

700 STUDENT ENGAGEMENT & WELLBEING

711 Student Code of Conduct

School Policy and Advisory Guide Reference:

www.education.vic.gov.au/management/governance/spag/participation/engagement/policyrequirements.htm

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4th September 2012

Line Manager

Cassandra Walters

BELIEFS

This code is based on the principles that:

- Students have a right to work in a safe, secure and challenging environment where they will be able to fully develop their talents, interests and ambitions
- Staff have the right to work and teach in a safe, orderly and co-operative environment
- **Positive staff / student relationships are fundamental to a productive classroom and college environment.**

Students are encouraged to:

- Develop high self-esteem, self-discipline, honesty, a desire to learn and responsibility for their own behaviour.
- Respect other members of the college community and the rights of others to learn in a safe, supportive and secure environment
- Take pride in the college's physical environment by respecting the college's property and the property of others

EXPECTATIONS

Expected classroom rules are:

- Be on time
- Bring all required materials to class (including laptop)
- Follow teacher instructions promptly
- Show respect for others and their property
- Use class time productively
- Behave in a safe and orderly manner
- Make a genuine effort to complete set tasks
- Mobile phones and MP3 players are not used

Additional rules include:

- Attend college and provide a note for absences
- Wear college uniform and follow the College Dress Code
- Leave bags in lockers, do not take them to class
- Ensure behaviour is not disruptive or anti-social
- Provide parent and College permission to leave college during school hours
- Stay away from designated "out of bounds" areas
- Ensure visitors report first to the General Office
- Do not bring dangerous materials, including drugs to college

MANAGEMENT STRATEGIES

- **Teachers have a classroom management plan** demonstrating:
 - The classroom rules
 - The process of student management to be followed
 - The provision of positive feedback to students
- **Strategies for managing classroom behaviour** may include:
 - Identifying positive & negative behaviours
 - Reminding of rules,
 - Praise, rewards, warnings and reprimands,
 - Seating plans, separation or isolation within class
 - Cool off outside the class
 - Apologies, written contracts, negotiated programs
 - Parent contact by notes in diaries, telephone or meetings
 - Providing special privileges or removing privileges,
 - Providing modified programs or alternative work
 - Detentions for up to half of recess and lunch or up to 45 minutes after college

If a student breaks the class rules:

- The student may be asked to **stand** outside the classroom for a short period of time for a “**cool off**” before returning. **It is the teacher’s responsibility to meet with the student they have exited to establish a positive and productive working relationship and resolution.**
- An “**exit**” is when a student is sent to the Assistant Principals’ Office where they will remain for the rest of the lesson. When a student is exited, **the classroom teacher must make telephone contact with the parent/guardian within 24 hours to discuss the matter. It may be deemed appropriate to inform a Year Level coordinator of the intention to telephone the parent. The exit must be recorded on SIMS.**
- **When a student has been exited 3 times by the same teacher, the Year Level Coordinator must convene a Student Support Group meeting of the parent/guardian, student and teacher to resolve the matter.**
- **Where misbehaviour in class is serious or continuing** this will be referred directly to a Year Level Coordinator. This may result in further measures such as parent meetings, withdrawal of privileges, attendance or behaviour cards, counselling, special programs, special duties such as yard duty, cleaning or gardening, further detentions, full day detentions or suspension.
- **Where misbehaviour of student occurs across classes the matter will be dealt with by a Year Level Coordinator.**
- **If a student breaks college-wide rules outside of the classroom**, the teacher observing the incident may deal with it or refer the situation to a Year Level Coordinator or Assistant Principal. Appropriate consequences such as cleaning duties, detentions or suspensions will be applied. **The incident should be reported on the SIMS by the teacher observing the incident.**
- Illegal activities such as theft or possession of drugs will be referred to the police. If there is any suspicion of possession of prohibited materials, bag and locker searches will be undertaken and these materials will be confiscated. Damage to the property of other students or the college will require financial compensation.
- Serious misbehaviour whilst participating in an extra curricula activity will be dealt with by suspension and withdrawal from further activities.
- **Extreme misbehaviours or continuing misbehaviour** resulting in repeated suspensions may lead to expulsion

Note: Page 1 of this policy should be included in a parent/guardian mail out prior to the start of the school year.