



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 details 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 classroom teachers.
- 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 gutter 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 student, in collaboration with parents students may be asked to contribute towards the cost of repair and participate in the repair process.

CHEWING GUM IS NOT WELCOME AT SHC

Chewing gum in a school environment can be destructive and distractive. 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:

- chewing gum
- caffeinated energy drinks
- permanent markers
- correction fluid
- aerosol deodorants, spray paint
- wireless speaker devices
- cigarettes, vaping devices
- lighters, electric razors
- 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 or any other offensive items

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 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)

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 must 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 should 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.

CRUNCH 'N' SIP BREAK

Our Primary community works hard to promote healthy habits for students. Students have a crunch 'n' sip break each morning. We ask that families support us in our endeavours by ensuring that students bring **fruit or vegetables only** to have during this mid-morning break, and wrapper free food for other breaks. We also encourage water as the drink of choice at school.

NUT-AWARE

Please note that Sacred Heart College has a Nut-Aware Policy. We do have a number of students who experience the serious effects of anaphylaxis if exposed to nuts. With this in mind, families are asked to please not include any food containing nuts, or trace elements of nuts, in lunch boxes. This is also something to be considered when sending along food for special events. Whilst we enjoy celebrating special occasions such as birthdays with students, we ask that parents check with their classroom teachers before sending in birthday cakes, muffins or other treats for classes to share. For similar reasons, students are regularly reminded not to share lunches or food items.

CANTEEN

- The College Canteen is available for students at both recess and lunch each day with the menu available on the College Website.
- Orders can be placed and paid for via the Qkr app (access through the SHC website, or the app store)
- Eftpos using a card is available for secondary students. Electronic phone payment is not accepted.
- 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.

IN THE LIBRARY

- Water bottles are permitted in the Library but no food is permitted.
- Borrowed 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.

AT BREAK TIMES

- To prevent the disruption to classes the Secondary Campus is out of bounds during Primary recess and lunch. Primary students should not pass beyond the yellow boundary line extending from the Church across to the Secondary Music/Art Room.
- Spitting and rough play are not permitted at any time. The **Rough Play is not Okay** rule applies school wide.

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, or on the oval, as detailed on posters that appear across the campus (please see below).
- 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 required to wear their SHC bucket hats when outdoors in Term 1 and Term 4.

IN THE QUADRANGLE

The Quad has space for handball games, skipping and gaga ball. All players are expected to follow the rules of gaga ball, on display around the College.

The 5 Golden Rules of Games at Recess & Lunch

1. PLAY FAIR: Follow the rules and respect everyone's decisions
2. BE A GOOD SPORT: Encourage everyone
3. IF YOU'RE OUT, YOU'RE OUT: Accept it calmly and let the next person have a turn
4. INCLUDE EVERYONE: Make sure no one is left out and share the equipment
5. HAVE FUN: Do your best, be safe, and enjoy the game

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 prior to entry.
- Students should behave with respect at all times, displaying good sportsmanship. No swearing, no spitting and no removal of shirts.

IN THE SSJ

- 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.

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.
- Students must follow the instructions from the duty teacher at all times
- Students may only cross the road with a duty teacher
- Before crossing the road students must look right, look left and then look right again
- Everyone must WALK when crossing Clare St or Harding St. We do not run over the crossings or at any point in our walk to the oval.
- To access the oval students must (1) Cross Clare St using the pedestrian crossing under the direction of a duty teacher (2) Cross Harding Street under the direction of a duty teachers (3) Walk along the footpath along the fence line of Clare St (4) Use the gate on Clare St to access the internal pathway that leads up to the oval.
- Students are to remain visible on the grassed area of the oval, not on the outskirts, and not using the public toilets. Students should use the school facilities before moving to the oval.
- The play equipment at the oval may be used under staff supervision only.
- Students are expected to care for this shared space removing all traces of food and litter (using the bins provided) and caring for all equipment provided by the Council and the equipment provided by the College.

PASSIVE PLAY SPACE

The area outside Year 6 is set up each recess and lunchtime to provide students with the opportunity to enjoy quiet and interactive play with their peers. Activities such as building with Lego, straws, blocks, magnetic tiles, plus card games, board games and art activities are offered in a supervised space with Year 6 Buddy Leaders also rostered on each day to support younger students.

SUN SMART GUIDELINES

Primary students are required to wear sun hats whilst outside during Term 1 and Term 4. In line with our Uniform Policy, College bucket hats are to be worn and can be purchased from the Uniform Shop. The use of sunscreen is also recommended. Please refer to our [Sun Smart Protection Guidelines](#) on page 41 of the Primary Handbook.

QUADRANGLE

With lots of people sharing this space, crossing to the canteen, the office and the church, this space is for:

- Handball and soft basketballs
- Skipping ropes and hula hoops
- ten pin bowling and bocce

NO KICKING THE BALL IN THIS SPACE PLEASE
(that's for the oval)



OVAL



Open every lunch time with lots and lots of space for running games, soccer, football, cricket

Room for kicking balls, scoring goals, taking marks, and belting the ball to the boundary.

COURTS

Room for Basketball, Netball and Handball

BUT NO KICKING THE BALL
IN THIS SPACE PLEASE
(that's for the oval)



PLAYGROUND

A place for everyone to enjoy the play equipment

Make sure everyone gets a turn
On the swings, count to 30, then let the next person have their turn.

The small swings are for younger people
(Kinder, Prep, Year 1 and Year 2)

NO BALL GAMES IN THE SPACE PLEASE



QUADRANGLE



OVAL



COURTS



PLAYGROUND

