



# Nunawading Christian College Secondary

## Behaviour Management Policy & Procedures

Document Control

Revision Number	Implementation Date	Review Date	Description of Changes	Prepared By	Approved By
New, Adapted from student handbook	2017	Annually		NCCS Staff	NCCS Admin

## Rationale

Nunawading Christian College believes that every student has the right to learn and gain a quality education in a safe environment. Students of Nunawading Christian College are encouraged to maintain high standards in all areas of behaviour-both personal and academic.

## Conduct Guidelines

### Behaviour Code

The following guidelines are indicative of the behaviour that is expected of students at Nunawading Christian College:

Each student is expected to:

- Do his/her best to be successful at school work.
- Be polite and respectful relating to others (in word and action).
- Show exemplary behaviour in public including when travelling to and from College, on excursions and at school events such as sport.
- Speak and act in a manner consistent with the values and beliefs of the school as a Christian institution. Conduct and materials relating to the occult, wicca, witchcraft and/or pornography are not consistent with these values and beliefs.
- Cooperate willingly with everyone at all times.
- Be at the College during normal school hours, attending all classes and appointments on time.
- Accept correction without argument.
- Act in a safe, sensible and responsible manner at all times.
- Follow the uniform code, including wearing well-maintained uniform in the correct manner.
- Show courtesy and respect for others at all times through appropriate use of language and courteous interactions. Bullying, fighting, put-downs and racism are not accepted.
- Show respect for the property of the school and others.
- Use technology (including Internet, mobile phones, digital images, etc.) in accordance with the NCC Digital Citizenship code as contained in the NCC Acceptable Use Agreement for ICT.
- Act in accordance with the NCC bus code when travelling on an NCC bus or a bus hired for a school purpose.
- Not bring banned items to school or school events.

### Banned

Students are not permitted to possess or use any of the following (within the school grounds or while travelling to and from school, with the limited exception for electronic equipment):

1. Illegal substances - including tobacco, drugs, alcohol.
2. Items and/or material (including images) that present moral danger to students including those related to the occult and/or pornography.
3. Electronic equipment - including electronic games, game consoles. (A limited exception allows for these items to be used by bus travellers on the morning and afternoon travel between home and school).
4. Firearms, knives, dangerous weapons, water missiles or explosives of any kind.
5. Chewing/bubble gum.

## Digital Citizenship

The NCC Digital Citizenship aims to define acceptable use and conduct to be a good citizen in the use of technology. A Code of Conduct is included in the NCC Acceptable Use Agreement for ICT and this forms the basis of the notion of responsible digital citizenship. It is intended to cover the range of digital/electronic devices used for communication (including for recording and producing information, recordings and images). It covers the Internet, computers, video and still cameras, mobile phones and similar devices. It is designed to protect the intellectual property and privacy rights of relevant parties.

This Digital Citizenship Code applies to students at school and also during school excursions, camps and extracurricular activities.

Each student in Year 7-9 also completes a school Laptop Agreement form and students in Years 10-12 complete a Bring Your Own Device Agreement (BYOD) form.

Students are required to agree to the contents of the Laptop Agreement form and the Bring Your Own Device Agreement form (as applicable). For full details, please see each of these forms.

A student will only gain access to the NCC computer network after satisfactorily completing either the Laptop Agreement form or the Bring Your Own Device Agreement form. Student breach of the agreement may lead to access to ICT at NCC being discontinued. Breaches are dealt with by the relevant teacher or administrator, using the Behaviour Management Procedure as necessary.

## Travel - General

The School has a duty of care to students when they travel to and from school. The NCC behaviour code therefore applies to students during this time. Students should act with care, courtesy and common sense, maintaining their own safety and that of other travellers. They are to uphold the standards set by the School at all times.

## NCC Bus Travel Code

NCC has a private bus system. Student use of this bus system for travel to and from school is subject to route availability, payment in advance of applicable fees, and student compliance with the following bus travel code for bus travel. The bus travel code applies to any student using a

school bus or a bus hired by the school (such as travel for sport, excursions etc). The provisions of the bus travel code are in addition to the NCC behaviour code.

When travelling on a school journey, each student is expected to:

- Be on time at the bus stop;
- Sit down and face the front (i.e. not kneeling on the seats);
- Not stand up or walk around in the bus while it is moving;
- Speak quietly, using appropriate language;
- Not consume food or drink;
- Maintain safety for self and others by not throwing anything out of the windows - keep head, arms, etc., inside;
- Respect the bus by not damaging or defacing the bus in any way;
- Show respect for others by not harassing, teasing or bullying other passengers;
- Show respect for members of the public by not pulling faces or making gestures to people outside the bus;
- Respect and obey the bus driver.

Breaches of behaviour expectations on school buses will be dealt with firmly, and may result in the student being refused access to the bus system.

### Attendance: student procedures for late arrival and/or early leave

If a student is not present for the whole school day due to late arrival, early leave, or leave and return during the same day for an appointment, the student must follow certain procedures so the school knows the absence is legitimate and can ascertain which students are on campus in the event of an evacuation.

#### Late to School

ALL lateness must be approved by the Behaviour Management Coordinator. On arrival at school, the student must sign in at the school office and obtain a 'LATE TO SCHOOL PASS'. It is the student's responsibility to see the Behaviour Management Coordinator at the next break (recess or lunch) to have the lateness approved. The Behaviour Management Coordinator will sign the late pass and the student then hands this to the roll mark teacher at the next roll mark). A parent note, email or phone call is needed for late arrival.

Late to school 3 times without parental note or good excuse will incur a lunchtime detention.

#### Leaving School Early

No student will be allowed to leave the school grounds without consent from a parent/guardian.

If a student needs to leave school before the official end of school, the student needs to take a signed note of explanation from a parent/guardian to the Behaviour Management Coordinator. This should happen as early as possible on the school day. At the time of departure the student will need to sign out on the register at the front office and present the note. The Receptionist will

file the note.

### Classroom Entry and Use

All students are to wait outside the classroom before the commencement of each period. Students will enter a classroom only at the instruction of a teacher. When lining up outside classrooms, safety and courtesy are to be demonstrated by ensuring the path of others is not blocked. RUNNING or PUSHING on the verandas and/or stairs is a safety hazard and so are not permitted. Unless by special arrangement (such as on rainy days), food is not to be eaten in the classrooms.

### College Care

All students are expected to assist at all times in maintaining the cleanliness and tidiness of classrooms and grounds. Every student is expected to keep the grounds clean by placing their litter in bins and by picking up any litter they see.

### Breakages and Vandalism

Any damage to College property must be reported immediately to the Daily Organiser. Where practicable and safe to do so, the person responsible for the damage is responsible for cleaning any mess immediately. The cost of repairing and/or replacing damage deemed to be from wilful or irresponsible actions will be the responsibility of the person/s who caused and/or contributed to the damage. (The average window costs well over \$100 to replace). No student is allowed on any roof at any time. Graffiti and other damage to the property of others breaches the behaviour code requiring students to respect the property of others and so will be dealt with firmly.

### Lockers

Each student is allocated a locker for use during the school year. Students are required to keep all possessions in the assigned locker. Students are expected to care for their allocated locker and keep them tidy and free of rubbish at all times. A good quality lock must be used to secure the locker.

Students are to only access their lockers before school, during recess, during lunch and after school. This means taking materials for the two classes scheduled between each break.

## Behaviour Management Procedure - Positive Behaviour for Learning (PB4L)

At Nunawading Christian College our Core Mission is to be a positive learning community that nurtures students to be responsible, respectful, resilient and to demonstrate integrity. These are attributes that will prepare them for life. The aim of the Nunawading Christian College Behaviour Management Procedure is to encourage each student to become self-disciplined and to take

responsibility for his/her own actions.

## Merits

The procedure attempts to achieve this by placing emphasis on positive behaviour through a range of commendations called 'Merits'. A Merit is given for demonstrating outstanding behaviour in relation to one or more of the targeted school values which currently are respect, responsibility, resilience and integrity.

A staff member may award a merit to a student for a range of reasons to acknowledge individual achievement or endeavour in schoolwork, school life, or community participation. Generally, a student should not request a merit.

When given a merit, the student will receive a slip from the teacher and the teacher will record the merit on SEQTA. Records will be kept of the number and type of merits a student gains during the year. The school year has been divided into 4 blocks of about 10 weeks each so there are two blocks each semester.

The merit count resets to zero for all students at the end of a semester. However, merits continue for both terms within the same semester so merits carry over from Term 1 to 2 and from Term 3 into 4. Merits received after the close of count for Semester One will be applied to the Semester Two count for the year. No merits will carry over from one calendar year into the next school year.

Each merit awarded is counted as 1. The following outlines the merit levels anticipated for 2017.

At the close of merit count in Term 1, the top 20% of merit awardees from each year level will have a letter sent home to parents as well as receiving a merit award certificate.

At close of merit count at the end of Semester 1 & 2, the top 20% of merit awardees will participate in a merit reward activity. This nature of this activity will be decided by the Behaviour Management committee along with input from the SRC.

## Breaches of the PB4L Expectations

While the primary focus of the Behaviour Management Procedure is to encourage and reinforce positive behaviour, on occasion the school will need to respond to unacceptable behaviour through a system of demerits, which when accumulated form the basis of after school detentions. Corporal punishment is not part of the Behaviour Management System at the school and is not permitted to be used at any time by the school.

Student action that breaches the behaviour code must be dealt with. Each teacher has the authority to maintain order in the classroom. Breaches may be referred from the teacher to the Behaviour Management Coordinator then the Assistant Principal, Discipline Committee and finally, to the School Council.

## Demerits

Breaches of the PB4L expectations, particularly classroom and playground misdemeanors, are handled by the teacher. Under most circumstances, when a breach has been committed a student will receive a warning. After the second breach, the a process of re-teaching will take place coupled with a warning of the consequences should a third breach occur. After the third breach, a demerit will be given. When given a demerit, the student will generally be advised that a demerit will be processed through student management software on SEQTA. There are some circumstances where due to the serious nature of the offense, a demerit will be given immediately without a prior warning.

Once a demerit has been processed the student will serve a 30 minute lunchtime detention. The purpose of demerits is to correct and teach appropriate student behaviour. Further intervention will apply with multiple detentions to achieve this outcome.

The process for detentions will work in groups of 3:

1<sup>st</sup> detention Serve a 30 minute Lunchtime detention

2<sup>nd</sup> detention Parent contact and serve a 30 minute lunchtime detention

3<sup>rd</sup> detention Parent contact and serve a 30 minute lunchtime detention PLUS a 60 minute after-school detention session.

After-school detentions

1<sup>st</sup> detention 60 minutes served

2<sup>nd</sup> detention Placed on a Conduct Report: student must have teachers sign a report each class which is also signed by a parent/guardian and the Behaviour Management Coordinator

3<sup>rd</sup> detention Conference with parents, and referral to Discipline Committee

A record of demerits are retained by the school. For the purposes of the calculation of number of demerit, the count is reset to zero at the beginning of each semester. Any detention earned is served during that school year so a detention earned at the end of Semester One and not served will be served at the first opportunity in Semester Two.

## Conduct Report

A student may be required to be on a Conduct Report earlier than after the 2<sup>nd</sup> after-school Demerit Detention if the Behaviour Management Coordinator deems this to be an appropriate course of action.

A student will remain on a Conduct Report for the allocated time (usually no less than two weeks) and must maintain the required level of desirable conduct as indicated on the report. Failure to do so may result in the time of the Conduct Report being extended or the student being referred on to the Discipline Committee for further consequences.

## Confiscation of Items

A teacher is entitled to request a student to hand in any item presenting a safety concern. Using personal technology contrary to the NCC Acceptable Use Agreement for ICT or a student breaching the uniform code by wearing items that do not comply with guidelines will be subject to the item being held by the school for a period of time. Generally, the times are as follows:

- 1<sup>st</sup> breach      held until end of the day
- 2<sup>nd</sup> breach      held for a week

## Gross Misconduct

Gross misconduct may involve repeated breaches of the PB4L expectations . It can also include a single incident. Suspension may result directly from gross misconduct at the discretion of the College Discipline Committee. Actions that may incur such discipline include the following:

1. The use of, handling, possessing and/or supplying others with tobacco, alcohol or illegal items and/or substances;
2. Using, handling or possessing dangerous items at school (including but not limited to matches, cigarette lighters and weapon/s;
3. Gambling or the possession of materials to be used for the intent of gambling;
4. Using profane or indecent language;
5. Possessing, displaying, transmitting and/or distributing materials or images of a pornographic or obscene nature in any form;
6. Dishonesty in any form;
7. Harassment (including physical, verbal, sexual, emotional, racial) of another person, including a student, staff, or member of the public;
8. Willful damage to or destruction of College property, or the personal property of others;
9. Tampering with College equipment or the alarm systems;
10. Undermining the religious ideals and faith held by the Seventh-day Adventist Church;
11. Improper sexual conduct;
12. Conspiracy to perform or participate in initiations or any other act that may injure, degrade, or disgrace a fellow student and/or reflect poorly on the reputation of the College;
13. Defiance or insubordination to any staff;
14. Possession of materials or paraphernalia and/or involvement in practices linked to the occult, wicca and/or witchcraft;
15. A breach of the NCC Acceptable Use Agreement for ICT;
16. Using electronic means to engage in the above activities.

Details of student involvement in any of the above behaviour will be brought to the Discipline Committee for further action which may include suspension or a recommendation to the School Council that the student/s be expelled. If a student is suspended more than once in a calendar year, the case will be referred on to the School Council who will meet to consider the student's

status in the school, in consultation with the parents and the Discipline Committee.

### The Discipline Committee

This committee, with the Principal as chairperson, is appointed at the beginning of each year and its duty is to consider serious breaches of the behaviour code. The Discipline Committee can refer a matter to the School Council who has the authority to expel.

### Suspension Policy

Students may be suspended on the following grounds:

- The student's gross misconduct or continual disobedience interferes with the learning of classmates and/or is a harmful, dangerous example to other students;
- The student's behaviour may lead to serious harm.

There are two types of suspension:

- 1 suspension for a specified period;
- 2 suspension for an unspecified period of time.

The College Discipline Committee may suspend any student for either a specified period of time or for an unspecified period of time, pending a School Council decision.

### Suspension for a Specified Period

Incidents of the type listed above are initially dealt with by the College Discipline Committee which may choose to suspend for a specified period of time. No student may incur more than one suspension of this type in any calendar year. Subsequent offences are automatically referred directly to the School Council.

Options available to the Discipline Committee include in-school or out-of-school suspension. With an in-school suspension, the student is required to attend school but completes other set work instead of attending scheduled classes. A student may not attend school during the period of an out-of-school suspension.

A student may be required to complete certain specified tasks before re-entry into classes at the end of a suspension.

### Suspension for an unspecified period

In the event of an unspecified period of suspension, the case is referred to the School Council which will meet within seven days, where practical. The Behaviour Management Coordinator or Principal presents a full written report to the School Council for consideration. Possible outcomes include: lifting the suspension, extending the suspension or expelling the student.

## Uniform Policy

### General Overview

The wearing of the school uniform contributes significantly to school tone. Students are expected

to show respect and responsibility for their school in the correct wearing of the uniform. The wearing of the regulation uniform is compulsory at College functions and while travelling to and from school.

Students are to take pride in their personal appearance. The uniform items are to be worn in a neat and tidy manner, with items well-maintained. For detailed information on school uniform, consult the Student Handbook.

## Homework

Regular homework and an organised study program are expected of each student and will play an important part in his/her success. Parent support is also of significant value. This may be demonstrated in a range of ways including checking student diary for homework entries, assisting the student in planning ahead for homework completion that fits the family schedule and, where possible, planning for a specific homework location for the student.

The aim is for students to develop independent management of homework because:

- Students are on a 'Learning Journey' and so need to develop good study skills in preparation for moving up through school education and for those aiming for higher education (e.g. University)
- Work done in class periods needs reinforcement: to be able to remember information and skills, they have to be rehearsed (practised and reviewed). Research into memory shows that rehearsal significantly improves recall.

It is expected that students will increase the amount of time spent on homework with progress into more senior year levels.

As a guide, the suggested average amounts of homework are as follows (based on five nights a week):

Year level	Recommended average homework/night (based on 5 nights/week)
7 & 8	1 to 1.5 hours/night
9 & 10	1.5 to 2 hours/night
11 & 12	3 hours + each night PLUS extra on weekends as needed.

Students who do not have specific homework on a particular evening should be encouraged to use their time at home for extra academic activity such as reading, organising folders and/or reviewing class notes. Review is a key element of maintaining memory of information.

Ideally, students should review new class material at the following intervals:

1. within the first 24 hours,

2. then a week later.
3. if not able to review sooner, the next review should be no later than 1 month after the second review (done at 1 week).

## Homework Procedure

If a student does not complete a homework or assignment task (or submits sub-standard work), the teacher may list the student for a homework detention.

Homework detentions may be given for:

- Work not completed by a due date
- Work not completed to the required standard or work that has been plagiarised.
- Test performance that demonstrates application and preparation below a satisfactory or required standard.

The purpose of using the homework detention system is to hold students accountable for completing set tasks. Most students manage their work well so it is anticipated that students included in this process will be those who need additional encouragement to better manage their schoolwork.

The teacher has the discretion to determine which work warrants a homework listing. A student may be listed for more than one occasion for the same piece of work if the work remains not completed or below standard.

Homework detentions have priority over all other school appointments, including practices or meetings of a particular group.

Once listed, the student must attend and spend the full time of the session in the homework room. During the homework session, the student will work on the homework/assignment that is late or substandard. If the task has been completed and/or handed in, then the student attends and remains in the homework room completing other schoolwork.

There are 2 types of homework sessions: Lunchtime Homework and After-school Homework.

### Lunchtime Homework

This is a 30 minute session completed during lunchtime on Tuesdays and Fridays.

Students are informed when they are expected to attend during morning homeroom. If a student is late, they must check the listing throughout the day on the electronic notice board.

If a student does not attend the set lunchtime homework detention or is late without a valid reason, then the student will be assigned to an additional lunchtime homework session.

Every third Lunchtime Homework a student is assigned means the 30 minute lunchtime session PLUS an additional 60 minute After-School Homework session apply.

A sample scenario is:

1<sup>st</sup> listing for homework: serves a 30 minute Lunchtime Homework session

2<sup>nd</sup> listing for homework: serves a 30 minute Lunchtime Homework session

3<sup>rd</sup> listing for homework: serves a 30 minute Lunchtime Homework session PLUS a 60 minute After-school Homework detention

4<sup>th</sup> listing for homework: serves a 30 minutes Lunchtime Homework session

5<sup>th</sup> listing for homework: serves a 30 minutes Lunchtime Homework session

6<sup>th</sup> listing for homework: serves a 30 minutes Lunchtime Homework session PLUS a 60 minute After-school Homework detention

### After-School Homework Detention

This is a 60 minute session completed after school, usually on a Thursday between 3:30 and 4:30pm. Subject to teacher, student and parent availability, the After-School homework session may occur on a day other than Thursday.

## Appendix: Rubric for PB4L

See over page

Nunawading Christian College Positive Behaviour Expectations				
	Integrity	Respect	Responsibility	Resilience
 Always	<ul style="list-style-type: none"> <li>Do what is right.</li> <li>Own up to mistakes.</li> <li>Be friendly.</li> <li>Use positive and polite language.</li> <li>Follow agreed upon procedures.</li> <li>Appropriately advocate for others.</li> </ul>	<ul style="list-style-type: none"> <li>Be well-mannered and courteous to all members of the community.</li> <li>Be kind and compassionate.</li> <li>Address and greet adults appropriately.</li> <li>Consider your impact on others.</li> </ul>	<ul style="list-style-type: none"> <li>Wear the correct uniform.</li> <li>Keep the school environment clean and tidy.</li> <li>Look after your environment.</li> <li>Use equipment responsibly.</li> <li>Play sensibly and safely.</li> <li>Listen to and follow instructions.</li> <li>Say no to bullying.</li> </ul>	<ul style="list-style-type: none"> <li>Give all learning opportunities a go.</li> <li>Be considerate of others.</li> <li>Respond appropriately to social cues.</li> <li>Be encouraging and supportive.</li> <li>Work co-operatively with everyone.</li> <li>Embrace failure as an opportunity to learn.</li> <li>Be a responsible learner.</li> </ul>
Learning Spaces	<ul style="list-style-type: none"> <li>Behave appropriately even when others aren't watching.</li> <li>Be honest.</li> <li>Advocate for others.</li> <li>Go beyond expectations.</li> <li>Be a responsible learner.</li> <li>Be helpful.</li> <li>Say please and thank you.</li> <li>Be helpful.</li> <li>Avoid wastefulness.</li> <li>Co-operate with students and staff to ensure free flow of the line.</li> </ul>	<ul style="list-style-type: none"> <li>Keep it tidy.</li> <li>Consider the learning needs of others.</li> <li>Use equipment appropriately.</li> <li>Treat all property carefully.</li> <li>Enter and exit in an orderly fashion.</li> <li>Be considerate towards others.</li> <li>Use good manners and kind words.</li> <li>Be polite.</li> <li>Show gratitude</li> <li>Respect the environment.</li> </ul>	<ul style="list-style-type: none"> <li>Be prepared for class.</li> <li>Be on time.</li> <li>Own your learning.</li> <li>Follow instructions carefully.</li> <li>Complete all work efficiently and use time effectively.</li> <li>Ask questions.</li> <li>Ask for help when required.</li> <li>Be patient.</li> <li>Keeps hands and feet to yourself.</li> <li>Think and plan ahead about what to order.</li> <li>Eat your own food.</li> </ul>	<ul style="list-style-type: none"> <li>Patently wait your turn</li> <li>Accept consequences for inappropriate actions</li> <li>Learn from mistakes</li> <li>Embrace that failure is only temporary</li> <li>Forgive others</li> <li>Say sorry</li> <li>Move on when an issue has been resolved</li> <li>Wait your turn</li> <li>Be mindful of others' personal space</li> <li>Leave the canteen area promptly after purchasing</li> <li>Have money ready to pay canteen staff</li> </ul>
Canteen	<ul style="list-style-type: none"> <li>Avoid loitering, wash, dry, and say goodbye.</li> <li>Take care to conserve water.</li> <li>Report any damage to your teacher.</li> <li>Return to class promptly after using the facility.</li> <li>Demonstrate good sportsmanship.</li> <li>Be considerate.</li> <li>Use positive language.</li> </ul>	<ul style="list-style-type: none"> <li>Use facilities appropriately.</li> <li>Consider others and respect their privacy.</li> <li>Flush the toilet.</li> <li>Use bins appropriately.</li> <li>Use equipment appropriately.</li> <li>Share space; share equipment.</li> <li>Keep area tidy.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate proper hygiene.</li> <li>Leave the facilities clean and tidy.</li> <li>Keep the facilities graffiti-free.</li> <li>Wash hands.</li> <li>Walk safely.</li> <li>Follow game rules.</li> <li>Play safely.</li> <li>Wear appropriate clothing and footwear.</li> <li>Be encouraging.</li> </ul>	<ul style="list-style-type: none"> <li>Use the facility only when necessary</li> <li>Avoid using the facility as a social meeting place</li> <li>Have a go</li> <li>Show determination and grit in the face of challenges</li> <li>Win with humility</li> <li>Lose graciously</li> <li>Don't give up</li> </ul>
Toilet	<ul style="list-style-type: none"> <li>Be considerate</li> <li>Appropriately advocate for others.</li> <li>Be inclusive.</li> <li>Choose appropriate games and activities.</li> <li>Respect the environment around the school.</li> </ul>	<ul style="list-style-type: none"> <li>Respect outdoor area and equipment.</li> <li>Appropriately use equipment.</li> <li>Even if it's not yours, place rubbish in the bin.</li> </ul>	<ul style="list-style-type: none"> <li>Slay in designated areas.</li> <li>Take care for the environment.</li> <li>Report damage.</li> <li>Walk bikes, skateboards, scooters on school grounds.</li> <li>Return to class at first bell.</li> <li>Keep area free of rubbish.</li> <li>Active games are played in active areas.</li> <li>Report any damage or dangerous items to the teacher on staff duty.</li> <li>Wear a hat outside.</li> </ul>	<ul style="list-style-type: none"> <li>If it's mean appropriately intervene.</li> <li>Be gracious in defeat.</li> <li>Accept differences.</li> <li>Control your body.</li> </ul>
Gym	<ul style="list-style-type: none"> <li>Be courteous and considerate.</li> <li>Patently wait your turn to access your locker.</li> </ul>	<ul style="list-style-type: none"> <li>Be mindful of other people's privacy and property.</li> <li>Use positive and polite language.</li> <li>Be aware of your peers.</li> <li>Use time efficiently at the lockers.</li> <li>Be observant of others when opening the locker.</li> </ul>	<ul style="list-style-type: none"> <li>Negotiate the order of access with those you share the locker space with.</li> <li>Wait your turn.</li> </ul>	
Outdoor areas				
Lockers				