

Student Policies



BEHAVIOUR MANAGEMENT POLICY

A harmonious environment at the English Language School of Australia (ELSA) will be enhanced by mutual respect for each other and clearly stated codes of behaviour for all students.

General conduct

Appropriate behaviour includes the following:

- Self discipline, honesty, punctuality
- Self respect - reflected by appropriate dress and using appropriate language
- Respect for others and tolerance of all people, regardless of race, sex, sexual orientation, disability or age
- Cooperative/positive relationships with all staff and other students by showing respect, consideration and courtesy
- Respect for the facilities at ELSA

Classroom expectations

“Members of the class should behave in such a way that effective learning can take place by all.”

For effective learning to take place, the following guidelines apply to all members of the classroom:

- Class members will listen while others are speaking
- Everyone needs to be prepared and organised for the lesson
- All class members and their property will be respected
- Class members need to remain on task and allow others to do so
- Classrooms are to be kept neat and tidy

Strategies for dealing with breaches of these requirements

Consequences for failure to abide by these requirements may be:

- Clarify with the student the behaviour which is required
- Give the student a warning
- Time out
- Remove the student to a different setting for a period of time
- Discussion with parent/guardian
- For serious and/or prolonged inappropriate behaviour enrolment may be suspended while ELSA investigates the matter further
- ELSA reserves the right to discipline, suspend or expel a student for unacceptable behaviour, irrespective of where or when such behaviour occurs, including outside of ELSA working hours and during holiday periods. The police may also be notified of an allegation

ELSA EXPECTATIONS

1. School Hours

Secondary students

- All students must be in their classroom ready to start at 8:50 am each morning.
- Students are dismissed at 3:30 pm from Mondays to Friday.

Adult students

- All students must be in their classroom ready to start at 8:50 am each morning.
- Students are dismissed at 3:30 pm from Mondays to Friday

Other courses

- You will be advised of your schedule and expected hours of attendance

2. Student Absence

If a student is expected to be absent for the day, you are asked to ring the school office (8217 3251) or sms 041 158 20 42 as soon as possible so that teachers can be notified of the possible length of absence. Parents/guardians of secondary school students will be contacted if a student fails to arrive at school without notice of absence. Parents/guardians are requested to write a note in the student's diary explaining the reason for absence. This must be shown to the class teacher when the student returns to school.

Parents/guardians of secondary school students should also write notes regarding appointments in the student's diary. These notes are to be shown to the class teacher who signs the note. If a student has a note to leave the school during the day, the student is to show the note, signed by the class teacher, to the Receptionist when they leave the premises. If the student is returning to the school that day, the diary can be left with the Receptionist for collection upon return.

3. Late Arrivals

Students who arrive after 8:45 am must sign in at the Reception desk, and will be asked to record the reason for their late arrival.

Students who are late twice in the one week without a valid reason will asked to explain to the Academic Manager.

4. Truancy

Students who miss lessons without a reason or leave the school property during the school day without permission from the school staff may be given a detention. The teacher or the Year Level Coordinator will contact the parent/guardian if their daughter has been truant. More serious consequences may result if truancy is repeated by the student. Absences from classes will also be reported to immigration; absences that fall below 80% may result in a student's visa being cancelled.

5. Suspension/Expulsion of Students

The school reserves the right to suspend or expel a student for a serious breach of any school policy.

HEALTH CARE AND MEDICATION POLICY

All members of the school community have responsibilities to ensure health care and well-being is achieved for all students.

All teachers and all Education Support Officers who have regular contact with students are required to hold a current First Aid certificate.

The College maintains a detailed list, including individual photos, of each student with special medical conditions or extreme behaviour, and the details of the condition and response required in an emergency. The list is distributed to all teachers and is displayed prominently in the staffroom for all staff to view, including those on yard duty. Special arrangements may be required for these students whilst on excursions.

Adults students and parents/guardians of secondary school students have a responsibility to work in partnership with ELSA to ensure open communication in all matters of health management and care and must provide relevant and updated information including supplying a medical action plan, ensure medication is authorised by a prescribing practitioner, ensure medication is provided to the school and is clearly labelled in relation to frequency, dosage and its expiry date and supply medication as required in a timely manner.

The SA Health Commission lists the exclusion period from school, pre-school and childcare for a number of diseases or condition including chicken pox, conjunctivitis, diarrhoea, hand, foot and mouth disease, head lice, hepatitis, measles, meningitis, mumps, rubella, scabies and whooping cough. The complete list can be viewed at: <http://www.dh.sa.gov.au/pehs/Youve-got-what/exclusion-school-childcare-06.pdf>

ELSA reserves the right to temporarily exclude students from attending school if an illness or a medical condition places other people in the school population at risk, eg swine flu.

Students must inform their class teacher of any concerns or issues arising in relation to any health concerns impacting on learning and well-being.

DRUG POLICY

Policy on the use of prohibited substances

ELSA does not allow students while within the grounds or on ELSA property, on excursions, activities or functions, or travelling to or from ELSA:

- smoke tobacco;
- consume alcohol;
- possess non-prescribed drug related equipment;
- possess, use or supply non-prescribed substances or drugs.

A student who chooses to ignore these regulations will be faced with suspension or the termination of their enrolment.

The following points should be noted:

- Students suspected of breaching this policy will be immediately suspended from school. Parents/guardians of secondary school students will be contacted and the student sent home
- A thorough investigation will be undertaken by the Academic Manager
- Parents/guardians of secondary school students will be asked to attend an interview and discuss the situation with the Academic Manager
- For possession, use or supply of illegal drugs the police will be contacted by the school
- Where the Academic Manager is satisfied that the student has breached this policy, the student will be suspended or their enrolment terminated, taking into account all circumstances of the offence and the student's previous behaviour

STUDENTS AND DRIVING POLICY

ELSA is located in the heart of the city of Adelaide and there is no on-site car parking available for students. The College is very well served by public transport.

Secondary school students are discouraged from driving a motor vehicle to school or any school event.

If a parent/guardian gives their child permission to drive to school or a school event, the student must not transport any other person in the vehicle other than their parents or siblings.

Secondary school students must not use the vehicle during the school day unless the Academic Manager and the student's parent/guardian have given permission.

HARASSMENT POLICY

Introduction

ELSA is committed to providing a safe environment where students can learn and staff can work free from harassment.

Definition of harassment

A person subjects another person to harassment if he/she acts in such an offensive way to the other person, be it verbal, physical or emotional, and in such a way or in such circumstances that the other person could reasonably be expected to feel offended, humiliated or intimidated.

Harassment can include bullying, cyber-bullying, racial discrimination and, sexual harassment.

Some examples of bullying

Bullying includes:

- Pushing, hitting, physical assault, spitting, damaging the property of someone else
- 'Put downs', calling names, ridiculing, threatening
- Making rude or threatening signs
- Demanding money, food or other belongings
- Hurting friends by ignoring or isolating them, or by spreading rumours about them
- Unwanted touching

Bullying can result in:

- Feelings of fear
- Feelings of loneliness
- Physical sickness
- Sleeplessness
- Loss of self-esteem
- Unhappiness
- Unwillingness to come to school

Some examples of racial harassment

Racial harassment includes deliberate or repeated racist comments, gestures, or any other conduct which hurts people, based on their nationality, country of origin, colour of skin, ancestry or any other related beliefs or behaviours.

Racial harassment can result in:

- Feelings of hurt
- Feelings of anger
- Feelings of loneliness
- Unhappiness

Some examples of sexual harassment

Sexual Harassment is unlawful under the SA Equal Opportunity Act, 1984 and the Commonwealth Sex Discrimination Act, 1984.

Sexual harassment is any behaviour of a sexual nature which is unwelcome and which makes a person feel embarrassed, uncomfortable, afraid or upset.

Sexual harassment includes:

- Someone touching or brushing against you when you've asked the person to stop
- Unwelcome staring, whistling, gesturing or making comments about your body, looks or clothes
- Writing and distributing rude/unpleasant notes of a sexual nature about you
- Telling jokes or showing reading matter/pictures that are sexually offensive
- Making comments about your sexuality

Sexual harassment is not:

- Behaving with common courtesy
- Developing mutually acceptable friendships

Sexual harassment can occur between:

- Students
- Staff
- Staff and students
- Parents/guardians and staff
- Adults or students who are visitors to the school

Sexual harassment can result in:

- Feelings of fear, powerlessness, embarrassment
- Loss of self-confidence and self-esteem
- Loss of trust
- Feelings of isolation and difficulties in forming friendships and relationships
- Difficulties in concentration
- Deterioration in work
- Behavioural problems

What can you do if you feel you are being harassed

- Tell the person you don't like it and you want it to stop
- Talk to someone you trust - eg a parent/guardian, a friend, a teacher, the Academic Manager

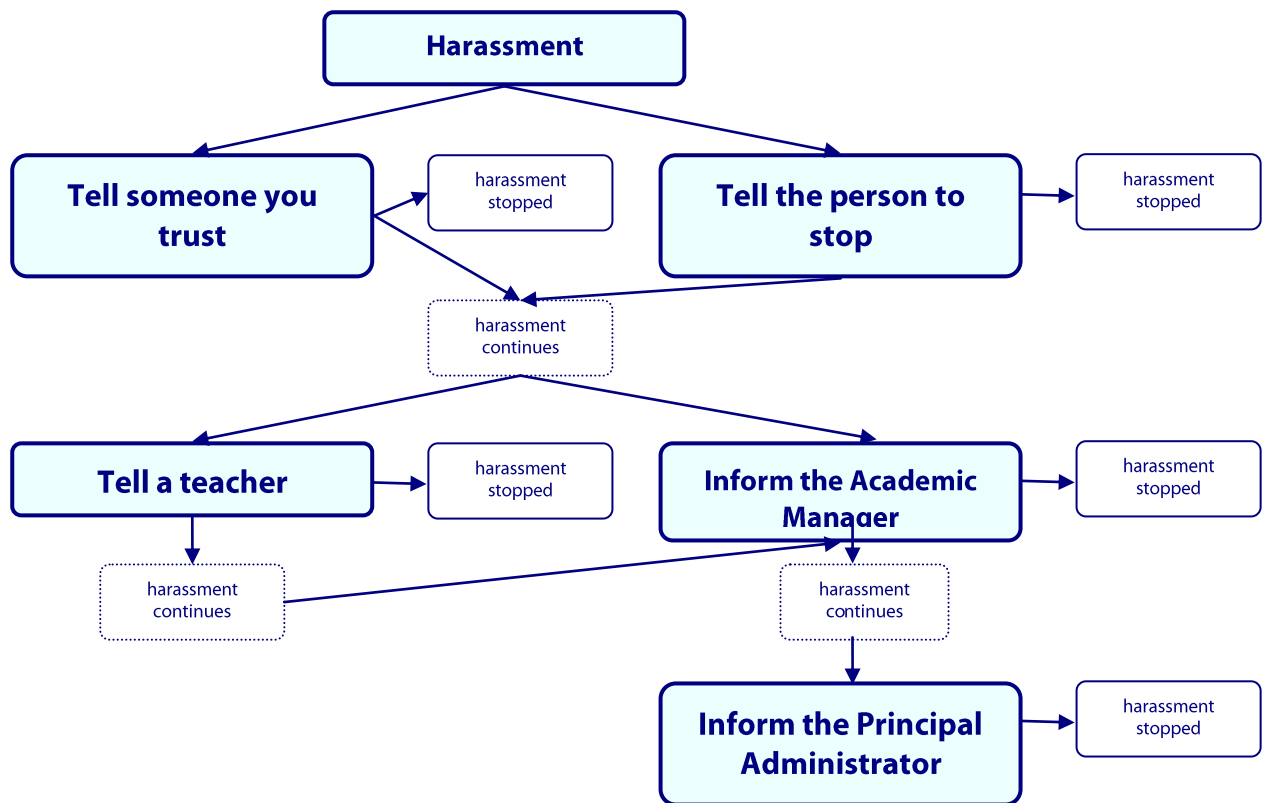
What will happen if you talk with a teacher or the Academic Manager

- They will listen to you and take your concerns seriously
- They will offer you support and work with you until the harassment has stopped and you feel safe
- The person(s) responsible for the harassment will be dealt with at the Academic Manager's discretion
- The offending students will be interviewed and if deemed guilty, appropriate sanctions will be applied by the school administration. Parents/guardians may be asked to attend an interview

Possible consequences

- For any serious breach of school policy, the school reserves the right to suspend or terminate the enrolment of the student. ELSA reserves the right to discipline, suspend or expel a student for unacceptable behaviour, irrespective of where or when such behaviour occurs, including outside of school hours and during school holiday periods. The police may also be notified of an allegation.

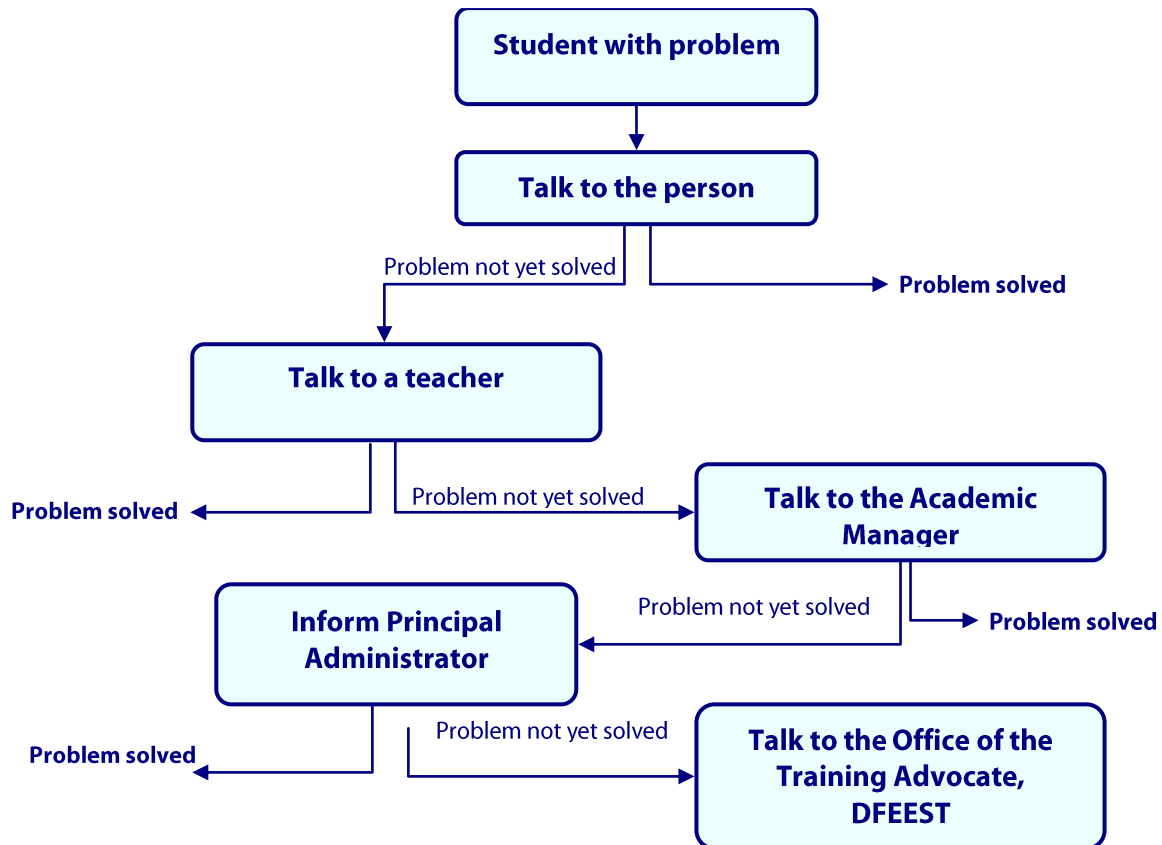
HARASSMENT FLOW CHART



PROCEDURE FOR RESPONDING TO CONCERNS, COMPLAINTS, GRIEVANCES AND ALLEGATIONS OF MISCONDUCT

Flow chart if you have a general concern, complaint etc

Sample flow chart for students with problems or concerns



If a student has any problems or concerns, then it is important they talk to someone who can help them. The flow chart is a guide for students to follow if they need help.

EXTREME WEATHER POLICY

Extreme weather procedures are to be followed if students suffer from exposure to rainy, cold, storm, windy or hot weather.

All classrooms are air conditioned so students are generally not dismissed early on hot days.

Students are permitted to have bottled water with them, including in classrooms, on all days.

This policy should be read in conjunction with our Sun Protection Policy. The use of sunscreen, hats, sunglasses and shade are integral factors in our hot weather strategy.

As an inner city school, the threat of bushfire is extremely remote. As our students come from a wide range of suburbs, if a student's home is under threat from a bushfire whilst they are attending a school day, the secondary school students is able to stay at ELSA until a family member or approved family friend is able to collect them that day. Other students may also remain on the premises, of they wish, until someone comes to collect them.

In extreme weather, excursions (where applicable) are modified or cancelled to protect students from exposure to the elements, undue physical stress or hazards.

During extreme weather, an announcement will be made by the Academic Manager and supervised classrooms are made available at recess and lunch time for students' safety and well-being.

SUN PROTECTION POLICY

Skin cancer is the most common form of cancer in Australia, affecting all age groups from young people upwards. The principal cause is ultraviolet radiation which is particularly intense in our summer sunshine.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Much of the damage occurs during childhood and adolescence. Research suggests that severe sunburn is a contributor to skin cancer and other forms of skin damage such as wrinkles, sunspots, blemishes and premature ageing. Most skin damage and skin cancer is, therefore, preventable.

The Cancer Council South Australia recommends people protect their skin at times when the ultraviolet radiation (UVR) level is 3 (3 – 5 is the moderate range) and above – this is when the UVR level is strong enough to cause damage to the skin. With this in mind, the guidelines for South Australia are that a skin protection policy be in place from the beginning of September until the end of April. The Cancer Council also recommends that particular care should be taken between 10:00 am and 3:00 pm, when the UVR levels are at their highest.

The aims of the ELSA Sun Protection Policy are to promote among students, staff and parents: positive attitudes toward skin protection

- lifestyle practices which can help reduce the incidence of skin cancer and the number of related deaths

- personal responsibility for and decision-making about skin protection
- awareness of the need for environmental changes in the school to reduce the level of exposure to the sun

Early detection and treatment will cure the majority of skin cancers but to reduce the risk of developing skin cancer the following precautions should be adopted when outdoors:

- Take particular care if in direct sunlight between 10:00 am and 3:00 pm from 1 September to 30 April, and when the ultraviolet radiation level is 3 (moderate) and above, outside of these dates and times;
- Wear a broad brimmed hat or legionnaire style hat to protect the face and skin;
- Wear SPF 30+ broad spectrum, water resistant sunscreen on all parts of the body exposed to the sun;
- Wear wrap-around sunglasses recommended by The Cancer Council SA, which have an eye protection factor of 10 (maximum protection);
- Wear a rash vest or t-shirt when swimming in an outdoor pool if it does not have shade;
- Utilise one of the many shaded or covered areas of the school whenever possible.

Implementation

1. Students are encouraged to bring their own supplies of SPF 30+ broad spectrum, water resistant sunscreen to school. Sunscreen is on the booklists for all year levels. Sunscreen should be applied 15 to 20 minutes before going outdoors and should be reapplied every two hours if outdoors for prolonged periods of time (eg sports days, excursions, camps) or more frequently if involved in water activities or involved in intensive activities involving increased perspiration.
2. Students using the shaded St Aloysius College swimming pool must use sunscreen.
3. Students are not permitted to sunbake within the school grounds.

Points to Remember About Skin Cancer

Because skin cancers are visible you can see signs of them, and if signs appear you should have them checked as soon as they appear. Early symptoms of skin cancer may seem quite minor but any suspicious spot should be examined by a doctor immediately.

Signs to look for are:

- A crusty non-healing sore
- A small lump which is red, pale or pearly in colour
- A new spot, freckle or mole changing in colour, thickness or shape over a period of several weeks to months. Particular attention should be paid to spots that are dark brown to black, red or blue-black.

Further information about prevention and early detection of Skin Cancer is available from The Cancer Council SA (www.cancersa.org.au).

COMMUNICATIONS TECHNOLOGY POLICY

All students, staff and volunteers are to use ELSA's information and communications technology only in a way that enhances student and staff learning and contributes to the betterment and well-being of the community.

ELSA's information and communications technology includes the utilisation of any equipment, property or resource at any time, whether during school hours or not, and includes the use from home or elsewhere.

ELSA's computer network is an educational facility provided by the school to be used primarily for educational purposes. Anyone using it has a responsibility to use these resources in an appropriate, ethical, professional and lawful manner.

All email, telephony and message systems, including those internet based, will be treated as education or business related messages. Accordingly, one should not expect that any information or document transmitted or stored on ELSA computer network is private.

Workplace participants are permitted to use the internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with participants' responsibilities and duties in the school, or with ELSA's functions.

However, any use of the internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this policy.

Individuals and/or ELSA may be liable for what is written or said in a message, including email. Messages are neither private nor secret. They may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in a message may be unexpected and extremely widespread.

The internet, email or any other messaging or telephony device should never be used for the following purposes:

- to abuse, vilify, defame, harass, degrade or discriminate (by virtue of sex, race, disability, religion, sexual orientation, national origin or other)
- to send, receive or store obscene, offensive or pornographic material
- to discuss or comment on the physical appearance of other persons (whether they receive the message or not)
- to harass any person whether through language, frequency or size of messages;
- to injure the reputation of ELSA in a manner that may cause embarrassment to the employer
- to spam, spoof or mass mail or to send or deliberately receive chain mail
- to infringe the copyright or other intellectual property rights of another person
- to perform any other unlawful or inappropriate act.

Any inappropriate material received by email should be deleted immediately and not forwarded to anyone else. It is particularly important to respond to inappropriate emails with an indication to the sender that such emails should not be sent in the future into, or within, ELSA's domain.

From time to time when accessing the internet users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of the Academic Manager in order for them to be blocked by ELSA's filtering software and to ensure that it is noted that the material was not accessed purposely.

The contents and usage of email and internet access may be subject to regular random monitoring by ELSA or by a third party on ELSA's behalf. This will include electronic communications which are sent or received, internally or externally. Where inappropriate use is suspected through this means, or by other incidents, the Academic Manager may authorise personnel to examine the web access logs and or email accounts. No monitoring will occur without the permission of the Academic Manager except for normal logging of system usage to manage the network.

The Privacy Act requires individuals and the school to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. When logged on, each person is responsible for the security of the computer and should not allow it to be used by anyone else.

Additional student rules:

- Students must protect the use of their password
- There is no eating or drinking in the Computing rooms at any time
- If a scheduled lesson is about to commence or is in progress, permission to use a computer must be sought from the teacher on all occasions
- Students visiting a Computing room for research, assignment or skill development purposes must have received permission from their teacher at that time
- Students must only use approved devices (eg USB drive) on the school network
- Any student file is subject to inspection by school staff, whether it is stored on school equipment or on any other device connected (physically or otherwise) to the school network and its content must be in keeping with this policy
- Students must not download or install any software without the permission of a staff member
- Possession and/or use of hacking tools is expressly forbidden
- The conduct of chat sessions on any form of chat line is expressly forbidden
- Students must not divulge their address, phone number or any other personal information through emails or any other internet related communication