

Ascham School Rules

At Ascham we treat each other with respect and courtesy at all times. This is a school where students should abide by the School's Code of Conduct and:

- take responsibility for their own behaviour
- respect the rights of others
- feel safe and supported.

School rules

General

In order to maintain a safe and happy school for us all, students should:

1. be polite, helpful and never use offensive language
2. greet other people by name whenever possible, say please and thank you
3. remain in approved areas of the school grounds during the school day unless you have written permission to leave and have signed out. If returning from approved leave during the day, report to the office to sign in
4. hand in mobile phones to Form Teachers at morning roll call, to be picked up at the end of the day
5. students are not permitted to access mobile phones and smart watches (with cellular access) during school hours. Students found with a mobile phone or a smartwatch (with cellular access) during the school day will have it confiscated.
6. hand in any prescription medicine to the Health Centre to be administered by the School Sister. The medication must be clearly labelled with the names of prescribing doctor and the student, student's class, name of medication and dosage
7. pick up their own litter, help keep our school clean; no chewing gum allowed
8. treat other students with respect and consideration, any form of bullying or ridicule is not acceptable
9. not publish any comments or images regarding other students or the school on the internet, as this can be classified as cyberbullying
10. not publish any images of the Ascham School site or staff on any social network sites e.g. Facebook, YouTube, Tiktok etc.
11. store school bags in lockers or on hooks. Lockers should not be used between lessons
12. respect other people's property.

Some things must never be brought to school or any school activity. These are:

- alcohol
- cigarettes / e-cigarettes / vapes
- any illegal drug
- weapons.

Consequences for being in possession of these items can result in suspension, expulsion or the police being involved.

In Lessons or Studies

Everyone has the right to learn. Students should:

- be on time and bring all the books and equipment they need
- raise their hand to ask a question
- listen to other students with respect
- ask permission before using school equipment or other students' materials
- have confidence in their own work; cheating or copying is defeating oneself and carries penalties.

At recess and lunchtime

1. Stay in approved areas. out of bounds areas are:
 - Behind Whitehead, Margaret Bailey and Halse Rogers buildings
 - Carpark under Dining Room
 - Area around Wallis House
 - The main drive and car parking area off New South Head Road, Octagon Road and Darling Point Road driveways
 - Area behind the Multi-purpose Building.
2. In wet and very cold weather only, students may use designated classrooms

Outside school

The safety of students and the reputation of the school are the main considerations when students are outside school. Accept that student leaders have the authority to call your attention to breaches of the following rules and to report you.

1. When in public be considerate of others by watching where you walk, not running, shouting or causing offence.
2. Take care not to block access by members of the public (either by your person or your bag) on transport, footpaths, platforms, stairs etc. Do not sit on the ground in these places.
3. It is a condition of your travel pass that you give up your seat on public transport to a paying passenger. Passes can be cancelled for not doing this.
4. Always use pedestrian crossings and obey traffic lights.
5. Travel by the most direct route to and from school. Where possible do not travel alone. Students are encouraged to report any incident where they think their safety has been threatened.
6. Watch out for the safety of other students, especially those younger than you.
7. Students are not permitted to drive themselves to and from school.

General penalty guidelines for students

From time to time, students may be placed on Friday detention (3.30–4.30pm). Some offences that would result in a Detention are listed below:

- Cyberbullying / bullying and inappropriate use of social media
- Leaving grounds without permission
- Inappropriate school uniform e.g. dress length, blazer etc.
- Foul/abusive language
- Graffiti on any property
- Misbehaving in class
- Misbehaviour in public, or missing class or School activities (e.g. Sports Carnival) without permission handed into Form Teacher prior to the day
- Not handing in mobile phone to Form Teacher

- Late three times in a term
- Not attending sports game/training
- Not attending Tuesday Dalton Extra

Penalties will be issued to all students involved and/or associated with these offences:

- The Head of School has the ultimate authority as to the implementation of these guidelines
- Students are advised to read these rules carefully as ignorance is no excuse
- Repeated offences may incur a harsher penalty

There is no corporal punishment permitted at Ascham or at other venues that involve Ascham students. Ascham does not sanction the administering of corporal punishment by non-School persons, including parents, to enforce discipline at the School.

A decision to suspend or expel a student may only be made by the Head of School. The Head of School has the ultimate authority as to the implementation of these guidelines.

The disciplinary procedures undertaken by the School will vary according to the seriousness of the alleged offence. When advised of the allegation the student and her parents will be informed of the procedural steps to be followed in dealing with the matter. In relation to all matters to be investigated, students will be informed of the nature of the allegation and given an opportunity to respond to the allegations.

If you believe that you have been treated unfairly:

Usually, in the first instance, you should calmly approach the person with whom you have the grievance. Talk to the person about the problem—seek a solution that satisfies everyone's needs.

Speak to someone with whom you feel comfortable: e.g. talk to one of the School Counsellors, School Nurse, Form Teacher or Year Coordinator about the problem.

Explain the grievance: include who was involved, what happened, what you did and what you believe was unjust or unfair. You may bring someone with you for support. It is good if you bring along the details in writing. Speak to your parent(s)/caregivers if you feel the issue is still unresolved.

Arrange a time to speak to the Deputy Head if you feel the grievance has not been addressed.

Arrange a time to speak to the Head of School if you feel the grievance has still not been addressed.