
College Code of Conduct



Rationale

In accordance with the Student Engagement Guidelines every member of the College Community has the right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect.

Aim

- At Scoresby Secondary College, students are able to work in a safe, secure, orderly, cooperative and supportive environment, where quality teaching and learning takes place. Consequences are applied to those who do not conform to the standards set and are designed to involve learning and welfare processes
- Role models are provided through our student leadership program
- The College Code of Conduct promotes productive, cooperative and non-discriminatory relationships in the school community. Positive attitudes, good performance and effort are publicly recognised through a variety of activities, including classroom rewards, assemblies, presentation nights and the College newsletter
- A well-established structure involving teachers, Year Level Coordinators, Sub School Leaders and Principals, supported by the Student Services Team consisting of Head of Student Services, chaplain, educational psychologist, social worker and doctor, enables the College to deal with issues quickly, appropriately and effectively Students with a disability have the additional support of our Integration staff and any external specialists when available
- Students' behaviour contributes to the educational, social, emotional and physical development of themselves and those around them At Scoresby Secondary College we are actively teaching students whole school engagement, attendance and behavioral expectations to create a highly predictable environment that allows students to understand what is expected of them and what they can expect from each other

Values, Rights and Responsibilities

Integrity
Nurture
Success
Pride
Innovation
Respect
Excellence

1) Everyone has the responsibility to respect self and others

- All members of the College Community are valued and treated with respect
- Students are expected to listen with understanding and empathy and manage their impulsivity when dealing with other people
- Polite behaviour and speech are expected at all times: rudeness and defiance will not be accepted
- Obscene, racist or sexist language, or any form of discriminatory behaviour will not be accepted
- Everyone has a right to work in a secure environment where, without intimidation, bullying (including cyberbullying) or harassment they are able to fully develop their talents, interests and ambition
- Bullying, fighting and other forms of violence and/or intimidation are not acceptable at the College
- The possession of dangerous implements at school is prohibited This includes materials such as steel rulers unless supplied by teachers
- Cigarettes, cigarette lighters, matches, tobacco, drugs, alcohol and other illicit substances are not permitted with the exception of meeting educational outcomes in subjects such as science
- Students cannot invite people who have no legitimate purpose for being at the College on to school property

2) Rights and Responsibilities, concern and care for others and the learning environment

- Teachers have a right to teach and students have a right to learn in an orderly and cooperative environment
- Students need to be punctual to school and every class and be prepared with all necessary materials and equipment
- Teacher permission is required before entering a room
- Students cannot go to lockers between periods and cannot be out of class without a planner entry signed by the teacher
- All set class and home work must be completed and in the case of absences, it is the student's responsibility to catch up on any work missed
- School bags cannot be taken into the classroom
- Food and drink, other than water, cannot be taken into classrooms without teacher consent
- When speaking to other members of the College, students should make sure they do so in a polite and non-argumentative manner by managing their impulsivity and by listening with understanding and empathy
- Students must comply with all instructions from staff. Students wishing to question any instruction or decision of staff, will do so in private and at a time convenient to all involved
- Bicycles, skateboards, roller blades or similar are not to be ridden in the school grounds. Students are expected to lock their own bicycles securely in the bike shelter
- Students should help to maintain the good order of the College environment by placing all rubbish in the bin
- Chewing gum, liquid paper and marker pens are not permitted
- Spitting, shouting, pushing and running around the grounds recklessly is not allowed
- Electronic audio devices must not be used at school including the yard without permission

3) Everyone has the responsibility to act with honesty, integrity and trust

- Students, parents and staff will work together to sustain a safe, supportive and nurturing learning environment
- Students are required to be in correct College uniform and to be neat and tidy in their appearance at all times
- Students not in the correct uniform must bring a note of explanation signed by a parent/guardian/care giver and obtain a 'Uniform Pass'
- Students cannot leave the College grounds without a signed note from parent/guardian/care giver or without a teacher's permission and signed out through the General Office
- Parents/Guardians need to inform the College if their child will be absent or if they arrive late to school in the morning and provide a note or medical certificate for reason of absence
- Students will not be permitted to participate in extracurricular activities unless all documentation (and payment if required), is signed and received by the College
- All lost property will be handed in to the General Office
- Stealing, vandalising, graffiti or defacing College property or the property of others is not acceptable
- Any valuable items, including sums of money, that need to be brought to school will be handed in to General Office
- Mobile phones cannot be used at school (refer to the College's mobile phone policy)
- Students driving motor vehicles to school must adhere to the 'Senior School students driving to school' policy
- Plagiarised material will not be accepted for assessment Consequences for breaches of this rule will be dealt with in the first instance by the subject teacher and year level coordinator, in the case of VCE studies, the Head of Senior School who will follow the Victorian Curriculum and Assessment Authority processes

These rules may be modified when required. The College Community will be notified in the event of any changes

School Action and Consequences

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole-College and classroom practices, Including:

When a breach of this code occurs, and within the framework described below, a graded sequence of sanctions apply As far as is practical and when deemed necessary, parents/guardians will be contacted to inform them of breaches of the code and to seek their involvement and support In some cases of severe misconduct, depending of the magnitude of the incident, one or more levels may be skipped

First level: this will involve the student, classroom teacher, and/or the Home Group teacher/Year Level Coordinator and could involve one or more of the actions below:

- Discussion between student and teacher
- Discussion with the student's Home Group teacher/Year Level Coordinator
- Moving student within the class

- Withdrawal of classroom privileges
- Reiteration of the Student Code of Conduct and positive reinforcement of expected behavior and standards
- Notification to parents via student planner:
 - Detention - Maximum 10 minutes at recess
 - Maximum 25 minutes at lunchtime
 - Maximum 45 minutes after school (24 hours' notice required)

Second level: this will involve the student, Year Level Coordinator and/or Head of School and could involve one or more of the actions below:

- Counselling, reinforcement of expected behavior and standards
- Community service duties
- Detention, which may include Saturday morning or on student free days
- Exclusion from class
- Removal of privileges
- Parent/guardian/care giver contact and/or Student Support Group meeting
- Conferencing with class teacher
- Close monitoring and reporting of a student's behavior in each one of their classes each day
- Temporary or permanent placement in another class

Third level: this will involve the student, Head of School, Assistant Principal or College Principal and could involve one or more of the actions below:

- Parent/guardian/care giver contact and Student support group meeting with relevant others involved
- Suspension (procedure and grounds for suspension are outlined in Student Engagement, Wellbeing and Inclusion Guidelines)
- Behaviour Review Conference in which expulsion may be an outcome (procedure and grounds for expulsion are outlined in Student Engagement and Wellbeing and Inclusion Guidelines)
- An external Region Approved Support Person may be involved in Behavior Review Conferences where expulsion is being considered

Note: Corporal punishment is not permitted at this College

Other Related College Policies

The College has other policies available on the College's website <http://www.scoresbysc.vic.edu.au/>

These policies include:

- Mobile Phones and Audio Devices Policy
- 'Not In Our School' – Bullying and Harassment Policy
- Student Engagement Wellbeing and Inclusion Policy

College Code of Conduct was ratified at School Council in: May 2017
To be reviewed
May 2018