

Rights, Responsibilities, Respect and Rules In Our School Community

School Rules

Government Core Rules



SJBHS
SIR JOSEPH BANKS HIGH SCHOOL

Discipline system summary

Our discipline system is based on the rights and responsibilities of staff and students.

We have three main school rules.

- Be respectful, polite and honest.
- Be a responsible, productive worker.
- Act in a healthy and safe manner.

Students are responsible for making appropriate choices and following the school rules. Students are expected to respect themselves, each other and their school community.

Teachers are responsible for effective student management in their classes and use a variety of approaches with students including the award and discipline systems. Where necessary, teachers receive support from Head Teachers who may, in certain circumstances, refer students to a Deputy Principal or to the Principal.

□ Consequences

Consequences for inappropriate behaviour include interview, warning, reprimand, apology, cleanup, isolation and a student written agreement. Students may be excluded from class by a Head Teacher or placed on an after school Faculty or School Detention. Where necessary, parents/caregivers are informed by phone or letter of the action taken by the school and interviews may be arranged. We also use a Category System.

Category A All students start as Category A. They do their best to learn and cooperate with students and teachers. They understand their rights and responsibilities and follow our school rules. Category A students treat other people with respect.

Category B A student placed on Category B has not followed the school rules with one teacher. Parents/caregivers are informed by letter and the student must have a Category B Conduct Card signed every lesson for one week.

Category C A student placed on Category C has not followed the school rules with more than one teacher or on more than one occasion. Parents/caregivers are informed by letter and the student must have a Category C Conduct Card signed every lesson for two weeks. Students returning from suspension are placed on Category C.

Category D Students on Category D have seriously misbehaved. They may be isolated within the school. Parents/caregivers are informed by a suspension warning letter or their child's future at the school is discussed at an interview.

Category E Category E students are suspended from the school following the Department of Education and Training procedures on Suspension and Expulsion of Students. Students will be suspended for behaviour such as continued disobedience, aggressive behaviour, physical violence, use or possession of a prohibited weapon, firearm or knife or possession or use of a suspected illegal substance. Students are also suspended for use of an implement as a weapon or threatening to use a weapon, serious criminal behaviour related to the school and persistent misbehaviour.

Rights and responsibilities

The maintenance of a high quality learning environment at Sir Joseph Banks High School requires both students and teachers having clear rights and responsibilities. As a school community we believe in the following rights and responsibilities.

Teachers' Rights and Responsibilities

Rights	Responsibilities
<ul style="list-style-type: none"> I have the right to teach in a safe and productive learning environment based on respect, courtesy, cooperation and a commitment to learning. 	<ul style="list-style-type: none"> I have a responsibility to establish an ordered and positive learning environment that promotes the effective learning of each student by being a well organised and well prepared teacher.
<ul style="list-style-type: none"> I have the right to expect behaviour from students which allows all students in the group to achieve their potential and to take disciplinary measures when a student behaves inappropriately. 	<ul style="list-style-type: none"> I have the responsibility to establish and maintain effective discipline in my classroom and in all other aspects of school life in which I have a supervisory role.
<ul style="list-style-type: none"> I have the right to ask for and receive support from the school community in fulfilling any professional role. 	<ul style="list-style-type: none"> I have the responsibility to support my colleagues, communicate effectively and carry out my role professionally.

Students' Rights and Responsibilities

Rights	Responsibilities
<ul style="list-style-type: none"> I have the right to be treated fairly, with respect, courtesy and understanding. 	<ul style="list-style-type: none"> I have the responsibility to treat everyone fairly, with respect, courtesy and understanding.
<ul style="list-style-type: none"> I have the right to be taught effectively so that I can learn to the best of my ability. 	<ul style="list-style-type: none"> I have the responsibility to cooperate with teachers, support others in their learning and at all times do my best in learning and working.
<ul style="list-style-type: none"> I have the right to be guided in learning and maintaining appropriate behaviour so that I can take my place as a respected member of the school and wider community. 	<ul style="list-style-type: none"> I have the responsibility to learn self-discipline and appropriate behaviour and seek to be a positive contributor to the school and wider community.
<ul style="list-style-type: none"> I have the right to be safe and have my property respected in a well-maintained school environment. 	<ul style="list-style-type: none"> I have the responsibility to behave safely, keep my property secure, and contribute to the cleanliness of the school environment.

School rules

Our discipline system is based on the rights and responsibilities of staff and students. We have three main school rules.

□ **Be respectful, polite and honest**

- Respect yourself, other students and the school community.
- Respect everyone's personal space and do not touch others.
- Speak in a pleasant tone and listen carefully to others.
- Do not harass, threaten or harm anyone.
- Do not steal or interfere with other people's property.
- Tell the truth.

□ **Be a responsible, productive worker**

- Take responsibility for your work and do your best at all times.
- Be well prepared and organised by having the correct equipment for each lesson.
- Complete all homework, class work and practical tasks on time.
- Do not bring to school valuable items such as mobile phones, radios, tape or CD players.
- Attend every day and be punctual to lessons.
- Be responsible for your own and the school's image in the community by wearing school uniform and behaving appropriately.

□ **Act in a healthy and safe manner**

- Act sensibly with an awareness of consequences at all times.
- Keep the classroom and school environment clean and in good condition. Do not bring chewing gum.
- Make sure your personal hygiene is of a high standard.
- Do not have prohibited items at school such as illegal drugs, alcohol, cigarettes, fire crackers, lighters, jet lighters, matches, weapons and laserpointers.
- Do not spit or throw things.

Our three main school rules are expectations in all work places.
Many of our rules are laws.

Respect in our school community

□ Student conduct in the classroom

It is your responsibility to:

- Line up in two lines along the wall outside the room. Wait quietly for the teacher and enter the room calmly when the teacher tells you to.
- Sit where you are told by the teacher. Do not move furniture.
- Unpack your bag and place it on the floor as soon as you are seated.
- Stay in your seat unless the teacher gives you permission to move.
- Pack up only when directed by the teacher. Place your chair in at the desk or on the desk if directed. Leave the room under the teacher's direction.
- Place rubbish in the bin at the end of the lesson.
- Use all property correctly. Do not damage school property.

□ Student conduct in the buildings

It is your responsibility to:

- Move to class on time.
- Not eat, drink or chew.
- Take off your cap and keep it in your bag.
- Keep to the left in corridors, on stairs and walkways.
- Leave and enter buildings by the nearest door.
- Give right of way to students with disabilities.
- Stand aside for members of staff.
- Move in a quiet, well behaved way. Walk, don't run.
- Stay out of all rooms and buildings except the library before school and during recess and lunch unless you have a teacher's permission.
- Go into the bottom corridor only of the Main Block if it is raining. You should sit down, talk quietly and place all litter in bins.
- Stay out of the hall at all times unless you are supervised by a teacher.
- Do not play with tennis, soccer, football and basketballs in the buildings.

□ **Student conduct in computer rooms**

It is your responsibility to:

- Sit at the same computer each lesson.
- Check the computer is working properly at the beginning of each lesson.
- Log out of programs at the end of the lesson.
- Only use programs, disks and software authorised by a teacher.

□ **Student conduct in TAS rooms (metal work, wood work and food labs)**

It is your responsibility to:

- Respect equipment, materials and other students' work.
- Wear black leather enclosed shoes.
- Tie back long hair.
- Behave safely, for example, do not touch other students or throw anything.
- Use fixed or portable power machines only if you have passed the 'Safety and Skills' test and have a machine licence. You must not operate machinery in any circumstances without your teacher's permission. You may only use machinery if your teacher is observing you and directly supervising you.

□ **Student conduct in the library**

It is your responsibility to:

- Respect the library which is for reading, research and study. Do not bring food or drink into the library.
- Place your bags on the racks either outside the library or inside the entrance. Take care of your own valuables.
- Use the downstairs area only if in Years 7-10. Years 11 and 12 may use upstairs.
- Replace any furniture that you have moved before leaving the library.
- Return any books that you have used to the trolley. Do not reshelve them. Place books on loan in the returns chute.

□ **Student use of computers in the library**

It is your responsibility to:

- Bring appropriate technology to download files from the computers. The technology must be virus checked before using.
- Ask permission if you want to print from the computers or internet. You must pay for print outs. There will be no colour print outs unless it is printing assignments.
- Accept that students needing the computers or internet for class work or research will have priority.
- Quickly log off from your computer programs and leave for class immediately.
- Report any equipment problems to the library staff.
- Take care with all library resources.
- Under no circumstances cut out articles or pictures from books or newspapers. This is vandalism.

□ **Year 11 and 12 students in the library**

It is your responsibility to:

- Stay in the library for your timetabled study period.
- Make sure your name is marked on the roll. If you are absent you will be reported for truancy.
- Bring in folders and pens, even if using the computers or internet.
- Sit in a seminar room or, if given permission, in the upstairs study area if a class is using an area downstairs. These are quiet study areas where there should be quiet workers only.
- Ask for the use of the seminar room if you want to work as a group.
- Bring library resources used in the upstairs area back downstairs and return them to the trolley when you leave the library.
- Put unused resources on the trolley or on the shelf where they came from at the end of the period. Newspapers should be replaced in the proper place in correct order.
- Show folders and books to the library staff for checking when leaving at the end of the period.

□ **Student conduct at assemblies, meetings, concerts**

It is your responsibility to:

- Enter and leave the hall, common room, meeting room or library quietly and in an orderly manner.
- Listen to and follow teacher directions. Be seated as quickly as possible.
- Listen politely and attentively. Do not talk, whistle or call out.
- Stand and sit quietly when directed.
- Display perfect manners for the National Anthem.

□ **Student conduct in the playground**

It is your responsibility to:

- Play the following games if you wish but in the area where it is safe.
 - Handball in the quadrangle.
 - Touch football or soccer on grassed areas. No tackling is allowed.
 - Basketball on the basketball courts.
- Walk when on asphalt areas. Do not run.
- Make sure no rumbling occurs.
- Move out of the canteen area once you have bought what you want.
- Behave in an appropriate way in the toilets.
- Stay in bounds. Out of bounds areas include the volleyball courts, the hall steps, the driveway or carpark, along the side of the Creative Arts and Industrial Arts blocks, past the tree line on the McKenzie Street side of the oval and the tennis courts. You must stay in the quadrangle before school.
- Do not walk on driveways used by cars.
- Place all rubbish in bins. Do not litter. Pick up rubbish as part of your responsibilities as a school community member when teachers ask you to.
- Stay off grassed areas during wet weather.

□ **Student conduct at sport, on excursions and at any variation to routine outside the school**

It is your responsibility to:

- Wear the correct school uniform. At sport, this means your PE uniform.
- Stay with the teacher at all times.
- Listen to and follow teacher directions.
- Use good manners at all times to everyone including bus drivers, students and teachers from other schools, the general public.
- Be seated on transport when seats are available.
- At sport follow the rules and be a good sport.

□ **Student use of motor vehicles for travel to and from school**

These are the procedures that must be followed by all students using a motor vehicle to travel to and from school. They are to help ensure the safety of student drivers and other students. Students who do not follow these procedures will be asked to give good reasons why they should be allowed to continue at the school. Please remember that vehicles stay out of bounds all day between your first and last timetabled periods. It is important to understand that once you have been marked as in attendance at school, you must remain until the end of your timetabled classes.

It is your responsibility to:

- Legally park vehicles outside the school in the street.
- Not use your car on school excursions or activities.
- Not transport other students.

□ **Student homework, application to learning and learning habits**

It is your responsibility to:

- Complete all homework and assessment tasks in each course and apply yourselves conscientiously to your work. This includes revising and studying for assessments and examinations.
- See the Sir Joseph Banks High School Student Diary for details of homework requirements and learning habits expectations.

Information for students on the category system

❖ CATEGORY A STUDENT

□ Description of your behaviour

- You respect others, are helpful and cooperative.
- You are self-disciplined and work consistently and hard.
- You consistently observe the school rules.

□ Consequences for you

- You are learning effectively and will achieve to the best of your ability.
- You will get an excellent reference and are developing the qualities which will help you gain and hold a job.
- You will be rewarded with Merit Certificates and a special Super A activity or excursion.

□ Your responsibility is to

- Keep up the good behaviour.

❖ CATEGORY B STUDENT

□ Description of your behaviour

One of your teachers is concerned about you for behaving in one or more of the following ways.

- Persistent disruption of classroom activity preventing others from doing their work.
- Persistent rudeness or not cooperating with students or teachers.
- Repeated failure to complete class work or homework.
- Repeated failure to bring correct equipment or dress appropriately for lessons.
- Being repeatedly late for class.
- Repeated unacceptable behaviour in the buildings or playground.
- Repeatedly using inappropriate language or name calling.
- Being out of bounds repeatedly.
- You have behaved inappropriately and been reported several times to a Head Teacher.

❑ **Consequences for you**

- You will be placed on a Category B Conduct Card for one week to encourage you to learn to discipline yourself.
- You will not be allowed:
 - To attend excursions.
 - To represent the school.
- You may also receive one or more of the following consequences.
 - Conduct consequence (clean up).
 - No practical work.
 - Isolation within the classroom.
 - Lunchtime, faculty or school detention.
- Your parents/caregivers will be sent a letter to inform them of your unacceptable behaviour.
- Your unacceptable behaviour is recorded on the computer files and will affect your future if you do not improve.

❑ **Your responsibility is to**

- Learn to improve your unacceptable behaviour and return to Category A.

❖ **CATEGORY C STUDENT**

❑ **Description of your behaviour**

More than one of your teachers is concerned about you for showing one or more of the following behaviours.

- Persistent disruption of classroom activity preventing others from doing their work.
- Persistent rudeness or not cooperating with students or teachers.
- Repeated failure to complete class work or homework.
- Repeated failure to bring correct equipment or dress appropriately for lessons.
- Being repeatedly late for class.
- Repeated unacceptable behaviour in the buildings or playground.
- Repeatedly using inappropriate language or name calling.

Or

- Disobeying an Executive Teacher.
- Interfering with other people's belongings.
- Returning from suspension.

Consequences for you

- You will be placed on a Category C Conduct Card for two weeks to encourage you to learn to discipline yourself.

You will not be allowed:

- To attend excursions.
- To represent the school.

- You may also receive one or more of the following consequences:

- Conduct consequence (clean up).
- No practical work.
- Isolation within the classroom.
- Lunchtime, faculty or school detention.

- Your parents/caregivers will be sent a letter to inform them of your unacceptable behaviour.
- Your unacceptable behaviour is recorded on the computer files and will affect your future if you do not improve.

□ **Your responsibility is to**

- Learn to improve your unacceptable behaviour and return to Category A.

❖ **CATEGORY D STUDENT**

□ **Description of your behaviour**

- Committing a serious offence at school or outside school.
- Harassment or unacceptable touching of other students.
- Persistent disobedience or defiance.
- Verbal abuse of a teacher.
- Bullying or vandalism.

□ **Consequences for you**

- Isolation within the school or suspension from school.
- Parent/caregiver interview.
- Review of your place as a student at Sir Joseph Banks High School.
- Your unacceptable behaviour is recorded on the computer files and will affect your future if you do not improve.

□ **Your responsibility is to**

- Learn to improve your unacceptable behaviour and return to Category A.

❖ **CATEGORY E STUDENT**

□ **Description of behaviour**

- Continued disobedience.
- Aggressive behaviour.
- Physical violence or threatening serious physical violence.
- Use or possession of a prohibited weapon, firearm or knife.
- Possession or use of a suspected illegal substance.
- Use of an implement as a weapon or threatening to use a weapon.
- Serious criminal behaviour related to the school.
- Persistent misbehaviour.

□ **Consequences for you**

- Suspension from school.
- Parent/caregiver interview.
- Review of your place as a student at Sir Joseph Banks High School.
- Possible consideration of expulsion.
- Your unacceptable behaviour is recorded on the computer files and will affect your future if you do not improve.

□ **Your responsibility is to**

- Learn to improve your unacceptable behaviour and return to Category A.

NSW Department of Education and Training

CORE RULES FOR STUDENTS IN NSW GOVERNMENT SCHOOLS

Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parents and care-givers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

The Department is committed to supporting principals and school staff in the implementation of these rules through statewide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

THE CORE RULES

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.