

Rotary Residential College Inc.

Providing Quality Accommodation for Country High School Students

RULES, REGULATIONS AND GUIDELINES

It must be appreciated that the Board of Management of the College accepts a substantial degree of responsibility and Duty of Care in accommodating students accepted for admission to the College.

Accordingly, the following Rules and Regulations have been designed to ensure a pleasant environment whilst at the same time, trying to prevent any unfortunate or undesirable situations arising affecting students or Staff.

Parents and Guardians are expected to understand fully the responsibility placed on the Board of Management and accordingly offer every degree of assistance to the Management and Staff in their execution and administration of the Rules and Regulations. The College Rules and Regulations are reasonable, being designed to protect and direct members.

1. **STUDY:**

- Study time is required for set periods Sunday afternoon through to Friday
- Study periods are considered private, quiet times. Students should have everything they need for study before study periods begin.
- Study-time is more than doing homework. If homework is completed, remaining time should be used for background reading and other educational activities.
- Personal computers are not permitted - a comprehensive array of hardware and software for use by students has been provided - including limited and supervised access to the Internet

2. **ETIQUETTE:**

- Rostered duties should be attended to promptly and willingly.
- Students should keep their room neat and tidy. Daily room checks will be carried out.
- Respect the privacy and possessions of others. Residents rooms are their own individual space and this must be respected.
- Any act of theft may result in expulsion and possible civil action.
- Rooms and dorms of the opposite sex are out-of-bounds.
- Obscene language is not acceptable, and may result in consequences which could include suspension or expulsion from the College (as determined at the sole discretion of the Board of Management). The College places high value on courtesy displayed in speech and actions. Vulgarity is not in keeping with this Code of Conduct
- Unless agreed to by the Manager, students are expected at all meals.
- Phone calls are to be kept to 5 minutes please.
- Personal stereos are welcome with the proviso that noise levels are kept low.
- Students will be guided by College Staff regarding personal dress and presentation - refer to Additional Information.
- Hairstyles are to be reasonable and ear-rings of a moderate style. Nose studs, tongue studs and other body piercing are not acceptable.
- Management reserves the right to decide what is acceptable or not on these matters

3. **RECREATION:**

- Students are encouraged to participate in sporting and cultural activities, with parental permission. Management will support these activities whenever possible and feasible.
- Transport to and from activities in which the students are involved is the responsibility of the parents who must advise Staff of arrangements made.

4. **VISITORS:**

- All visitors must report to Staff on duty.
- Visitors are welcome and encouraged, however, no visitors are allowed into the Blocks at any time unless specific permission has been granted by Staff (rarely done). This includes Parents (Maximum 10 minutes)
- Visitors are required to leave by 5 pm each day, parents excepted.
- Parents are welcome at the College to take part in activities, meals, BBQ's (contact the Manager).

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5. **HEALTH:**

- Students are not permitted to keep any medication or vitamin tablets in their rooms (including Panadol). All medication must be handed to Senior Staff. The only exception to this is medication prescribed for Asthma. Frequent checks will be made to ensure no medication is being kept in rooms.
- If ill or injured, students should inform Senior Staff immediately.
- Because of Health Regulations, food, drinks & confectionery are not permitted in rooms.
- Non-prescribed drugs or alcohol are not permitted at any time and students found in possession of these items will attract consequences as set down in the Rules & Regulations.
- Smoking is prohibited and those students found breaking this rule will attract consequences as set down in the Rules and Regulations.
- For sickness our local Doctor will attend the College wherever possible. Otherwise we use a Locum service attached to that surgery.
- All accounts incurred through sickness or accident etc are to be met by parents.
- An Ambulance will be called to transport injured or sick students to hospital. College and Staff vehicles will not be used. We strongly recommend parents/guardians ensure they have up-to-date Ambulance Cover.
- Where Staff feel a child needs referral to a Health Practitioner and the Practitioner recommends a course of treatment and this advice is NOT accepted and endorsed by parents, they (the parents/guardians) will be required to remove their child from the College. We strongly recommend parents/guardians have Private Health Insurance.
- Parents are welcome to make separate arrangements with regard to Health appointments for their child, but must also be responsible to organise transport to and from these appointments.
- In the event of infectious/contagious conditions it is expected students will leave the College immediately. Any problem necessitating more than 1-2 days off school will also require students to leave the College until recovered as we are unable to provide nursing facilities.

6. **LEAVE:**

- No Student is to have weekend leave for the first two weekends of term one. These are closed weekends which allow all students to settle into Rotary Residential College, promoting a sense of community.
- For all absences from the College, students are required to request appropriate permission and sign-out when leaving and sign-in when returning.
- Visiting friends away from the College requires parental approval. Approved visiting lists should be kept up-to-date to avoid disappointment.
- For weekends away all arrangements should be made and requests should be to the Manager by Wednesday. Hosts must be on the parent's approval list. Times to be adhered to:- Return: Sunday before 5pm or Monday after 6.30am.
- Leave may be authorised by management unless expressly excluded by parent or guardian in writing
- Travel at any time on a bus under Staff control,
- Walk to and from the local shopping centre unsupervised but at set times
- Take part in any College sporting/social activity suitably supervised by Staff
- Take part in any school organised, Staff approved, sporting/social activity
- Go to the swimming pool with Staff supervision
- Go ocean swimming with Staff supervision
- Ride a bicycle with a helmet and without Staff supervision
- Year 11 & 12's at the discretion of management
- 5 hrs unsupervised city leave on the weekends for a set time.
- Public transport direct to Cottesloe Beach on weekends in the summer for a set time
- Students must be collected by a approved adult from their visiting list who must sign the card when collecting them and also on their return. Approved adults may only collect students if they possess a current driver's licence and appear to be in a fit and proper condition to drive and at the sole discretion of the Manager or Senior Staff. Sign outs with a P Plate driver need prior written approval from a parent or guardian. Siblings are permitted to sign out students with prior parental permission.

Rotary Residential College Inc.

Providing Quality Accommodation for Country High School Students

7. SOCIAL CONTACT:

- Manager may evaluate particular friendships of students and discuss these with the student and their parents/guardians, and, if circumstances warrant, request their support in limiting contact with the person.
- Where circumstances dictate, the Manager may withdraw previously granted permission for social contact with given persons or at certain functions.
- Students are not permitted to sit in parked cars outside the College other than those of family.
- Students are not permitted to accept lifts in vehicles other than those of their family or those on the student permission lists.
- Physical contact between students (e.g. relationships/bullying etc) is not permitted. Physical contact between Staff and students is not permitted other than emergency situations.
- Students may invite up to two friends to visit after school or on weekends with prior Staff approval.
- Students are not permitted to enter another block except with permission from a supervisor for each occurrence.
- Students are not permitted to sleep in another boarder's room.

8. SOCIAL ISSUES:

- Breaches of discipline will not be tolerated. When students are referred to the Board of Management, the Board reserves the right to expel/suspend these students for breaches of discipline which may include (but not limited to) the following:-
- Possession and/or consumption of alcohol or other illegal drugs.
- Incidents of theft
- Wilful damage to property
- Inappropriate use of substances (eg glue)
- Smoking
- Fighting/Bullying
- Possession of any offensive items (eg. Knives /blades/weapons)
- Possession of pornographic literature or software
- Other anti -social behaviour which demonstrates a student is unsuitable for membership of the College
- Breaking of Civil Law
- Breaches of Security
- Truancy from the boarders' school

9. DUTIES:

- An integral part of College life is the performance of duties by students as detailed in Students' Handbook. These are not arduous and should be accomplished efficiently without complaints and with willingness. Students must find their own replacement for duties when they are unable to complete them for whatever reason.

10. SCHOOLS:

- Schools attended by College students have their own rules and regulations. College students are expected to conform to those rules or risk further consequences from the College.
- When students depart for school it is presumed they will go by the most direct route to school and remain on the school grounds until dismissed. After school they will return to the College by the most direct route without deviation to other activities. Truancy is a breach of College rules and will attract severe consequences.
- Suspension from school will mean automatic suspension from the College.

11. OTHER:

- Manager will look after valuables if requested. Valuables kept by the students are their own responsibility.
- Pocket money should be carefully controlled.
- It is recommended that parents take out 24 hour Personal Accident or School Policy cover for their children.
- Room keys to be left at Office each morning and collected on return to the College.
- The Management reserves the right to search rooms & bags if deemed necessary.
- Boarders are not permitted to have the following items at the College:- Mobile Phones, Personal Electric Blankets, TV, Personal Computers, Video iPods or similar video players, DVD players or large fans.
- Boarders are not permitted in other blocks without express permission from a Supervisor for each occurrence.

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- Boarders are not permitted to be out of their rooms after nightly bed time call

12 AUTHORITY:

- Students are expected to show respect for the position held by Supervisory Staff, the Board and other adult Staff. Insolent speech or behaviour hinders the good working order of the College and will not be tolerated.
- Staff should be seen as friends and guides who may be approached for assistance with problems.
- The Board of Management encourages representatives of the Student Council to meet with them and will reserve time at its regular meetings for these representatives to address their concerns.

BREACHES OF THE RULES

- Students and their parents/guardians should know in advance, that infringements incur consequences and cover various procedures. Mild infringements are met by comparatively mild measures such as early bedtime or loss of privileges. In more serious matters, warning, suspension, or expulsion of a student by the Board of Management, plus damages will be invoked.

The Process is as follows:

- **Warning:** Minor breaches of rules will incur a written warning with a copy being forwarded to parents or guardians.
- **Suspension:** After written notification any further breaches will attract automatic suspension for a period of time as determined by the Manager and/or Board of Management.
- **Expulsion:** Further breaches will result in automatic suspension, pending a decision on expulsion of the student. Serious or wilful breaches of the rules will be dealt with by the Board and appropriate action taken immediately.
- **Appeal:** Parents or Guardians, who have a grievance with the procedures of the Board of Management on the expulsion of their child from the College, may place a submission before an Independent Panel who will give a recommendation of outcome to the Board of Management. This Independent Panel may consist of a High School Principal or Deputy Principal, Community Policing Officer and School Chaplain.
- **Decision:** The Board of Management reserves the right to accept or reject any such recommendation.