



Cootamundra High School

Student Learning Expectations and Code of Behaviour

Respect, Responsibility, Excellence

Cootamundra High School Vision Statement

At Cootamundra High School we believe that every student should be challenged to learn and continually improve in a respectful, inclusive, and high expectation environment. Together, with all stakeholders: Parents, students, staff, community, we will collaboratively empower our students to become adaptable, connected, resilient and self-directed learners who make a successful transition from school to future pathways.

Our core values are Respect, Responsibility and Excellence. Our mantra is Teachers Teach, Students Learn and Be Kind all of which are demonstrated by every student, every staff member, every leader, in every classroom, every day through their Behaviour, Attitudes and Actions.

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

As a result of their learning experiences at Cootamundra High School students have the opportunity to become:

- Numerate and literate
- Critical thinkers and creative problem solvers
- Confident and persistent in pursuing success
- Able to work independently and as a team member
- Socially responsible, compassionate, and tolerant
- Prepared for work

At Cootamundra High School we believe that:

- All students can learn
- Quality teaching promotes quality learning
- Quality learning results from effective collaboration across the whole school community

At Cootamundra High School we value:

Respect for



Responsibility for



Excellence by being



Cootamundra High School Student RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
At CHS you have the right to:	At CHS you have the responsibility to:
<ul style="list-style-type: none"> • A quality education 	<ul style="list-style-type: none"> • Regulate and manage your behaviour, attitude and actions to enable teaching and learning to occur without interruption
<ul style="list-style-type: none"> • Be safe 	<ul style="list-style-type: none"> • Avoid behaviours, attitudes and actions that intimidate, threaten, endanger, or hurt others
<ul style="list-style-type: none"> • Have your property safe 	<ul style="list-style-type: none"> • Respect everyone’s property
<ul style="list-style-type: none"> • Be treated with courtesy and respect 	<ul style="list-style-type: none"> • Treat others with courtesy and respect
<ul style="list-style-type: none"> • Be in a healthy and clean environment 	<ul style="list-style-type: none"> • Assist in maintaining a clean and attractive school environment
<ul style="list-style-type: none"> • Have the respect and support of the local community 	<ul style="list-style-type: none"> • Uphold the values of the school in the community
<ul style="list-style-type: none"> • Be treated honestly and fairly by others 	<ul style="list-style-type: none"> • Be always honest and fair in your dealings with others

Classroom Expectations:

- Be on time to class. Know your timetable.
- Go to the toilet and fill water bottles during designated breaks **not** when the bell goes for class
- Food, drinks and chewing gum are not permitted in classrooms. Water bottles are permitted
- Be prepared for work – bring all necessary equipment
- Bring a positive attitude to the classroom and motivate yourself to learn
- Always speak respectfully and appropriately to students and staff
- Regulate and control your behaviour, attitudes, and actions to enable teachers to teach and students to learn
- Ensure your mobile phone is switched off and secured in your Yondr Pouch. *Headphones, ear plugs and Smart watches should be deactivated.*
- Follow staff instructions, be respectful and use your manners
- Enter the classroom only when a teacher is present and in an orderly manner. Sit in your designated seat
- Settle quickly - hats off- books out
- Avoid participating in dangerous behaviour such as pushing, swinging on chairs, or throwing objects
- Use appropriate language at all times and make positive contributions to the lesson
- Be kind – If you have nothing nice to say, say nothing at all
- Actively listen to explicit teaching instructions. Ask high quality, clarifying questions to confirm your understanding
- Adapt to and appreciate different teaching styles
- Complete all work to the best of your ability. Stay on task
- Under teacher direction and supervision, use electronic devices appropriately and for their intended purpose. Failure to do so may see your computer access at school ceased.
- Obtain a note from the teacher for toilet visits, errands, or lateness to class
- Know your teacher's expectation for behaviour and work (class/homework/assessment) and the consequences for misbehaviour or unsatisfactory work
- Leave your work area neat and tidy. Push chairs in and wait until your teacher dismisses the class before leaving the room.

Classroom Misbehaviour

If you misbehave in the classroom, your teacher will impose certain consequences, ranging from sitting by yourself to a detention, with specified duties to fulfill. They will use strategies to help you to redirect, reflect and reset your behaviours, attitudes or actions that are causing concern.

If you continue to misbehave and/or chose not to reset your inappropriate behaviour, attitude, or actions, then your teacher will record the incident as a **'Minor'** on Sentral. Further teacher consequences will be imposed and may result in a referral to the Head Teacher **'Major'**. Parents/Carers are informed of all **'Minor'** and **'Major'** incidents via the Parent Portal App.

If you seriously or persistently misbehave, then more serious consequences will be imposed including possible relocation to Head Teacher classes until expectations can be meet. The inappropriate behaviour,

attitude or action will be recorded by the teacher on Sentral as a **'Major'**. The teacher will make phone contact with a parent/carer to discuss the issue. Parents/Carers are informed of all **'Major'** incidents via the Parent Portal App.

Ongoing **'Major'** incidents will result in the Head Teacher and Classroom Teacher organising a formal meeting with you and your parents/carers to discuss the concerns, to inform of possible consequences and to offer other supports to address the concerns.

Gross misbehaviour or unsafe behaviour will result in immediate referral to the Head Teacher or the Senior Executive for action with appropriate documentation of the incident. The incident will be recorded on Sentral as a **'Senior Executive Intervention'** and may result in a 'Caution to Suspend' or indeed a Suspension being imposed. Parents will be contacted by the Deputy Principal or Principal.

Students who do not demonstrate behaviour, attitudes and actions that are consistently positive will not be able to attend non mandatory excursions, events or activities nor will they be able to represent the school in any capacity. These are a privilege not a right.

Students returning from suspension will be subject to a 5-school weeks exclusion period.

Behaviour in the Playground

- Follow the teacher's instructions
- Leave your area neat and tidy
- Help to look after the school environment
- Follow the school's 'hands off' expectations
- Do not tackle, wrestle, hit or threaten other students
- Follow the rules in the canteen area and do not ask other students for money
- Be mindful of your language
- Ensure your mobile phone is switched off and secured in your Yondr Pouch
- Use basketballs on basketball courts. Use footballs on the oval. Play handball in designated areas
- Stay within the school grounds and stay in supervised areas
- Be sure to go to the toilet and fill your water bottles before the bell goes for class
- Move directly to class when the bell goes

Out of bounds

The school has several areas where supervision for students is provided. Areas that are not supervised are out of bounds to students. In particular, being inside buildings, areas behind buildings and going outside the school gates (without a leave pass) are out of bounds.

Violence

The school's stance on violence is summed up in two words: **HANDS OFF!**

- Students must not physically interfere with anyone else at any time. This includes pushing, hitting, kicking, throwing objects or any other form of physical aggression.
- Serious acts or threats of violence may result in suspension from school.

Expectations for Excursions and Variations to Routine

- Be in full school uniform. Students who chose not to wear full school uniform will not be able to attend any excursion. Alternate work and supervision will be provided at school.
- Follow teachers' instructions and remain under supervision
- Do nothing which would threaten, endanger, or hurt others
- Do not interfere with the property of others
- Treat others with courtesy and respect
- Assist in maintaining a clean and attractive environment
- Do nothing to bring the school into disrepute in the community

The school's expectations of behaviour extend to wherever there exists a relationship between students and the school. This includes all excursion and extra-curricular activities. As examples, the following incur the same consequences had the behaviour occurred at school:

- Bullying other students between home and school or on social networking sites
- Smoking/vaping between home and school
- Harassment on the school bus
- Throwing items on the school bus
- Swearing in public or at a person
- Persistently misbehaving
- Refusing to follow teacher instructions

Attendance and Engagement in Learning – Every Day Counts

[CHS Attendance & Engagement Guide](#)

NSW DoE expects that all students have a school attendance rate of 90-100%.

Students must attend all their timetabled classes including mandatory sport classes (Year 7-10).

Students who chose not to attend a timetabled lesson will have this recorded in Sentral as a **'Major – Truancy'**. The teacher will make contact home to inform your parent/carer. Students must catch up on work missed.

If you are observed leaving the school grounds, without permission, this too will be recorded in Sentral as a **Major – Truancy**. Parents/Carers will be contacted to let them know you are no longer under our duty of care. Parents/Carers are informed of all **'Major'** incidents via the Parent Portal App.

Students who chose to make a habit of truancy class will not be considered eligible to represent CHS in any capacity.

Students wishing to represent CHS school, in any capacity that is not mandatory, must have a very high school and class attendance rate, even if absence is explained (justified or unjustified).

When a student is required to be out of their timetabled class, an incursion will be entered in Sentral PXP to account for their attendance. For example, if the student is required to see the Counsellor, this will be entered, and the student will be issued with a note on their return to class.

When a student is absent from school, a parent/carer should notify the school on the day of the absence via the Schoolbag app, Sentral Parent Portal or by phoning the school. They can also provide the school with a written explanation and/or Doctor's Certificate when the student returns to school.

Record of School Achievement (RoSA) - N Determination

Students in Years 10, 11 and 12 who are not satisfactorily meeting the requirements of the RoSA/HSC will be sent formal N Determination letters. Students are required to complete the outstanding work by the new due date. Teachers will call home to advise parents/carers of the N Determination letter.

Students should always consult with their classroom teacher in the first instance to catch up on this work. Students can also attend the Enrichment Studio (B4 ½) or Library (lunchtimes) or Homework Hub (Wednesday's period 6 in the library) for support in completing this work.

Students with outstanding N Determination work are unable to represent CHS in any non-mandatory capacity or participate in extra curricula activities, events or programs until the work is completed.

Outstanding Assessment, Incomplete Classwork or Homework in the Junior School

Students in Years 7 - 9 who have not submitted an assessment task or who have outstanding class or homework will be unable to represent CHS in any non-mandatory capacity or participate in extra curricula activities, events, or programs.

Students should always consult with their classroom teacher in the first instance to catch up on this work. Students can also attend the Enrichment Studio (B4 ½) or Library (lunchtimes) or Homework Hub (Wednesday's period 6 in the library) for support in completing this work.

Uniform Code

[CHS Uniform Policy/Guide](#)

Our school community has endorsed a standard of dress which all students are expected to follow.

Students wear the school uniform to reflect pride in belonging to the school; give all students a sense of common identity and sense of belonging; limit costs associated with 'fashion'; contribute to a positive school image and assist in meeting safety requirements (e.g. enclosed, appropriate footwear in practical subjects)

Jewellery is to be kept to a minimum due to safety reasons. Makeup, other than for health reasons, is discouraged. Hair needs to be tidy and worn appropriately e.g. long hair tied up, for practical lessons.

Fully enclosed, preferably leather, shoes must be worn in designated practical classes – e.g. Timber, Metal and Food Technology, Hospitality, Construction, Metals and Engineering and Science Labs for safety reasons. Steel capped boots are a health and safety risk and should not be worn at any time onsite at CHS.

Suitable, supportive sports shoes are to be worn for all practical PDHPE and mandatory sport lessons for safety reasons.

Representative sporting apparel is **NOT** considered part of the CHS uniform and should not be worn to school.

It is highly recommended that students wear a suitable hat whilst in the playground or during practical activities outside to provide sun protection.

Assistance is available for families who cannot provide uniform items. Please contact the Principal or Deputy Principal to have a confidential conversation about this.

Consistently wearing the school uniform is a requirement if students wish to be considered for participation in non-mandatory extra-curricular activities, events, or programs.

Valuables

The school cannot accept responsibility for valuable property brought by students to school. Valuable property, especially if it is portable (e.g., Jewellery, electronic equipment, mobile phones) should not be brought to school.

Bikes and Scooters that are brought to school should be parked in the bays behind C Block. Students should secure their possessions in the bays provided using their own chain and lock. It is unwise to have expensive attachments, as the school is not responsible for any loss that occurs. These cannot be ridden onsite at school at any time. The correct wearing of bicycle helmets is compulsory by law.

Skateboards that are brought to school should be handed in at the front office for safe keeping until the end of the school day.

Pressure packs (deodorants) are not permitted due to the effects of the spray on asthmatic/anaphylactic students and staff.

Energy and High Caffeine drinks are not to be brought to or consumed at school. These drinks do not meet the NSW DoE Healthy Canteen guidelines which we are mandated to comply with.

Students who are observed consuming these products at school, will be told to put it in the bin immediately and it will be recorded in Sentral as a **'Major'**. The staff member will make phone contact with your parent/carer. Parents/Carers are informed of all **'Major'** incidents via the Parent Portal App.

Continued Disobedience in this regard could result in a 'Caution to Suspend' or Suspension being imposed.

CHS is a drug free site. Smoking, vaping and consumption of alcohol and other drugs are prohibited.

Mobile Phones

[CHS Mobile Phone Policy](#)

CHS is a mobile phone free zone from the time you enter the school until the time you exit the school.

Mobile phones brought to school must be turned off and secured in your Yondr Pouch.

Students who chose not to follow the CHS Mobile Phone Policy, and are observed using a mobile phone, will be escorted to the front office to surrender the phone until a parent/carer is able to come and collect it. The phone will be stored securely.

The Deputy Principal or Principal will meet with you and your parent/carer to review your understanding of our expectations regarding mobile phones at CHS.

Students who chose not to follow the CHS Mobile Phone Policy will be required to keep their phone/s at home along with associated devices that connect to the phone.

Inappropriate Use of Carriage Systems

Serious consequences will be imposed for students who use carriage systems inappropriately. This can include contacting police and the Child Wellbeing Unit. 'Caution to Suspend' and Suspension could be a school-imposed consequence.

Inappropriate use of a carriage system includes but is not limited to:

- Taking, receiving, or distributing pornographic material
- Coercing, harassing, blackmailing, or threatening others so they provide you with pornographic material
- Taking pictures/videos of people without their knowledge or consent
- Accessing and using another person's account to harass, intimidate, threaten, or harm another person
- Organising a violent, premeditated incident
- Recording, uploading, or distributing violent incidents

Always inform a trusted adult if you are the target of this behaviour or become aware of any of the above-mentioned inappropriate behaviours.

No Place for Racism – [CHS Anti-Racism policy](#)

All members of the school community have the right to a safe and productive teaching, learning, and working environment free from racism.

Cultural and linguistic diversity is acknowledged and valued so that all students, parent, guests, and employees are able to express their own cultural identity and relate in a positive way to others of diverse backgrounds.

Racist behaviours are always unacceptable and will not be tolerated at CHS. Serious and swift consequences will be imposed for students who demonstrate racist behaviour, attitudes or actions including 'Caution to Suspend' or indeed Suspension.

Inform a member of staff immediately if you are the target of any racist behaviour.

Recognising Racism

Racist behaviour can include, but is not limited to:

- Refusing to work with people of particular cultural or linguistic backgrounds

- Refusing to play with or sit next to students from diverse cultural and linguistic groups
- Wearing badges, insignia, or clothes with slogans against particular cultural or linguistic groups
- Writing graffiti or slogans directed against particular cultural or linguistic groups
- Promoting racist attitudes and intolerance through the Internet and other electronic media
- Making fun of clothes, food or physical appearance of people from diverse cultural and linguistic groups
- Using derogatory language or terms directed against particular groups
- Ridiculing or mimicking the accents or gestures of people from different cultural or linguistic groups
- Telling jokes directed against particular cultural or linguistic groups
- Making judgements about a person's ability according to his or her accent

No Place for Bullying - [CHS Anti-Bullying Policy](#)

- CHS is dedicated to creating a safe and caring environment free from bullying and harassment.
- Bullying behaviours are always unacceptable and will not be tolerated.
- Staff take bullying allegations seriously.
- If you are being bullied, tell a trusted staff member e.g., teacher, SLSO, Year Advisor, Boys or Girls Advisor, in the first instance.
- CHS has multiple strategies to employ that address bullying behaviour.
- Bystanders play an important role in stopping bullying behaviours. Be an Upstander not a Bystander

Students who, after intervention, chose to continue the bullying behaviours will be issued with a 'Caution to Suspend' letter or indeed may be Suspended.

What is bullying?

The National Safe Schools Framework defines bullying as repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies, e.g. the internet or mobile devices. Conflicts or fights between equals and single incidents are not defined as bullying. Bullying of any form or for any reason can have long-term effects on those involved, including bystanders.

In short, bullying is a repeated pattern of harmful verbal, physical or social behaviour which involves the misuse of power. Cyberbullying is bullying through the internet or mobile devices.

Is every conflict between students bullying?

Not all aggressive or harmful behaviour between people is bullying. While conflicts and aggressive behaviour need to be addressed, it is important to be clear when these behaviours are not actually bullying.

The definition of bullying has three critical aspects - a repeated pattern, the misuse of power within relationships, and behaviour which causes harm; all three aspects need to be present in order for behaviour to be called bullying.

What can I do if I am being cyberbullied?

If you are being cyberbullied:

- Do not respond to the message or image
- Save the evidence as a screenshot if you wish to use it as part of dealing with the bullying
- Block the sender and delete the message
- Report the situation to the website or Internet Service Provider
- Talk to trusted people—parents, teachers, school staff and police if necessary.

Suspension from school

[DoE Suspension and Expulsion Policy](#)

In determining whether a student's misbehaviour is serious enough to warrant suspension, the principal will consider the safety, care and welfare of the student, staff, and other students.

Principals must suspend immediately and consistently with these procedures (including procedural fairness) any student who:

- **is physically violent:** Any student who is physically violent, resulting in injury, or whose violent behaviour seriously interferes with the safety and wellbeing of others, is to be suspended immediately. The matter must also be reported to the School Safety and Response hotline
- **is in possession of a firearm, prohibited weapon, (as defined by Schedule One of the Weapons Prohibition Act), or knife (without reasonable cause):** Any student in possession of a prohibited weapon, firearm, or a knife (without reasonable cause), is to be suspended immediately. The matter must be reported to the NSW Police Force immediately and the School Safety and Response hotline
- **uses, supplies, or is in possession of, a suspected illegal substance (not including alcohol or tobacco) or supplies a restricted substance:** The Government firmly believes that schools must be places which are free of illegal drugs. Suspension is to occur immediately if the substance is being represented by the student as an illegal substance, or on confirmation that the substance is, in fact, illegal. Students who assist other students to obtain illegal substances or supply restricted substances, such as prescription drugs, are also to be suspended.

Short suspension

In circumstances where measures have been unsuccessful in resolving the inappropriate behaviour, the principal may choose to impose a short suspension of up to and including four school days.

Short suspensions may be imposed for the following reasons and will be reported in the following categories:

- **continued disobedience:** This includes, but is not limited to, breaches of the school discipline code such as: refusal to obey staff instructions; defiance; disrupting other students; use of alcohol or repeated use of tobacco.
- **aggressive behaviour:** This includes, but is not limited to, hostile behaviour directed towards students, members of staff or other persons, including damaging the property of the school or students; bullying (including cyberbullying); verbal abuse and abuse transmitted electronically such as by email, Facebook, Twitter, SMS text messages or by other electronic means.

Long Suspension

If short suspensions have not resolved the issue of inappropriate behaviour, or the misbehaviour is so serious as to warrant a long suspension, the principal may impose a long suspension of up to and including 20 school days.

Principals will impose a long suspension for:

- **physical violence:** Which results in injury, or which seriously interferes with the safety or wellbeing of other students and staff (including sexual or indecent assault).
- **use or possession of a prohibited weapon, firearm, or knife.** Prohibited weapons include laser pointers, or similar articles with a power output of more than one milliwatt.
- **possession, supply, or use of a suspected illegal substance:** This includes restricted substances such as prescription drugs
- **serious criminal behaviour related to the school:** This includes malicious damage to property (school or community), or against the property of a fellow student or staff member on, or outside of the school premises. If the incident occurred outside the school or outside school hours, there must be a clear and close relationship between the incident and the school.
- **persistent or serious misbehaviour.** This includes but is not limited to: repeated refusal to follow the school discipline code; threatening to use a weapon in a way that might seriously interfere with the safety and wellbeing of another person; making credible threats against students or staff; behaviour that deliberately and persistently interferes with the rights of other students to learn or teachers to teach including bullying, harassment and victimisation.