

## AREAS OF RESPONSIBILITY OF GIRLS

**There are eight areas of responsibility.** (Behaviour that is not in accord with these areas of responsibility can result in appropriate sanctions, and parents/guardians may be notified.)

### 1. BEHAVIOUR

The College assumes that all the girls will display both the language and the behaviour of respect. This assumption applies to each girl's dealing with other members of the College community or with members of the broader community when she is identifiable as an MSCW student — either by dress or by occasion. She is expected to behave with courtesy, decency, common sense and consideration for the welfare of others. She is to behave in such a way that the well-being and learning of no other girl is affected adversely.

### 2. AREAS OF ACCESS

Out of concern for the safety of the girls, certain areas of the College campus are designated to be 'out-of-bounds'. The locations of these areas are explained to each girl by her tutor on arrival, and this information is reinforced throughout the year by her tutor.

### 3. ATTENDANCE

- 3.1 A girl is to register her arrival on campus and her departure from campus by using her swipe card at one of the four terminals on campus. Failure to swipe in will result in the girl being called to the College office.
- 3.2 If a girl has lost, misplaced or forgotten her swipe card, she must report to Reception on arrival to the College prior to attending Period 1 class. A girl may purchase a new card from Jarnosse Library.
- 3.3 Each girl is expected to be punctual and regular in her attendance. Girls are expected to be at the College by 8:40 am ready for class which begins at 8:45 am. Parents/guardians will be notified by SMS if a girl has not arrived on campus.
- 3.4 Appropriate action will be taken if a girl is repeatedly late for school or for class (see point (i) under Consequences).
- 3.5 Appropriate action will be taken if a girl's absence rate is considered by the College to be unacceptable (see point (i) under Consequences).
- 3.6 Appropriate action will be taken if the reason for the girl's absence is considered by the College to be unacceptable (see point (i) under Consequences).
- 3.7 A girl who arrives at the College later than 8:45 am must report to Reception, swipe in and select the appropriate reason for lateness, and must bring in a note to be given to her tutor.
- 3.8 If a girl is to be absent from the College, then her parent/guardian needs to notify the College before 8:45 am on the designated phone line 9816 2049 with a clear message stating your daughter's name, tutor room and reason for absence.
- 3.9 If a girl leaves the College before the scheduled time, she is to have her Tutor/House Coordinator sign notification from her parent/guardian, and use her card at the terminal near the Student Office.
- 3.10 On her return to the College, after absence the girl must bring the completed 'Notice of Absence' slip to her tutor and a letter from her parent/guardian if appropriate (carbonised section at back of diary).
- 3.11 Each girl is expected to attend College functions relevant to her Tutor Group, House and Year, and to the College in general. Such functions include Marist Day; Religious Education days; Gala Day; camps and retreats; House family nights; Parent Teacher meetings; Carnivals; Graduation Mass and Ceremony. This list is not exhaustive - it is intended to present examples.

#### **4. TRANSPORT OTHER THAN SCHOOL BUS SERVICE**

- 4.1 Each girl is expected to come straight to the College in the morning and to go straight home after dismissal, and not to break her journey.
- 4.2 The College accepts no responsibility for the safety or security of vehicles driven by girls to or from the College, or on school related matters.
- 4.3 Senior girls who are licensed drivers and who wish to drive to school must complete the appropriate form, which is obtainable from the Student Office. This form will require her to state the make, colour and registration number of the vehicle she will be driving.

#### **5. POSSESSIONS**

- 5.1 Each girl has access to a lockable locker. Lockers either require a girl to provide a padlock, preferably with a combination, or if it has a key, she is to provide her Tutor/House Coordinator with a duplicate key to her padlock. This key will be given to the girl to use should she forget to bring her key to the College. A padlock that has to be broken to allow access to a girl's locker is to be replaced by the girl.
- 5.2 Each girl is to store her labelled belongings in her locker.
- 5.3 Each girl is to ensure that books, newspapers, magazines, and the like that she brings to the College are of a type and standard of which the College would approve.
- 5.4 If a girl needs to bring a mobile phone or any other electronic device to the College, she is to follow this procedure:
  - (i) the mobile phone and/or electronic device is to be switched off during class time, assembly, excursions, meetings, liturgies or other similar College related activity;
  - (ii) any girl who uses her mobile phone in class, unless directed to do so by her teacher, or who allows her mobile phone to be used to intimidate or upset, or to interfere with the safe and productive environment of another girl, will have her mobile phone confiscated, and her parent/guardian will be notified;
  - (iii) repeat offences will not be tolerated, and parent/guardian will be required to attend a meeting at the College.

#### **6. SECURITY OF POSSESSIONS**

Girls are not encouraged to bring to school personal items of value. However, if they choose to do so, then they are to avail themselves of one of the three secure options for looking after these:

- (i) to keep these items on their person;
- (ii) to store these items in their secure lockers;
- (iii) to put them into the safe in the Student Office first thing in the morning and pick these up in the afternoon at 3:30 pm.

#### **7. EXPECTATIONS FOR SENIOR GIRLS**

In senior years, girls are required to maintain the College expectations of:

- wearing their uniform correctly and without make-up and jewellery;
- arriving to school and their classes on time;
- bringing in all their class needs for each lesson;
- completing all homework and tasks on time;
- showing respect for their teachers and their class members; and
- maintaining a positive attitude to their learning and to their surroundings.

Girls who are able to maintain these expectations will achieve the privilege of being able to leave the College each Tuesday afternoon after period 3 to study at home. Girls who are unable to maintain any or all of these expectations will remain at school till 3:30 pm to complete their study.

## **8. NON-COLLEGE EVENTS**

Events known as “Year 10 Formal” or those organised in the name of “Year 11” are not school organised or school endorsed events. No official school correspondence will ever be issued and it should be noted that there will be no staff at these events and that the school is not responsible for the care of girls who attend a private function. All responsibility would be in the hands of families.

## **9. CARE OF PROPERTY AND CAMPUS CLEANLINESS**

- 9.1 Each girl must take care of her property and that of the College.
- 9.2 Each girl must help maintain the cleanliness of the rooms and grounds.
- 9.3 Any girl who damages College property can be required to make reimbursement to the College — through her parents or guardians — for any damage caused.
- 9.4 Liquid paper, chewing gum or bubble gum is not to be brought to the College. The reason for this is the protection of other girls, their property and College property.
- 9.5 While a girl is at the College or travelling to and from the College, or attending any College function, or activity, or wearing the College uniform, she is not permitted to have or use any tobacco product; she is not permitted to use, possess, sell, or be under the influence of alcoholic beverages, marijuana or other illegal substances; she is not to be in possession of any item considered by law to be illegal. She is not to be in possession of any item not prescribed for her personally, and in no other way than that which is printed on the label as directed by a medical practitioner.