



**BANKSTOWN
SENIOR COLLEGE**

**Student Support
and
Welfare
Policies and Procedures**

(revised Jan 2018)

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STUDENT WELLBEING AT BANKSTOWN SENIOR COLLEGE

Bankstown Senior College aims to provide a quality education for a diverse range of students in a supportive environment where students are treated as individuals and developed as independent learners.

PURPOSE

Student Wellbeing at Bankstown Senior College encompasses everything the College community does to meet the personal, social, emotional and learning needs of the individual.

The Student Wellbeing program is the total of all policies, procedures, activities and resources that are designed and utilized by the College community to promote effective learning and good discipline. This is achieved through the creation of:

- ◆ a safe, caring, adult learning environment;
- ◆ appropriate and well delivered inclusive curriculum;
- ◆ fair and effective discipline structures, based on self-discipline and responsibility;
- ◆ health and social skills programs;
- ◆ early intervention programs;
- ◆ a strong College student support network;
- ◆ programs which support and promote harmony and diversity;
- ◆ programs which recognise student achievement;
- ◆ opportunities for students to contribute to the life of the college; and
- ◆ opportunities for students to maximise their potential and enjoyment of life-long learning through various pathways.

WELLBEING TEAM AND RESOURCES

All College staff are involved with Student Wellbeing, as are parents/family members, caregivers and outside agencies. The Student Support Team comprises specific personnel whose role within the College is most directly related to the well-being of students.

Both developmental¹ and intervention² programs are conducted by members of this team in collaboration with parents/caregivers, students and relevant teaching and support staff.

The classroom teacher has primary responsibility for initiating discussion about and support for individual students with appropriate members of the Student Wellbeing Team. Each member of the team has a specific role and responsibilities to make referral efficient and effective.

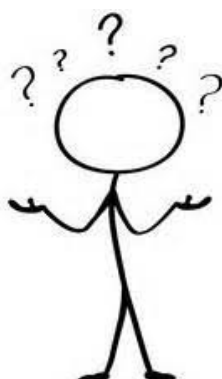
¹ programs designed to develop physical, social, emotional and academic well-being

² programs which focus on specific individual needs


STUDENT WELLBEING TEAM PERSONNEL

The following college personnel are directly responsible for aspects of Student Wellbeing on a daily basis. If in need of any support regarding to the progress, behaviour or wellbeing of any student one or more of these people will be able to assist:

| |
|---|
| • Principal |
| • Deputy Principal |
| • Deputy Principal |
| • Head Teachers |
| • Administration (Admin) Coordinator |
| • Year Advisers |
| • Enrolment Officer |
| • Transition Advisor |
| • International Students Coordinator |
| • Counsellor |
| • Learning and Support Teachers (LAST) |
| • Careers Adviser |
| • Student Representative Council Coordinator |
| • Community Liason Officers |
| • Learning Centre Coordinator |
| • Librarian |
| • Administration staff (Front Office) |
| • Anti-Racism / Discrimination Contact Officers (ARCO / ADCO) |
| • Refugee Contact Officers |



STUDENT WELLBEING TEAM AREAS OF RESPONSIBILITY

| SUPPORT PERSON | Responsible for..... |
|---|--|
| PRINCIPAL | <ul style="list-style-type: none"> ♦ Professional development of college staff in student Support matters; ♦ Parental/home correspondence and liaison; ♦ Enrolment ♦ Imposition of short and long suspensions when necessary, based on data collected; ♦ Convening suspension resolution meeting of personnel involved in the Support and guidance of the student, including parent/s and caregiver/s; ♦ Initiating expulsion process when necessary in conjunction with the district superintendent; ♦ Coordination of the student assistance program ♦ Comprehensive documentation of all interaction associated with individual students ♦ Gold Merit Certificates |
| DEPUTY PRINCIPAL | <ul style="list-style-type: none"> ♦ Coordinator of Student Support Team; ♦ Coordinating, developing, implementing and evaluating the College student Wellbeing program in collaboration with the Welfare Team; ♦ Professional development of college staff in student Wellbeing matters; ♦ Collating all student referrals, including any correspondence associated with students; ♦ Supervision of all students (excluding the IEC) in the areas of : <ul style="list-style-type: none"> ♦ proactive intervention (parental contact, student interviews, monitoring); ♦ counsellor referrals; ♦ special placement support materials; ♦ attendance; ♦ fractional truancy; ♦ probationary students; ♦ Assisting in the enrolment process; ♦ Issuing letters of warning re: unsatisfactory participation in learning; ♦ Liaison with all personnel involved in extracurricular and proactive Support programs; ♦ Monitoring and evaluating the effectiveness of student Support initiatives and programs ♦ Silver Merit Certificates |
| HT Welfare | <ul style="list-style-type: none"> ♦ Supervision & operation of Student Support Program ♦ Organisation of Crossroads/ Wellbeing /Mentor Program ♦ Student Leadership programs ♦ Orientation and Team Building Program ♦ Student mediations ♦ Maintenance of Welfare/Wellbeing referrals ♦ Coordinator of guest speakers |
| ADMINISTRATION COORDINATOR | <ul style="list-style-type: none"> ♦ Works with Year Advisers to monitor student attendance ♦ Liases with HSLOs when students are not meeting minimum attendance requirements |
| YEAR ADVISERS / EFS COORDINATOR  | <ul style="list-style-type: none"> ♦ Assisting the Enrolment Officer with NSW Education Standards Authority (NESA) requirements regarding pattern of study, examination organisation, assessment, etc; ♦ Coordinating academic reports for their Year cohort; ♦ Dissemination of information to students regarding course requirements, entry, examination and assessment procedures; ♦ Monitoring and checking student attendance, including latecomers, leave, 3 or more consecutive days absent and truancy; follow up from student status meetings; ♦ Monitoring and following up on Student Wellbeing Referrals when necessary; ♦ Coordinating Year graduation ceremonies; ♦ Coordinating whole college assemblies and year meetings; ♦ Monitoring and evaluating the effectiveness of Student Wellbeing initiatives and programs. |

| | |
|---|---|
| HEAD TEACHERS  | <ul style="list-style-type: none"> ♦ Monitoring the support of students enrolled in their KLA area; ♦ Maintaining accurate records on student progress; ♦ Developing and implementing appropriate and effective curriculum programs; ♦ Maintaining a fair and well documented assessment program; ♦ Training and development of KLA teachers in areas of learning and teaching, curriculum development and classroom/behaviour management strategies; ♦ Liaison between students, teachers, senior executive and parents/caregivers on issues of student progress, classroom behaviour, attitude, attendance and support; ♦ Monitoring the quality of KLA academic student reports. |
| CLASSROOM / MENTOR TEACHERS | <ul style="list-style-type: none"> ♦ Monitoring and maintaining the wellbeing and progress of all students in their classrooms; ♦ Development and delivery of appropriate student support and curriculum content; ♦ Monitoring of student attendance ♦ Administering and adhering the college Student Support policy; ♦ Maintaining accurate class rolls; ♦ Supporting student achievement through issuing White Merit Awards, displaying and publishing student work and class room praise; ♦ Maintaining a quality classroom environment. |
| COUNSELLOR | <ul style="list-style-type: none"> ♦ One-to-one counselling for students, parents or staff, as required; ♦ Development of programs deemed necessary for the clientele eg drug education, harassment workshops, etc.; ♦ Liaison with staff and parents in the assessment and appropriate interventions for individuals or groups of students; ♦ Assessment and development of appropriate intervention programs for students with problem behaviours, learning difficulties; ♦ Liaison with specialist staff to develop appropriate intervention programs for identified students and groups; ♦ Liaison with outside agencies as appropriate eg DoE support - ISTB, Transition Education; FACS; refuges; ♦ Assisting in the delivery of appropriate staff training and development activities - child protection, drug education. |
| ENROLMENT OFFICER | <ul style="list-style-type: none"> ♦ Coordinating the college enrolment process; ♦ Conducting the initial and final enrolment interview; ♦ Collecting, organising and disseminating information on enrolment procedures, course information, pattern of study and college organisation; ♦ Monitor the integration of new students into the college once enrolled; ♦ Training and development of staff in the enrolment process; ♦ Maintaining class lists and student numbers; ♦ Maintenance of student enrolment data; ♦ Coordinate subject changes; ♦ Liaise with outside agencies eg DoE, ISC; ♦ Coordinate NESAs subject entries, confirmation & assessments; |
| INTERNATIONAL STUDENTS COORDINATOR | <ul style="list-style-type: none"> ♦ Attendance monitoring and follow up ♦ Assisting the Principal and Enrolment Officer to formulate, refine and administer the International Student program. ♦ Contact and maintain communication with parents ♦ Translate half yearly and yearly academic reports and principal's letters to parents. ♦ Two excursions per year organised aiming to increase understanding of Australian culture as well as develop socialisation skills. ♦ Participate and interpret for N interview process and interim report process. ♦ Coordinate the distribution of N letters and interim reports to International Students. ♦ Promote the BSC IS program to parents, ISC and agencies with the SPCO. ♦ Provide updated contact numbers to the Enrolment Officer. ♦ Liaise with teachers and LAST about the specific IS needs and with the Enrolment Officer regarding pattern of study and if necessary subject changes. ♦ Support student learning and Support needs through mentoring. |

| | |
|--|---|
| CAREERS ADVISER | <ul style="list-style-type: none"> ♦ Advising students about subject choices, appropriate patterns of study, tertiary courses, work opportunities and requirements, and time management; ♦ Assessing student ability and recommending appropriate course of study and future pathway; ♦ Individual student interviews re subject choice, career plan, applying for jobs, concerns and negotiate an exit plan with them; ♦ Provide current and appropriate employment and further education information; ♦ Organise speakers and activities on careers based topics; ♦ Liaise with students and parents on issues of work, school and career pathways; ♦ Implement special work experience programs; ♦ Organise links with community services, local businesses and industries; |
| SUPPORT PERSON | Responsible for..... |
| STUDENT REPRESENTATIVE COUNCIL COORDINATOR | <ul style="list-style-type: none"> ♦ Liaise with students and staff on issues relating to student needs, requests and concerns. ♦ Facilitate negotiations between staff and students. ♦ Provide information circulating in the community concerning Support issues. ♦ Provide a forum for student discussion and participation in college decision-making and planning. |
| COMMUNITY LIAISON OFFICER (CLO) | <ul style="list-style-type: none"> ♦ Advising student about services available in the community ♦ Liaise with student for involvement of the community with the college ♦ Promoting the college to the community ♦ Liaise with community agencies to support students in the college |
| ADMINISTRATIVE STAFF (FRONT OFFICE) | <ul style="list-style-type: none"> ♦ Members of the Student Support Team ♦ Liaison with parents, students, staff and members of the community on college organisation, administration and enrolment procedures; ♦ Maintaining student record folders; ♦ Collecting, maintaining and publishing accurate and current student attendance records using OASIS Administration; ♦ Collecting and maintaining accurate and current student information; <p>See them if :</p> <ul style="list-style-type: none"> ♦ You have lost or found personal property ♦ You have difficulty with Austudy/Youth Allowance or Centrelink ♦ You are sick or hurt ♦ You get lost ♦ You lose your ID card, bus/train pass ♦ You need a new ID, bus/train pass ♦ You want to pay your fees, excursion money, etc. ♦ You are late to class or wish to leave early ♦ You need to hand in your name, address or phone number ♦ You need a parking permit |
| ANTI-RACISM / DISCRIMINATION CONTACT OFFICERS (ARCO / ADCO) | <ul style="list-style-type: none"> ♦ Contact between students, staff, parents and community members who wish to make a complaint regarding racism ♦ Will help mediate if an incident occurs ♦ Involved in the education of students about racism ♦ Will assist a student to find an appropriate procedure to resolve the complaint |
| STUDENT REPRESENTATIVE COUNCIL MEMBERS (STUDENTS) | <p>Responsible for.....</p> <ul style="list-style-type: none"> ♦ Attend all meetings of the SRC (usually one or two meetings per week during lunch). ♦ Represent the College at school and as representatives in the wider community. ♦ Represent other students in the college (by bringing their ideas to us for discussion) eg. College assembly, Direct SRC meetings, Review committee. <p>Be part of one of our teams eg. Yearbook committee, Fundraising and general college activities and fun days.</p> |

POSITIVE CLIMATE AND GOOD DISCIPLINE

ATTENDANCE POLICY

It is expected that all students enrolled at Bankstown Senior College have made the decision to return to school based on a strong commitment to further their education and therefore possess a serious and mature attitude towards their studies. If students are to achieve their goals and attain educational credentials then regular attendance is essential.

ALL STUDENTS ARE EXPECTED TO ATTEND 100% OF CLASS TIME.

Regular and punctual attendance at school is essential to assist students to maximise their potential. Attendance is imperative for a number of reasons:

- ◆ It is regarded as a sign of a serious student. Students with poor attendance rarely complete a course to a satisfactory standard;
- ◆ Attendance records contribute to a student's reports and references;
- ◆ Compliance with the College's attendance requirements is often an indicator of a student's willingness to comply with other requirements;
- ◆ A satisfactory attendance record is a Youth Allowance and Centrelink requirement;
- ◆ It is an expectation of society and within the workforce.

ATTENDANCE PROCEDURES

◆ **Lateness**

As in the world of work, lateness is seen as a negative attribute at the College. Excuses may be genuine, but they are of no consequence to the amount of disruption created to the class, nor the work missed by being late. **All students who are more than 5 minutes late to their first class of the school day are to report to the Front Office to scan their Student ID card and get a Late Attendance notification before they can join their class.**

Students who arrive late to class, other than their first period of the day, will be marked late by the classroom teacher on their class roll. If the teacher has already submitted the electronic roll for that class (in the first 10 minutes of the lesson), the student will be required to report to the Front Office to scan their Student ID Card and get a Late Attendance notification If a student leaves the class early then a "el" for early leaver and the time of departure will be recorded next to the student's name.

Late students will have the exact time of arrival recorded on Sentral and these times will be used to calculate each student's minimum attendance requirement and inform the teacher's decision on the student's satisfactory completion of course outcomes. Students risk expulsion for non-participation in learning and non-seriousness through a poor attendance record.

Students must understand that it is their responsibility to arrive on time for classes and to organise their transport. Only in extenuating circumstances will exceptions be made and this can only be arranged through the Deputy Principal.



Student Leave

Any student who is absent from college for part or whole days must provide a valid reason for their absence. This can be done by contacting the College on the day of the absence or by completing a yellow “Leave” form found in the Front Office. Leave forms must be completed as soon as you arrive back to the College. If a valid reason for leave has not been submitted within 7 days, the absence will be deemed unjustified(see attendance codes).

Dependant students under 18 years of age must have a parent / guardian provide a valid explanation for leave via a phone call or a yellow Leave form.

Submission of Leave form is the sole responsibility of the student.

Absences for 3 days or more must have documentation validating the absence attached to the Leave form when submitted. Acceptable documentation for leave could be:

- ◆ Doctor’s certificate, which states clearly why the student could not attend and for how long (specific dates);
- ◆ Copy of death certificate or funeral notice (family member);
- ◆ Appointment notice (with an explanation outlining why the appointment had to be in class time).

Other reasons for leave that are acceptable are:

- ◆ religious celebrations (one day only);
- ◆ serious personal and/or family concerns
- ◆ Court appearances and legal issues.
- ◆ Misadventure or unforeseen event

Students should avoid making appointments during class time.

The Administration Coordinator and Year Advisers will identify students with a continuous pattern of unexplained absence. Such students will be required to submit doctor's certificate or equivalent documentation for **all** absences or risk becoming unsatisfactory in their course. Students who leave early and have filled out an early leavers pass must complete a yellow Leave form to justify absences. (See Appendix 3 for example of yellow Leave form).

Attendance Report Codes

| Code | Meaning |
|------|---|
| A | Student absence unexplained or unjustified. This symbol is used if: <ul style="list-style-type: none">• no notice (phone call or leave form) has been provided by a parent/guardian or by a student over the age of 18• the absence has been explained, but the reason provided is not accepted by the school |
| S | Student sickness or medical appointment. This symbol is used when: <ul style="list-style-type: none">• a medical certificate is provided• the absence was due to sickness and the school accepts this explanation as reasonable |
| L | Student leave approved – documentation should be provided where possible. This symbol is used when a parent/guardian or student over 18 provides an explanation that is due to: <ul style="list-style-type: none">• misadventure or an unforeseen event• domestic necessities such as serious illness of a family member• attendance at funerals• recognised religious festivals |
| E | Student suspended from school |
| B | Student participating on a flexible timetable (School Business). This usually involves off-site activities organised by the school e.g. work placement or school excursions. |

Approval of Long Leave

Only the Principal can approve extended periods of leave. Long leave must be for serious reasons, for example, family illness, family crisis, extra-curricular activities or personal illness/injury. Approval is at the discretion of the Principal and must be substantiated. Holidays are not considered a legitimate reason for long leave. A (*purple*) “Request for Leave Form” must be lodged with the Principal. (see Appendix 4 for example of “Request for Leave Form”)

Excursions

It is extremely important that students realise that attendance at excursions, work placement and other extra curricular activities are included in their record of attendance. During excursions students represent Bankstown Senior College. A NO SMOKING policy exists for all excursions.

STUDENT CARPARK POLICY

For a student to be able to park his/her car in the College car park, it is a **privilege**, not a right. With an increasing number of students choosing to drive to the College, it is important that the rules below are followed closely. All students must be protected. Students who fail to follow the rules will **NOT** be allowed to park on College grounds.

CAR PARK RULES

- All students wishing to park in the school car park **MUST** have a parking permit from the office, which must be clearly displayed at all times.
- All students **MUST** register their car in the office.
- Students must park **ONLY IN THE YELLOW LINED CAR SPACES**. No parking is available anywhere else.
- Car parking spaces are limited, so only students who arrive early will be able to use them.
- The school car park gate will be locked at **10:45am**, so students arriving after this time will **NOT** be able to park in the car park.
- Students who wish to leave the school grounds before 1:15pm are **NOT** to park in the car park, as the gate will **NOT** be opened for any reason.
- The car park gate will be reopened at 1:15pm and only students with a **LEAVER'S PASS** will be allowed to leave the school grounds.
- There is to be **NO PARKING ON THE GRASS** or **NEAR THE FENCE** along the driveway to the gate.
- Students are **NOT** to use their cars as lockers. It is **OUT OF BOUNDS** to be in the car park during school hours.
- Students **MUST** drive in a **SAFE and LEGAL** manner when using the car park. The speed limit is 10k/h. Police will be called if students are found driving in an unsafe, illegal manner.
- Any **CHANGES** to a student's car registration details must be reported to the office immediately.
- Students who **DO NOT** comply with College rules and procedures regarding the car park will receive **ONE WARNING**, but if the car park policy is not followed a second time, they will not be allowed to use the car park in the future. Students who continue to misuse the car park will be issued with a **SUSPENSION** from the College for disregarding school rules and procedures.



ANTI – BULLYING POLICY

At Bankstown Senior College we are committed to developing a community that values and respects diversity. Students learn best in an inclusive environment which is well disciplined and safe. We all have a responsibility to treat people equally - with fairness, dignity and respect.

All members of the school community have a responsibility to:

- promote positive relationships that respect and accept individual differences and diversity within the whole community.
- support the anti-bullying policy through words and actions.
- actively work together to resolve incidents of bullying behaviour when they occur.

What is Bullying?

Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. It is often on the grounds of difference.

These differences can be related to culture, ethnicity, gender, sexuality, sexual orientation, ability or disability, religion, body size and physical appearance, age, marital status, parenting status or economic status.

Bullying results when a person or group takes advantage of a perceived uneven balance of power to harass another person.

Identifying bullying behaviour

Bullying behaviour can be:

- verbal eg name calling, teasing, abuse, putdowns, sarcasm, insults and threats
- physical eg hitting, punching, kicking, scratching, spitting, tripping
- social eg ignoring, excluding, alienating, making inappropriate gestures
- psychological eg spreading rumours, cyber bullying (malicious SMS/email messages, inappropriate text/images including photo's or videos posted on an internet website), inappropriate use of camera phones, hiding or damaging possessions, graffiti, intimidating behaviours.

Student strategies to deal with bullying

It is important to speak out against bullies. Remember that all reports will be acted on, treated in confidence and be supported by the College community.

As a victim you must take action. To stop the bullying and take the power away from the bullies, the following suggestions need to be considered:

- Do not retaliate by becoming a physical or verbal bully.
- Know that it is OK to tell someone when bullying happens.
- Tell a liked and trusted teacher or tell a friend.
- Develop self-assertiveness skills so you can face the bully without being scared. For example, express your disapproval when bullying occurs.

A witness to bullying or knowledge about someone, who is being bullied, needs action. Remember nobody deserves to be bullied. A few suggestions could be to:

- Consider the situation carefully. Spoken intervention could include saying things like ‘Stop doing that’ or ‘Leave him/her alone’
- Offer support and friendship to the student being bullied. Encourage the person being bullied to seek help from teachers or an adult they can trust.
- Report the incident to a teacher or another adult.

Consequences of bullying

Students who bully others will be asked to stop this negative behaviour immediately. The following disciplinary steps may include:

- Talking with parents / guardians
- Conduct card
- Mediation
- Counselling
- Isolation from a particular class or subject.
- Suspension and even police involvement in particularly serious cases.

The college will raise awareness of the nature of bullying through its inclusion in Student Wellbeing programs and/or as appropriate, in formal assemblies, year meetings and subject areas. These whole school programs will attempt to develop key understandings and skills related to positive relationships.

The policy will be promoted and implemented throughout the whole school. The school will review this policy as the need arises and assess its implementation and effectiveness.



What is cyber bullying?

Cyber-bullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Today's technology allows people to communicate instantly with others in both positive and negative ways. Cyber-bullying includes all communications that seek to threaten, humiliate (put down), intimidate, control or put another person or persons down.

How does cyber bullying work?

Cyber-bullying can be carried out through an internet service such as:

- email
- chat room
- discussion group or forum
- instant messaging
- social networking websites such as Facebook or YouTube.



Cyber-bullying can also include bullying through mobile phones by:

- text and picture messaging
- video clips
- phone calls.

Cyber-bullies techniques can include flaming (repeatedly leaving negative messages), harassment (sexual or racist), impersonation, exclusion and cyber stalking victims. The targeted person or persons often feels powerless and may need help.

What is electronic crime (e –crime)?

Cyber bullying may involve varying levels of severity, ranging from occasional messages to frequently repeated and highly disturbing threats to a person's life. Cyber bullying can therefore be an e-crime, a fact often not clearly understood by those involved. E-crime occurs when a computer or other electronic communication devices (eg mobile phones) are used to commit an offence, are targeted in an offence, or act as a storage device in an offence. Students are sometimes involved in e-crime.

Examples of cyber bullying

- Spreading of rumours or false information online
- Sending unwanted messages
- Tampering with or altering another person's online profile/ blog/ email with the intent to damage their reputation. This is called defamation.
- Film or photograph people without their knowledge or consent with the intent of making it public to humiliate those involved.
- Pressure people to give out personal and private information with the intent to disseminate it to others.
- Post images, videos or text that is seen to be offensive, whether on their own profile or the profile of others.
- Impersonating another person online. This could include creating false Facebook, Instagram, WhatsApp, Snap Chat etc. profiles.
- Excluding someone from an instant messenger buddy list or blocking their email for no reason.

How do people feel when they are the targets of cyber bullying?

Just like bullying in real life, there can be terrible effects on those who experience cyber bullying. Being bullied can lower your self-esteem and you may feel alone, sad, angry and scared. If you are being cyber bullied it is possible that you feel powerless and isolated.

However, cyber bullying can seem more extreme to its victims because of a number of factors:

- It can occur anywhere particularly in the home, so victims may feel unsafe everywhere.
- People say things online that they wouldn't say in person because they can't see the other person's reaction.
- Many examples of cyber bullying can be seen by anyone who is online. The target can never know who has seen or read the website or message.
- The issues of anonymity – Cyber bullies often hide behind screen names and email addresses that don't reveal their true identity. Not knowing who is responsible for bullying messages can be frightening and add to the victim's insecurity.
- It may feel inescapable. A solution to get away from a cyber bully is just to get offline. However, for some people not going online takes away one of the major places they socialize.

If you are being bullied it is not your fault and there is nothing wrong with you. Don't be afraid to let someone know that you are being bullied as they may be able to help you.

What to do if you are a victim of cyber bullying?

Tell someone. Talk to someone you trust, a parent, friend, school counsellor or teacher.

Keep a record (including time and date). This may help you (or the police) to find out who is sending the messages. Don't delete the messages or print them off. They can help track the offender.

Don't reply to bullying messages. It'll only get worse if you do. By replying to the bully, they get what he or she wants. Often, if you don't reply, the bully will leave you alone.

Keep your username and passwords secret. Keep your personal information private so it doesn't fall into the hands of someone who may misuse it.

Change your contact details. Get a new user name for the Internet, a new e-mail account, a new mobile phone number and only give them out to your closest friends.

Contact your phone or Internet service provider and report what is happening. They can help you block messages or calls from certain senders.

Consider setting your social media (Facebook, Snap Chat, Instagram etc.) to private. You'll still be able to do everything that you usually do, but there's less chance of being cyber-stalked or people getting your details.

If messages are threatening or serious get in touch with the police. Cyber-bullying is illegal.

What can happen to cyber bullies?

- Many perpetrators of cyber-bullying believe that their online activities are invisible. As they do not see the victim's reaction to their bullying, they may not understand the full extent of the harm



they are inflicting on the victim. They often feel that it is just a joke or a bit of fun. They have little empathy for their victims.

- Many people assume that they remain anonymous when using digital technology, especially when they misuse it. Therefore, they believe they cannot be caught and there are few penalties for cyber bullying. This is incorrect. Students must be aware that there are potentially serious legal ramifications for their behaviour.
- The misuse of telecommunication devices is considered a breach of the law in Australia and is a Federal offence.

Here are some examples of penalties for cyber-bullying:

1 Getting into someone's account and using it to send abusive emails.

Offence: Unlawful access to protected data, section 308H Crimes Act NSW.

Maximum penalty: two years.

Offence: Intimidation, s.545AB Crimes Act NSW.

Maximum penalty: five years and/or \$5500.

2 Taking a photo of X in the shower and sending it to everyone.

Offence: Indecent Filming s.21G Summary Offences Act NSW.

Maximum penalty: two years and/or \$11,000.

Offence: Use of Carriage Service to Menace, Harass or Cause Offence - Criminal Code (Cwth) s.474.17

Maximum penalty: three years.

3 Teasing, making fun of or spreading rumours about someone online.

Offence: Intimidation s.545AB Crimes Act NSW.

Maximum penalty: five years and/or \$5500

4 Flaming (ridiculing people in chatrooms)

May give the aggrieved person grounds to commence civil action for defamation.

5 Harassing someone or making threats electronically.

Offence: Intimidation s.545AB Crimes Act NSW.

Maximum penalty: five years and/or \$5500.

Offence: Criminal Code (Cwth) s.474.15 - Use of Carriage Service to Make a Threat.

Maximum penalty 10 years (for death threat) or seven years (for threat of serious harm).

Source NSW Police

Students at Bankstown Senior College have a responsibility to ensure that they:

- do not participate in cyber bullying
- do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the College curriculum program
- do not breach the privacy of students, staff and members of the school community through any unauthorised recording or filming
- do not disseminate inappropriate information through digital media or other means
- report incidents of cyber bullying to a member of staff
- advise students being victimised by cyber bullying to talk to an adult
- offer to speak to an adult on behalf of the student who is being victimised by cyber bullying



USE OF MOBILE PHONES, IPODS and OTHER SIMILAR PORTABLE DEVICES IN COLLEGE

There is a range of technology available today including mobile phones, digital cameras, portable CD and MP3/ipods and other similar devices. All of these have the potential to be incorporated into lessons, opening exciting new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm.

Bankstown Senior College acknowledges that students may need to be in possession of a mobile phone at College for reasons relating to their safety or emergency.

Where students bring a mobile telephone, portable computer game, MP3 player/iPod, camera and similar devices to school:

Student Responsibilities

- The student must take full responsibility for these devices. The ***college or staff will not be responsible for their loss, theft or damage.*** Students who bring them to college do so at their own risk.
- Students will use their mobile phone in a way which reflects the core values being taught in schools, including the values of respect, responsibility, care and fairness.
- Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension. ***Mobile phones should be kept on silent during lessons.***
- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension.
- Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the College discipline policy. Disciplinary action will be taken in all cases.

Improper use of mobile telephones or other electronic devices may result in:

- Confiscation of the mobile telephone or other electronic device for collection from the Deputy Principal or Principal's office when the student completes their study program for the day.
- Other disciplinary action in cases where students have bullied or threatened or harassed other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs or display inappropriate material.

Emergency Contact

- If a student needs to be contacted at school or as a result of an emergency, appropriate arrangements can be made with a classroom teacher prior to answering a call or contact can be made to the school's main office and a message will be sent immediately to the student.

STUDENT MANAGEMENT POLICY

Bankstown Senior College is an adult learning environment. Students enrolling into courses offered at the College do so on the condition that they acknowledge and abide by the rules and code of conduct agreed upon by the College community.

It is an expectation of the College that **all** students will be:

- ◆ in class when they have a timetabled lesson;
- ◆ prompt to class and have their attendance registered by the teacher;
- ◆ come prepared to complete all set tasks for each lesson;
- ◆ cooperative and participate in a positive manner in class activities;
- ◆ present for the whole lesson;
- ◆ present at College unless they have no more timetabled lessons;
- ◆ able to access the College facilities before the start of the College day, at morning tea and lunch times.

All students are enrolled with an understanding that they will behave in a mature, honest and responsible manner, allowing all members of the college community to participate in the life of the College in a safe and happy environment.

No student is to:

- ◆ **smoke on college grounds;**
- ◆ **bring illegal substances, alcohol or weapons of any kind to the College;**
- ◆ **be under the influence of any drug whilst in attendance at the College;**
- ◆ **behave in an uncooperative, threatening or violent manner;**
- ◆ **use ipods, MP3 players, radios or mobile phones during class time;**
- ◆ **invite visitors onto the College grounds without the permission of the Deputy or Principal;**
- ◆ **leave the College without signing the Leave Book/scanning their ID card and receiving a Leave Pass (irrespective of age).**

FLEXIBLE TIMES

Students enrolled in the Higher School Certificate (HSC/12) course will have periods of time within the college day (8.30 am - 3.30pm or 4.30pm on Tuesdays) when they do not have a timetabled lesson. This is called flexible time. It allows students to arrive later in the day or to leave earlier than normal college hours.

During these flexible times students may:

- ◆ access the library, Cafeteria or the administration quad for private study;
- ◆ seek further assistance in the Learning Centre;
- ◆ choose to go home for private study (if classes have finished for the day).

Students are **not** to:

- ◆ loiter around the perimeter of the College during these breaks;
- ◆ behave in a disruptive manner in or around the College grounds;
- ◆ access the lower playing fields or car park areas;
- ◆ play table tennis in the quadrangle during class time.

For this reason students are encouraged to leave early only if they are going home, attending TAFE or work, or have a pre-arranged appointment. In each of these cases, students will need to apply for a Leave Pass, which indicates their regular time for early leave.

Students (over the age of 18 years) who leave the College grounds either during a timetabled break or for approved leave (ie doctor's appointment, family emergency, etc.) **MUST** scan their ID card when leaving AND returning to the College.

It is the responsibility of the College administration to maintain an accurate account of the attendance and location of students when they are present at the College. This is a procedure designed to keep students safe and is also a legal requirement.

Any student who has not followed this procedure will be marked absent from their classes and may be issued with a warning of suspension.

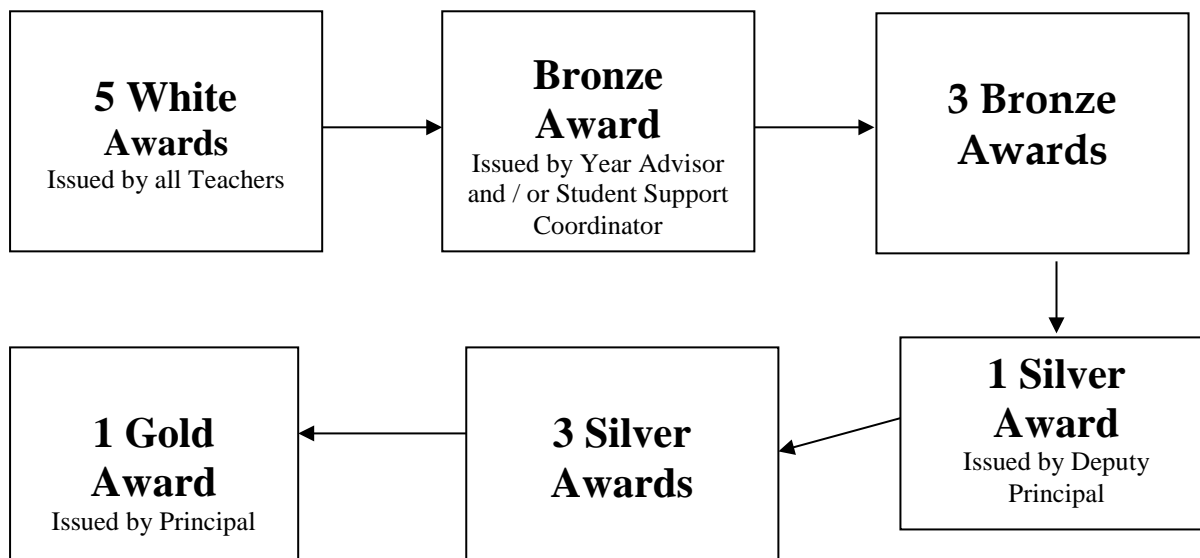
Recess and Lunch Breaks

Students are expected to stay within the College during recess and lunch times. The College does not condone smoking but recognises that some students are smokers. The area at the back of the oval, just outside the college fence has been designated for students (over the age of 18) who wish to smoke during recess and lunch breaks only. **Students must show their student ID card to access this area.**

RECOGNITION OF STUDENT ACHIEVEMENT

Individual student achievement in all areas of college life is formally recognised (in many ways) at Bankstown Senior College through:

- ♦ issuing *Merit Awards* by class teachers, Student Mentor teachers, Year Advisers, Deputy Principal and Principal to individual students for attendance, academic, sporting and social achievements;
- ♦ formal functions, such as, Year meetings and College Assemblies;
- ♦ College publications, such as, the newsletter and the Year book and Student of the Month photos;
- ♦ KLA subject areas and Student Mentor classes;
- ♦ Parent/student/teacher interviews;
- ♦ student Academic Reports, issued each semester;
- ♦ Interim Reports;
- ♦ Display of student work.



White Merit Awards can be awarded for some of the following reasons:

- sustained effort and application
- improved effort and application
- high standard of work
- sustained participation in class
- positive peer support
- pride in book work





BREACHES OF COLLEGE POLICY

Any student who breaches College guidelines for behaviour and/or attendance will incur sanctions commensurate with the offence, including community service, withdrawal of privileges or suspension. Repeat offenders will be referred to the Deputy Principal for potential suspension and/or warnings of expulsion for non-serious participation in learning programs. Parent/caregiver interviews will be arranged for students under 18 years of age.

Sanctions for breaching the College code and/or guidelines apply to all College functions and activities, whether in the classroom, campus grounds or outside activities. It must be understood that the College population has a vast age and cultural range and as a consequence, teachers will use their discretion when administering sanctions on students, taking into consideration their age, level of maturity, family/home circumstances and language comprehension.

The following are sanctions reserved for serious or repeated offences:

- ◆ **Detention/Community Service** - used rarely after College hours, occasionally applied during a morning tea or lunch break for repeated infringement of College rules;
- ◆ **Principal's Catch-up** period (on Tuesday afternoons) for students who truant class.
- ◆ **Isolation** -
 - ◆ from a particular subject/class, in consultation with the HT and for a set period of time
 - ◆ for whole days from all College activities, supervised by the executive;
 - ◆ from the campus grounds during morning tea and lunch breaks as a result of infringing the rights of others or the grounds policy.
- ◆ **Learning Improvement Cards** - issued for a particular period and monitored by the Year Adviser, Head Teacher or Deputy Principal. Issued immediately on return from suspension.
- ◆ **Restitution** – in the case of theft or damage to property, replacement of stolen items or repair to property may be the best and fairest action to take. Other action may also need to be taken in conjunction with restitution of property.
- ◆ **In-College Suspension** – imposed on a student who has continually breached College rules and/or code of conduct. Applied in particular for truancy and frequent disruptive behaviour. Students will be isolated from the College population and have recess and lunch at different times. Students will be located in the Administration area and attendance monitored by the Front Office and DP.
- ◆ **Suspension** - will take place in accordance with the Department of Education guidelines. A copy of the guidelines will be sent to all students and/or parents and is available on request from the Front Office. The Principal will decide on whether a short or long suspension will be imposed, if at all. Post suspension interviews will require a plan for student follow up and improvement.

Students may be suspended for:

- ◆ repeated infringement of College rules;
- ◆ continuous non-serious behaviour whilst attending the College;
- ◆ continued poor attendance (whole and part days);
- ◆ engaging in criminal behaviour related to the College.

Immediate suspension will occur for:

- ◆ possession of a suspected illegal drug;
- ◆ dangerous, violent or physically threatening behaviour;
- ◆ possession of a prohibited weapon.
- ◆ **Expulsion** - In extreme circumstances the Principal may expel a student from the College or may make a submission to the Director-General recommending the expulsion of a student from the government school system. The decision to expel a student from the College may be made on the basis of:
 - ◆ Repeated misbehaviour of a student of any age; or
 - ◆ Unsatisfactory participation in learning by a student of post-compulsory age, eg a documented pattern of non-satisfactory completion, non-serious attempts to meet course objectives, and/or non-compliance with Board of Studies requirements for the award of a School Certificate of Higher School Certificate.

Students will receive at least one formal written warning that such an action is being contemplated. The student will be given a reasonable period in which to demonstrate an improvement in his/her participation. The parent/caregiver of any student under 18 years of age will be notified and an interview arranged where possible.

BANKSTOWN SENIOR COLLEGE CODE OF CONDUCT

The code should be displayed in every learning space and referred to when there is a likelihood of a breach of conduct or College rules. The code of conduct should be used to help students be more self-disciplined and to support a positive learning environment.

CODE OF CONDUCT

- ◆ **Use appropriate verbal/ non-verbal language**
- ◆ **Tolerate and accept each other's differences**
- ◆ **Be prepared and ready to learn and to work**
- ◆ **Respect the rights of others to learn**
- ◆ **Act appropriately at all times**
- ◆ **Comply with College dress code**

COLLEGE DRESS CODE

This is your college. The College is a mature learning environment made up of students from a diverse range of ages, cultures and learning backgrounds. For this reason a dress code needs to be respected by the College community so both staff and students feel comfortable irrespective of their backgrounds.

Our dress regulations are based on commonly accepted standards of dress, regardless of continuously changing fashions.

Dress Guidelines

| Acceptable | | Not Acceptable | |
|------------|-------------------------------|----------------|---|
| ✓ | Neat, clean and tidy clothing | X | Thongs |
| ✓ | Covered footwear | X | Singlets / bare midriff tops |
| | | X | Football shorts / stubbies / short shorts |

Please Note : PRACTICAL SUBJECTS

For ALL STUDENTS who participate in practical subjects, it is MANDATORY that covered footwear be worn during these classes. Students who do not comply with this regulation will not be permitted to participate under the Workplace Health and Safety Act of the NSW Department of Education.



FAIR DISCIPLINE CODE

Introduction

Discipline concerns the development of appropriate and responsible attitudes and behaviour in students. Students learn most effectively in a secure, well-disciplined environment in which both staff and students take pride in achievement. A well-disciplined environment promotes effective learning.

The College and the community have complementary roles to play in setting and maintaining an acceptable standard of student behaviour. They have a joint responsibility to influence students to accept and observe that standard. The Fair Discipline Code reflects the expectations of the local community and the wider society.

Cultural differences have been considered in the preparation of this document and discipline practices have been selected and implemented in ways that do not discriminate on any basis, including gender, age or cultural background.

The Fair Discipline Code is a vital part of the College's Student Support Policy. Its effective implementation will enable students to become responsible, contributing members of our society.

PRINCIPLES

The following principles are basic to fair discipline:

- ◆ The College provides a stable non threatening environment within which students learn effectively.
- ◆ Students are encouraged to develop self-discipline by accepting responsibility for their own behaviour.
- ◆ The College fosters in students a feeling of belonging to the College and its community.
- ◆ The College promotes pride of place in a diverse, multicultural society, and inspire in students a sense of common purpose.
- ◆ The College creates and maintains positive relationships within the college community.
- ◆ The College staff are committed to establishing and maintaining the desirable tone and direction of the College.
- ◆ The College insists on responsible student behaviour and the implementation of practices, which prevent irresponsible behaviour.
- ◆ Students are encouraged to value the personal dignity and worth of themselves and others.
- ◆ The College promotes in students a respect for the values that underpin our society and its laws.

STUDENT'S RIGHTS AND RESPONSIBILITIES

| All students have a right to: | All students have a responsibility to: |
|--|--|
| ♦ learn | ♦ let others learn |
| ♦ a safe place, good for learning | ♦ contribute to making the College a safe learning community |
| ♦ be treated as an individual | ♦ accept that all people are different |
| ♦ freedom of speech | ♦ be mindful of what they say so that others are not offended |
| ♦ not be put down | ♦ not put others down for any reason |
| ♦ an adult learning environment, including access to: ~ hygienic toilets/showers ~ cafeteria ~ shelter from the weather ~ quiet study areas ~ use of College technological facilities | ♦ care for and protect College facilities, and contribute to a mature environment |
| ♦ accurate information, such as: ~ course requirements ~ assessment procedures ~ useful reports ~ bulletin/noticeboards ~ decisions made which affect them | ♦ actively seek out information, and ask questions when they don't understand ♦ acknowledge the information provided and follow instructions and procedures as directed |
| ♦ participate in decision-making through: ~ Student Union ~ classroom negotiation | ♦ participate in College life and make responsible decisions |
| ♦ choice of an appropriate pattern of study | ♦ accept responsibility for decisions |
| ♦ negotiate on appropriate behaviour | ♦ accept that there must be some constraints on behaviour in any society |
| ♦ experience a variety of learning styles. | ♦ recognise their own preferred learning style and adjust to other learning styles. |

TEACHER'S RIGHTS AND RESPONSIBILITIES

| All teachers have a right to: | All teachers have a responsibility to: |
|--|---|
| ♦ teach | ♦ prepare and deliver lessons in a flexible and professional manner |
| ♦ a safe place, conducive to learning | ♦ provide a safe and comfortable environment conducive to learning |
| ♦ be recognised as an individual by students | ♦ ensure that there is mutual recognition and acceptance of individual differences |
| ♦ express an opinion | ♦ express opinions in a professional manner |
| ♦ not be denigrated (ie put down) | ♦ not to denigrate or vilify others (ie put others down) |
| ♦ an appropriately resourced teaching environment ~ well-equipped rooms ~ contemporary technology ~ adequate work and storage areas | ♦ maintain and protect College facilities |
| ♦ accurate information regarding: ~ student background ~ appropriate pedagogy ~ Dept. of Education ~ NESA syllabus and curriculum requirements ~ Training and Development (TAD) courses | ♦ be mindful of the confidentiality and sensitivity of material relating to students' and their families ♦ attend courses when they are offered ♦ apply newly developed skills, knowledge and understandings to their teaching practice |
| ♦ participate in decision-making through: ~ Management Teams ~ College Working Parties ~ Faculty collegial groups ~ staff meetings | ♦ be involved and participate in decision-making ♦ contribute to the implementation of College decisions ♦ support the decisions and practices decided upon by the College |
| ♦ choice of how to deliver syllabi | ♦ write programs and maintain mandatory records (registers, assessment information), which fulfil DoE, NESA and college requirements, and meet the needs of our students |
| ♦ Choose how to deliver lessons. | ♦ Teach using a range of teaching strategies, which will cater for a variety of learning styles. |

APPROPRIATE BEHAVIOUR AND CONSEQUENCES WHILST IN THE HALL FOR ASSEMBLIES

- ◆ Students are to go to designated classroom for the period of the assembly. Teachers are to mark their rolls and escort their classes to the hall.
- ◆ Students are to enter and be seated as directed by their teacher. Teachers will remain with their classes, for active and effective supervision
- ◆ All caps are to be removed and hoods kept off whilst in the hall.
- ◆ Students should behave appropriately whilst speakers or performers are presenting. This means that speaking, inappropriate laughing, clapping or whistling will not be tolerated.
 1. A student is warned about inappropriate behaviour by a staff member.
 2. A student is given a second warning and told that they will be isolated.
 3. A student will be isolated (to back / side of hall) during the assembly, or asked to stay behind at the conclusion of the assembly. If they refuse, the incident will be referred to the Head Teacher or Deputy Principal for refusing to follow teacher's instructions.

For articles that obstruct the smooth running of the assembly e.g. mobile phones, ipods:

1. Students will be asked to put the item away. And warned that next time it will be confiscated.
 2. If student doesn't follow instructions the item will be confiscated and the student informed about when and how they can have it returned.
 3. If a student refuses they will receive a verbal "Warning of Suspension".
- ◆ Feet on chairs or leaning on someone else or leaning on the back of other people's chairs is not acceptable.
 - ◆ Wait until a teacher dismisses you from the assembly.

EFFECTIVE TEACHING AND LEARNING

ATTENDANCE MONITORING AND IMPROVEMENT PROCEDURES

♦ Collection of Attendance Data

The following are the major forms of collecting and recording student attendance:

- Class rolls
- Late book
- Early leave book
- Yellow leave forms
- Sentral reports
- Student Attendance Review Meetings

♦ Procedures for Improving Student Attendance

Although it is essential to have accurate records of attendance, it is equally important to have in place procedures to improve the rate of student attendance.

- ♦ Class teachers ask students about absences and reinforce the importance of class time to meeting course outcomes. Any student causing concern in a subject should be referred to the HT and the YA's via Sentral.

- ♦ Attendance Monitoring:

During Student Mentor, teachers will use Sentral to give feedback about attendance to each individual student. Students will be counselled by their teacher regarding any major attendance issues. (Continuous or unresolved absenteeism are followed up by the Year Adviser, Head Teacher Welfare, Administration Coordinator or Deputy Principal.)

Students have the opportunity to check absences for any discrepancies. If discrepancies are found then students complete and present class teachers with a blue form 'follow up to absence report' (See appendix 4) to check the discrepancy. If found to be incorrect, the blue form is submitted to the front office for correction, otherwise a yellow leave form is expected to be completed and submitted in the leave box at the front office, along with any other appropriate documentation.

Attendance Review Meetings occur three times each term through which students who have less than 85% whole day attendance and students who have high partial absenteeism will be discussed and strategies for improvement considered and determined.

Decisions that could be made in the review meetings include, counselling and/or attendance monitoring cards. Students who do not improve their attendance after this process may receive the following official warnings which requires the student to meet with the Principal to discuss their enrolment status:

- Letter of Intention
- Warning of Expulsion for Non Satisfactory Participation
- Letter of Discontinuation



STUDENT MENTOR PROGRAM

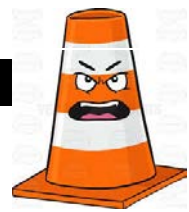
The Student Mentor program is a central component of the College's welfare support for students and for this reason is **compulsory for ALL students**. This program will take place one lesson per week.

Goals of the Program:

- To provide each student in the College with a key adult who will fulfil the role of adviser/mentor. The teacher supports and counsels the student and aids in the referral process to help students access help when needed.
- To provide each student in the College with a close, connected peer group who provide support for each other as they face the challenges of College life.
- To inform students of important College, NESA and DOE information.
- To give students the opportunity to be involved in College decision making processes.
- To provide learning experiences in the areas of Mind Matters, Career Options, Crossroads (Year 11), Goal Setting, Conflict Resolution, Health issues, Decision Making and accessing Help in the Community

It is anticipated that the Student Mentor program will enable students to make connections with others and enjoy their time at the College.

STUDENT MANAGEMENT PROCEDURES



CLASSROOM/GROUNDS INCIDENT

NOTE: Behaviour that is violent or threatening or involves illegal substances or weapons **MUST BE REFERRED IMMEDIATELY** to the DP/P

TEACHER INTERVENTION:

- Class teacher uses management strategies outlined in *Behaviour Intervention Scenarios*, *Classroom Management Language* and *Student Referral Sheet*. Class Improvement Card may be needed.
- Intervention may need to occur several times.
- Teacher discretion is vital at this stage.
- Informal discussion with HT/YA/Counsellor may help

→

SITUATION RESOLVED:

Teacher records as diary note or on Sentral.

SITUATION UNRESOLVED/REPEATED

Refer to HT **AND** record on Sentral

HT INTERVENTION:

Strategies may include any/all of:

- Placement on Faculty Improvement Card
- Removal from class
- HT interview/counselling
- Parent/caregiver contact (phone/letter/interview)
- Informal discussion with DP/YA/Counsellor

→

SITUATION RESOLVED:

HT records on Sentral

SITUATION UNRESOLVED/REPEATED

Refer to DP and/or Counsellor **AND** record on Sentral

DP and/or COUNSELLOR INTERVENTION:

A decision on the action to be taken will be based on the referral(s) collected, reports on Sentral and consultation with the YA, HT(s) and classroom teachers as required.

Strategies may include any/all of:

- Placement on School Improvement Card or Placement on Probation
- Removal from class(es)
- DP interview/counselling and/or placement on Counsellor's caseload
- Parent/caregiver contact by phone and/or interview
- Written *Warning of Suspension or Expulsion*

→

SITUATION RESOLVED:

DP records on Sentral

SITUATION UNRESOLVED/REPEATED

Refer to Principal **AND** record on Sentral

PRINCIPAL INTERVENTION:

Strategies may include any/all of:

- Principal interview/counselling
- Parent/caregiver/student contact/interview
- Written *Warning of Suspension or Expulsion*
- Short or long suspension
- Expulsion
- Terminating the student's enrolment at the College (over 17s only)

→

SITUATION RESOLVED:

DP records on Sentral

STUDENTS ON PROBATION

A percentage of students who are given enrolment at Bankstown Senior College have prior educational experiences or personal circumstances which may put them at risk of not completing the course for which they have enrolled. For these students, a probation system has been developed to monitor their progress, attendance and attitude to their studies, as well as assist them with any concerns, which may hinder their success.

The probation period provides the student with a set time to settle into an appropriate pattern of study and to become accustomed to College life. It also provides the College with the option of terminating the student's enrolment if their attendance or behaviour indicates that they are a non-serious student. Students on probation will have their status reviewed on a regular basis and it may be removed if they are meeting all college requirements to a satisfactory standard.

The minimum period for probation is one month.

CONDITIONS OF PROBATION

Students are expected to comply with the following:

1) Attendance

- ◆ 100% attendance unless approved due to illness (verified by Doctor's certificate or parent/guardian confirmation)
- ◆ No lateness – College begins at 8.30 am or the first timetabled class.
- ◆ Attendance at all timetabled classes.

2) Behaviour

- ◆ Students are expected to be cooperative, polite, self-disciplined and respectful to both the teachers and other students;
- ◆ Must comply with the rules and code of conduct of the College;
- ◆ Accept and take responsibility for their actions and the consequences of those actions;

3) Progress in Learning

- ◆ Complete all set work in class and home study;
- ◆ Be prepared for class with all equipment and materials;
- ◆ Submit work to the appropriate teacher by the due date;
- ◆ Seek assistance whenever necessary from the class teacher, counsellor, Head Teacher, Deputy Principal, LAST or Library Study Centre Coordinators.

4) Attendance and Conduct card

- ◆ Students must keep and complete an Attendance and/or Conduct card for a minimum of one month. This card is intended to help you meet the requirements of the College and assist staff in monitoring your overall progress.
- ◆ It is the students' responsibility to ensure that the DP or Year Adviser signs the card daily. If the card is not seen daily it will be assumed that you are **not** meeting the requirements, ie you are doing the *wrong* thing.

APPENDIX ~ sample proformas

- 1) **Opal Card**
- 2) **Senior Secondary Student Concession Card**
- 3) **Concession Card Application**
- 4) **BSC Late Pass**
- 5) **Follow up to Absentee Report (Blue)**
- 6) **Student Short Leave Form (Yellow)**
- 7) **Student Long Leave Form (Purple)**
- 8) **Change of Address / Phone Number**
- 9) **Students *On Probation* contract**
 - ◆ Issued by the Principal and Deputy Principal only
- 10) **Parent and Student acknowledgement of receipt of the Bankstown Senior College Student Support and Welfare Policies and Procedures handbook**



Opal Card



Secondary school students from Years 7-12 are eligible if:

- They are a resident of NSW or an overseas student who is eligible for free government education,
- The straight line distance from their home address to school is more than 2 km, or
- The walking distance from home to school is 2.9 km or further.

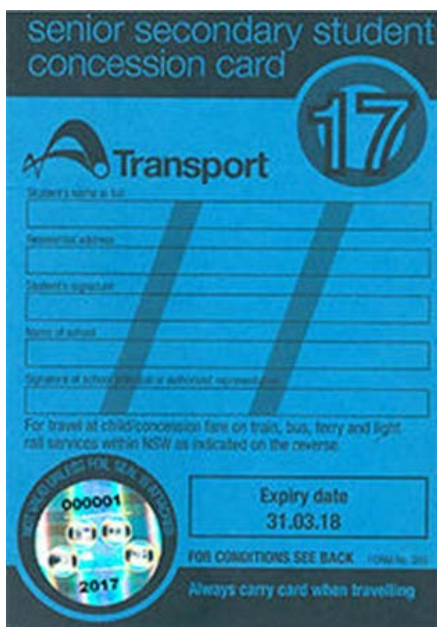
Secondary school students who live too close to the school to be eligible for free travel may qualify for a School Term Bus Pass which provides bus travel at a discounted price for the whole school term.

You can apply for an Opal Card through the Front Office.

This is to be used in conjunction with the Concession Card. (Please refer to next page).

Appendix 2

Concession Card



This is a student Concession Card.


This is eligible for all students in the school and is to be used in conjunction with your Opal Card.

It is illegal for you to have the Child/Youth Opal Card without the Concession Card. You will be Fined if you do not carry both cards with you on Public Transport.

You need to apply for one through the Front Office.

Appendix 3

Concession Card Application

| | |
|---|--|
|  | |
| Bankstown Senior College APPLICATION FOR CONCESSION CARD For students aged 16 years and over | |
| Student's Surname: | |
| Given Name: | |
| OPAL email address: | |
| Phone number: | |
| Address: | |
| Suburb:P/Code: | |
| Age: Date of Birth: | |
| Year/Class: | |
| Signature: | |
| Office use only | |
| Date of Issue: | |
| Details Checked: | |

Appendix 4

BANKSTOWN SENIOR COLLEGE

Late Pass

Bankstown Senior College

Term 4 Week 10
13/12/2010 to 16/12/2010



| | | | |
|--------------|--------------|------------|-------|
| Name | Joseph Banks | | |
| Student ID | 434033756 | | |
| DOB | 28/07/1993 | | |
| Year | 11 | Roll Class | P7SSH |
| Roll Teacher | | | |

Arrived LATE

on **14/12/2010** at **08:48 AM**

Official Explanation

Unauthorised Leave

Reason given

Authorised person:

Appendix 5



BANKSTOWN SENIOR COLLEGE

FOLLOW UP TO ABSENTEE REPORT

Student's Name : _____ Year : _____

Student instruction

Student must take this form to their class teacher for confirmation of attendance. Student must then return this form to the front office.

Teacher instruction

Signature of teacher(s) needed to confirm attendance at this period: Absent (A) or Present (P), please circle letter & sign below.

| Date of Absence | Week A or B | Period 1 | Period 2 | Mentor | Period 3 | Period 4 | Period 5 | Period 6 | Period 7 |
|-----------------|-------------|----------|----------|--------|----------|----------|----------|----------|----------|
| | | A or P | A or P | A or P | A or P | A or P | A or P | A or P | A or P |
| | | A or P | A or P | A or P | A or P | A or P | A or P | A or P | A or P |
| | | A or P | A or P | A or P | A or P | A or P | A or P | A or P | A or P |
| | | A or P | A or P | A or P | A or P | A or P | A or P | A or P | A or P |



BANKSTOWN SENIOR COLLEGE

STUDENTS' APPLICATION FOR LEAVE

YEAR:

THIS FORM MUST BE HANDED TO THE FRONT OFFICE WITHIN 3 DAYS OF YOUR RETURN TO SCHOOL

Year Advisers

Yr 10 Ms Sethi
EFS Mr Thai

Yr 11 Ms Xie
Yr 12 Ms Maguire

STUDENTS DETAILS

First name: Year (class):

Last name: Age:

LEAVE DETAILS

☐ Please tick if phone contact was made with the college on day of absence.

Full day absence(s):

Date(s) of absence:

Number of day(s):

Part day (partial) absence(s):

Date of absence:

Period(s):

DOCUMENTATION

Attached documentation-please tick✓:

- ☐ Doctors certificate
- ☐ Centrelink certificate
- ☐ Funeral notice
- ☐ Appointment notice
- ☐ Counsellor note
- ☐ Court notification
- ☐ Parent note (students under 18)
- ☐ Other:

REASON FOR YOUR ABSENCE:

.....

Signature of applicant: Date:

Year Adviser - Please tick✓:

- ☐ A Unjustified – leave not granted
- ☐ L Leave granted – family, religious, appointment
- ☐ S Sick - leave granted

Year Adviser signature:

.....

“Regular attendance at school for every student is essential if students are to achieve their potential, and increase their career and life options.”

School Attendance Policy PD 2005 0259

Acceptable reasons for short leave:

- Sick - must have a doctor's certificate (under 18's may have a letter from parent/guardian).
- Funeral - must have a funeral notice or copy of a death certificate.
- Professional appointment (e.g. lawyer, medical specialist, court, Centrelink, etc.) - must attach an appointment notice and clearly state why appointment was made in college class hours.
- Authorisation from College Counsellor, Deputy Principal, Principal.
- Students may have leave to attend activities of religious significance, after discussion with the Principal. Under 18's must provide a letter from their parents/guardian.

Unacceptable reasons:

- Sick without documentation.
- Family problems - must be clearly explained or note from College Counsellor.
- Roads and Maritime Services (RMS) appointment – Service NSW centres are open Fridays and some branches are open on Saturday mornings.

Các lý do được chấp nhận cho phép nghỉ ngắn hạn

- * Bệnh - phải có giấy bác sĩ (dưới 18 tuổi có thể có thư của cha mẹ/giám hộ).
- * Đám tang - phải có giấy khai tử hay cáo phó đám tang
- * Hẹn về chuyên nghề (như là: luật sư, chuyên khoa, tòa án, Centrelink v.v...), phải kèm giấy hẹn và nói rõ tại sao phải hẹn vào giờ học.
- * Quyền cho phép từ Vị Cố vấn Nhà trường, Hiệu phó, Hiệu trưởng.

Các lý do không được chấp nhận

- * Bệnh không có chứng từ.
- * Vấn đề gia đình: phải giải thích rõ ràng hay có giấy ghi chú của Vị Cố vấn Nhà trường.
- * Hẹn với RTA - RTA mở cửa đến sau 3.30 và vào các sáng thứ bảy

الأسباب المقبولة عند الغياب عن الكلية

- * إذا كان الغياب بسبب المرض، يجب على الطالب أحضار شهادة من الدكتور تؤكد ذلك . (أما بالنسبة للتلاميذ الذين همهم تحت ال ١٨ سنة ، يجب ان يحضروا شهادة من الدكتور ومرفقة برسالة من الأهل).
- * أما إذا كان الغياب بسبب وفاة أحد ، يجب أحضار شهادة تؤكد ذلك ..
- * إذا كان عندك موعد مع محامي أو دكتور أخصائي أو في محكمة أو مع الضمان الاجتماعي ، يجب عليك ان تحضر معك ورقة الموعد لتثبت ذلك. الرجاء ذكر السبب الذي جعلك تعين موعد في ساعات وأوقات التي يجب ان تكون فيها في الكلية .
- * تفويض من مستشارة الكلية أو النظرة أو المدير.

الأسباب الغير مقبولة

- * مرض بدون شهادة تثبت ذلك .
- * مشاكل عائلية – يجب ان تكون صادقة جدا . أو نوبة من المستشارة الكلية إذا كانت على علم بذلك للمشكلة .
- * مواعيد ال RTA (سلطة طرق السير).

ان مكاتب ال RTA تفتح لبعد الساعة ٣,٣٠ وايضا صباح كل سبت فيأماكنك الذهاب إلى خارج دوام



REQUEST FOR LONG LEAVE

Part A (To be completed by student and class teachers)

Family Name: _____ First Name: _____

Date of Birth: _____

Please Tick:

I am currently studying: ☐ Full Time ☐ Part Time

The course I am studying is:

- ☐ English For Study ☐ 1A ☐ 1B ☐ 2A ☐ 2B
☐ Preparation
☐ ROSA (Year 10)
☐ Preliminary (Year 11)
☐ Higher School Certificate (Year 12) ☐ Other

Requesting leave for the following reasons: (Attach any relevant documents)

Medical Certificate is attached: ☐ Yes ☐ No

Period of Leave applied for: Dates **From** (First Day) _____

To (Last Day) _____

Please Note: It is your responsibility if the leave is approved to catch up on all the work you have missed while absent from the College. If Assessment Tasks or mandatory course components are missed arrangements should be made with your class teachers. Failure to do so will mean that you will be in danger of not meeting the outcomes of your course.

Course Details

| Block | Subject | Class Teacher/ Head Teacher | Work Requirement for Period of Absence |
|-------|---------|--------------------------------|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

Part B (To be completed by Principal only)

- ☐ Leave Approved
☐ Leave Partially Approved ☐ Leave Not Approved

Leave From (First Day) _____ **To** (Last Day) _____

PRINCIPAL'S COMMENTS: _____

Principal's Signature

Copies to:

Office Data Entry
Head Teachers
Counsellor

Year Advisers
Deputy Principal
Enrolment Officer

Appendix 8

CHANGE OF ADDRESS/PHONE NUMBER

Date: _____

Year (tick✓): ☐EFS/☐10/ ☐11/☐12

Name: _____
Family Name
Given Name
Date of Birth
Age

Email address (Opal card): _____

New Address: _____

Phone No: _____

Old Address: _____

Phone No: _____

Office use only

| | Yes | No | N/A |
|---|--------------------------|--------------------------|--------------------------|
| Inform student to update details on Opal website? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Family tree details checked? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Student under 18, confirmed address with parents? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Authority to enrol notification? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Name _____

Date _____

Period of Probation _____

CONDITIONS OF PROBATION

You are being enrolled at this college on probation only. This means that you are here on trial. You are being offered an opportunity to complete your secondary education in a supportive environment. We wish you well, but if you break the conditions of your enrolment your place in this college will be terminated.

To continue at this college, you are expected to comply with the following conditions:

1) Attendance

- ◆ 100% attendance unless approved due to illness (verified by Doctor's certificate or parent/guardian confirmation)
- ◆ No lateness – College begins at 8.30 am or the first timetabled class.
- ◆ Attendance at all timetabled classes.

2) Behaviour

- ◆ Students are expected to be cooperative, polite, self-disciplined and respectful to both the teachers and other students;
- ◆ Must comply with the rules and code of conduct of the College;
- ◆ Accept and take responsibility for their actions and the consequences of those actions;

3) Progress in Learning

- ◆ Complete all set work in class and home study;
- ◆ Be prepared for class with all equipment and materials;
- ◆ Submit work to the appropriate teacher by the due date;
- ◆ Seek assistance whenever necessary from the class teacher, Head Teacher, counsellor or Deputy Principal.

4) Attendance and Conduct card

- ◆ You must keep and complete an Attendance and Conduct card for a minimum of one month. This card is intended to help you meet the requirements of the college and assist staff in monitoring your overall progress.
- ◆ It is your responsibility to ensure that the DP or Year Adviser signs the card daily. If the card is not seen daily, it will be assumed that you are **not** meeting the requirements, ie you are doing the *wrong* thing.

I understand and agree with the conditions of enrolment.

Student Signature_____
Parent/Caregiver Signature_____
Deputy Principal_____
Principal

PARENT AND STUDENT ACKNOWLEDGEMENT OF RECEIPT OF STUDENT SUPPORT POLICY AND PROCEDURES

We would like to know that the students and/or their families have received, read and understood the Bankstown Senior College Student Support and Welfare Policy and Procedures booklet.

It is of vital importance that all students and the parents of students under the age of 18 years are fully aware of the conditions for enrolment and attendance at the College.

We would like to highlight the following points:

- ◆ the College day starts at 8.30 am and ends at 3.30 pm (except on Tuesdays where some courses finish at 4.30pm). The College is closed on Fridays.
- ◆ students must attend **all** timetabled classes unless they have approved leave;
- ◆ short leave can only be approved by the appropriate Year Adviser or the Deputy Principal;
- ◆ leave will only be approved for verified family emergencies, sickness (accompanied by a Doctor's certificate), religious ceremonies/days or verified appointments (which could not be made outside College hours);
- ◆ smoking is not allowed on College grounds;
- ◆ students leaving College grounds must sign out at the Front Office and receive a Leave Pass;
- ◆ no responsibility can be taken for students who leave College grounds without approval;
- ◆ all students will be treated in a mature and responsible manner and expected to behave accordingly;
- ◆ all students are expected to abide by the College code of conduct and policies.

Please contact the College and make an appointment to discuss any aspect of the Student Support policy which you do not understand or need further clarification.

Students - Please give this signed reply note to your Orientation teacher immediately. If you are under 18 years of age, your parent or caregiver must sign the reply as well and place it in the box at the Front Office ASAP

PLEASE SIGN HERE

I have read the Bankstown Senior College Student Support and Welfare Policy. I understand and accept responsibility for the conditions of enrolment.

Parent/Caregiver Signature

Student Signature

Student's Name

Course

Date