



Doctrina Vitae

Bacchus Marsh
Grammar

School Board Policy

Governance

GOV-027 School Rules and Regulations Policy

Approved by the School Board 31 October 2019



School Rules and Regulations Policy

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1 Statement of Context and Purpose

1.1.1 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 Board; they are implemented and upheld by the School Principal and relevant delegates.

2 Application

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

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

3 Related Documents

- Annual Business Notice
- Assessment Policy
- Child Safe Policy
- Medication Administration Policy
- School Community Code of Conduct
- School Uniform and Dress Code Policy
- Student Acceptable Online Usage Policy
- Student Attendance Policy
- Student Bullying and Harassment Policy
- Student Code of Conduct
- Student Discipline Policy
- Supervision (General) Policy

4 Definitions

Word / Term	Definition
Social Media	<p>Social media refers to online tools which provide individual users and/or organisations with the ability to create and share content in online communities. Social media tools include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Social Networking Sites – such as Facebook, LinkedIn, Google+, Instagram, Snapchat, Pinterest • Video/Photo Sharing Sites – such as YouTube, Flickr • Micro-Blogging Sites – such as Twitter, Yahoo Buzz, Meme • Weblogs – corporate, personal or media blogs published through tools such as Wordpress and Tumblr • Forums & Discussion Boards – Whirlpool, Yahoo! Groups, Google Groups • Geo-spatial Tagging – such as foursquare • Online Multiplayer Gaming Platforms – such as second life • Instant Messaging – including SMS • Vod and Podcasting • Online Encyclopedias – Wikipedia
Bullying	<p>Bullying is an ongoing act of aggression causing embarrassment, pain or discomfort to another person. It can take a number of forms:</p> <ul style="list-style-type: none"> • It can be physical, verbal, a gesture, exclusion, or using technology (i.e. cyber bullying);



	<ul style="list-style-type: none"> • It can be an abuse of power; • It can be planned and organised or it may be unintentional; • Individuals or groups may be involved. <p>Some examples of bullying include but are not limited to:</p> <ul style="list-style-type: none"> • Any form of physical violence such as hitting, pushing or spitting on others; • Interfering with another’s property by stealing, hiding, damaging or destroying it; • Using offensive names, teasing or spreading rumours about others or their families; • Using put-downs, belittling other’s abilities and achievements; • Writing offensive notes or graffiti about others; • Making degrading comments about another’s culture, sexuality, religion or social background; • Hurtfully excluding others from a group; • Ridiculing another’s appearance; • Forcing others to act against their will; • Extortion – demanding food, money or school-work; • Spreading offensive notes or messages about people by any means including electronic forms such as emails, MSN and mobile phone; • Nuisance phone calls and SMS messages; • Cyber bullying.
Harassment	<ul style="list-style-type: none"> • Includes bullying, sexual harassment, racial discrimination and libel
Sexual Harassment	<ul style="list-style-type: none"> • Unwanted touching, brushing up against another or any other form of unwanted physical contact; • Calling another rude names or making offensive comments; • Commenting on the size or shape of another’s body; • Sending obscene letters or making obscene phone calls; • Leering, peering or using sexually oriented jokes; • Questions or comments about another’s sexual preference; • Displays of sexually graphic material; • Inappropriate use of photographic equipment including use of camera phones; • Repeated requests to go out with someone, especially after prior refusal; • Request for sexual favours; • Indecent exposure; • Sexual assault; • Attempted or actual rape.
Cyber Bullying	is the ongoing abuse of power to threaten or harm another person through the use of technology
School Community	This includes the Principal, school board members, employees, students, parents, guardians, step-parents, relatives, friends, supporters, direct and indirect contact volunteers, contractors, carers and invitees of the School

5 Expectations

5.1 Behaviour

At all times students should:

- 5.1.1 Ensure that their actions do not bring the School into disrepute;
- 5.1.2 Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
- 5.1.3 Behave in a manner, which reflects credit on themselves, their parents and the School. Students should maintain good manners in a proper and courteous way and refrain from using inappropriate or profane words or gestures;
- 5.1.4 Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- 5.1.5 Not interfere with or damage school property or the property of any other student or member of staff;
- 5.1.6 Comply with the directions of the Principal and staff;
- 5.1.7 Promote a safe and harmonious learning environment;
- 5.1.8 Be punctual, which shows consideration for others;
- 5.1.9 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;
- 5.1.10 Keep school grounds and rooms as well as the public areas free from litter;
- 5.1.11 Not bring chewing gum to school nor use it at school;
- 5.1.12 Not use a mobile phone during normal school hours;
- 5.1.13 Not enter any area which has been designated out of bounds (e.g. building sites); and
- 5.1.14 Move in classrooms and around the school safely and consider the well-being of other people and property.

5.2 Academic Discipline

- 5.2.1 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 or class;
- 5.2.2 Students must not engage in plagiarism or other academic misconduct;
- 5.2.3 Students must be properly equipped for lessons including sport and Physical Education;
- 5.2.4 All homework and assignments must be recorded in Diaries and work must be completed by the prescribed time. [Refer to the Assessment Policy]
- 5.2.5 Diaries must be carried and kept available so that regular entries can be made by students, staff or parents; and
- 5.2.6 Students must be diligent in developing good study habits and techniques.

5.3 General Rules

- 5.3.1 Students must be at school on the day school resumes after a break unless notification has been received by the Year Level Co-ordinator;
- 5.3.2 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;
- 5.3.3 Students are not permitted to be on the school premises before the hours of 8.00am or after 5.30pm unless they are attending a school event (e.g. camp, excursion, functions, scheduled class);
- 5.3.4 No student will leave the school grounds during a normal school day (8:45am – 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;
- 5.3.5 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;

- 5.3.6 Students are not encouraged to bring valuable items to school (e.g. iPods, mobile phones, basketball cards, large amounts of money). If they do, it is at their own risk;
- 5.3.7 No cars may be driven by students to school without the written permission of parents and of the Principal or Senior Deputy Principal. Students may not drive in or into the school grounds except when they are legally entitled or are driving with a parent; and
- 5.3.8 Any device that may be used as a weapon is not permitted at school.

6 Serious Offences

The issues the School considers to be serious are listed (but not limited to) in the school diary include:

- 6.1.1 Deliberate and/or premeditated harassment- sexual, racial or other characteristic of another person;
- 6.1.2 The possession of any item that may be used as a knife or weapon;
- 6.1.3 Drinking or possession of alcohol at a school function;
- 6.1.4 Smoking when at school or in uniform, or when engaged in any school related activity;
- 6.1.5 The possession of tobacco, alcohol or a substitute that may be regarded as a medicine or drug (legal or illegal) in a way not covered by the School's procedures for the handling of medication, at school or during a school activity;
- 6.1.6 Possession of drug paraphernalia (such as pipes or 'bongs') while on school property or representing the school in any way;
- 6.1.7 Bullying including Cyber Bullying;
- 6.1.8 The use of any prohibited drugs or any dealings in drugs;
- 6.1.9 Assault;
- 6.1.10 Damage to school property;
- 6.1.11 Breaking and entering;
- 6.1.12 The use of violence or the threat of violence;
- 6.1.13 Forging a person's signature;
- 6.1.14 Rudeness or physical aggression towards students, staff or other members of the school community;
- 6.1.15 Theft or any other criminal conduct;
- 6.1.16 Filming, taking photographs or recording members of the school community without express permission from the School or other parties;
- 6.1.17 Uploading or circulating photos or videos of Bacchus Marsh Grammar staff or students via social media without express permission from the School or other parties;
- 6.1.18 Any behaviour, which in the view of the Principal is potentially harmful to the reputation or management of the school;
- 6.1.19 Any matter relating to serious issues may be considered as grounds for the removal of a student from the school.

7 Sanctions

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

- 7.1.1 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.
- 7.1.2 For cases of minor disciplinary matters or breach of rules, a student may be set a task to do at lunchtime.
- 7.1.3 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.

- 7.1.4 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.
- 7.1.5 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.
- 7.1.6 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.
- 7.1.7 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.
- 7.1.8 Any device that may be deemed as a weapon is not permitted at school and will be regarded as a prima-facie reason for removal of the student from the school.
- 7.1.9 If students are on the premises outside the hours specified in section 5.3.3, or absent from school grounds during the hours specified in section 5.3.4, the School may take disciplinary action in accordance with the Student Discipline Policy and the School Community Code of Conduct.

8 Implications for Practice

8.1 At Board/Principal Level

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

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

8.2 At Other Levels

- 8.2.1 To properly implement this policy, all Bacchus Marsh Grammar's current parents and students will be required to sign and agree to abide by the School Rules and Regulations annually, electronically or otherwise in the manner required by the School.

9 Adoption

- 9.1.1 This Policy has been adopted by a resolution of the School Board; and
- 9.1.2 This Policy will be reviewed at least once every two years.

10 Authorisation

Board Document No.	GOV-027	
Board Document Name	School Rules and Regulations Policy	
Approval Authority	Chair of the School Board	
Approval Signature	Maira Berry Chair of the School Board Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	31 October 2019	

Date of Next Review	31 October 2021	To be reviewed at least every two years
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11 History

Date	Amendment
30 Apr 2017	1. Reviewed
8 Mar 2018	2. Reviewed
16 Mar 2018	3. Updates made
29 Mar 2019	4. Updates made
22 October 2019	5. Revised to capture supervision times and updates to rules