



Hillcrest International Learning Community

Behaviour and Code of Conduct Policy

Introduction

The International Student Code of Conduct Policy ensures you have a clear understanding of the conditions you are required to follow in order to stay safe and be successful while enrolled at Hillcrest Christian College. The College expects high standards in student behaviour both during and after College hours. When International Students enrol they commit to following the behavioral expectations, values and standards of the College.

The following Code of Conduct is a summary of the key responsibilities for students. It is important that you also read the Student Community Expectations explained in the College Handbook to ensure you have a full understanding of the conditions of your enrolment.

During your time at Hillcrest Christian College, you will need to be aware of the following:

Academic Performance

- Maintain satisfactory results (minimum C) in all subjects. See Course Progress, Attendance and Course Duration Policy in the International Student Handbook
- Ensure that classwork, homework and assessment are completed on time to the best of your ability
- Be organised and punctual for classes
- Be attentive and respectful in class, co-operating with your teacher and ensuring you do not disrupt other students' learning
- Access the support available to international students to achieve success
- Follow the Acceptable Use of Technology Policy

Attendance and Punctuality

- Strive to attend all classes every day of each term. Attendance to all classes is compulsory
- Get written permission if you need to leave the class for any purpose
- Your homestay must notify the SLC office if you are absent for one day
- If you are absent due to sickness for more than two days and when missing any days during exam week, you must submit a medical certificate to the ILC Office
- Attend classes on the first and last school day of each term
- Participate in College activities outside of College hours when required by the College

Please Note: Any other absences must be approved in advance by the Director of International Students. If you fail to attend at least 80% of your full-time course you are in violation of your International Students Visa and your enrolment is at risk of cancellation.

Sporting Team, Gym and Club Memberships

Hillcrest Christian College encourages international students to participate in a sports team or team recreational activity whilst ensuring their studies are a priority. In these circumstances, students are requested to discuss with their parent / homestay parent before making final decisions. Where there is a need for students under the age of 18 to have a guardian sign the membership form, students are

required to gain approval from Director of International Students, who will then sign the membership form once parental permission has been provided.

Responsibility to the Community

- Make a strong effort to speak in English during College hours
- Actively commit to making friends with Australian students
- Follow the community expectations by showing:

Safety

Be safe in the way you act.

Physically hurting others is not allowed.
Aerosols, highlighters and matches are not allowed.

Acceptance

Show acceptance and respect to others.

Verbal abuse, insults and social exclusion are not allowed.
Report any harassment or bullying.
Be polite and use manners.

Justice

Be fair and tolerant in your attitude and actions towards others.

Damaging other's property or College property is not allowed.
Seek permission when borrowing someone else's property
Return found items to their rightful owners.

Opportunity to Learn

Ensure you make the most of every learning opportunity

Be attentive and responsive in class
Be sure not to disrupt other students' learning.

- Follow the College Uniform Policy, wearing your uniform correctly at all times.
- Keep the school grounds clean (no chewing gum is allowed).
- Intimate contact between students and exclusive relationships which separates students from the community are not allowed.
- For mobile phone use, please refer to the College's Mobile Phone Policy.

Uniform

Follow the College Uniform Policy, wearing your formal uniform correctly at all times.

Boys (Years 5-8):

- White College shirt worn tucked in
- Navy College tie (compulsory Terms 2 and 3)
- College dress shorts with long navy College socks OR
- College dress trousers with short navy College socks
- Plain black leather belt with no logo on buckle or belt
- Black leather lace-up, polishable school shoes
- College jumper for colder weather
- Navy College bucket hats

Boys (Years 9-12):

- White College shirt worn tucked in
- Red College tie (compulsory Terms 2 and 3)
- College dress shorts with long navy College socks OR
- College dress trousers with short navy College socks

- Plain black leather belt with no logo on buckle or belt
- Black leather lace-up, polishable school shoes
- College jumper for colder weather
- Formal College hats all year
- College Blazer (compulsory Terms 2 and 3)

Girls (Years 5-8)

- White College blouse with navy button-on College tie
- Tartan College skirt at knee length OR tartan skort
- Short white College dress socks or ink navy coloured stockings for formal occasions
- Black leather lace-up, polishable school shoes with a heel. (Mary-jane shoes, buckle shoes, flat-soled or ballet shoes are not acceptable)
- College jumper for colder weather
- Navy College bucket hats

Girls (Years 9-12)

- White College blouse with red button-on College tie
- Tartan College skirt at knee length
- Short, white College dress socks or ink navy coloured stockings for formal occasions
- Black leather lace-up, polishable school shoes with a heel. (Please note that Mary-jane, buckle, flat-soled or ballet shoes are NOT acceptable)
- College jumper for colder weather
- Formal navy College hats to be worn to and from school each day
- College Blazer (compulsory Terms 2 and 3)

Sport Shoes

Appropriate runner, jogger or cross-trainer. Sport shoes should not be used to make a fashion statement. (Canvas, skate, basketball high tops are not suitable)

When to wear the sports uniform

- College sports shirt should be worn when competing in interschool sports competitions and on sports days
- College house shirts should be worn when competing in inter-house carnivals
- PE and Dance students are permitted to wear sports uniform on the day of the allocated practical lesson

Hats

- All students are required to bring a College bucket hat to school every day and must wear it whenever they are in the sun
- Students in Years 9-12 are required to wear their formal hats to and from the College everyday

Hair

- Hair grooming, styling and colouring is required to be of a neat conservative style (no extreme hairstyles)

- The College reserves the right to label a hairstyle as 'extreme and unacceptable' and request an immediate change
- Boys' hair should be no longer than the collar. It should not cover the ears and must be kept off the face at all times. Facial hair and sideburns are not permitted.
- Girls' hair should be tied back if longer than the collar and should be kept off the face.
- Only plain hair ties are to be used: College colour hair ties are red and navy blue.

Makeup

- A very small amount of tinted moisturiser closely matching the skin colour is optional
- Eyeliner, mascara, eye shadow, fingernail polish, false fingernails and blush are NOT permitted

Jewellery

- Boys – no jewellery other than a watch is allowed.
- Girls – no jewellery other than a watch and one set of small plain studs or sleepers worn in the ear
- Visible tattoos, body piercings or other adornments are NOT permitted

Undergarments

- No undergarments should be visible under the uniform, or of a type that draws attention to themselves.

Scarves and gloves

- Plain navy blue or black in colour. These items are available in the Uniform Shop.

Homestay

You are required to live with a College-approved or arranged homestay family for the duration of your enrolment, if a parent or blood relative has not been nominated as a guardian. The following is a summary of the key responsibilities for students in homestay. It is important that you also read the **International Student Handbook** to ensure you have a full understanding of the conditions of your enrolment.

Except in emergency situations, there is a minimum stay requirement of 10 weeks before a student can request to be moved to a new homestay family.

- Advise ILC immediately of any concerns you have regarding your health or welfare which may arise in your homestay environment
- Show respect and courtesy to your homestay family at all times
- Spend time each day participating in family activities, building positive relationships and clear communications with your homestay family
- Respect and adhere to guidelines/rules set out by your homestay family which may include minor chores like washing up

- Ensure your homestay parents know your mobile number and they know where you are at all times
- Ask for permission to attend social outings from your homestay parents before the day of the event and advise them of any meals you will miss.
- No social outings are allowed from Monday to Thursday unless related to a College activity.
- Ask permission from your homestay parents before inviting friends over
- Pay for any damage to family property that you are responsible for
- Do not visit or download material from pornographic websites or gambling websites
- Follow the curfews for international students and follow the instructions of your homestay parents regarding social activities
- If you wish to have a sleepover you are required to complete a Sleepover Application and submit it to the ILC office **2 days** before the sleepover.

Curfews for Social Activities:

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|--------------------------|--|
| • 13 years old & younger | • No unsupervised outings at any time. You are not allowed to stay home without adult supervision. |
| • 14 years old | • Unsupervised outings are allowed only during the day. |
| • 15 – 16 years old | • Unsupervised outings during day and at night on weekends until 9pm. |
| • 17 years old | • Unsupervised outings during the day and at night on weekends until 10pm. |
| • 18 years & older | • Unsupervised outings during the day and at night on weekends until 11pm |

PLEASE NOTE:

- **Students are not permitted to be in Surfers Paradise and Broadbeach at night. It is also unacceptable and unsafe for students to be hanging out in any public spaces at night such as parks, shopping centres etc**
- **Students are not permitted to use public transport (bus, train, G-link) after dark.**

The Australian Legal Age

In Australia, once you have turned 18 years of age you are considered to have the rights and responsibility of an adult. Even though you are an adult when you are 18 years of age, as a Hillcrest student, you are still required to follow our student code of conduct, with the following exceptions:

- Students who are 18 years or older are allowed to travel to the airport by train

Major Breaches of Code of Conduct

The following behaviours are unacceptable at any time, both during College hours and outside of College hours, and **will jeopardise** your enrolment at the College:

- Purchasing and/or consumption of alcohol and other non-prescribed drugs
- Smoking
- Entering places of adult entertainment (e.g. nightclubs, casinos & bars)
- Any significant or regular offensive or disrespectful behaviour
- Any indecent or inappropriate sexually explicit behaviour
- Continued and blatant disregard for homestay rules and curfews
- Obtaining tattoos or piercings during your course
- Having any type of weapons in your possession (including knives)

Australian Law and HILC Policy

- A condition of your enrolment is that you obey Australian laws and regulations at all times.
- Do not drive a car without an Australian driver's licence. To obtain an Australian driver's licence you are required to follow the relevant ILC policy found in the International Student Handbook.
- If you want to obtain a part-time job, you should seek permission from ILC in order to be able to obtain work in accordance with the Queensland Child Employment Regulations.

We acknowledge that we have read and understood the International Student Code of Conduct and accept the student's responsibilities in adhering to these expectations.

Student's Name: _____

Student's signature: _____ Date: _____

Parent's Signature: _____ Date: _____