



In One Spirit... we welcome · we nurture · we excel

College Rules and Expectations

Holy Spirit College seeks to develop a culture that holds, contains and supports our adolescent students through these vital transition years, whilst also facilitating them to remain affiliated and contributing positively.

Holy Spirit College holds a strong expectation that all of our Students will work to fulfill their responsibilities as effective Learners whilst attending HSC. That is, whilst we do not expect every student to get A's, we certainly do expect that every Student will respect the genuine rights of others in the College community.

The College Rules and Expectations adopted at HSC are centred around our strong belief that Students and Staff have the right to live, to learn and to work harmoniously with others at all times. By clear implication, there are consequences that flow from not following these rules and expectations.

The College Rules and Expectations are outlined in the Student Diary. Parents/Carers and Students are to sign page 7 of the Student Diary as acknowledgement that these rules and expectations have been read and understood, and will be adhered to.

1. EFFORT

HSC shares an expectation with Parents. Namely, that regardless of actual levels of achievement, Students will apply themselves to their studies in an earnest manner. Application is about having good Studentship skills.

Disruptions to the learning environment are unacceptable. Holy Spirit College values in the highest regard, a student's right to learn, and a teacher's right to teach.

The College has procedures in place to assist and support students in improving their studentship and this may involve working in partnership with parents.

1.1 Homework, Exams and Assignments

Holy Spirit College believes there is a strong correlation between academic success and after-school study (which should include revision and consolidation).

- Each student owns a Student Diary. Parents and students are required to sign the Student Diary to acknowledge their commitment to the HSC Rules and Expectations. These diaries are to be kept free of graffiti and unsuitable pictures.
- Assignment guidelines and exam procedures are clearly articulated in the Student Diary.
- Every student is expected to complete set work in class and homework. If work is missed due to co-curricular involvement, music lessons or absence from school, it is the student's responsibility to catch up on work that is missed.

1.2 Punctuality and Attendance

Punctuality is a basic courtesy and ranges from prompt arrival to class to the submission of set work on time. Accordingly,

- Students are to arrive at school before 8:30am, and be on time for all classes.
- Students are to line up in an orderly manner and wait for their teacher before entering the classroom. This routine may be varied for Senior students at teacher discretion.
- School bags are not permitted in classrooms – they are to be stored neatly on racks.



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1.2.1 Students - Attendance

If you need to leave school during the day

You must have a note from a parent or guardian. Show this note to your teacher whose class you are leaving and they will release you from class. You must report to Student Reception to sign out before leaving the College grounds. Should you return later that day, you must sign back in at the College Office before proceeding to class.

Holy Spirit College commences at 8:30am and concludes at 3:00pm. Students are expected to arrive by the due time.

Late to School

If students are late they must report to Student Reception to obtain a late pass slip from the Attendance Self Registration Desk or a late pass stamp in their student diary, then go immediately to class and show this slip/stamp to the teacher.

Early Departures

If, for any valid reason, a Student needs to leave the College grounds during school hours, Parents should write a note (preferably in the Student's diary) stating the time and reason for the early departure. The note must be signed by a Parent. The student is to show the note to their teacher who will release them from class. The Student must then report to Student Reception to sign out before leaving the College grounds. Should the student return later that day, they should sign back in at the College Office before proceeding to class.

Please note that interruption of Student learning time is discouraged and therefore requests to contact students during class without prior notification will only be carried out in situations that the College considers are of an unavoidable or urgent nature.

Student Drivers

If a student wishes to drive to and from school on either a frequent or infrequent basis, they must complete a Student Driver form (available from Student Reception) and must adhere to the Student's Use of Vehicles Agreement (refer Student Diary).

1.3 Student illness

Parents and students are asked to follow established procedures to ensure communication and student welfare.

1.3.1 College Sick Bay

A student reporting sick during class should speak with the teacher, who will inform the College Office. Sick students then should go to the College Office and report to the office staff. Only in exceptional circumstances should other students accompany a student to the sick bay. Contact with parents in the case of illness will be carried out by Administration Staff.

1.3.2 Absence from School

Parents are requested to telephone the school on the absentee telephone number 4994 8699 to advise if their student is absent. A note must be forwarded to the Contact Teacher with the student upon his/her return to school explaining the reason for the absence.

Attendance at all special school activity days is compulsory. The College will require a letter of explanation to account for absences on such days, eg. sports carnival days, Feast Day, etc.



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The College discourages families from taking holidays during school time. If absolutely necessary, parents must inform the Principal in writing, well in advance, stating the reasons and dates of absence. Students and parents are to check the relevant Assessment Policies documented in the College Diary, to understand the consequences and their responsibilities for absence from school.

All levies for College events are non-refundable due to planning and budgetary restraints.

2. RESPECT

2.1 Courtesy

- Courteous behaviour is expected at all times, both in and out of class and in interaction with other students and staff. General politeness and good manners should be displayed by all. The use of bad language and swearing is unacceptable in any situation when in uniform or representing the school.
- Students are expected to behave in a mature, courteous, respectful and responsible manner at all times, including during class time, at sporting events, on excursions, camps and at all other College events.
- Students are expected to follow staff instructions at all times.

2.2 School Environment

Holy Spirit College seeks to provide an environment which is conducive to positive interactions and quality learning.

- Littering is unacceptable.
- No food may be eaten in classrooms.
- Chewing gum is prohibited in the College. Automatic referral to the Responsible Thinking Classroom (RTC).
- Vandalism of any type will not be tolerated. Damage to any College property or equipment, writing on or scratching desks will result in a severe punishment and payment of the cost of repairs.
- Students are not permitted to loiter on the property after hours and on weekends, unless engaged in a College organised activity.

2.3 Personal and Community Property

- All items of clothing, books and personal belongings should be clearly labelled. Defacing in any way, including inappropriate pictures on school bags, uniforms, files, books, Student Diaries, etc is prohibited.
- As a general rule, Phone/Smart Watch/Ear Pods and other associated music devices are not to be brought into classrooms, however, teachers may allow their use from time to time.
- Lockers are provided and can be organised through the Resource Centre (Library).
- Bicycles should be chained and padlocked during school hours and parked in the compound next to Room 26.
- Defacing or damaging property will not be tolerated. The cost of repairs, replacement or cleaning of damaged property will be borne by the person responsible. It is unlawful to take any item belonging to another person without permission. Any instance of this within the College is considered theft and will be dealt with in a serious manner. Similarly, borrowing items from others without prior permission is not permitted. Borrowing or using any item (either College property or that of another student or staff member) should be done with respect and returned in good condition promptly after use.



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- Effectively working fire extinguishers and other fire safety appliances are critical in the event of an emergency. Any student found to be misusing any appliance will be dealt with seriously, including paying any costs associated with its reinstatement to working order.

2.4 Relationships

Holy Spirit College seeks to achieve a sense of positive community for students and between staff and parents.

- Where interaction between students is concerned, the College operates what is known as the hands-off rule. Stated simply, this means that there are essentially no occasions (except for a friendly handshake or in certain required situations during sport or similar activities) where one student need touch another student. This rule applies in all situations and at all times while under the jurisdiction of the College.
- Bullying and harassment in any form is against the law and will be dealt with as a serious breach of conduct. Please refer to the College Anti-Bullying Guide found in the Student Diary and on the College website.
- Fighting or any act of aggression will not be tolerated by the College.
- Use of written or spoken language or visual material that can be anticipated to offend is unacceptable. Holy Spirit College reserves the right to determine what is acceptable and unacceptable language and visual material.

2.5 Spirit Café (Canteen)

- Orderly queues are to be formed in the Spirit Café and respect shown for the volunteer parents and staff working in the canteen.
- Students are encouraged to order their lunch in advance. Students who have ordered a lunch from the Spirit Café may collect their order at the start of lunch from a special trolley located outside the Canteen.

2.6 Recess Breaks

- Students may access the Resource Centre, Computer Rooms, Staff Rooms and the College Office as required. Students can only access classrooms and teaching areas during recesses when accompanied or authorised by a teacher.
- Students have assigned community areas for the recess breaks and students should remain in these areas. All students can access the community area to purchase items from the Spirit Café.
- In movement around the College buildings, corridors or pathways, students must walk. All running, ball games (excluding hand ball), etc. are confined to the basketball court area and ovals. Students should walk promptly when moving between areas and may not congregate on walkways.
- Emmanuel Catholic Primary School facilities, car parks, and the roadway are strictly out of bounds.
- Students can access the Resource Centre after the first 15 minutes of Recess One and during Recess Two.

2.7 Use of Ovals

- Students are to wear a hat whilst on the ovals and bags and food items are not to be taken up to the ovals.
- Students may use the ovals under teacher supervision after the first 15 minutes of Recess One and during Recess Two.
- Rough play and games are forbidden because of the danger to physical health and clothing. Only Touch Football may be played. Students in Years 7 to 9 are to play on the bottom oval and students in Years 10 – 12 have exclusive use of the Athletics Oval.
- During wet weather, the PAC and the Father Bucas Centre verandah may be available for student use. The ovals may be closed from time to time due to wet weather.

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2.8 Bicycles, Bus Stops, Buses and Road Safety

Behaviour at bus stops and in buses will be of a high standard. Students must be sensible and courteous at all times.

- Students are to walk on footpaths and not meander along any of the roadways.
- Students catching buses departing from the HSC Bus Stop are to remain in the supervised area, at the front of the College.
- Students crossing Baxter Drive must use the cross-walk attendant when he/she is in attendance.
- Students who ride bicycles to school must wear helmets.
- All bicycles are to be left in the area provided and this area is out-of-bounds during school hours. Borrowing of bicycles is not permitted. Students are not permitted to ride their bicycles on the property rather they are to dismount and walk their bicycles to the bike compound.
- The parking area in front of the College Office is only to be used when on College business or for the collection of students from 'Sick Bay'.

2.9 Computers and Personal Technologies

- The ICT Code of Practice is available on the College website. Students are personally responsible for their actions when using information and communication technologies and any inappropriate use will result in a temporary or permanent cancellation of their privileges.
- While use of technology by students after school is the responsibility of parents, the College requires that no student attending the College may identify, discuss, record, photograph or otherwise publish personal information or personal opinions about College staff, fellow students or Holy Spirit College. This covers use within school and outside of school. Students breaching the above requirement may face serious consequences including suspension and possible termination of their enrolment.

2.9.1 Mobile Phones

The College recognises that there may be genuine needs for some students to have a mobile phone at school (for example, to arrange transport or for safety after hours). However, students are discouraged from bringing mobile phones to school.

- If students need to contact their parents/guardians during the school day, for emergencies or other important reasons, they can contact them from the College Office.
- Students who feel, along with their parents, that a mobile phone is needed at school on any particular day should leave their phone at the College Office at the start of the day. The mobile phone needs to be: (1) switched off; and (2) labelled with your name for ease of identification purposes. Students will be able to collect their phone at the end of the school day. The College takes no responsibility for mobile phones that are not handed into the College Office.
- Mobile phones are not to be switched on or used during the school day (including recess breaks).
- During field trips, camps, excursions or other associated College activities, normal College rules concerning mobile phones apply unless advised differently by staff organising the event. Arrangements will be in place for communication with staff members in the case of an emergency.
- Mobile phones must not be taken into examinations under any circumstances. In-phone cameras are not to be used anywhere a normal camera would be considered inappropriate such as change rooms or toilets.
- Breaches of these guidelines could result in the confiscation of the mobile phone and other consequences.



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3. PRIDE

3.1 Dress and Appearance

Students are advised that the standards set out in the Student Diary and on the College website will be strongly enforced. In addition to the time spent at school during the school day, there are many situations when students are seen by others as representatives of the general College community. This includes travelling to and from school, taking part in excursions, participating in College teams or groups, or acting as an official College representative. It is therefore important that students endeavour to present themselves in a way that will reflect positively on themselves and on the rest of the College community.

- The College uniform will be worn by all students as prescribed in the Student Diary:
 - during school hours.
 - as directed for appropriate after-school functions.
- A note from parents will be necessary to explain any deviation from the prescribed uniforms.
- Students' appearance (hair colour, hair style, jewellery, piercings, etc) are to follow expectations set out in the Student Diary.
- Parents are asked to ensure the correct uniform is worn at all times.
- Behaviour that is considered to be of a private and intimate nature should not be publicly displayed whilst in uniform or representing the College.

3.2 Illicit Substances and Dangerous Items

- Any form of substance abuse will be considered a serious breach of conduct. No student is to be in possession, or under the influence, of tobacco, alcohol, marijuana or any other illicit substance at any activity sanctioned by the College. Offending students will be managed in accordance with the College Drug Guidelines and Procedures, which is available on the College website.
- The College does not condone the use of any performance enhancing substance in connection with any school sport. Students should be aware that various sporting associations connected to College sporting activities, from time to time, conduct random drug testing.
- No student is to smoke on the College premises, at College activities or whilst in uniform.
- Any weapon or instrument that could be used to cause harm is prohibited at any activity sanctioned by the College.

Students breaching any of the above requirements may face serious consequences including suspension and the possible termination of their enrolment.

These College Rules and Expectations must be read in conjunction with other College policies and procedures and may be reviewed and amended from time to time. Students will be notified of any changes.

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Categories of Behaviours

Level A	Level B	Level C	Level D
Studentship Infringement	Community Infringements	Disruptions	Automatic Types
<ul style="list-style-type: none"> Application <ul style="list-style-type: none"> - poor effort in class - poor effort in exam Homework <ul style="list-style-type: none"> - not attempting work - not completing work Equipment <ul style="list-style-type: none"> - not coming prepared Assignments <ul style="list-style-type: none"> - poor effort in assignment - non submission of work 	<ul style="list-style-type: none"> Diary Uniform Shirt out No hat Make up Nail polish Hair Jewellery Late to Class Mobile Phone Phone/Smart Watch/ Ear Pods Chewing Gum (Automatic RTC) Eating in Class Student ID 	<ul style="list-style-type: none"> Talking /disruption Calling out Laughing Disrupting – non-verbal Off topic comments Walking around the classroom Not following teacher’s instructions Leaving room without permission Out of bounds – first questions Broke hands-off rule including being too friendly (could be automatic if violent) Minor damage to school property Making false claims Misuse of equipment Play fighting (minor) Swearing - general Throwing things – Minor AUP breach – Minor 	<ul style="list-style-type: none"> Throwing things - Dangerous Food or water fight Bullying/Harassment Aggressive behaviour Fighting Play fighting (safety) Dangerous behaviour Graffiti/vandalism Refusal to follow process Interfering with process Leaving school grounds without permission Truancy from class Entering classroom without teacher (safety) ‘No Show’ to RTC Rude to Teacher Refuse to hand in phone Swearing at person Swearing - offensive Smoking Bus incident Disrupting an exam or assessment piece (oral) Cheating in exam AUP (computer) breach – Major RTC Plan (broken within 1 week)
To be referred to Dean of Subject or Year Level Dean	<p>Type B Community Infringement to be completed and placed in the RTC box.</p> <p>Jewellery confiscated and sent directly to library</p> <p>Phone/Smart Watches/ Ear Pods</p> <ul style="list-style-type: none"> Confiscated during Class – To be handed in at front office for parents to collect (Ring to Confirm) Confiscated before/after or during school break - To be handed directly to YLD for collection at end of day. 	Two sets of RTC questions to be asked. Blue referral slip to be filled in and sent with the student to the RTC.	<p>To be dealt with by Leadership / Police</p> <ul style="list-style-type: none"> Weapons at school Drug issues Stealing Violence or threat of Sexualised behaviour
			Suspension/Possible Exclusion

Note: Disruptions before and after school should be referred to the RTC by completing a referral form.



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Categories of Behaviours for the Responsible Thinking Process (RTP)

RTP Questions

First time you disrupt, you will be asked:

- What are you doing?
- What should you be doing?
- What are the rules or expectations?
- What happens when you break these rules or don't follow these expectations?
- Is this what you want to happen?
- Where do you want to be?
- What will happen if you disrupt again?

Second time you disrupt, you will be asked:

- What are you doing?
- What did you say would happen if you disrupted again?
- Where do you need to be?

You have chosen to go to the Responsible Thinking Classroom (RTC).

If you disrupt in the RTC or fail to turn up to the RTC when referred, you may go home.