SACRED HEART SCHOOL RULES

CONSISTENT RULES FOR ALL BY ALL – Common Sense must be used.

These are the school rules for all students in the classrooms and on the playgrounds K- 10. In the first instance an infringement of these rules are dealt with by the classroom or playground teacher:

- Positive and respectful relationships, no put downs
- Follow teachers’ instructions
- Treat all school property correctly and with care
- Hands-off
- No bringing banned objects to school – eg no metal rulers, liquid papers, chewing gum,
- Mobile phones may be secured at the Front Office and must be signed in and out. Mobile phones may be kept in student’s bags. Mobile phones must be either turned off or on silent and may not be used during the day unless requested by the teacher (excursions to phone home.) If they are misused they will be confiscated and returned only to the student’s parents.
- Maintain a clean and tidy playground
- Wearing correct school uniform with pride (according to the uniform policy)
- Be prepared and on time for class
- Be on time for school (Primary must hand note to classroom teacher. Secondary students must report to Front Office for late note.)
- Inside buildings walk, don’t run
- Stay within school bounds
- No swearing

Sacred Heart does not permit corporal punishment of students attending the school, and the school does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons (including parents) to enforce discipline at the school.

<table>
<thead>
<tr>
<th>BEHAVIOUR</th>
<th>POSSIBLE RESPONSES</th>
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<tbody>
<tr>
<td><strong>LEVEL ONE</strong></td>
<td>These behaviours require a <em>Student Causing Concern Slip</em></td>
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<tr>
<td>Classroom Teacher</td>
<td></td>
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<tr>
<td>Disrupting the class</td>
<td>Classroom teachers deal with matters at this level using classroom management strategies</td>
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<tr>
<td>Not completing class tasks</td>
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<tr>
<td>Disrespect: swearing</td>
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<tr>
<td><strong>Repeated breaking of school rules: disobedience</strong></td>
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| **LEVEL TWO** | **Interviews require an *Incident Report Form*** Parents contacted if needed  
Counsellor involved on request**  |
| Coordinator(s) | Pastoral Care Advisor  |
| **Cheating/plagiarism** | Teacher and Pastoral Care Advisor - School Certificate involves Assistant Principal - if appropriate, inform parents  
- Zero mark  
- Alternate task  |
| **Repetition of Level One Behaviour** | - Interview with student and/or teacher involves Restorative Practice Focus Questions  
- Time out  
- Parents contacted if needed  
- Removal of certain privileges  |
| **Leaving the school grounds without permission** | - Interview  
- Make up time  
- Parents contacted  |
| **LEVEL THREE** | **Interviews require an *Incident Report Form*** Parents contacted  
Counsellor consulted on all Level Three Behaviours**  |
| Pastoral Care Advisor | Coordinator(s)  
Assistant Principal  
Principal  |
| **Persistent disobedience** | - Interview with student/ teacher involves Restorative Practice Focus Questions  
- Parents contacted  
- Behaviour management plan and conduct sheets  
- Community Service  
- Removal of certain privileges  
- In school suspension  
- Home suspension  
- Exclusion  |
| **Insolence: lack of respect** | - Interview with student/ teacher involves Restorative Practice Focus Questions  
- Parents contacted  
- Behaviour management plan and conduct sheets  
- Community Service  
- Removal of certain privileges  
- In school suspension  
- Home suspension  
- Exclusion  |
<p>| swearing, lying, abusive behaviour, malicious gossip, refusal to comply |  |</p>
<table>
<thead>
<tr>
<th>Personal Abuse</th>
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</table>
| smoking / alcohol | **Confiscate substance**  
|                  | **Parents contacted**  
|                  | **Interview**  
|                  | **Contact appropriate authorities**  
|                  | **Removal of certain privileges**  
|                  | **Suspension**  
|                  | **Exclusion**  

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<thead>
<tr>
<th>Physical Abuse</th>
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| striking another student | **Interview with student involves Restorative Practice**  
|                  | **Focus Questions**  
|                  | **Parents contacted**  
|                  | **Contact appropriate authorities**  
|                  | **Removal of certain privileges**  
|                  | **Suspension**  
|                  | **Exclusion**  

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<tr>
<th>Verbal Abuse</th>
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| bullying and harassment, name calling, sexual harassment, offensive language (Psychological Abuse) | **Interview with student involves Restorative Practice**  
|                  | **Focus Questions**  
|                  | **Parents contacted**  
|                  | **Behaviour Modification Plan**  
|                  | **Contact appropriate authorities**  
|                  | **Removal of certain privileges**  
|                  | **Suspension**  
|                  | **Exclusion**  

<table>
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<tr>
<th>Cyber Abuse</th>
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| mobile or phone, internet | **Refer to IT Manager**  
|                  | **Interview with student involves Restorative Practice**  
|                  | **Focus Questions**  
|                  | **Parents contacted**  
|                  | **Contact appropriate authorities includes: Police, CEO**  
|                  | **Removal of certain privileges**  
|                  | **Suspension**  
|                  | **Exclusion**  

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<tr>
<th>Property Abuse</th>
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| vandalism, stealing | **Interview with student involves Restorative Practice**  
|                  | **Focus Questions**  
|                  | **Parents contacted**  
|                  | **Contact appropriate authorities**  
|                  | **Repair or compensation**  
|                  | **Removal of certain privileges**  
|                  | **Community service**  
|                  | **Suspension**  
|                  | **Exclusion**  

November 2011
Pastoral Care Policy Guidelines

Vision and Mission

In the Sacred Heart of Jesus we see the love, passion and devotion the Son of God has for His people. Our School lives Christ's love, compassion and devotion to service. We work together as a faithful community, rich in wisdom, celebration, unity, respect and justice.

"The Spirit lives in us so that we may see in the adventure of living not only the reality of the present but also the future to which God calls us".

In the light of our Vision, which grows from and is nourished by the life and teachings of Our Lord Jesus Christ, our Sacred Heart School community is committed to developing a community in which students see the Gospel values of love, respect, justice, compassion, mutual support and dedication to service.

Affirmation Program

Sacred Heart seeks to affirm positive behaviour that promotes strong community service, application and gospel values. This includes regular and public recognition through a weekly award programs, our newsletter, website, local media and various special awards and our end of year presentation for major award winners.

Awards given at Sacred Heart

**Weekly**

Shirley Bear - Early Stage One and Stage One
Star of the Week – Early Stage One to Stage Three
GOTCHYA Awards – Early Stage One to Stage Three
Aussie of the Month - Early Stage One to Stage Three
Weekly awards Secondary

**Term Awards**

Principal Awards - Early Stage One to Stage Three
Term One and Three – Secondary – subject encouragement awards
Term Two – Secondary subject achievement award
Annual Awards Presentation – includes academic, improvement, effort, Christian leadership, citizenship, sporting and cultural awards.