



Safe & Respectful Behaviour Expectations

IN THE CLASSROOM

Students are encouraged to take responsibility for their own learning and to be respectful of others; their peers and their teachers.

- Students should arrive for the start of each class organised and with all appropriate equipment (charged laptop, Student Diary, any required books, folders, pencil case etc.)
- Students should make every effort to remain focused throughout each class and not distract others trying to learn.
- Students are required to follow instructions from staff members, be co-operative and respectful.
- Mobile phones/smart watches/ear pods are to be **off and away** between first bell and last bell.
- If students need to make or receive a call or text they should go to the office to seek permission to do so. For more detail please refer to **Mobile Phone Expectations**
- Phones/ear pods/headphones are not permitted between first bell and last bell. There may be occasions when the teacher permits the use of corded headphones for a particular purpose.
- Connecting wirelessly to devices like bluetooth speakers, data projectors etc without staff permission is strictly not permitted.
- Students are not permitted to eat in class – no food, no chewing gum, no drinks other than water.
- Hats and beanies need to be removed when entering the classroom.
- Any form of damage, graffiti or destruction of student or College property is unacceptable.

BULLYING OR VIOLENCE IS NOT ACCEPTABLE AT SHC

The College promotes the development of caring relationships that foster respect, confidence and dignity.

Bullying is defined as deliberately hurting, injuring, embarrassing, upsetting or threatening someone else through uninvited physical, verbal or psychological behaviour which makes another person or group feel uncomfortable, intimidated, hurt or anxious.

Bullying in all its forms (verbal, written, violence, harassment, discrimination and cyberbullying) will not be tolerated at Sacred Heart College. This applies to staff, students and parents of the College.

Students are expected:

- To keep “hands off” at all times. **Rough Play Is Not Okay**. ‘Just mucking around’ is not tolerated.
- To be thoughtful and respectful of others, and to think before posting or sending on social media.
- To report instances of bullying to their Tutor Teacher or their House Head.
- To take ownership of poor choices or behaviour by being honest in working towards repairing the harm.
- To participate in a restorative conference.
- To learn from mistakes made and not repeat the behaviour.
- The College reserves the right to report serious harassment to the appropriate authorities.

DUDE IT'S RUDE... WATCH YOUR LANGUAGE

Swearing or any type of abusive or offensive language is not permitted at SHC in verbal or written form. Everyone has a right to work and socialise in a respectful space. Students are encouraged not to be a bystander and let the trash talk occur but rather have the courage to call people out for swearing by saying... DUDE IT'S RUDE... WATCH YOUR LANGUAGE!

DESTRUCTION OF PROPERTY

Students are responsible for the proper care and respect of all property – their own, others and that of the College. The destruction of property (including misuse, graffiti, breakages etc.) is meaningless, disrespectful and expensive. In the event of a student causing damage to College property or the property of another, in collaboration with parents students may be asked to contribute towards the cost of repair / participate in the repair process.

CHEWING GUM IS NOT WELCOME AT SHC

Chewing gum in a school environment can be destructive and distracting. Thoughtless disposal causes damage to carpets, uniforms, furniture and school equipment all of which are costly to replace, repair or clean. Chewing gum in class can cause students to be distracted rather than concentrating on the task at hand. The time lost in learning and the costs brought about by irresponsible disposal have resulted in our decision to say NO to chewing gum at our College and whilst students are in uniform.

BANNED SUBSTANCES/ITEMS

Sacred Heart College encourages students to have respect for themselves, for others and for College facilities and is committed to maintaining a safe and supportive environment for all students. With this in mind, the following items are not permitted on campus or at any College related event or activity:

<ul style="list-style-type: none">• chewing gum• caffeinated energy drinks• correction fluid• permanent markers, spray paint• aerosol deodorants• wireless speaker devices• cigarettes/vaping devices• lighters• electric razors	<ul style="list-style-type: none">• alcohol, pseudo/fake alcohol products• drugs• any alcohol or drug paraphernalia• knives or weapons of any nature including fake/toy guns or weapons of any kind• water bombs, flour bombs, stink bombs• pornographic material• any other offensive items
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Our overarching aim is to educate the young people in our care, providing them with clear guidelines of our College Expectations through the details provided in our College Handbook and Student Diary. Our Secondary Health Curriculum and Student Personal Development Programme strive to provide students with education on the health risks associated with smoking and vaping, risk minimisation and sensible decision-making.

Given the associated health dangers and illegal nature of these items for people under 18 years of age, the possession, supply or use of any smoking or vaping devices, alcohol or illicit drugs is not permitted and appropriate consequences will be imposed should students carry out these activities whilst at the College, representing the College or attending a College-related event.

Procedures:

The College will act to ensure the school (and any school-related event) is free from banned substances/items as listed. If there is a reasonable belief that a student is in possession of a banned substance/item that presents a risk to the student, other students, staff or the College, staff can:

- ask a student to disclose if they are concealing a banned substance/item;
- ask a student to empty their pockets or the contents of their bag;
- conduct a search of school property (lockers, classrooms, cupboards etc)
- call the police for assistance to prevent harm to others

LOCKERS

- All students are provided with a locker and should keep their computer, school bag, blazer and uniform items, musical instruments etc securely locked in their locker during the day.
- Laptops and other valuable item should not be left in lockers overnight.
- Students are expected to be responsible for their own belongings and to be mindful of others when utilising the locker areas.

Students are asked to agree to the following:

- I agree to secure my items in my locker.
- I will not share the combination of my lock with others.
- I will not store items that are not my own (including bags).
- I will not access another student's locker.
- I will not share a locker with any other student.
- I will keep my locker clean, well-organised and graffiti free.
- I will be courteous to others, accessing the lockers around me.
- I agree to keep my bag locked in my locker between first and last bell.
- I understand bags should not be taken into classrooms.
- I will report any damage or graffiti immediately.
- I understand that items are not to be thrown in this area (books, balls, food etc).

No banned substances/items or any illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.

Lockers remain the property of the school and are subject to search if there are reasonable grounds to believe there is a risk of:

- Items that could impact the safety of students or staff
- Items that could cause damage to personal or school property
- Violation of College Expectations, Catholic Education Tasmania Policies or the Law
- Illegal or dangerous items (drugs, alcohol, weapons) being stored. In this event Tas Police may be called to complete the search.
- Lockers can be accessed to retrieve College property, or if a student has left the College.

BIKE STORAGE

- SHC is committed to promoting an active lifestyle among its staff and students and encourages the use of sustainable transportation methods, such as the option of riding a bike to school. SHC provides a designated secure area accessed from Clare Street, for staff and students to lock and store their bikes. This caged area is locked and monitored throughout the day by video surveillance.
- Students are responsible for supplying their own bike locking devices; we recommend using tough anti-theft folding locks or U-locks for optimal security.
- Additionally, it is mandatory for students to wear helmets while riding, in accordance with state government guidelines.
- Whilst the College assists to secure and monitor the bike storage area, we are not responsible for any theft or damage. However, the College is committed to assisting in any investigations should concerns arise.

STUDENT MEDICATIONS

If students need to take prescribed medications during school hours the College must be notified in writing completing all details of the Short Term/Ongoing Medication Form available from the office.

LOST PROPERTY

- All clothing, books and personal items brought to school should be labelled with student name.
- Students should report lost articles to their Tutor/Class Teacher and check the lost property collection at the College Office.
- Unnamed and unclaimed items are stored for one term. After that time items are donated to the second-hand uniform stores or St Vincent de Paul.

LITTER

- We have numerous bins for rubbish, for recycling and for composting organic materials.
- Students are asked to show respect for their surroundings, and for the environment in general, and to dispose of items in the appropriately marked bins.
- If students have contributed to littering they may be asked to complete some litter service for our community.

BATHROOMS

- Respect the privacy of others and the facility by being hygienic in the way that you use it, including washing hands.
- College bathrooms contain individual cubicles for individual use only. They are not spaces to socialise or eat in. No other students are permitted to accompany you into the cubicle.
- Report graffiti or unsatisfactory conditions to the Office.
- There is an expectation that all students are to use bathrooms at scheduled break times.
- Student Diaries need to be presented to the teacher for signing to track movement out of class.
- Students will be held responsible for any destruction that they have caused in these spaces.

AT BREAK TIMES

- Students need to move outside to the supervised areas during break times and are not permitted to remain in locker areas or corridors, or to remain in classrooms with the exception of designated rooms which are open at lunch and supervised by staff.
- Students may not consume food in classrooms or corridors with the exception of supervised lunchtime activities e.g. Games Room, Movie or Study Room, lunchtime meetings.
- To prevent the disruption to primary classes the Primary School Campus is out of bounds during Secondary recess and lunch. Secondary students should not pass beyond the boundary line extending from the Church across to the Music/Art Room.
- Students must remain on campus or at Clare St Oval. There is no access to shops etc at this time.
- Students may not meet visitors or delivery drivers for food orders.
- Mobile phones are not permitted at break times and must remain **off and away**.
- Spitting and rough play are not permitted at any time. The **Rough Play is not Okay** rule applies school wide.

VISITORS

- Students are not permitted to invite guests onto the College Campus. All visitors to the College must have a specific purpose and must sign in at the College Office, completing all required procedures.

ELEVATORS IN THE COLLEGE

- The elevators/lifts are available for students and staff with mobility issues who will be assigned a lift pass.
- Students with a lift pass may take one other student (only) with them when using lifts. They remain out of bounds for all other students.
- As detailed above, students are expected to demonstrate care and respect for all College property. Interference or destruction of College property will be followed up accordingly.

IN THE LIBRARY

The Sister Francis McCarthy Library is open during recess and lunch, providing a quiet place for students to read, complete schoolwork or seek assistance with research or book requests.

- Water bottles are permitted in the Library but no food is permitted.
- Students can borrow books for a maximum of 4 weeks. Items should be returned by the due date. Any overdue items are followed up with students, then parents if required.
- Students are expected to care for all College property returning borrowed items on time and in good condition. In collaboration with parents, students may be asked to contribute towards the cost of repair or replacement of items that are damaged or lost.

ON THE COURTS

- The courts are for basketball and netball games only. Due to the confined space games must be played with safety in mind. No kicking of balls. No soccer or football.
- The courts are not an area for eating. Food should be consumed outside of the fenced perimeter prior to entry.
- Students should behave with respect at all times, displaying good sportsmanship. No swearing, no spitting and no removal of shirts.
- All sports equipment should be cleared/returned after use.

MACKILLOP COURT

MacKillop Court is a warm and social place where students can access microwaves, water fountains, and tables and chairs. Students are asked to appreciate and care for these facilities, to take responsibility for your own rubbish and to encourage others to "do the right thing". When using MacKillop Court students agree:

- Not to use mobile phones or ear phones
- To use the seating provided, not to sit on bench tops or tables
- To use the area safely by not running or playing any ball games
- To use inside voices rather than shouting across the space
- To be respectful of the area and not leave any evidence of food behind. Any packaging or any food dropped on the floor needs to be picked up and disposed of correctly.
- Absolutely no chewing gum.
- To report any vandalism or damage to the duty teacher immediately.
- To be respectful and sensible when using microwaves. To heat food in a safe manner in covered microwave safe containers. Popcorn is not permitted in microwaves.
- No phone or ear phone use is permitted between first bell and last bell.

IN THE SSJ

- Supervision is provided for students to use the SSJ during most lunchtimes unless booked by the Primary Campus or for other activities. Access is through the Pedder St entrance not via the internal stairs.
- The stage area is out of bounds.
- Similar to the courts the SSJ is an active space. Games should be played safely. Food should not be taken into the SSJ. Sitting around the sidelines is not recommended and is unsafe. Students should demonstrate good sportsmanship at all times.
- No phone or ear phone use is permitted between first bell and last bell.

IN THE YARD

At recess and lunch there are many students and staff enjoying a break in the yard area. For everyone's safety:

- There are designated spaces marked for handball games. Tennis balls only should be used and should be kept below hip height. Any other ball games can be played on the courts, in the SSJ or on the oval.
- Students are asked to be respectful of the College gardens, not to trample on plants or to remove or throw any items from the garden beds - rocks, pinecones etc.
- Rough play is not tolerated. The 'hands off' rule applies at all times and in all areas of the College, showing respect for other's space.
- Students are encouraged to wear their hats when outdoors and may access complimentary sunscreen from the office.
- No phone or ear phone use is permitted between first bell and last bell.

USING THE OVAL

- Students have access to the Clare St Oval for HPE and sporting activities. Students may also access the oval at lunchtime with staff providing supervision. There is no access at recess.
- The oval is Council property and may not always be available. There is a sign on the wall near the Canteen which is adjusted each day to indicate when the oval is open.
- Students are to cross safely at the designated crossing on Clare Street.
- Access to the oval is by the top entry only near the play equipment.
- The play equipment is for families with small children and is not for use by SHC students.
- Students are to remain visible on the grassed area of the oval, not on the outskirts.
- Students are not permitted to use the Clare St Oval bathrooms.
- Students are expected to care for this shared space disposing of all food and litter in the bins provided at school before moving across to the oval.
- No phone or ear phone use is permitted between first bell and last bell.

CANTEEN / FOOD

- The College Canteen is available for students at both recess and lunch each day.
- The Canteen Menu is available on the College Website.
- Orders can be made at recess for lunchtime or can be placed and paid for via the Qkr app (access through the SHC website, or the app store)
- Eftpos using a bank card is available for secondary students. Electronic phone payment is not accepted.
- Students collecting lunch orders have priority during the first 10 minutes of lunch. A sign outside the Canteen indicates when the Canteen is then open for counter sales.
- Students are to line up in designated sections and wait quietly to be served.
- Manners such as "Please" and "Thank You" are to be used when speaking to Canteen staff.
- Students not buying food should not congregate in the canteen area.
- Students are not permitted to order or have food delivered by a service provider (like Uber Eats/Pizza Hut) as a matter of student safety and equity.
- Chewing gum and caffeinated energy drinks are banned items at SHC.



Sacred Heart College

S.W.P.B.S

CARE

expectations



ACHIEVEMENT

- be organised & prepared for learning
- take responsibility for your learning
- welcome challenges

CO-OPERATION

- contribute positively to class activities
- work in a safe manner
- ask questions when you don't understand

RESPECT

- respect your learning environment
- respect for yourself & your right to learn
- respect for others & their right to teach & learn

EMPATHY

- listen & learn from others
- be inclusive
- never see a need without doing something about it



School Wide Positive Behaviour Support