Dear Parent / Caregiver

Welcome to the Rockingham Senior High School.

Rockingham Senior High School is an Independent Public School. Independent Public Schools set their own strategic directions, have authority for day-to-day decision making and are in an ideal position to make decisions that best cater for their students. Parents and community members have an important and enhanced role in this initiative. Parents and caregivers are invited to take an active role in working in partnership with the school to ensure the very best academic outcomes for students.

Please have a look at the school’s website for additional information about the school. Our Business Plan (2016 – 2018) and School Annual Report, is also located there.

I am very proud of our school and its achievements; I look forward to working with you to ensure strong academic and non-academic success for your student.

Yours sincerely

Stan Koios
PRINCIPAL
LEARNING AREA TEACHERS

Parents are invited to discuss their student’s academic progress with the subject teacher throughout the year. Formal parent interviews are held twice a year as per the school calendar. At other times, it is recommended that you ring your student’s sub school to leave a message for the appropriate teacher or email the school on the school email, rockingham.shs@education.wa.edu.au, marked attention to the teacher.

You are also invited to contact the Head of Learning Area (HOLA) regarding specific subject queries. The Head of Learning Areas are as follows:

- English - Mrs Sarah Warner
- Maths - Ms Megan Christie
- Science - Ms Rasidah Dobbs
- HASS & LOTE - Ms Emma Rojas
- Health & Phys Ed & Specialist Programs - Mr Les Dodd
- The Arts - Mr Basil Galati
- CAVE - Mr Doug Lievense
- Technology & Enterprise - Mr Phillip Hays

It is recommended that you ring your student’s sub school to leave a message for the HOLA or email the school on the school email, rockingham.shs@education.wa.edu.au, marked attention to the HOLA.

HEADS OF STUDENT SERVICES MANAGERS

The Head of Student Services (HOSS) supports and guides your student through their schooling. They will be following their academic progress, as well as helping them to get along with other students and teachers. If you have any questions or concerns regarding your student, please feel free to contact them by phoning the relevant sub school office.

**HOSS 7/8 Manager**

Mrs Melinda Smith is the Head of Student Services for students in Years 7 – 8 and will be assisting with your student’s transition into high school. She is located in the Year 7/8 sub school office and can be contacted on 9527 0322.

**HOSS 9/10 Manager**

Ms Laura Moore is the Head of Student Services for students in Years 9 – 10 and will be assisting your student in their subject selection in Year 10 for a successful transition into Senior School. She is located in the Year 9/10 sub school office and can be contacted on 9527 0332.

**HOSS 11/12 Manager**

Mr Jeff Smith is the Head of Student Services for students in Years 11 – 12 and will be assisting your student in Years 11 and 12, working towards their successful graduation. He is located in the Year 11/12 sub school office and can be contacted on 9527 0326.
YEAR COORDINATORS

The role of the Year Coordinator is to organise Assemblies, promote the School Dress Policy, implement the positive behaviours program and support the implementation of the Student Services Programs. The school’s positive behaviours program is maintained by the Year Coordinators, who work closely with all of their students to achieve success.

YEAR 7/8 COORDINATOR
Mr Matthew Wake is the Year 7/8 Coordinator. He will be working with Mrs Smith to make the transition from primary to high school as smooth as possible. He will be working with the Year 8 students to live by their values statement, which is: Within the Fides sub school we believe that students need love of self and each other, hope for our success in the future and belief that we can accomplish anything.

He will also be assisting students with the creation of the Year 7 sub school identity including its name. This will take place in their English class early in term 1 and will be an intense but important part of the first few weeks.

YEAR 9/10 COORDINATOR
Ms Rasidah Dobbs is the Year 9/10 Coordinator. She will be working with Ms Moore. She will be assisting the Year 9 students to live by their values statement, which is: Within the Electra sub school we believe that students need power to strive for their best, strength to face all the hurdles that each day may bring and the courage to attempt the things that scare them the most.

She will also be assisting the Year 10 students to live by their values statement, which is: Oculus students believe in, the acceptance of our diverse community, the courage to stand up and support themselves and that positivity should be a part of every student’s approach to school, work and friends.

YEAR 11/12 COORDINATOR
Miss Trisha Panikoula is the Year 11/12 Coordinator. She will be working with Mr Smith helping the Intensity students to live by their values statement, which is: Intensity students show strength of character and tenacity to preserve in all their endeavours, as well as love towards their own sub-school and each person goals.

She will also be working with Mr Smith helping the Blaze students to live by their values statement, which is: Blaze students are bright, strong and powerful, deserve freedom to choose their own path and with unity form a single force working together as a team.
SUB SCHOOL OFFICERS

The sub school officers are always willing to assist you with any questions or concerns you may have regarding your student’s attendance and progress at school. They are able to assist with making appointments for the Head of Student Services, Year Coordinators or teachers. The sub school officer is there to assist students locate classes and classrooms, general queries and provide student timetables. Please contact the relevant sub school office if your student will be absent from school or is required to leave school for any reason; this can be done either through a phone call, e-mail or a note. If your student is absent from school and you are unable to call a note the next day is great.

YEAR 7/8 SUB SCHOOL OFFICER
Ms Helen Evans is the sub school officer looking after all Year 7 and 8 students. The clerical office is situated upstairs in the B Block sub school and can be contacted on 9527 0322.

YEAR 9/10 SUB SCHOOL OFFICER
Ms Debbie Iddon is the sub school officer looking after all Year 9 and 10. The clerical office is situated in the C Block sub school and can be contacted on 9527 0332.

YEAR 11/12 SUB SCHOOL OFFICER
Mrs Emma Allison is the sub school officer looking after all Year 11 and 12 students. The clerical office is situated upstairs in the H Block sub school and can be contacted on 9527 0326.

ASSOCIATE PRINCIPALS

The Associate Principals have responsibilities for the academic and non academic education of students. They work closely with the Heads of Student Services (HOSSs) and Heads of Learning Areas (HOLAs) to achieve the best outcomes for all students. They also have key responsibilities for whole of school operations as part of the school’s Executive team.
ASSOCIATE PRINCIPAL – Student Services
Mrs Tamara Nurse is the Associate Principal responsible for Pastoral Care. She works closely with the HOSs, looking after the non-academic and pastoral needs of the students in all years. Parents and students are always welcome to contact her.

ASSOCIATE PRINCIPAL – Academic Programs
Mr Justin Davies is the Associate Principal responsible for student Curriculum. He works closely with the HOLAs looking at the academic focus for students in all year groups. Parents and students are always welcome to contact him.

SCHOOL PRINCIPAL

Our Principal is Mr Stan Koios

Mr Koios prioritises ‘Students First’ with a focus on meeting the needs of all Rockingham Senior High School students to be successful. Leadership with a focus on quality teaching, strong academic expectations and the provision of an outstanding pastoral care service to ensure all students are supported in achieving successful educational outcomes.

THE STUDENT SERVICES TEAM

Rockingham Senior High School has a Student Services Team which includes a School Psychologist, School Nurse, Youth Worker, Student Services Coordinator and Chaplain. They are available to support the individual needs of every student.

Students may face problems which could be to do with friends, lessons, homework, family, careers, subject selection, bullying or other. There may be times when your student may need to talk to someone if they are having difficulties at school. It helps to share concerns and your student should feel free to visit our Student Services Team. Appointments can be made before or after school and during recess or lunch breaks.

The Student Services Team is managed by the Associate Principal – Student Services.

SCHOOL BOARD

The Rockingham Senior High School, School Board was formed with the purpose of engaging in activities that will enhance the education provided by the school. The Board takes part in establishing and reviewing the school’s objectives, priorities and general policy directions. The board has an important influence on the direction of the school, with members bringing ideas and lending their expertise to strategic planning and community partnerships. Professional skills in areas such as management, finance, procurement, marketing and cultural knowledge support the Principal and strengthen the school’s capacity to meet the needs of its students.
The Board meets regularly throughout the year with scheduled meetings and additional meetings to discuss specific issues. The Board meets to evaluate the school’s performance in achieving our objectives and inputs into discussions about the student code of conduct and dress code. The Board actively promotes the school in the community and assists in developing suitable community partnerships.

Membership of the School Board comprises the School Principal, an Associate Principal, three staff members, three community representatives, four elected parents and two student representatives from the Student Leadership Group.

GOOD STANDING

The Good Standing Policy provides a system which assists in ensuring that students maintain a satisfactory level of attendance, course participation and behaviour. Students who maintain their Good Standing status can participate in extracurricular activities, represent the school in sporting events and specialist programs of work.

This policy is consistent with the school’s focus on students’ positive attitude, behaviour and effort to improve and maintain academic rigor.

What is Good Standing?
All students commence their courses with Good Standing status.

Maintaining Good Standing requires:
- Satisfactory attendance and punctuality
- Completion of all course work and assessments
- Satisfactory behaviour
- Compliance with school dress code
- Satisfactory preparedness for all classes. (Homework completed and all texts and resources brought to class.)

ATTENDANCE

Regular attendance at school is fundamental to your student’s learning. Consistent attendance and participation are essential for your student’s academic success.

As parents or legal guardians of an enrolled student, you are responsible under the School Education Act 1999 to ensure the attendance of your student at school every day. It is important to assist your student’s achievement and learning by making regular school attendance a priority in your student’s life. Schools in partnership with parents are responsible for promoting the regular attendance of students.

The Department of Education’s Student Attendance policy requires parents/legal guardians to provide an acceptable explanation to the school principal for any absence of their student.

Principals must authorise all absences. The Act defines health, religious and cultural observances as reasonable causes for a school absence and the absence would be recorded as ‘authorised’ by the Principal.
As the parent/guardian you must obtain the principals approval for any planned absence, including holidays during the school term, and sporting representations.

Education is compulsory until the end of the year in which the student turns 17. Please phone the school before 9am and provide a reasonable explanation for your student’s absence.

Year 7/8  
9527 0322
Year 9/10  
9527 0332
Year 11/12  
9527 0326

If your student’s attendance falls below 90%, the school will contact you. If unsatisfactory attendance continues without adequate explanation, the school will invite you to attend a case conference, where a plan will be developed to assist and improve attendance.

CHARGES & CONTRIBUTIONS

Voluntary Contributions for Year 7-10 enable the school to enrich the basic curriculum by providing resources that extend the school’s capacity to add value to your student’s learning experience. Students derive the full benefit from the voluntary contribution and compulsory charges they pay. For example, parent contributions allow schools to provide class sets of books instead of students having to provide their own. Failure to pay your contributions places a large burden on the school community. The school relies upon all families to contribute.

All parents who are holders of a Centrelink Pension Card or Health Care Card are eligible to claim Secondary Assistance every year. If the Secondary Assistance Scheme is claimed, under Government policy it is used to reduce voluntary contributions. This policy states: “$235 Education Program Allowance is paid directly to the school. This amount reduces the voluntary contributions requested of the parent /guardian for students in Year 7-10”. The uniform component of the scheme can be sent directly to you or alternately used to reduce the balance of your charges.

Compulsory Charges for Year 7-10 is for high cost and enrichment items associated with a particular course. These can be for specialised materials, or for visiting speakers or performers. If your student has chosen an option with an associated cost this cost is compulsory.

All Course Charges in Year 11 and 12 are compulsory. Secondary Assistance Scheme claimed by students in these areas is applied to their charges.

School charges are required to be paid prior to the end of Term 1 unless payment arrangements have been made with the Business Manager. The services of a debt collection agency are used for all unpaid charges. To ensure your account is not referred to this agency, please make contact with the school prior to the end of term 1. Do not leave making arrangements to pay until Term 3. It is much easier to pay a small sum over a 40 week period than have to find a larger sum at the end of the year.

Internet Usage Allowance and Printing Allowance – All students have a printing and internet usage allowance allocated to them at the beginning of each term. Should they use their allocation prior to the end of the term additional allocations can be purchased from the sub school office as required in lots of $5.00. However used sensibly the allocation given each term should be adequate. Students need to determine if what they are going to print or download is necessary.
METHODS OF PAYMENT FOR CHARGES & CONTRIBUTIONS

For busy parents who are unable to get to the school between 8.00am & 4.00pm you are able to pay over the phone with a credit card or by direct deposit. The school bank details are as follows:

Account Name: Rockingham Senior High School
BSB: 016-440
Account Number: 340920583
Reference: Students Name and Year

**Credit Card**
Contact the school on 9527 0300 and provide details over the phone. A receipt will be forwarded.

**In Person**
Cash, Cheque, Credit or EFTPOS

SECONDARY ASSISTANCE & UNIFORM ALLOWANCE

Forms MUST be completed at the school before the end of Term 1 each year. Lodgement of these forms will give you a significant reduction in school contributions and charges on all students listed on your card. If you are unable to attend the school to complete this form during office hours, an appointment for after hours can be made by contacting the Business Manager on 9527 0300. For enquiries and application lodgement please contact the School on 9527 0300.

SUB SCHOOLS

Rockingham Senior High School has developed a unique sub school approach to allow students direct input into the naming of their sub school.

At Rockingham we have 6 sub schools. They are:

- **Fides** Involves all of our students entering Year 8 in 2017.
- **Electra** Involves all of our students entering Year 9 in 2017.
- **Oculus** Involves all of our students entering Year 10 in 2017.
- **Intensity** Involves all of our students entering into Year 11 in 2017.
- **Blaze** Involves all of our students entering into Year 12 in 2017.
- The Year group that does not yet have a sub school name is our incoming Year 7 students, who will embark on the exciting journey of naming their own sub school through their English classes when they arrive at Rockingham Senior High School.

**How does it work?**

This naming process commences during Term 1 where all incoming Year 7 students enter into a whole school competition and are asked to develop a unique sub school name, a rationale for that name and a visual logo to represent that unique name. Once a sub school name has been awarded to our incoming Year 7’s, they will travel with that name for the duration of their six year journey into Year 12 at Rockingham Senior High School.
Students will work in their English classes to identify what name and logo they believe should represent their sub school and the winning group will present their new sub school name and logo at an official Naming Ceremony.

Rockingham Senior High School is committed to ensuring students develop a sense of belonging and identity through the sub school structure. This has been achieved by ensuring each sub school has a Head of Student Services, Year Coordinator and School Officer.

At Rockingham Senior High School our students are not considered simply as a year group, we consider each sub school year group to have a particular identity. The visual logo and name of each sub school is displayed on the school grounds for future students to admire.

PARENT COMMUNICATION

Parents are encouraged to communicate with the school on a regular basis. The school keeps parents informed on their student’s academic progress through formal reporting twice a year; letters of commendation or concern; unexplained absences from school; student excursions and a variety of other letters throughout the school year as needed.

CONNECT

Parents can also contact teachers directly through their student’s Connect classes. Connect also enables parents to see what students are learning in class, homework or assessments due, and results of assessment tasks.

PARENT APPOINTMENTS

All appointments requested by parents for parent/teacher interviews are to be made through the sub school. Appointments will be made so that they do not clash with teachers’ classroom commitments. Visiting parents to the school must report to the Administration Reception and sign the visitor’s book. The School Officer will contact the relevant sub school to arrange for the parent to be escorted to the appropriate interview room.

SMARTRIDER

Student smart riders are also now used as student identification and the school library card. The school supplies students with their initial card but if this needs to be replaced due to loss parents will be required to order a new card at the sub school, with a cost of $5.

SCHOOL DAY

The school day is from 8:30 am to 2:40 pm every day.
Monday-Friday

<table>
<thead>
<tr>
<th>Period 1</th>
<th>8.30</th>
<th>to</th>
<th>9.34</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 2</td>
<td>9.34</td>
<td>to</td>
<td>10.38</td>
</tr>
<tr>
<td>RECESS</td>
<td>10.38</td>
<td>to</td>
<td>11.03</td>
</tr>
<tr>
<td>Period 3</td>
<td>11.03</td>
<td>to</td>
<td>12.07</td>
</tr>
<tr>
<td>Period 4</td>
<td>12.07</td>
<td>to</td>
<td>1.11</td>
</tr>
<tr>
<td>LUNCH</td>
<td>1.11</td>
<td>to</td>
<td>1.36</td>
</tr>
<tr>
<td>Period 5</td>
<td>1.36</td>
<td>to</td>
<td>2.40</td>
</tr>
</tbody>
</table>

REPORTING

Reporting is an essential part of the school’s/teacher interaction with parents in the cooperative process of a student’s education.

Reports will be issued as follows:

- End Term 2 Semester 1 report Years 7-12
- End Term 4 Semester 2 report Years 7-11
- End Term 4 Statement of Results Year 12

CANTEEN PROCEDURES

The Canteen is run by an independent contractor. It is open from 7:30am until 1:40pm and can provide breakfast, snacks, lunch and drinks to staff and students. Students are encouraged to order their lunches before school or at recess at the Canteen. Students not wishing to pre-order their lunch are able to purchase what is available on the day. Students must be required at all times to behave in an orderly manner at the Canteen and to treat all Canteen staff with the utmost respect. Canteen menus are sent home and can be found on the school’s website.

SCHOOL NEWSLETTER

The school newsletter will be published once per term. It is electronically mailed out to each family at the school. Please keep your email address up to date. As well as the newsletter, the school sends out a weekly email to parents to ensure that they are kept updated with information related to the school and the wider community.
FACEBOOK AND WEBSITE

The school has a Facebook page where the successes and activities of the students are published on a regular basis. The school also has a new website where parents can access a number of documents such as excursion letters, policies and an up to date events calendar. The links to the website and Facebook page can be found at the back of this book.

HOMEWORK

Homework and assignments are a part of being at school. The main types of home study include:

- Completion of classwork/class exercises.
- Preparation of set assignments.
- Systemic review of past work: Practice makes perfect.
- Background reading.

Homework assignments should be handed in on time. If not, your student must see their teacher before the due date to arrange an extension. Late assignments may not be accepted unless a written explanation from a parent is provided to the teacher concerned.

Students need to be engaged in regular study throughout the year. This should be spread throughout the week rather than several long sessions. It is suggested that students use this as a guide:

<table>
<thead>
<tr>
<th>ACE/Maritime/ATAR</th>
<th>Mainstream/General</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>45 mins twice per week per LA</td>
</tr>
<tr>
<td>8</td>
<td>45 mins twice per week per LA</td>
</tr>
<tr>
<td>9</td>
<td>1.5 hours twice per week per LA</td>
</tr>
<tr>
<td>10</td>
<td>1.5 hours twice per week per LA</td>
</tr>
<tr>
<td>11</td>
<td>5 – 6 hours per week per course</td>
</tr>
<tr>
<td>12</td>
<td>5 – 6 hours per week per course</td>
</tr>
</tbody>
</table>

Students will need a diary, so they are able to write down the work that has to be done and when it is due to be marked. When your student receives homework or an assignment, it is their responsibility to write it into their diary so they don't forget to complete it. Students should try to finish what they are doing in class so they won't have a lot of homework at all. This will pay off for them when they get their final report at the end of the year. If their report is not as good as they would like it to be, then homework must become part of a daily routine, not an occasional choice.

DRESS CODE POLICY FOR STUDENTS

The Rockingham Senior High School Dress Code Policy was decided upon after extensive consultation with students, primary schools, parents, staff and the wider community and is endorsed by the Rockingham Senior High School, School Council.

*Our Vision Statement: At Rockingham Senior High School our vision is to ensure students are able to access opportunity in a culture of unity while value adding to our local community.*
The uniform at Rockingham Senior High School and Rockingham Senior High School ESC is a symbol of membership to the School’s Community. It assists students to develop a culture of unity and belonging. Wearing a uniform provides students with the opportunity to develop a sense of pride in their appearance and the school.

BACKGROUND/PREAMBLE/RATIONALE
Our school’s Dress Code can play an important role in promoting a positive image of the school and creating a sense of identity.

The School Dress Code:
- Ensures the safety of students through easy identification, promotes a positive school image, engenders a sense of school pride, encourages equity amongst students, and prepares students for the workplace, where conformity to dress and safety codes is expected.

SCHOOL UNIFORM POLICY
- The Uniform and Dress Code applies at all times when students are required to wear their school uniform before, during and after school, no exceptions.
- All uniforms must be purchased from the School’s nominated supplier, which is stocked in the school’s uniform shop.
- All students participating in Physical Education lessons must wear the RSHS sports uniform. Students must change back into school dress after sport and physical education for hygiene reasons.
- Students wearing the school uniform outside of the school are expected to behave in a manner that promotes a positive school image.

PERSONAL PRESENTATION
- Uniform items are to be neat and clean.
- All buttons must be fastened for formal occasions.
- Uniform items are to be worn to size and design.
- Under-garments should not be visible.
- Heavy makeup is not part of the School uniform.
- No large dangling/pointed jewellery and/or piercing’s to be worn as they are unsafe.
- Jumpers/Jackets are to be worn correctly.
- Leggings, patterned stockings and denim are not part of the School’s uniform.
- Berets and Beanies are not part of the School’s uniform.

SCHOOL UNIFORM
All school uniform items must have the embroidered school logo on them.

BOYS - This consist of:
- School shirt
- School trousers or shorts
- School jumper
- School jacket

GIRLS - This consists of:
- School shirt
- School trousers, shorts or skirt
- School dress
- School jumper
- School jacket
PE UNIFORM
All students are required to change into their PE uniform for all PE lessons, including specialist sports, and change into their day uniform at the conclusion of the PE lesson. The PE uniform consists of:

- School sub school shirt – various colours
- School black shorts
- Correct/appropriate footwear – sport sneakers.

SPECIALIST SPORTS AND RUGBY UNIFORMS
All students enrolled in these programs are required to wear the Specialist training and playing uniform as outlined in the policy and guidelines for these various programs.

FOOTWEAR
- Enclosed footwear must be worn by all students.

For Design and Technology, Home Economics, Visual Arts and Science:
- Practical work students MUST have enclosed footwear that fully protects the top of the feet for safety reasons.
- Those students not wearing correct footwear will not be permitted to work in these areas.

LEAVERS’ JACKETS
Year 12 Leavers’ Jacket may be worn by Year 12 students in place of the School Jumper or Jacket as part of the uniform.

UNIFORM SHOP
The uniform shop is open Tuesday 2pm-5pm and Friday 7:30am – 10:30am.

STUDENT MOBILE PHONE AND BRING YOUR OWN DEVICE POLICY
The provision of Information and Communication Technology (ICT) at Rockingham SHS provides students with access to email, the internet and other digital equipment. The availability of such resources encourages students to develop their skills and potential in a safe and supportive environment. The use of Rockingham SHS internet network and resources is of significant educational value but can pose the risk of exposure to inappropriate and offensive material if used incorrectly.

The use and access to ICT at Rockingham SHS is a privilege and failure to adhere to Rockingham SHS’ User Agreement and Policy will result in the restriction of access to network facilities within the School.

The School recognises the use of mobile devices for educational purposes, innovation and creativity. Such devices allow students to personalise their learning experience and become a partner in this learning experience not simply a participant. The School also recognises that education is in a transition phase and that while individually owned devices are encouraged the use of these devices must be managed and monitored. Devices used within the School remain under the following conditions:
- **Mobile Technology is not permitted to be charged at the School.**
- The School/DoE does not provide any form of insurance for personally owned devices. It is highly recommended that such devices are covered under home owners insurance.
- The device owner is responsible for the safe-keeping and care of the device at all times.
- The school teacher will not require students to download any applications that have a cost associated to them.
- The School accepts no responsibility at all for any charges incurred by students downloading apps/software.
- Students are responsible for the content on their personally owned devices. Content must be age appropriate.
- The School reserves the right to ask students to remove apps etc. that are inappropriate, or request, the mobile device is not brought onto the School grounds until content is suitable.
- Users of such devices must remain within the guideline of this User Agreement and DoE policies.
- **Any staff member has the right to confiscate a device for discipline purposes, and to monitor the content for suitability within a school context.**
- Technical support is not available for individually owned devices. The maintenance (sync) of such devices is the responsibility of the owner.
- Students are responsible for the content on their personally owned devices. Content must be age appropriate.
- The School reserves the right to ask students to remove apps etc. that are inappropriate, or request, the mobile device is not brought onto the School grounds until content is suitable.
- Users of such devices must remain within the guideline of this User Agreement and DoE policies.
- **Any staff member has the right to confiscate a device for discipline purposes, and to monitor the content for suitability within a school context.**
- Technical support is not available for individually owned devices. The maintenance (sync) of such devices is the responsibility of the owner.
- Students are not permitted to connect to the School’s network/internet unless a signed BYOD User Agreement has been provided to the sub school.

Mobile devices are allowed to be used in an educative manner but MUST not be used for personal communication during the school day. Students and Parents MUST use the sub school to communicate with each other during the school day should the need arise. This would be in situations where the student is feeling unwell or the parent needs to pick up the student early etc. Refer Mobile Phones Conditions of Use at the end of this agreement.

**CONSEQUENCES**

Users may be suspended from accessing Rockingham SHS’s network facilities for breaching any of the above conditions. Disciplinary action may be taken at a school level, or criminal proceedings initiated as appropriate.

Network suspension may occur in the following manner:

- **First Offence**: 1 week suspension from network, parent contact via phone, details entered into SIS.
- **Second Offence**: 2 weeks suspension, not concurrent from network, parent contact via letter sent home, details entered into SIS.
- **Third Offence**: 3 weeks suspension, not concurrent, from the network. Letter sent home, interview with administration to negotiate reinstatement of user account, details entered into SIS.
- **Fourth and subsequent bans**: suspension / suspended suspension, interview with administration to negotiate reinstatement of account, letter sent home, details entered into SIS.

**STUDENT MOBILE PHONE CONDITIONS OF USE**

For security, safety and/or emergency purposes some parents and guardians have supplied their student with a mobile phone. This policy details the conditions under which mobile phones and other electronic devices are permitted to be brought to school by a student.
Mobile Phones

- must not be used for taking photographs or videos other than those needed for direct educational use;
- must be switched off during class, recess and lunch breaks unless, with the exception of phones, the device is being used with the direct permission of the teacher for an educational purpose. Phones must be turned off at all times. “Under the Department’s existing Behaviour Management in Schools policy all schools must ban mobile phone use in the classroom.” (Sharon O’Neill, Director General, February 25, 2009);
- must remain in the possession of the owner and not be used by other students;
- is the responsibility of the student. The school takes no responsibility for loss, theft or damage to any device in any circumstance, even if confiscated at the time of loss.

While at school, students are the responsibility of the school and emergency contact with parents must be made through the appropriate staff member or manager, not the student’s mobile phone. Breaches of these conditions may result in:

- Confiscation of the device by the classroom teacher, to be returned at the end of the period.
- Confiscation of the device, to be collected after school from the HoSS.
- Confiscation of the device, to be collected after school by a parent from the Associate Principal.
- Repeated breaches of this policy will result in the withdrawal of permission for the student to bring a mobile phone or other devices to school.
- Students who refuse to follow a teacher’s instructions are dealt with in accordance with the school’s behaviour management policy.

Students may be suspended for up to 10 days for breaches of this policy and the conditions of use.

ANTI BULLYING POLICY

Bullying will not be tolerated at this school. It is everyone's responsibility to prevent it happening.

Bullying is a type of harassment that is a current global issue. It is defined as the treatment of any person that is harmful, intimidating, humiliating or embarrassing, and which is aimed at making the complainant feel miserable, demoralised and lacking in self-confidence. It is the deliberate desire to hurt, threaten or frighten someone with words or actions by one or more people and can vary in the degree of severity.

Violence, harassment and bullying affect everyone, not just the bullies and victims. They affect other student who may witness violence and aggression and the distress of the victim. These behaviours damage the atmosphere of a class and the climate of the school. It is everyone's responsibility to prevent these behaviours happening in order to develop a school wide ethos of cooperation.

This school currently has a number of programs established to promote a caring and supportive environment such as the Buddy Program. In the event that bullying occurs the school will react firmly and promptly.
There is a range of strategies available to deal with bullying. Some of these include:

- Discussions with parents and students.
- Meeting/discussions with bullies and victims (e.g. No Blame Approach) together or separately as appropriate.
- Referral to Student Services or the Associate Principle for further action / counselling.
- Suspension from school.
- Making an appointment or referral to school Psychologist (e.g. Anger Management).

**THE SCHOOL:**

- Acknowledges that bullying occurs in our society.
- Supports students who are being bullied and who are bullying by:
  1) Contacting parents
  2) Enforcement of School Rules and acceptable standards of behaviour
  3) Implementing problem solving and conflict resolution processes
  4) Modelling appropriate behaviours
  5) Providing appropriate curriculum for all.
  6) Supervising students
  7) Providing safe areas
  8) Placing students in appropriate classes
  9) Not tolerating vicious bullying (e.g. watching others being bullied).
- Uses Student Support Services where necessary in order to develop in the student, resiliency and a sense of self worth and well being.
- Involves the police and other agencies as necessary.
- Openly deals with issues through classroom activities, drama, discussion, publicity against bullying, producing posters and pamphlets etc.
- Regularly monitors through surveys and data collection.
- Provides a brochure summarising to the Bullying Policy for the school community.

**PARENT / CAREGIVERS:**

Student who are involved in bullying can be assisted by:

- Being firm but not aggressive in setting consistent behaviour limits and being positive in the things that are said and done.
- Listen and take an active interest in your student's social life. You will keep up to date with your student's friendships, but also the disagreements or difficulties that may be occurring.
- Encourage your student to accept and tolerate differences in others.
- Watch for signs of distress in your student. There could be an unwillingness to attend school, onset of headaches, and stomach aches. Bicycles or equipment may go missing, or there may be requests for extra pocket money. Other signs include damaged clothing or books and bruising. There are many reasons why your student may be unsettled at school. Bullying may be a possibility.
- If you suspect your student is being harassed or involved in bullying others, inform the school immediately and request an interview with the HoSS. The school will assist in devising strategies or making contact with outside agencies to provide your student with support both inside and outside the school.
- Keep a written record of all the violence, harassment and bullying incidents, including details such as who, what, when, where etc.
In the cases of physical violence please do not encourage your student to hit back. It could make matters worse. Encourage your student to recruit friends. A student who has friends is less likely to be bullied or harmed.

Build your student's self-confidence by recognising and affirming his/her positive qualities.

STUDENTS:
Students who are being bullied should:
- Do not ignore the bullying.
- Walk away quickly and confidently - even if you don't feel that way inside.
- Try being assertive - speak firmly.
- Avoid being alone in places where bullying happens.
- If bullying persists, write down details of who, when, where and why and discuss the problem with a member of school staff as soon as possible.
- Discuss the problem with your parents/guardian.
- Realise that it is expected to tell someone if you are being bullied.
- Be proud of who you are - it's good to be an individual.

Students can help stop bullying by:
- Not standing by and watching - getting help.
- Showing that you and your friends disapprove.
- Giving sympathy and support to students who may be victims of bullying.
- Being careful about making negative remarks - imagine how you might feel.
- Realising it is expected to tell a member of staff if someone is being bullied. The victim may be too scared or lonely to tell.

We all can:
- Support the School Policy against bullying.
- Learn to tolerate and accept individual differences and diversity.
- At all times and in all situations the EXPECTATIONS OF STUDENT BEHAVIOUR apply:
  - Be courteous
  - Be prepared to learn
  - Allow others to learn
  - Respect the rights & property of all

ROCKINGHAM SENIOR HIGH SCHOOL CORE VALUES

The values below form the basis for our school code, which defines our purpose and guides our actions as a school community in working with the students at Rockingham Senior High School. Staff at Rockingham Senior High School commit to explicitly teaching and modelling the values below. This will be implemented across the curriculum, as outlined in the Rockingham Senior High School Strategic Plan in a variety of ways.

The school Code of Conduct is based on the following core values.
Respect for self, others and property

- Allow others to learn.
- Be tolerant of others.
- Resolve conflicts in an acceptable way.
- Cooperate with others.
- Have respect for yourself and show respect for others.
- Accept diversity.
- Be accepting of people who are different.
- Treat others as you would like to be treated.
- Treat everyone equally.
- Show compassion and care.
- Look after the school environment.
- Use resources wisely.
- Be involved in the school community.
- Be proud to be part of this school.

Knowledge

- Belief that all students can learn.
- Care and concern for all students.
- Respect for diversity.
- Collaboration, sharing and team spirit.
- Desire for continuous learning, excellence and innovation.
- Commitment and dedication to teaching and learning.
- Empower students through shared decision making.

Being our Best

- Be prepared to learn.
- Complete tasks to the best of your ability.
- Have a desire to do well.
- Ask questions about how to do better.
- Work in a safe manner.
- Wear school uniform.
- Be prepared to take risks and have a go.
- Be proud of your achievements.
At Rockingham Senior High School our vision is to ensure students are able to access **opportunity** in a culture of **unity** while value adding to our local **community**.

For further information please contact

ROCKINGHAM SENIOR HIGH SCHOOL
Telephone: (08) 9527 0300
Facsimile: (08) 9528 3770

[www.rockingham.wa.edu.au](http://www.rockingham.wa.edu.au)
[https://www.facebook.com/RockinghamSHS/](https://www.facebook.com/RockinghamSHS/)
email: rockingham.SHS@education.wa.edu.au