



# **School rules, polices and procedures. Information for students.**

## **Core Rules**

Student Discipline in NSW Government Schools

All students in NSW government schools are expected to:

- Attend school 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.

NSW Department of Education and Training

## **Core Rule**

- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.

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## **School Uniform**

Rose Bay Secondary College is a “uniform” school and all students are expected to wear the correct school uniform.

The Department of Education and Training supports the wearing of school uniforms by students and the upholding of high standards of dress by students and staff. The Department recognises that NSW has a long history of school uniforms being decided by the local school community.

A school uniform identifies students as belonging to Rose Bay Secondary College. We expect students to wear the uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours.

<b>Rose Bay Secondary College Uniform</b>
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### **Boys**

- White polo shirt with school logo
- Navy blue shorts
- Navy blue long pants with draw cord
- Navy blue tailored Long Pants

### **Girls**

- White Blouse with school logo
- Skirt
- Navy blue long pants

### **Unisex and Sports Uniforms**

- Sports Polo Shirt with school logo (Red)
- School Sports Polo Short
- School Track suits Jacket with school logo
- School Track suits pants
- Navy blue Scarf
- Rain / wind coat with school logo
- Sloppy Joe with school logo
- Sloppy Joe zip and pockets with school logo

### **Accessories**

- School Cap
- School Tie

#### UNIFORM SHOP OPENING HOURS:

0830 to 0900 Tuesday, Wednesday, Thursday, Friday

Please note: Payment only in cash or cheques, available to RBSC UNIFORM SHOP

Enquiries, please contact Bat-El Larsen, Uniform Shop Coordinator at [bat\\_el@tpg.com.au](mailto:bat_el@tpg.com.au)

<b>Specific Exclusions – Not to be Worn</b>
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Tops	Coloured including black or grey
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	Striped or with highly visible advertising or brand logos
	Hooded
	Highly visible skivvies or undershirts
Trousers	Excessively baggy style – NO cargoes or jeans
	Stripped or coloured
	Tracksuit pants
Skirts	No trousers or ¾ pants
Shoes	Any style that is not plain black with black laces
	Sandals or footwear without heels
	Ugg boots
Headwear	Beanies
	Coloured caps other than blue
Accessories	Thick hanging wallet chains
	Jewellery that makes practical work unsafe

### **Uniform Practice**

- Uniform to be worn at all time for class and excursions unless specifically stated otherwise.
- Students that are not in full school uniform will not be allowed to go on excursions and no refund will be issued if the student arrives not in full school uniform on the day of the excursion.
- Uniform to be worn during examination periods.
- Sports uniform to be worn for PE and sport lessons only. Students to change into regular uniform after PE lessons.
- Sports uniform and sports shoes may be worn on sports day; Wednesday

### **Out of Uniform**

1. MUST have parental note – dated and signed  
**It is the student's responsibility to get a yellow coloured uniform pass.** On arrival at school the pass is issued by the Head Teacher of each year group at roll call.
2. Student's names will be entered on Out of Uniform year group list.
3. Students to produce pass whenever questioned or approached by teacher. Failure to produce pass means being sent to the Deputy or Head Teacher for that year group.

### **Out of Uniform – Without a pass**

1. Students name will be recorded on the school's yellow daily attendance and uniform monitoring sheet.
2. Student's names that appear on the yellow sheet will be recorded and entered into RISC. On the third occasion students will be issued with an After school detention.

### **After the third time and the after school detention ...**

3. Years 7 – 12 students will be issued with a Warning of Suspension. The very next time they are out of uniform they will be suspended for persistent disobedience – failure to follow school procedures.
4. Years 11 – 12 students will be sent home to change for not following correct school procedures. Parents will be notified.

### **Detention**

- The detention will be the normal Thursday after school detention that is held in Room A520 from 3:20 – 4:20. During detention students will undertake school service.
- Failure to attend this detention will result in a Deputy Principal detention which is held on Monday from 3:20 – 4:20.
- Failure to attend Monday's detention will result in the student being suspended for persistent disobedience – failure to follow school procedures.

### **Uniform Checks**

During roll call and class time by Deputy Principals, Head Teachers and Teachers.

### **Financial Assistance**

Letter to the Deputy Principals or Principal. If granted, parents may be given assistance to acquire a uniform.

### Persistent Offenders

Students who persistently fail to wear the school uniform will be placed on a list that excludes students from excursions and representation privileges.

### Jewellery

Please limit jewellery to conservative pieces. Save your good jewellery for weekends and special occasions. Large hooped or drop ear-rings are not to be worn. They are a potential safety hazard.

## Core Rule

- Attend school every school day, unless they are legally excused, and be in class on time and prepared to learn

## The School Day at Rose Bay Secondary College

It is critical that students begin the school day in a positive manner. This means that students are

- on time to roll call and all classes
- in full school uniform
- prepared for learning. This means not only with all necessary equipment for the day ahead but also with the attitude that learning is important and in each class I will focus on completing the learning tasks to the best of my ability.

### Roll Call

School starts at 9.00am with Roll Call. Punctuality is a vital key to success in school, work and social situations. Roll Call is held in classrooms for 10 minutes. Each student is allocated their own place to sit in roll call classrooms to support the accurate registering of student attendance. Important daily messages are read for students in roll call. **All students MUST sit in their allocated seat and listen quietly to the messages.**

### School bag/Books/Materials

To be well prepared for learning, all students are to have a:

- School bag or back pack.
- A pencil case with sufficient stationery such as pens, pencils, ruler. Students ARE NOT to be in possession of permanent marker pens or textas.
- Each subject/course will require books and other materials, e.g. calculator, PE gear etc Teachers will advise the students of individual requirements for each subject.
- All students must have a student diary - RBSC student diaries can be purchased from the uniform shop for \$10.00.
- Students are not to use removable media/flash drives in the computers.

<b>General requirements:</b>	Pencil case	Stapler	<b>Equipment that can be purchased at school</b>	Homework diary
	Ball point pens	Scissors		Scientific calculator
	Ruler	Colouring pencils		Technical drawing board - \$60
	HB pencil	Glue stick		
	Eraser	Highlighters		

General School Contribution (Years 7 - 12) - \$150.00 (This General School Contribution covers the cost of the Yearbook)

Course requirements	Stage 4 - Years 7 & 8	Course/equipment fees
ENGLISH	1 A4 Exercise Book	
MATHEMATICS	1 A4 Grid Book (approx 180pages); Geometry Set, Ruler, pencil, pens including red,	

	Scientific Calculator
SCIENCE	1 A4 exercise book approx 256 pages
GEOGRAPHY	1 A4 exercise book approx 256 pages
HISTORY	1 A4 exercise book approx 256 pages
LANGUAGES	1 exercise book, A4 display folder, Hebrew has BJE fees
TECHNOLOGY	2 x plastic A4 display folders - \$50.00 per year.
PDHPE	1 A4 exercise book approx 96 pages, Sport uniform – sport shoes, RBSC sport shorts and/or tracksuit, RBSC sport (red) T-shirt, RBSC hat
MUSIC	1 Music book with lined paper and manuscript lines in the middle of the book (exercise book size)
VISUAL ARTS	A4 Art Diary (available at the uniform shop), 2B Pencil - \$40
SPORT	Sport uniform – sport shoes, RBSC sport shorts and/or tracksuit, RBSC sport (red) T-shirt, RBSC hat; Some sports will cost money for travel and venue
COMPUTING	1 display folder - \$10

Course requirements	Stage 5 - Years 9 & 10 Course/equipment Fees
ENGLISH	1 A4 Exercise Book
DRAMA	1 A4 Exercise Book (approx 200 pages)
MATHEMATICS	1 A4 Grid Book (256 pages), Scientific calculator, Geometry Set
SCIENCE	1 A4 exercise book approx 256 pages
MARINE STUDIES	A4 256 page exercise book - \$20
GEOGRAPHY	1 exercise book approx 256 pgs, Scientific calculator
COMMERCE	1 exercise book approx 256 pgs, Scientific calculator
INFORMATION & SOFTWARE TECHNOLOGY	1 exercise book approx 256 pgs, 1 display folder - \$60 per year
MANDATORY AND ELECTIVE HISTORY	1 exercise book approx 256 pages for each subject
PDHPE	1 A4 exercise book approx 96 pages, Sport uniform – sport shoes, RBSC sport shorts and/or tracksuit, RBSC sport (red) T-shirt, RBSC hat
PHYSICAL ACTIVITY AND SPORT STUDIES	1 A4 exercise book approx 256 pages, Sport uniform – sport shoes, RBSC sport shorts and/or tracksuit, RBSC sport (red) T-shirt, RBSC hat
MUSIC	1 Music book with lined paper and manuscript lines in the middle of the book (exercise book size), 1 Display folder -\$40 per year
DANCE	Black form-fitting dance clothes, 1 X A4 92 page exercise book - \$40 per year
VISUAL ARTS	2B Pencil, Visual Diary A3 size (available at school uniform shop) - \$60 per year
PHOTOGRAPHY AND DIGITAL IMAGING	Visual Diary A3 size (available at school uniform shop), 2B pencil - \$90 per year
INDUST TECH - TIMBER	1 A4 folder, 1 plastic A4 display folder, Year 9 - \$60; Year 10 - \$80
INDUST TECH - ELECTRONICS	1 A4 folder, 1 plastic A4 display folder, Year 9 - \$70
GRAPHICS TECHNOLOGY (TECHNICAL DRAWING)	Technical drawing equipment-(purchased from school) - Year 9 - \$30
FOOD TECHNOLOGY	1 A4 Folder, Apron - \$110.00 per year. Apron available from teacher for \$8.00
TEXTILES AND DESIGN	1 A4 folder, Coloured pencils - \$60.00 per year
LANGUAGES	A4 exercise book, A4 size display folder, Hebrew has BJE fees
SPORT	Sport uniform – sport shoes, RBSC sport shorts and/or tracksuit, RBSC sport (red) T-shirt, RBSC hat. Some sports will cost money for travel & venue

Course requirements	Stage 6 - Years 11 & 12 Course/equipment Fees
ENGLISH	1 A4 Folder/exercise book
DRAMA	1 A4 Folder/exercise book – Year 11 4 X A4 exercise books – Year 12
MATHEMATICS	1 A4 Folder, Scientific calculator
BIOLOGY/CHEMISTRY/ PHYSICS	A4 size folder, Scientific Calculator, 2 X A4 exercise books approx 126 pages
GEOGRAPHY	A4 exercise book approx 256 pgs, A4 size folder, Mapping equipment, Scientific calculator
BUSINESS STUDIES	A4 exercise book approx 256 pgs, Scientific calculator
ECONOMICS	A4 hole-punched exercise book approx 256 pgs, A4 2-ring size folder, Scientific calculator
LEGAL STUDIES	A4 exercise book approx 256 pgs, A4 size folder
DANCE	Black form-fitting dance clothes., 3 X A4 64 page exercise book -\$30 per year
ECONOMICS	A4 size folder, Scientific calculator
LEGAL STUDIES	A4 size folder

MODERN AND ANCIENT HISTORY	A4 size folder, A4 ruled loose leaf sheets, plastic sleeves, dividers.
SOCIETY AND CULTURE	A4 size folder, A4 ruled loose leaf sheets, plastic sleeves, dividers.
LANGUAGES	A4 exercise book, A4 folder, plastic sleeves, Hebrew has BJE fees
PDHPE SPORT COACHING	1 A4 Exercise book, Sport uniform – sport shoes, navy blue shorts and/or tracksuit, white T-shirt
MUSIC	1 Music book with lined paper and manuscript lines in the middle of the book (exercise book size), 1 Display folder - \$40 per year
VISUAL ARTS	2B Pencil, Visual Diary A3 size (available at school uniform shop) - \$60 per year
VISUAL DESIGN	2B Pencil, Visual Diary A3 size (available at school uniform shop) - \$60 per year
PHOTOGRAPHY AND DIGITAL IMAGING	2B Pencil, Visual Diary A3 size (available at school uniform shop) -\$60 per year
INFORMATION PROCESSING AND TECHNOLOGY - \$30	
SOFTWARE DESIGN AND DEVELOPMENT - \$30	
ENGINEERING STUDIES	Scientific calculator, Drawing equipment - \$25.00 per year
DESIGN AND TECHNOLOGY	A4 display folder, A3 display folder, A4 size folder, Year 11 - \$60      Year 12 - \$30
INDUST TECHNOLOGY	A4 display folder, A3 display folder, Year 11 - \$60      Year 12 - \$30
FOOD TECHNOLOGY	A4 Folder - \$60 per year
TEXTILES	A4 Display Folder - \$30 per year
CONSTRUCTION	A4 size folder - \$50.00 per year –Yr 11/Yr 12
HOSPITALITY	1 A4 Folder, Hospitality uniform, Tool Kit - \$180.00 uniform and tool kit (to be purchased in Year 11) - \$110 per year
SCREEN PRODUCTION	A4 display folder and A4 lined exercise book - \$60

## Student timetables

All students must have their timetable. Timetables will be issued in the beginning of the school year. Students are to make copies of their timetable into their school diary. If a student loses a timetable they are to pay for an additional copy at the office, (cost = \$2).

## Absence from School

If a student is absent from school their parent/ carer are asked to notify the school, by phone 9301 0300 or SMS (No. For only SMS -0428 605 607), before 10.00am and follow this up with a note for the roll call teacher when the student returns to school. If a student is marked absent a text will be sent to the parent/carer to notify them of the absence.

## Lateness to School

Students who arrive to school after 9.10am are to report to the Front Office to have their arrival registered and a late slip issued. Students failing to sign in will be registered as absent for the whole day. Students who persistently arrive late without a note or parental phone call in the morning, will be subject to consequences as per the school's discipline policy.

## Bell Times

All classes finish at 3:20pm except Tuesday when staff have professional development meetings and on Wednesday when sport starts at 1:40pm and finishes at 3.00pm.

MONDAY, THURSDAY, FRIDAY			TUESDAY			WEDNESDAY			TUESDAY Assembly		
<i>Period</i>	<i>Start</i>	<i>Finish</i>	<i>Period</i>	<i>Start</i>	<i>Finish</i>	<i>Period</i>	<i>Start</i>	<i>Finish</i>	<i>Period</i>	<i>Start</i>	<i>Finish</i>
<i>R/C</i>	9.00	9.10	<i>R/C</i>	9.00	9.10	<i>R/C</i>	9.00	9.10	<i>R/C</i>	9.00	9.10
<i>1</i>	9.10	10.02	<i>1</i>	9.10	10.05	<i>1</i>	9.10	9.55	<i>1</i>	9.10	9.57
<i>2</i>	10.02	10.54	<i>2</i>	10.05	11.00	<i>2</i>	9.55	10.40	<i>2</i>	9.57	10.44
<i>Recess</i>	10.54	11.24	<i>Recess</i>	11.00	11.30	<i>Recess</i>	10.40	11.05	<i>Recess</i>	10.44	11.14
<i>3</i>	11.24	12.16	<i>3</i>	11.30	12.25	<i>3</i>	11.05	11.50	<i>3</i>	11.14	12.01
<i>4</i>	12.16	1.08	<i>4</i>	12.25	1.20	<i>4</i>	11.50	12.35	<i>4</i>	12.01	12.48
<i>Lunch</i>	1.08	1.38	<i>Lunch</i>	1.20	1.50	<i>Lunch</i>	12.35	1.40	<i>Assembly</i>	12.48	1.28
<i>5</i>	1.38	2.29	<i>5</i>	1.50	2.45	<i>Sport</i>	1.40	3.00	<i>Lunch</i>	1.28	1.58
<i>6</i>	2.29	3.20							<i>5</i>	1.58	2.45

### Truancy from class

While enrolled at Rose Bay Secondary College, all students must attend all timetabled lessons. Truancy and lateness to class is educationally disruptive to individuals and the whole class. If a student is marked absent from class consequences as per the school's discipline policy will follow.

### Early Leave

Sometimes students need to leave school for specialist appointments or family business. Students needing to leave early must bring a note signed by a parent/ carer and have it approved by the Deputy Principal **before school**. The student will show this note to the administration office prior to signing out. The school will issue students with a Leave Pass that must be shown to the police or Home School Liaison Officer on request.

### Sport Early Leave

Sport is an important part of the school curriculum. Parents and students are encouraged NOT to make appointments during Sport time. However, if this cannot be avoided the early leave pass is to be presented to the Deputy before school or at the latest recess on sport day.

## **Core Rule**

- 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.
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### **Following the School's Core Rules**

When parents enrol their children at public schools they enter into a partnership with the school. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions and to have a greater say in the nature and content of their learning. Collaboration between school staff, students and parent(s) or carer(s) is an important feature of discipline in government schools. Parents are expected to support the school in the implementation of the school discipline policy.

At home parents are in charge. At school teachers are in charge. Students will cooperate with teachers and follow their instructions without question or argument. Students will be courteous to all members of the school community. Offensive language is unacceptable. Failure to follow the school rules will result in disciplinary action as per the school discipline policy.

### **Strategies to support good discipline**

Student discipline is communicated, maintained and judged in relation to 'behaviour standards'. Unacceptable behaviour is not excused on the belief that 'everybody else is doing it'. Student behaviour is aligned to a specific standard and not 'other students'.

The school has a "level" system which is designed to recognise strengths and develop strategies for students having difficulty. It seeks to establish means of support for students and standards of behaviour so that all members of the school community can live and work together effectively, maximising student learning. In 2009 the school community will focus on improving standards of discipline in all school environments including when travelling to and from school

The welfare and discipline policy of Rose Bay Secondary College is based upon the principle of consideration for others and responsibility for one's behaviour. There are a number of staff available to talk to students and parents. These include Class Teachers, Year Advisers, Head Teachers, School Counsellor, Deputy Principal and Principal.



## **Core Rule**

- Care for property belonging to themselves, the school and others.
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### **Policy for the Use of Personal Technologies such as Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and Similar Devices in School by Students**

Students have access to a range of technology including mobile telephones, pagers, digital cameras, portable CD and MP3 players/iPods, personal digital assistants and other similar devices.

As with all valuables the school discourages student from bringing their personal technologies to school.

Whilst new and emerging technologies can enhance and support learning, when these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm.

#### **Inappropriate use of personal technologies**

Generally personal technology such as mobile telephone, portable computer game, MP3 player/iPod, camera and similar devices will be used inappropriately if it -

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school or institute
- threaten or is likely to threaten the safety or well being of any person
- is in breach of any law.

#### **Where students bring a mobile telephone, portable computer game, MP3 player/iPod, camera and similar devices to school:**

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk. The school discourages student from 'lending' their personal technologies to other students.
- Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school.
  - **Mobile phones must be TURNED OFF during lessons, assemblies, meetings etc.**
  - Students can use their mobile phones before and after school, at recess and at lunch
  - Mobile phones are not to be taken into examination rooms
- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity.
- Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy.

#### **Improper use of mobile telephones or other electronic devices may result in:**

- A staff member directing the student in the first instance, as to the appropriate use of the technology – failure to follow the instructions of the staff member may result in disciplinary action as per the school's discipline policy

- Disciplinary action for continued disobedience as determined by the school's disciplinary policy.
- Confiscation of the mobile telephone or other electronic device which will be secured by the Deputy Principal until the student goes home, or until such time as their parent or caregiver is able to attend school to collect the device.
- Other disciplinary action as determined by the school's disciplinary policy in cases where students have bullied or threatened or harassed other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs or display inappropriate material.
- Suspension from school

### **Emergency Contact**

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent immediately to the student.
- If a student needs to make emergency contact with anyone they can do so through the school's main office.

### **School Property**

The school and its properties are provided for the benefit for all students and staff by the NSW government and parent fees and contributions. Damage to the school or its property whether intentional or accidental will be taken seriously. Persons who damage school property (including graffiti) will be expected to pay for the repairs. In cases of wilful damage consequences as per the school's discipline policy will follow.

### **School Lockers**

The school has a number of lockers for hire. Priority is given to Year 12, Year 11 and students with Medical documentation. Lockers are to be kept clean and all care taken in their use. Lockers are used inclusively for learning materials and equipment to support the students in their educational goals.

The lockers policy/application outlines all hiring procedures and costs. Students can get and application from the Deputy Principals Office at the beginning of each year. Or download from the schools website. All lockers are cleared out at the end of the year.

### **Core Rule**

- Behave safely, considerately and responsibly, including when travelling to and from school.
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### **Sickness or Injury**

If the student is sick or is injured, a teacher should be notified and, if necessary, the student will be taken to the main office to be attended to. If it is serious enough parent/carer will be notified.

### **Playground Safety**

Students have a responsibility to behave appropriately and safely in all college areas. The canteen area is a passive area. Kicking and throwing games are not to be played in the canteen or plaza areas.

## **Leaving the School Grounds**

No student is to leave the school grounds without permission. If a student believes they have a reason to need to leave school they are to see one of the Deputy Principals.

## **Administration of Medical Drugs**

All medication, except asthma medication, must be taken to the administration office before the commencement of the school day. No drugs are to be on the school premises without written permission from parent/carer stating the required dosage and information for the medication to be administered. This includes antibiotics, cough medicines and analgesics. The school cannot administer panadol to students.

## **Visitors to the school**

All visitors to the school must report to the administration office. Visitors on school business will be required to sign the visitors' book and wear a visitor's pass. Students are not allowed to have visitors during the school day.

## **Travel to and from school**

When travelling to and from school students are still covered by the school's discipline policy.

## **Core Rule**

- Treat one another with dignity and respect
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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.

## **Rose Bay Secondary College Discipline Policy**

Rose Bay Secondary College, in partnership with its community aims to 'create a safe, caring environment for both students and staff, in which students are nurtured and learning takes place in a positive and calm environment.' (RBSC Student Welfare Policy 2006. Revised 2008.)

At Rose Bay Secondary College we believe that all students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.

The RBSC Discipline Policy sets out the expectations of students in our 'Core Rules' -(see Page 1 of this booklet).

Collaboration between school staff, students and parent(s) or carer(s) is an important feature of discipline at RBSC.

To achieve this, all members of the school community are expected to maintain high standards of discipline.

The School Discipline Policy may apply outside of school hours and off school premises where there is a clear and close connection between the school and the conduct of students.