



1 Statement of Context and Purposes

All organisations require a set of rules and regulations to moderate behaviour and outline expectations of student conduct. The School rules and regulations detailed in this policy reflect the culture of Bacchus Marsh Grammar and are approved by the School Council; they are implemented and upheld by the School Principal and relevant delegates.

2 Application

School Rules and Regulations apply to all students at Bacchus Marsh Grammar:

- At all times the student is on school property;
- Whenever a student is participating in a school activity within or outside school grounds;
- While travelling to and from school;
- While wearing school uniform

3 Reference Points/Background Papers

- Student Code of Conduct
- Discipline Policy
- Assessment Policy
- Attendance Policy
- Annual Business Notice
- Smoking Policy
- Bullying and Harrassment Policy

4 Expectations

4.1 Behaviour

At all times students should:

- 4.1.1 Promote the safety of all people and property;
- 4.1.2 Behave in a manner, which reflects credit on themselves, their parents and the Grammar. They should maintain good manners in a proper and courteous way.
- 4.1.3 Not interfere with or damage school property or the property of any other student or member of staff;
- 4.1.4 Comply with the directions of the Principal and staff;
- 4.1.5 Promote a safe and harmonious working environment;
- 4.1.6 Be punctual, which shows consideration for others;
- 4.1.7 Keep voices and conversation in public to a tone and to topics which are acceptable to others including those who are not members of the school;
- 4.1.8 Keep school grounds and rooms as well as the public areas free from litter;
- 4.1.9 Not bring chewing gum to school nor use it at school;
- 4.1.10 Not enter any area which has been designated out of bounds (e.g. building sites);
- 4.1.11 Move in classrooms and around the school safely and consider the well-being of people and property.

4.2 Academic Discipline

- 4.2.1 Students must attend all classes and be punctual in attendance. A late notice must be collected from the Main Office if a student is late to school.
- 4.2.2 Students must be properly equipped for lessons including sport and PE.
- 4.2.3 All homework and assignments must be recorded in Diaries and work must be completed by the prescribed time. [Refer to the Assessment Policy]
- 4.2.4 Diaries must be carried and kept available so that regular entries can be made by students, staff or parents.
- 4.2.5 Students must be diligent in developing good study habits and techniques.

4.3 General Rules

- 4.3.1 Students must be at school on the day school resumes after a break unless notification has been received by the Year Level Co-ordinator.
- 4.3.2 No student will be permitted to leave school at the end of term before the publicised date, except in circumstances where parents have informed the Year Level Co-ordinator.
- 4.3.3 No student will leave the school grounds during a normal school day (8:50am – 3:15pm) without the permission of his/her Year Level Co-ordinator. A note in the Diary or a letter to a Year Level Co-ordinator is required if a student has been late or absent, or for any late presentation of work.
- 4.3.4 Members of groups such as school teams, School Production cast members etc., have an obligation to be in attendance at all activities unless written permission has been sought and gained by parents.
- 4.3.5 Students are not encouraged to bring valuable items to school (e.g. iPods (etc), Walkman's, basketball cards, large amounts of money). If they do, it is at their own risk.
- 4.3.6 No cars may be driven by students to school without the written permission of parents and of the Principal or Deputy Principal. Students may not drive in or into the school grounds except when they are legally entitled or are driving with a parent.
- 4.3.7 Any device that may be used as a weapon is not permitted at school.

5 Serious Offences

The School considers the following offences to be very serious:

- 5.1.1 Deliberate and/or premeditated harassment – sexual, racial or other – of another person
- 5.1.2 The possession of any item that may be used as a knife or weapon.
- 5.1.3 Drinking alcohol at a school function
- 5.1.4 Smoking when at school or in uniform, or when engaged in any school related activity
- 5.1.5 The possession, at school or during a school activity, of tobacco or alcohol
- 5.1.6 Bullying – refer to policy below
- 5.1.7 The use of any prohibited drugs or any dealings in drugs
- 5.1.8 Assault
- 5.1.9 Damage to school property
- 5.1.10 Breaking and entering
- 5.1.11 The use of violence or the threat of violence



- 5.1.12 Forging a person's signature
- 5.1.13 Rudeness or physical aggression towards students or staff
- 5.1.14 Theft
- 5.1.15 Any behaviour, which is potentially harmful to the reputation or good management of the school.

6 Sanctions

Where students are in breach of their responsibilities, including following the School Rules and Regulations, these sanctions apply:

- 6.1.1 When work has not been done or is inadequate, sloppy or untidy, a student may be required to repeat that work either at lunchtime, after school or by arrangement with the teacher.
- 6.1.2 For cases of minor disciplinary matters or breach of rules, a student may be set a task to do at lunchtime.
- 6.1.3 For persistent poor behaviour, a student may be given an after school detention for up to one hour, during which time a service punishment may be given, such as cleaning up the school grounds.
- 6.1.4 In cases where negligence, horseplay, gross carelessness or general anti-social behaviour results in damage to school or personal property, students will receive an after school detention. In addition, the cost of repairs must be met by the offenders or their parents or guardians.
- 6.1.5 For serious offences or repeated Detentions, a student may be required to attend a Principal's detention conducted at the weekend at various times during term.
- 6.1.6 A student may also be suspended internally or externally for a series of offences. Suspension from attendance at school for a period may also occur while a student's future at the School is reviewed by the Principal. For the duration of that suspension the student will not be permitted to avail him or herself of the services the School normally offers, and parents must make arrangements for the appropriate supervision of the child.
- 6.1.7 In extreme cases, a student may be dismissed from the School. Such a punishment would normally, but not necessarily, be imposed after other forms of punishment or contractual arrangements have failed, and following appropriate involvement of parents and guardians.

7 Implications for Practice

7.1 At Board/Principal Level

To properly implement this policy, Bacchus Marsh Grammar, the Board and/or the Principal must ensure:

- 7.1.1 that this policy is endorsed on an annual basis;
- 7.1.2 that copies of this policy are made available to prospective parents and prospective students, for example on the Bacchus Marsh Grammar internet page;
- 7.1.3 that this policy is incorporated into the Board's/Principal's record of current policies;
- 7.1.4 that this policy is included in the annual Business Notice

7.2 At Other Levels

- 7.2.1 To properly implement this policy, all Bacchus Marsh Grammar's current and prospective parents and students will be required to sign and agree to abide by the Rules and Regulations annually.

8 Adoption

- 8.1.1 This Policy has been adopted by a resolution of the School Council.
- 8.1.2 This Policy will be reviewed at least once every two years.

9 Authorisation

Council Document No.	GOV.029	
Council Document Name	School Rules and Regulations	
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Administrator	Secretary to BMG Council	
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