance. The Act provides for persistent breaches of Section 23 to be referred to a School Attendance Panel and, ultimately, prosecution of the child's parent in a court.

The Department of Education has ongoing responsibility for management of attendance issues pertaining to all school aged children in Western Australia. This includes the day to day operations of the Students Whose Whereabouts are Unknown (SWU).

A parent of a child must ensure that subsection (1) is complied with. Penalty: \$2 500.

http://www.des.wa.gov.au/Non-government_schools/School_attendance

4.2 STUDENTS EIGHTEEN YEARS OR ABOVE

Students who are eighteen years or older must abide by all School rules as outlined in the Student Handbook or prescribed for camps, events or excursions. Parents, as stipulated on the enrolment form, continue to be responsible for the enrolment and fees of the student. All correspondence, including permission slips for camps, excursions and other documentation is required to be signed by the parents, regardless of the age of the student.

4.3 ABSENCE

Staff cannot be responsible for educating students who take leave during term time. Learning programs and assessment programs are available for students from the beginning of each term. Students who take leave are expected to follow this outline. Additional resources may not be available in advance.

4.3.1 Notification Of Illness, Absence Or Late Arrival

Parents are required to notify the School of any known emergency absence or illness by 9.00 am on the morning of each School day. On their return to school, students must supply a parental note or medical certificate explaining their absence. The school will contact the parents via phone call, SMS or letter if parents do not contact the school on the day of an absence. If parents are intending on taking their children out of school for an extended period of time they must apply through the Principal. Students arriving late to school must bring a note signed by a parent.

4.3.2 Ongoing Illness

Arrangements can be made with the Head of School to provide learning support or assistance for students who are facing long-term absences due to illness. Student absenteeism must be acknowledged by a medical certificate once attendance drops below 90% for the semester i.e. once absenteeism accumulates to 10 full days in a semester.

4.3.3 Minimum Learning & Assessment Requirements

Where a student has experienced a significant absence from school, the student will undergo an academic review, which will outline the minimum learning requirements that must be met for that academic year. Where a student has obtained an approved absence and missed an assessment, they will receive a calculated score for that assessment. Students can receive calculated scores for a maximum of 20% of a unit's assessments.

4.3.4 Absence On The Day Of An Examination

Due to authenticity reasons an examination cannot be rescheduled under any circumstance. Students who miss an examination must submit a request for an approved absence. All medical absences during examinations must be substantiated by a medical certificate. Unsubstantiated absences will receive an examination score of zero.

4.4 NON-PARTICIPATION ON THE DAY OF AN ASSESSMENT

Serpentine Jarrahdale Grammar School acknowledges that there will be instances when a student has a valid reason for non-participation on the day of an assessment. Valid reasons for non-participation on the day of an assessment include:

- Illness substantiated by a medical certificate
- Emergency situation
- Interstate or International Representation
- Any other, approved by the Principal

Students who are selected by an authorised state or national association to represent or play at an interstate or international level may apply to receive an Approved Non-Participation. Applications need to be in writing not less than three weeks before the event. Associated documentation must also be provided. Approval is at the discretion of the Principal.

Students who do not participate in assessments on the scheduled day of the assessment are required to submit the *Delayed Participation in an Assessment* form. If a valid reason for non-participation cannot be justified it will be deemed an Unapproved Non-Participation.

	Approved Non-Participation	Unapproved Non-Participation
Assessment sat within 5 school days of the assessment date	Student receives their full score	Student receives a maximum score of 50%
Assessment not sat	Student receives a calculated score	Student receives a score of zero

4.4.1 Sitting of Missed Assessments

Students who are non-participants on the day of an assessment must make up that assessment outside of normal teaching hours to ensure students' don't fall further behind.

4.4.2 Re-Sitting Assessments

Under normal circumstances, SJGS does not allow students to re-sit assessments for the purpose of gaining a higher mark or grade. There may however be circumstances where a teacher will require a student to re-sit an assessment. This will be at the discretion of the classroom teacher.

4.5 ATTENDANCE AT SCHOOL EVENTS

Attendance at school events run during school hours is compulsory. This includes; sporting events and days, assemblies and School on the Road programs. Attendance is compulsory for Presentation and Awards evenings which are held outside of school teaching hours.

4.6 TEACHING PROGRAMS AND ASSESSMENT OUTLINES

Teaching Programs and Assessment Outlines are issued at the beginning of each term for each subject. They outline the minimum amount of work that must be completed in that class or to meet the objectives of the course. Students are expected to engage in all classroom activities and actively participate in all tasks set.

4.7 SUBMISSION OF WORK

Non-electronic work can be submitted directly to the teacher with an appropriate cover page. Some subjects may require an electronic submission. Students will be advised by their teacher on the process for electronic submission.

4.7.1 Consequences For Non-Submission Of Tasks By Due Date

Failure to submit work by the due date will lower the grade/mark awarded unless the student provides acceptable evidence.

The following procedure will occur.

Work overdue following submission deadline	Student will incur a penalty of 5% (or equivalent) for each school day late past the deadline. Student will be placed on Lunchtime Catch-up until work is complete to the required standard.
--	--

4.7.2 An Unforeseen Or Unavoidable Situation

The Head of School will decide if the reason is acceptable. Computer problems will not be accepted as a legitimate reason for an extension. Backing up of all computer based work is essential and students are encouraged to use cloud-storage and not USB's as a safe means of saving documents. Extensions may be given in cases of illness or significant personal problems, at the discretion of a teacher and in consultation with the Head of School.

4.7.3 Application For Extension

Students requesting an extension must, in consultation with their parents, complete an Application for Extension. These forms are available from Student Services. If a student does not apply for or receive an extension, then the consequences will be the same as for work not submitted.

4.8 PLAGIARISM AND CHEATING

Where a student has been found to plagiarise or cheat from another student's work or work from another person or where work is not accurately referenced, their parents will be contacted and the student will receive a score of zero for that section of the work. Students found to be cheating during a test or examination will be referred to the Year Coordinator to face disciplinary action. Serpentine Jarrahdale Grammar School mandates the use of the Harvard Referencing System.

4.9 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) AND SOCIAL MEDIA

Acceptable Use Policy And Procedures:

4.9.1 Scope

This Policy and Procedure document applies to Students (and where stated, parents/guardians of students) of Serpentine Jarrahdale Grammar School. This policy extends to all electronic devices on the school grounds and also includes all access students have to electronic equipment while participating in school activities including travelling to and from school on buses. The references to the use of Social Media extend to all members of the school community at all times.

4.9.2 Rights And Responsibilities

Students are expected to show respect to others, including members of the School community. Students are also expected to give due respect to the reputation and good name of the School.

4.9.3 Educating Students On The Safe And Responsible Use Of Electronic Devices

Serpentine Jarrahdale Grammar School has implemented a school wide program for educating students on the safe and responsible use of electronic devices. This program is effective across the entire school and tailored to the specific stages of student development and educational, social and emotional needs.

4.9.4 Secondary School Student Mobile Phones

Students are expected to keep their mobile phones in their bags. Their bag zipper is to be locked and their bag locked to their hook. Mobile phones must be turned off and are not to be accessed or used at any time throughout the day.

Due to the higher level of responsibility on students, if a student is found to have their mobile phone on them, anywhere in the school grounds (including before school) they will receive an internal suspension.

4.10 GUIDELINES FOR THE USE OF OTHER ELECTRONIC DEVICES

4.10.1 Privileges

The use of the school's computers, associated infrastructure and especially the Internet is a privilege, not a right, and inappropriate use may result in the temporary or permanent cancellation of this privilege.

4.10.2 Device Management

Given the large number of devices on the School network, the ICT Support Team employ digital tools to assist with the monitoring, asset management and software management for all devices connected to the network. As such, it is a condition that any device connected to the School network has the appropriate monitoring tool operating. These tools provide the ICT Team with data to ensure the safe and appropriate use of devices and software.

Please note: when not connected to the network, the software will continue to collect statistical information surrounding usage of the device.

4.10.3 Standards On The Use Of Electronic Devices

- Students are only permitted to use Wi-Fi enabled electronic devices.
- If a student needs to use any mobile electronic device for a class, they should retrieve the device from their bag or storage location in the break preceding the class (e.g. before school, at the end of recess or lunchtime).
- When used during a lesson, the electronic device should be accessed when instructed by the teacher, and switched off when the lesson concludes, or when instructed to do so.
- To ensure the correct management of student's screen-time, before school, recess and lunchtimes are technology free unless under the direction of a staff member. Students are permitted to use their iPads and mobile phones appropriately in accordance with the School's Policy on Technology after 3:05pm.
- Students are expected to place all electronic devices in a suitably armored protective case. The School takes no responsibility for lost or damaged devices.
- Students are required to maintain their devices, this includes but is not limited to: their device being in good working order, the latest versions of software being up to date and all data being backed up.
- Technology based issues will not be accepted as a legitimate reason for granting an extension for a work deadline.
- It is the responsibility of the student to charge their device each night to ensure the device has sufficient power to work for the entirety of the day, as charging of devices is not possible at school.
- When using the camera or audio recording functions, students are required to obtain consent from all those featuring in the media file. Consent may be removed at any point in time and upon retraction relevant media must be deleted. The School reserves the right to review, monitor, and restrict information stored on or transmitted by; and to investigate inappropriate use of devices. Breaches of this statement may result in suspension or exclusion.
- All students need to take responsibility for the reporting of any misuse of computers, electronic devices, software or the School network.

4.10.4 Unacceptable Use Of Electronic Devices

Examples include, but are not limited to:

- Accessing networks and any other electronic device without express authorization including the use of 'hot spots'
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, harassing materials, sexually explicit or offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others in or outside the school.
- Communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way or using the password of another student/user to access the network.

- Interfering with or disrupting network users, services or equipment including the downloading and spreading of viruses.
- Storing inappropriate material on personal or school devices.
- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software
- Downloading and/or installing software programs on **school devices**, including videos, music and games without the permission of the School.
- Damaging computers or computer software.
- Using electronic devices or programs outside of the lesson objective described by the teacher.

4.10.5 Social Media

When using social media, students are expected to comply with the following:

- Any material or online behavior that identifies the School or links to its members should at all times reflect the RESPECT ethos of the School.
- Staff and student online interaction must occur only in an educational context.
- When uploading media files to social media students are required to obtain consent from all students and their parents in the media file. Consent may be removed at any point in time and upon retraction relevant media must be deleted. Breaches of this statement may result in suspension or exclusion.
- The publishing of material on social networking sites that is not respectful towards Serpentine Jarrahdale Grammar School, its teachers, or our learning environment may lead to that person having their enrolment or association with Serpentine Jarrahdale Grammar School terminated.
- Serpentine Jarrahdale Grammar School takes no involvement in social media communication between students that occur outside of school hours on forums outside of the control of the School.

All reports of cyber bullying and other technology misuses will be investigated fully, and may result in a notification to Police where the School is obliged to do so. Sanctions may include, but are not limited to the loss of device privileges, detention, suspension, or expulsion from the School. Students and parents must be aware that in certain circumstances where a crime has been committed, they may be subject to a criminal investigation by Police over which the School will have no control. A breach of this policy will be considered by the Principal or delegates and will be dealt with on a case-by-case basis.

4.10.6 Printing

Serpentine Jarrahdale Grammar School recognises that printing of hard copy by students is sometimes necessary. However, students should aim to keep the volume, and hence the cost of their personal printing to a minimum. This can be achieved by print previewing, spell checking before printing, editing on screen or transferring by other electronic means rather than continuous printouts. All printing is to be directly related to schoolwork or associated activities and events.

In 2015 the School invested in **new** printing facilities for our community. Student facilities provided at the School will be accessed via student's Transperth Smart Rider cards. Students will have access to swipe and release printing and scanning facilities and can print on demand providing they have sufficient funds to do so.

- Students have a page limit.
- Additional paper can be added to a student's account by adding credit through Student Services.

4.10.7 Internet Downloads/Uploads

Serpentine Jarrahdale Grammar School is charged for download and uploads by our Internet Service provider and cannot allow unlimited internet traffic by students. Students should behave as responsible Internet users and aim to keep the volume, and hence the cost, of Internet traffic to an acceptable level. All student Internet traffic is monitored and traceable, and should always be directly related to schoolwork. Excessive or inappropriate Internet traffic by a student will result their account being restricted or disabled.

4.10.8 Internet Security

Because the Internet is an unsupervised environment, the school has a responsibility to ensure that, as far as possible, material obtained from or transferred to the Internet is not offensive or inappropriate. To this end, filtering software has been implemented. In the end, however, it is the responsibility of individual student to ensure their behaviour does not contravene School rules or rules imposed by parents/guardians.

4.10.9 Security

For some students the storage of personal devices will take place in a secure cupboard or facility inside of the classroom. For other students, security hooks have been provided. Where security hooks have been provided students are expected to keep their devices locked inside their bags and their bags locked to the security hooks. Students may not loan their device to another student or leave it in such a place that it is likely to be easily stolen

Students must keep their password confidential. Sharing of passwords could lead to misuse of resources by other students. To change your current password – please see the ICT Support team.

Students must carry their Smart Rider card to access printing facilities. These cards should never be loaned to another student.

4.10.10 Security Hooks

Where security hooks have been provided:

- Students are expected to keep their mobile phones, iPods or MP3 players in their bags.
- Students are expected to supply their own locks (minimum 2) to lock their bag to the hook and to also lock their closed zippers.

5.0 RESPECT FOR ENVIRONMENT

Students at Serpentine Jarrahdale Grammar School are expected to take ownership of their school environment. Students are expected to respect the facilities that have been provided for them and respect that this learning environment is a shared space.

Extensive rubbish bins have been provided for the students. Students must remove any food scraps to ensure food remains don't attract insects. The smearing of food or improper disposal of food scraps along with students deliberately spilling, spraying or spitting will not be tolerated.

5.1 RESPECTFUL LANGUAGE

Students are expected to use appropriate language while at school and when representing the school. Swearing and inappropriate language will not be tolerated.

5.2 WILFUL DAMAGE

Due to the high cost of replacement and repairs, the following rules apply

- Costs associated with replacing or repairing moderate wilful damage will be covered entirely by parents. Quotes for the replacement or repair of the equipment will be provided by Serpentine Jarrahdale Grammar School.
- Expulsion for major damage.

5.3 CHEWING GUM

Any student found to be chewing gum will be required to remove twenty pieces of chewing gum.

5.4 GRAFFITI ON PERSONAL EQUIPMENT

Any personal equipment found to have graffiti, tags or inappropriate markings will be replaced at the expense of the parents. Notebooks or pages with graffiti on them will need to be copied out into a new notebook.

5.5 DISPLAYS OF AFFECTION

Serpentine Jarrahdale Grammar School promotes a professional learning environment. In preparing our students for future employment we expect students to keep displays of affection to a level that would be accepted at any business or workplace.

5.6 FUND RAISING

Students wishing to raise funds through the sales of items must first obtain permission from their Head of School. Permissions will not be granted for the sale of chocolate or other processed food, this includes the sales of these items on school buses.