

IMPORTANT INFORMATION

DISCIPLINE LEVELS SCHEME - HOW IT WORKS

All students commence on Level - 0 and may then be placed on a Discipline Levels card and monitored by staff whilst on Levels 1-5, with Level 4 being “Warning of Suspension from School” and the last being suspension from school for up to twenty days.

Only Head Teachers, Deputy Principals or the Principal can place a student on a Discipline Level card.

The progress of students placed on a discipline level is monitored and supported daily by Head Teachers and a parent signature is required each day to acknowledge that the parent has checked the teacher comments and student progress in each lesson.

The Deputy Principals or Principal have the authority to vary any level placement at any time, depending upon the circumstances.

BULLYING and TEASING

Bullying and teasing, insulting remarks and offensive comments are unacceptable at school and reports of such incidents will be treated seriously. If you are the victim of bullying, you, must tell a teacher, your Year Adviser or one of the Deputy Principals.

BANNED ITEMS AT SCHOOL

For a number of good reasons, certain items are banned and may not be brought to school. In addition to the obvious illegal items such as illegal drugs, syringes, explosive materials, fireworks, knives, guns (even replicas) and other weapons, students are not permitted to bring cigarettes, laser lights, water bombs, mobile phones and other personal audio/electronic devices to school. Prescription medicines should be handed in at the office for safe keeping.

Students with a special need to bring a mobile phone to school (for use before or after school) must apply for a Mobile Phone Pass in order to avoid disciplinary action. Even if a pass is issued, **mobile phones must not be used** and are to **remain switched off** at all times whilst on school premises. Breach of this policy will lead to disciplinary action and confiscation of the phone pass and phone which may only be collected by the parent.

CANTEEN RULES

Students must observe all rules for movement in and out of the canteen area and need to line up behind the painted yellow line whilst quietly waiting to be served. Students must follow all directions from the teacher on duty in the canteen area and must not purchase goods for other students. **Above all, the ladies who work in the canteen are to be treated with the utmost respect and good manners at all times.** Students who breach this rule may be banned from having access to the canteen services.