



MELBOURNE
RUDOLF STEINER
SCHOOL

2024

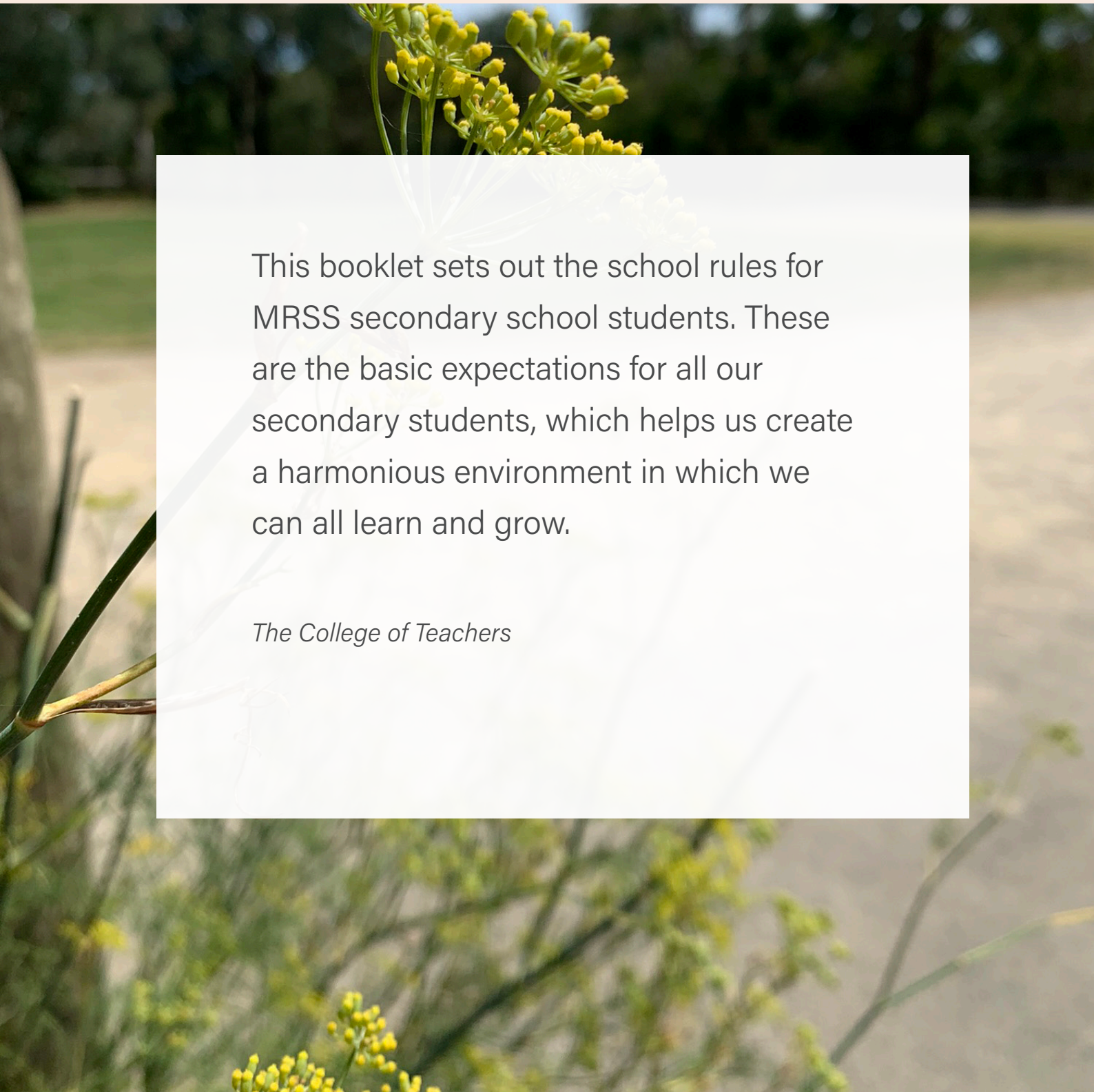
SCHOOL RULES

Secondary Students

Wominjeka | *To come with purpose / welcome*

Melbourne Rudolf Steiner School acknowledges the Wurundjeri Woi Wurrung people of the Kulin nation as the traditional custodians of the land on which our school stands and upon which we work, learn and play. We offer our respect to elders past, present and emerging, and honour them through our care of the land.

Ancestors have walked this country and we acknowledge their special place in our nation's historical, cultural and linguistic identity.



This booklet sets out the school rules for MRSS secondary school students. These are the basic expectations for all our secondary students, which helps us create a harmonious environment in which we can all learn and grow.

The College of Teachers

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School Times

- Supervised school hours are Monday to Friday 8.30am–4.00pm
- Class Assembly 8.45am
- Main Lesson starts 8.55am
- School finishes at 3.25pm (lessons finish 3.15pm) for classes 7–10.
- School finishes at 3.15pm or 4.00pm (depending on timetabled classes) for Year 11 and 12.
- VCE students who do not have a scheduled Main Lesson are expected to arrive at school at the regular starting time for Class Assembly at 8.45am.
- When VCE students finish classes at the end of their day, they may leave school after registering in the attendance book in the Library.

Punctuality and Absence

When a student returns from an absence they should bring a note from a parent to the Class Guardian(s) explaining the absence.

For a predictable absence during the school day a note beforehand from the parent is necessary. A Class Guardian should sign the note for the student to show to the teachers of the class/classes to be missed.

A student may leave school only with a Class Guardian's permission and the Office must be notified. A student must also sign out in the attendance book located in the Office (Class 7–10) or in the Library (Year 11 and 12).

Extended voluntary absences, such as family holidays, should be discussed with the Class Guardian(s) beforehand so that the impact of the absence on the student's progress can be considered.

A parent should phone the school if the student is away and also advise if they were scheduled for a music lesson.

An un-excused absence, i.e. "wagging" a day or a class, is dealt with by the Class Guardian(s) as they see appropriate. It is regarded as a serious matter.

Consistent tardiness is a problem that is dealt with by the Class Guardian(s) in appropriate ways.

School activities are valued functions and are compulsory, with few exceptions.

Health

Students with infectious diseases (e.g, childhood diseases, viral flu, etc.) or head lice should stay away from school until cleared. Spitting on pavements, staircases, etc., is strictly prohibited.

Learning Environment

Respect should be shown towards the teaching and learning situation. Students are expected to arrive on time with appropriate materials necessary for class. Placing feet on tables, eating and drinking during class, using foul language and coming to class soaking wet, etc., are not acceptable forms of behaviour.

There is a time-out scheme for classes. Students who are unable to discipline themselves during a lesson can be sent out to sit with a Class Guardian or in the back of a senior class for the rest of the lesson. By doing so, we try to avoid further confrontation between the student and the teacher, and allow the rest of the class to continue with the lesson. A follow-up meeting between the student and the teacher should take place as soon as possible after the event in order to discuss and clear the situation.

Language

Teachers and students address each other by their first name.

As we like to keep the standard of our communication as high as possible, we regard indecent language as inappropriate and consider abusive and violent language as an offence.

Boundaries

There are set boundaries during recess and lunch breaks. A map of these boundaries is displayed in the Dining Room and individual classes have their own and are displayed in their class room.

Only Year 12 students may leave the school to walk to the shop at morning tea and lunch.

Dress and Appearance

There is no prescribed school uniform. However, dress should be decent and non-provocative (i.e., not too revealing or offensive), nothing that might reasonably perturb younger children. For safety and hygiene reasons, proper footwear (no thongs) must be worn to school and in class.

Physical Education Attire

For all PE and sport classes runners and clothing appropriate for the activity are required. (jeans and certain dresses are not considered appropriate). All students will be required to wear a hat during the summer months. Students who do not bring their own hat will have to use one from the school. Sun-cream will be made available to those who wish to use it.

Sunhats

In the warmer months students need to have adequate protection from the sun and we recommend hats are worn when the students are outside. Shoulders also need protection and long or short sleeved tops prevent painful sunburn. Sun-cream is provided in the classroom for those who wish to use it or you may wish to send your child along with their own supply.

Hot Weather

The school will stay open in hot weather. The curriculum may be modified appropriately (but still constructively) if conditions are extreme. If a family decision is reached that conditions will be too difficult for the student, the student should stay home all day and the parent send a follow-up note to their Class Guardian the next day. Students will not be dismissed partway through the day; our policy is not to let a student leave during the day without parental permission. On days with an 'Extreme' or 'Catastrophic' fire danger rating the school will be closed. Please refer to the school's guidelines and procedures for bushfire information.

Safety

SKATEBOARDS

Skateboards may not be used on the school premises; they will be confiscated if used by either the owner or other students. Any skateboard brought to school must be kept in an appropriate storage place to be decided by the Class Guardian(s).

BICYCLES, SCOOTERS, ETC.

Bikes and other student transport vehicles are to be taken directly to the bicycle storage area on arrival at school and ridden directly out of the school grounds when they are retrieved after school. Riding is allowed only on the road beside the oval at designated times.

HELMETS

Appropriate helmets must be worn by people coming to school on bicycles.

OTHER

No ball games inside or in classroom areas. No water balloons allowed at school.

Traffic Safety

Students on “L” Plates are not permitted to enter or drive within the school grounds

Students on “P” Plates who drive cars to school may not leave and return in their cars during the day. Students who drive to school are requested to park within the Northern Carpark.

This rule has been established in the interests of all members of the school community, including the Year 12 students themselves, for whom cars can easily become a form of distraction and “escape” in a year when they should really be very focussed on their studies, particularly while they are at school.

Electronic Devices

(mobile phones, MP3 players, handheld game consoles, earbuds, etc.)

In this fast and noisy civilization, our senses are often bombarded with more than we are actually able to cope with. Because nervousness, hyperactivity, poor concentration and other symptoms are the obvious results, use of electronic devices is banned at school, and students are strongly discouraged from using them on the way to school. Students who bring inappropriate or prohibited electronic items to school will find that these are confiscated for a period of time.

Student Use of Mobile Phones

With parental permission, students may bring mobile phones to school – these are particularly required by students who travel on public transport.

USE OF MOBILE PHONES IN CLASS 7 TO 10

Class 7–10 students will have their mobile phones collected and stored in their classroom, in wooden locked boxes at the beginning of each day. Phones will then be handed back during afternoon verse time.

Please refer to the *MRSS Mobile Phone Policy – Class 7–10*.

In general, mobile phones may not be used during the school day.

Ordinarily, when communication with parents becomes necessary during the day, students may have access to a telephone in the Office with teacher permission. However, a Class Guardian may give permission for a student to use their mobile phone when there are exceptional circumstances.

USE OF MOBILE PHONES IN VCE

Students in Year 11 and 12 are required to keep their phones and earbuds/earphones in their lockers at all times. Students are not permitted to carry their phones or earbuds/earphones with them during school times. On rare occasions a teacher may authorise students to use their phone to complete an educational task under the direction of their teacher (e.g., experiments in science, photo record of folio work in art). At these times the subject teacher will be responsible for the phone(s) being returned to the lockers.

Any phones which are seen will be taken and deposited into a phone box until the end of the day.

Repeated confiscation of phones will result in parents being asked to keep the phones at home until the student is able to manage these school expectations on their own.

Graffiti

Items such as aerosol paint and spirit-based felt tip pens are common materials used for graffiti and will be confiscated.

Violent and/or Aggressive Behaviour

All forms of violent behaviour, including habitual bullying, will not be tolerated.

- Incidents should be reported to the Class Guardian(s)
- In instances where this behaviour is seen to be premeditated and in cases where this behaviour has become a pattern of response by a student, a strong response is called for, such as an immediate suspension. A decision on this should be reached by the Class Guardian(s).
 - Parents should be contacted and, if appropriate, a meeting arranged.
 - All parties involved should present their sides of the story to a staff member responsible for investigating the incident and a report made to the appropriate branch of College for consideration.
- Repeated incidents can result in the student being expelled, following consultation with the College of Teachers or its appropriate branch.

Abusive language is a form of violence in itself. We believe that it is extremely important for us to help make students more aware of the language that they use, especially today when derogatory and obscene words have become so commonplace in the vocabulary of our times. We recognise the power of abusive language when it is directed with the intent to injure, and students who continually resort to its use with fellow students or staff will be responded to as with other forms of violent behaviour.

Multimedia technologies have created new domains in which young people learn and interact. Technology such as mobile phones, SMS, in-phone cameras, emails and chat rooms can be an effective way to learn and a great way to communicate. Unfortunately some people use this technology to bully others by sending threatening or unwanted messages or spreading nasty rumours. Cyber bullying can be defined as: “Bullying that is carried out through an internet service, such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone technologies such as short messaging service (SMS). Examples of cyber bullying include teasing, spreading rumours online, sending unwanted messages, or defamation.” Cyber bullying will be responded to as with other forms of violent behaviour.

The accessing and/or sharing of pornographic or inappropriate material, at school or on the way to school on school-operated transport will not be tolerated and will be treated as “serious misconduct”. This also includes sexting, sending images of an explicit nature, cyberbullying, or accessing another’s phone or device without the owner’s permission.

Smoking, Vaping, Alcohol or Drug Use

No student is allowed to smoke, vape, use drugs or drink alcohol at school or in the surrounding neighbourhood of the school, including the shops, bus stops, or adjoining bushland. These activities are also not allowed during school activities, e.g. excursions, work experience, camps. Students in the presence of other students who are participating in any of these activities will be seen as supporting the actions of the participant and will face the same consequences as the participants themselves.

The use or possession of cigarettes, vape devices and lighters on school grounds will result in the school's *Student Code of Conduct* being employed.

CONSEQUENCES

1. The first time an offence or companion is reported will result in
 - a teacher contacting the parent/guardian
 - suspension* the following school day with appropriate school work being assigned to help compensate for the absence.
2. A second offence will result in the same procedure but a suspension* of two days and proportionally increased make-up work.
3. A third offence will result in the same procedure but:
 - suspension* for a minimum of three days
 - the student may return to school only after a satisfactory interview with their parent/guardian at the school.
4. Subsequent offences will result in either extended suspensions or expulsion.

We recognise medical evidence that smoking/vaping is harmful to the health of the smoker/vaper and anyone in their company. The effects of smoking/vaping are addressed in both formal and informal settings and at various levels in the school. Under these circumstances we feel the responsibility to discourage smoking/vaping by supporting a strong anti-smoking/vaping policy at school.

Any parent/guardian who believes their child is addicted to smoking/vaping and thus finds this policy impractical is asked to contact the appropriate Class Guardian for discussion as soon as possible.

* Teachers may elect to choose an appropriate alternative to suspension.

Illicit Drugs

In the case of incidents involving illicit substances the school will contact the parents/guardians of the student(s) as soon as practicable. It is the school's duty of care responsibility to report incidents to appropriate authorities.

The possession, use or distribution of illicit drugs is prohibited under the Drugs, Poisons and Controlled Substances Act 1981 (Vic).

The Liquor Control Reform Amendment Act 2011 makes it an offence under the Liquor Control Reform Act 1998 for a person to supply alcohol to a minor (a person under the age of 18 years) in a private home without the consent of the minor's parent or legal guardian. Under these laws, a person who supplies alcohol to a minor without a parent/legal guardian's consent could be subject to the same penalty faced by licensees who supply alcohol to minors in licensed venues – a maximum fine of more than \$7,000.

Offences Against School Rules

There are prescribed penalties for some offences (e.g. smoking/vaping) which Class Guardians explain to their students. Most other offences are dealt with according to the situation by subject teachers, Class Guardians or a combined group. Parents are informed where this is warranted by the seriousness of the offence and/or penalty. For example, if there is to be an after-school detention, parents will be contacted and given advance notice.

Students who bring inappropriate or prohibited items to school will find that these are confiscated for a period of time.

At the Melbourne Rudolf Steiner School we have a zero tolerance for child abuse and are committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.

Our school is subject to National and State Laws and supports the principles and practice of Australian democracy, including a commitment to: elected government, the rule of law; equal rights for all before the law; freedom of religion; freedom of speech and association; the values of openness and tolerance.

Our highest endeavour must be to develop free human beings, who are able out of their own initiative to impart purpose and direction to their lives.

Rudolf Steiner



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