

# SCHOOL - WIDE RULES

These rules should be read in conjunction with the Rosehill Values. Staff members will add their own rules from time to time in relation to their teaching or any other activity they are in charge of.

## Working in Class

- You are expected to work hard in class and stay on task. By doing this you will be able to attain your true academic potential and make the most of the opportunity for accomplishing personal excellence.
- Sit where directed by the teacher's seating plan and stay in that seat for the lesson.
- Put your bag on the floor and take out your digital device and any subject book/folder, pencil case or textbook if appropriate.
- You must have the right equipment (if you have a digital device, such as a Chromebook, calculator, PE uniform, drawing equipment, reading books etc) for each lesson. Don't expect to borrow someone else's gear. The school will ensure that, if you do not have a digital device or calculator, the curriculum can be accessed in a different way.
- Get on in silence with the Do Now Task that is on Google classroom or the board at the start of each lesson.
- Listen to instructions from staff and do as the teacher asks the first time.
- Co-operate in learning. At times you will be asked to work together with your classmates and you will be required to report back to the whole class on your group's findings or discussion. Get the most out of this co-operative learning experience so that your learning as well as that of your classmates benefits.
- Allow teachers to teach and students to learn with no unnecessary interruptions. Know your class rules as specific to each of your classes.
- Keep a record of your results/achievements.
- Students are not allowed to eat in class.
- You should expect not to be released from classes unless another staff member sends for you. You need a note from the teacher to leave the class and you will not be allowed to visit your locker during class time. Only leave the room at the end of the lesson when the teacher dismisses the class.

## Attendance

1. Attendance is compulsory
2. Arrive on time for the start of school and for the start of each lesson, tutor class and assembly. Be in the class before the second bell.
3. All absences must be explained. When a student is absent because of illness or bereavement, the Student Office must be rung in the morning of the absence. If this is not possible, the student must bring a note on the first day back at school.
4. Where absence due to illness is likely to be long term, the Head of House must be informed. In some cases, we can provide work so that the student doesn't miss too much work.
5. Any other absences must be cleared with the Head of House – where possible, before the event.
6. Unexplained absences can put students' eligibility for national qualification(s) at risk, if an assessment is missed.

## Respecting Others

- Treat other students and staff members with respect. Raise your hand to speak to the teacher during class and speak in a respectful manner.
- Don't become involved in any bullying or harassment of other students, either verbal or physical.
- Use electronic media responsibly. You must not use electronic media to bully or harass other students on such internet sites such as Facebook or via text messages.
- Don't defy or abuse staff, including via electronic media.
- Never bring offensive weapons to school, or brandish any object as a weapon.
- If you are withdrawn from a class because of your misbehaviour, one of the consequences will be to have a restorative conversation with the teacher before you are allowed to return to the class.

- Do not post photos or film in any electronic environment which would breach the privacy of other students or staff. Similarly, do not post any photos or film in any electronic or other environment which would bring the school into disrepute.

### **Respecting Property**

- Look after your own property and ensure that you play your part in preserving the school environment and the properties of the school's neighbours.
- Theft or wilful damage to another's property, including property belonging to the School, will not be tolerated.
- Gum is not allowed at school.
- Permanent marker pens (like Vivids) and correcting fluid (Twink) are not allowed at school.

### **Uniform**

- Wear uniform correctly while at school as well as while travelling to and from school.
- Non-uniform items may be confiscated by staff members.
- Year 13s will comply with the dress code.

### **Drugs, Alcohol and Tobacco**

- Do not use, or be under the influence of any drugs, alcohol, tobacco, e-cigarettes or vaping products at school or in a situation which could be associated with the school such as when you are wearing our uniform or on a school trip. The term 'drugs' here includes any type of drug that mimics an illegal or mind-altering substance. Such products will be treated in the same manner as the original drug or substance. Using or supplying such products to other students will be treated the same way as the Principal and Board treat the use or supply of illegal drugs themselves.
- If you associate with others while they are using these substances you can expect to be treated the same as them.

### **Rules regarding students' use of mobile phones**

The following are allowed in students' own time at school, travelling to and from school, during break times and in students' own time on school trips.

1. Listening to music through earphones (provided that the volume is not so loud that other people can hear it).
2. Making or receiving texts and phone calls.
3. Using the device as a clock, calendar, and calculator and for memos functions – this list won't be exclusive and will grow as phones get 'smarter'.
4. Accessing the internet.

### **The following is not allowed**

1. Accessing objectionable material, including lyrics that are offensive or objectionable.
2. Texting inappropriately, for example sending texts that threaten others.
3. Inviting others to come into the school when they shouldn't be here.
4. Using external speakers at loud volume to listen to music or anything else.
5. Taking photos or video of anything or anyone around the school.
6. Audio recording anything or anyone around the school.

### **IN CLASS TIME**

1. Phones must be switched off unless a staff member gives specific approval for them to be used. This may be done by way of a sign on the whiteboard. If they are used in class, they are to be on the student's desk.
2. Legitimate uses of phones in classes could include scheduling, recording homework, accessing the internet, as a calculator, to check the time.
3. Students are not to text in class time.
4. Staff members must be shown what is on the screen of a phone if they ask to see it.

5. Students must seek permission before filming anything in a classroom. Legitimate filming may include photographing experiments and photographing teachers' material on a whiteboard (if the teacher agrees). Privacy issues must be respected when this happens. Anything photographed or filmed in classes must not be placed on the internet unless it's being placed on a Rosehill College site used for teaching and learning.
6. Presentations by any students may be filmed but only on their own device.
7. Students are not to listen to music on their phones in classes.

### **Privacy Issues**

Students may photograph or video a demonstration by a teacher if the teacher gives permission for this to happen. Anything that identifies the teacher should not be included in what is filmed unless that teacher gives permission. What is filmed must not be placed on the internet – the only exception to this is if the teacher gives permission for it to be put on Rosehill College's website.

### **Intellectual Property Issues**

Photographing material on a whiteboard is allowed if it is for the student's own use and if the teacher gives permission. This material could be shared with a specified student who might be absent during the lesson.

### **The following is not allowed**

Students are not to photograph or film another students' work, for example, video a dissection or speech by another student. It would be acceptable for a student's performance (speech, dance, etc) to be filmed on their own device for their own record keeping, provided a staff member gave permission for this to occur.

Students must not photograph pages of texts beyond what can legally be done. The school's copyright licence authorises copying within these limits:

1. 10% or one chapter of a book, whichever is larger.
2. Up to 15 pages of all or part of a single work contained in a collection.
3. One article from a periodical, plus additional articles from the same periodical if they are on the same subject.
4. An artistic work, such as an illustration, only when it is part of a textual work.

### **Consequences for breaking these rules**

Any breach of a staff member's or student's privacy or any audio recording or filming which has the effect of bringing a student or staff member into disrepute, or bringing the school itself into disrepute may result in a student being stood down or suspended from school.