



Student Code Of Conduct

The Rosehill Secondary College Welfare and Discipline structure as outlined below gives you the right to learn without interruption or interference from other students.

All staff members work with this in mind. The following staff members are available when needed.

1. Principal

He/she is responsible for all students and staff at the college. Works with Assistant Principals on suspensions and expulsions.

2. Assistant Principals

They work with Junior, Middle and VCE Co-ordinators to help students with serious issues. They will put you in touch with people outside the college if they are more able to help. They work with Co-ordinators when major discipline problems occur. They also interview new students, and publish student bulletins and newsletters.

3. Junior, Middle and VCE Leaders

Help Year Level Co-ordinators with day to day running of each year level. Interview new students with an Assistant Principal. Deal with severe discipline problems and suspensions with Assistant Principal. In some cases they will counsel students they are able to help.

4. Year Level Co-ordinators

Responsible for the behaviour of all students in their Year Level. Help Homer Group Teachers with minor discipline problems. In some cases they will counsel students they are able to help. In Years 7 & 8 Assistant Coordinators support the coordinators.

5. Home Group Teachers

Help students in their Home Group. They run Home Group Meetings where they mark the attendance roll, read out notices, check uniforms and diaries. They deal with the day to day problems and refer more serious issues to co-ordinators and assistant-principals. They may act as an advocate for students in the Home Group throughout the year and nurture academic development.

6. Classroom Teacher

Directs and organizes the classroom and teaches work that is appropriate and relevant. Checks student academic progress, attendance and sets class rules.

7. Student Welfare Committee

Members include all co-ordinators, Assistant Principal in charge of Welfare and the School Psychologist. Looks after the welfare of students who are having difficulties. Works with staff to help students succeed at school. Offers information to students about help available outside school.

8. Student Management and Co-ordinators Committee

Members include all co-ordinators and the Assistant Principals. Manages all issues in the school relating to student management and discipline.

9. School Psychologist

Available one day per week. Referrals to DEECD psychologist can also be made. All requests should come through the Assistant Principal in charge of Welfare.

10. Visiting Teachers and Aides

Give assistance to students with disabilities e.g. hearing, sight, speech.

General School Rules, what they are and what happens if they are not followed

The following list of rules and consequences is written to provide a guideline for the college community. However, because circumstances are different in each case, the level of consequence may vary according to the severity of the breach of the rules and the individual needs of the child.

School rules apply when travelling to and from school and while on camps and excursions. In certain cases incidents which occur outside of school between two or more students or students/staff may incur penalties within the college.

When a discipline issue arises the following process will be followed:

- Investigation will occur as to who was involved. Witness statements shall be taken
- Written or verbal statements will then be taken from those directly involved
- A decision about what occurred will be made based on the gathered information
- Consequences shall be enforced in line with DEECD and college policy

Goal	Misbehaviours	Consequences
To encourage personal protection, good health habits and safety of staff and student	Fighting at school or on way to or from school.	Detention or suspension depending on severity.
	Interfering with people or property in the community on the way to or from school.	Detention or suspension depending on severity
	Use of aerosol cans in confined spaces or other inappropriate usage.	Confiscation, possible detention.
	Throwing stones or other objects.	Detention or suspension depending on severity.
	Bringing an offensive or dangerous weapon to school.	Confiscation of weapon, possible suspension & police action
	Littering	Warning, possible clean up detention
	Spitting in the school grounds or buildings.	Warning or detention depending on severity.
	Climbing onto the roof or any elevated part of the school.	Detention.
	Smoking at school or on the way to or from school.	Suspension
	Bringing alcohol or other drugs to school, or coming to school under the influence of alcohol or other drugs.	Confiscation of substances. Suspension & possible exclusion. Police action considered.
	Riding bicycles without an approved bicycle helmet.	Parents contacted. Possible confiscation of bike.
	Riding bicycles in the school grounds.	Detention.
	Riding skateboards in the school grounds.	Confiscation

Goal	Misbehaviours	Consequences	
To encourage better social behaviour.	Disrupting the learning of others	Dealt with by classroom teacher, possible suspension	
	Bullying, intimidating or harassing others including inappropriate emails, text messages, phone calls, etc.	Referred to the Year Level Co-ordinator for possible Suspension. Possible police action	
	Discrimination against others on the grounds of race, gender, sexual orientation, disability or religion	Possible referral to the Sexual Harassment Committee and/or counselling. Co-ordinator for possible suspension	
	Abusing teachers	Suspension, possible exclusion	
To protect students' property and the property of others.	Eating or drinking in school buildings.	Asked to leave building and/or food/drink confiscated.	
	Chewing gum	Disposal in bin and possible detention	
	Possession of, or display of offensive material on person or in belongings, including images on mobile phones, i-pods, etc.	Removal of offensive material, parents notified and possible referral to the Sexual Harassment Committee. Detention or suspension may follow	
	Entering 'Out of Bounds' areas of school	Replace or repair damaged or stolen items at offender's expense and possible suspension. Police action considered	
	Loitering, running or behaving in a rowdy manner in rooms, corridors, change-rooms or toilets.	Detention	
The school does not accept responsibility for any items lost, stolen or damaged.	Inappropriate use of liquid paper, textas, markers etc.	Confiscation of item/items, possible detention	
	To encourage personal organization and enhance performance of students	Irregular or non-attendance at school or classes.	Parents contacted. Recorded on school report. Assessment may be affected
		Not bringing correct equipment to class	Handled by classroom teacher, warning, parents contacted, possible detention
		Leaving school grounds without permission during school hours	Parents contacted, detention, possible suspension
Not coming to school on time		Note requested from parents. Possible detention.	
Not coming to class on time.		Dealt with by the classroom teacher. Possible detention	
Not wearing correct uniform		Detention. Possibly sent home to change depending on appropriateness of clothes	
Not having diary.		Detention and diary replacement sheet	

Classroom Discipline Plans

Classroom discipline plans will be prepared for each class. To make sure that students understand the classroom rules, a teacher will discuss their discipline plan with the class.

The classroom plan will include the following:

- (a) a clear set of classroom rules.
- (b) a clear set of consequences for breaking the classroom rules.
- (c) a clear set of rewards for following the classroom rules.

As a basis for the classroom rules students will be expected to:

1. Arrive on time to class.
2. Quietly line up in the appropriate place.
3. Enter the classroom only when instructed by the teacher.

Classroom Rules

Rules will change depending on the sort of class and the area being used, and take into account:

1. COMMUNICATION
 2. SAFETY
 3. LEARNING (of self and others)
 4. RESPECT (of self, others and property)
- STEP-BY-STEP RESULTS OF MISBEHAVIOUR

Teachers, to be fair to students, will follow a step-by-step process that will warn students that they are likely to incur serious consequences for their behaviour. An example would be:

Step 1 WARNING

Step 2 DETAINED after class to talk through misbehaviour

Step 3 Held back for longer detention and communication with parent via diary, phone or letter.

Step 4 EXIT - removed from class to nearby classroom or Assistant Principal.

Step 5 REFERRED to co-ordinators or Assistant-Principal for possible parent conference or stronger action - e.g. Suspension.

NOTE: This is an example. Students will usually be given a warning as a first step, but depending on the severity of the behaviour this may not always be the case.

Results of Appropriate Behaviour

Teachers prefer to reward good behaviour rather than punish misbehaviour. During class-time teachers will tell those students it applies to, that they are 'on task' and behaving well. Teachers will have a way of rewarding good work or behaviour that they will tell students about. Rewards used include: notes/stickers in diary, lunchtime outings, extra computer time etc. Parents are asked to give students some positive recognition when they receive rewards.

Possible Results of Misbehaviour In and Outside the Classroom

DETENTION: A student may be kept back if they behave disruptively or have not finished enough work. Students can be kept on detention for half of recess or lunch time, and for 3/4 of an hour after school. If an after school detention is given, parents will receive at least 24 hrs notice. Bus travellers are not excluded from after school detention.

CLASS DETENTION: Class detention is given by a classroom teacher for misbehaviour that breaks their classroom rules.

PARENT CONTACT: Communication between the School and Parents is an important part of the College's Welfare and Discipline Policy. This occurs in a variety of ways: at Parent/Teacher Nights, Phone, Student Diary, emails, letter to parents or home visit. This contact can be made by Subject Teacher, Tutor Group Teacher, Year-Level Co-ordinator, Assistant-Principal or Systems Administrator of the Computer Network. Parents are urged to contact staff if they have any queries.