

Mordialloc College Student Code of Conduct



The primary purpose of this code is to foster a vibrant, healthy College culture in which each student achieves their personal best within a positive social environment.

Our Student Code of Conduct is supported by the *Mordialloc College Anti-Bullying Policy*, the *Wellbeing Policy*, our *Staff Code of Cooperation* and individual *Class Codes of Cooperation* for each class. The philosophy and practice of Restorative Justice underpins and is embedded within this code.

The Code of Conduct is based on the following principles outlined for all government schools by the DEECD:

- All individuals are to be valued and treated with respect.
- Students have a right to work in a secure environment where, without intimidation bullying or harassment, they are able to fully develop their talents, interests and ambitions.
- Parents have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- Teachers have a right to expect that they will be able to teach in an orderly and cooperative environment.
- Principals and staff have an obligation to fairly; reasonably and consistently implement this code.

1. STUDENT BEHAVIOUR

All students have the right to be part of a caring, safe enjoyable learning environment. To enable this to happen it is the responsibility of all students to help create and maintain a positive learning environment. They can do this by showing respect, courtesy and consideration to the rights of all students, teachers and all members of the College community.

1.1 Students are to respect the right of all students to experience a positive learning environment. Students are to enable this to happen by following the agreed *Class Code of Cooperation* for each class.

1.2 Students are to respect the right of all students to experience a safe learning environment. Students are to enable this to happen by:

- Following the agreed *Class Code of Cooperation* for each class.
- Not engaging in any bullying behaviour. This includes physical, verbal, social, emotional, and cyber bullying. (see *Mordialloc College Anti-Bullying Policy*)
- Not using abusive, discriminatory, language, signs or gestures.
- Not fighting, chasing or harassing other students.
- Cigarettes, alcohol and illicit drugs are not to be brought into the College grounds by students
- Not bringing pornographic or sexist literature, dangerous weapons/articles or their imitations onto school grounds

1.3 Students are to respect and maintain a clean, tidy work environment. Students are to enable this to happen by:

- Not engaging in graffiti of any form.
- Cleaning classroom before exiting.
- Depositing rubbish in bins provided on the yard.
- Complying with our 'Nude Food' Processes operation operating in the centres.

1.4 Students to attend class prepared to actively participate and bring the required resources to enable this e.g. pens, books, and text books.

1.5 To assist with the health and safety of all students, the College may require students to open their bags, pockets and lockers on request.



2. ATTENDANCE/ PUNCTUALITY

2.1 Students are to attend school for the whole timetabled school day. Students may not leave the College grounds in College hours without a written pass.

2.2 VCE students may leave the College only if they have a study period at the end of the day. VCE students must be at the College Periods 1-3.

2.3 Any student who is moving around the College grounds during timetabled hours is to have a written note from their class teacher in their school planner

2.4 Lockers are not to be visited during class time

2.5 Students are to arrive at classes at the scheduled time

2.6 Notes from parents/guardians explaining absences are to be handed into the sick bay on the day the student returns to the College

3. PERSONAL PROPERTY including iPods, MP3 players and electronic games

3.1 Students should be responsible for their own personal property which should be clearly labelled.

3.2 Valuable items such as MP3 players, game consoles and expensive shoes must not be brought to school as the College cannot accept responsibility for their safety.

3.3 Students may not interfere with the property of other students.

3.4 Students may not tamper with the locks or lockers of other students.

3.5 Mobile phones are distracting and should not be carried around during school hours. If bringing them to school is essential they must be locked in the student's locker or handed to a Coordinator for the duration of the school day. The school cannot accept responsibility for their safety.

3.6 The College bag is part of the school uniform and must be used to carry books and equipment to and from school. It should be locked in the student's locker during the day and not taken to class where it may be a safety issue. The locker remains the property of the College. All students require a school authorised padlock.

3.7 If students bring to school items that are dangerous, unlawful or detract from the smooth running of the school they will be confiscated. (see *Confiscations and Student Searches Policies*)

4. TRAIN, ROAD and BIKE SAFETY

4.1 The only approved form of transport to school is by public transport, private car or bicycle. The use of skateboards, scooters or inline skates, are not an appropriate mode of transport and must not be brought to school. Students should obey all road laws when travelling to and from school, on excursions and camps either as pedestrians, motorists, bus or rail users, or when riding bicycles.

4.2 The wearing of legal bike helmets when riding bicycles is compulsory; as legislated by the Victorian Government.



4.3 For reasons of safety, the riding of bicycles on the College grounds is prohibited.

4.4 During school hours, bicycles should be placed in the bike shed provided, appropriately chained and padlocked

4.5 All students need to remember they are representatives of Mordialloc College. Student behaviour should reflect the school's high personal standards at all times. As well as obeying Bus and Rail Codes of Conduct, road laws and safety, students should observe traditional rules of politeness.

4.6 While it is impossible for the College to supervise students when travelling to and from school, central transport areas, such as train stations and shopping centres should not be used as meeting places. The College recommends that students come to school directly from home and to go home directly from school.

4.7 Any behaviour, particularly around train stations and rail lines that poses a danger to oneself, other students or members of the community, or poses a threat to public property, must be avoided.

4.8 Students who gain their driver's licence are not permitted to park within the school grounds.

4.9 In accordance with DEECD regulations students on a 'P' plate licence are strictly forbidden from transporting any other individual in their car with connection to school business. This includes travelling to and from school or any school events such as sporting, social, formals etc.

5. COLLEGE PROPERTY

5.1 Students should respect and care for the College's buildings and surrounding grounds and gardens.

5.2 All students should expect to be able to learn in an environment where furniture is clean and intact and the rooms free of graffiti and rubbish. Therefore, vandalism, wilful damage, misuses and/or theft of College property is prohibited and must be reported to staff. Students should not write on or mark tables, chairs, walls or lockers. The chewing of gum is also prohibited.

6. USE OF ICT

6.1 All students should respect and care for the computers and other ICT equipment provided for their education and use them in an appropriate manner. Students are to enable this to happen by:

- Ensuring that desktop work stations are not tampered with. Any malfunction should be reported immediately to the class room teacher.
- Ensuring that all laptop usage be recorded and the laptops returned to trolleys and plugged in for recharging after use.

6.2 All internet, email and College network access must be directly related to College study purposes. Students must not access internet sites forbidden by law or Council policy.

- Cyber bullying is illegal.
- Inappropriate use of photographs, videos or images is not permitted.

6.3 To have access to the use of ICT at the College the parent/guardian must sign annually the *ICT Network Contract* in the Student Planner which is to be displayed during student access.

7. EXCURSIONS

7.1 Students are representing Mordialloc College whilst on excursions and they need to behave in an acceptable manner and uphold the reputation of the College.



7.2 Unless the excursion is of an extremely physical nature (such as rock climbing) full school uniform must be worn. Furthermore, they must act responsibly on public transport and listen attentively to guest speakers.

7.3 It is essential that students follow their teacher's instructions at all times.

7.4 A signed permission form **must** be submitted before every excursion.

7.5 In Term 1 and 4 SunSmart policies apply - hats must be worn when outdoors and sunscreen applied.

8. UNIFORM

8.1 The wearing of the College uniform is compulsory on the way to school, during the school day including P.E. classes, and on the way home. The uniform should be worn correctly and students should be of neat appearance.

8.2 Jewellery is not permitted at school, apart from a wrist watch and one plain stud or sleeper for those students with pierced ears. Other forms of visible body piercing are **not** permitted.

8.3 Make up and nail polish is not to be worn.

8.4 Black leather, publishable lace up school shoes are to be worn as part of the uniform.

8.5 Jackets are not to be worn in the classroom.

8.6 A plain white T-shirt or singlet may be worn under the shirt during Terms 2 and 3 but must not be visible. Shirts must be tucked in during Terms 2 and 3.

8.7 As part of the School Council SunSmart Policy, the school hat should be worn when participating in P.E. and Sport during Terms 1 and 4.

8.8 Non-natural hair colours including blue, red, purple, green, yellow or severe two tone styles and or extreme hair styles are not permitted.

9. OUT OF BOUNDS AREAS

9.1 For safety purposes the following areas are out of bounds during school hours: teacher offices, the Science Preparation area, Technology store rooms, the front of the school and the bike racks. Students must also remain 5 metres from the school fence at all times.

9.2 Student toilets are locked during class time for security reasons. If absolutely necessary students can access toilets in the following locations with written permission from a classroom teacher:

- The Glasshouse
- The Discovery Centre

If students are not in the vicinity of these amenities they may obtain written permission via the planner from their class teacher and access the staff facilities in the main staff room.

CONSEQUENCES FOR BREACHES OF THE STUDENT CODE OF CONDUCT

The focus of this code of conduct is the wellbeing of students, both individually and as a group.

It recognises that part of developing independence into adulthood is accepting responsibility for personal actions. When the Code of Conduct is breached students will be held to account using restorative language and practices.



We are aware that other students and/or teacher's right to a safe and positive learning environment may have been affected causing harm to the relationship. To repair the harm the student will be involved in a restorative conversation. This could happen in a number of ways:

- Teacher/student chat
- Teacher/parent/student meeting
- Small group conference
- Classroom conference
- Community conference
- All may include classroom teacher, Year Level Coordinator, Director of Sub-School, Assistant Principal, Principal

Other consequences may also be implemented including:

- Confiscation of banned items
- Community service within the College
- Loss of privileges
- Parent involvement
- Exclusion from excursions and camps
- Covering cost of damage done to property
- Exclusion from public transport
- Parent escort to and from school
- Detentions
- Suspensions ('in school' and 'out of school')
- Expulsions