

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 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 DET:

- 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
- Our school actively promotes the safety and wellbeing of all students and all of our school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards
- 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 and by upholding the Mordialloc College agreed values of Personal Best, Integrity, Respect and Responsibility.

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 Bullying Prevention Policy)
- Not using abusive, discriminatory language, signs or gestures
- Not fighting, chasing or harassing other students
- Not bringing cigarettes, alcohol and illicit drugs into the College grounds or being found in their possession at any time during the school day or as they travel to and from school
- 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 operating in the centres

1.4 Students to attend class prepared to actively participate by bringing the required resources to enable this e.g. Pens, books, text books/e-books, charged devices, etc.

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 signing out at the General Office first.
- 2.2** VCE and VCAL students may leave the College only if they have a study period at the end of the day. Therefore, VCE and VCAL students must be at the College during Periods 1–4 on Monday and Tuesday and Periods 1-3 on Wednesday, Thursday and Friday
- 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 front office or their YLC on the day the student returns to the College.

3. PERSONAL PROPERTY including iPODs, mobile phones and electronic games

- 3.1** Students should be responsible for their own personal property which should be clearly labeled.
- 3.2** Valuable items not required for educational purposes such as iPODs, game consoles and expensive items should 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 should not be carried during school hours. The College recommends if bringing them to school, they are locked in the student's locker 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 therefore should be used to carry books and equipment to and from school. It is to 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 (refer to DET Banning, Searching and Seizing Harmful Items Guidelines).

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 is 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** The riding of bicycles on the College grounds is prohibited.
- 4.4.** During school hours, bicycles are to be placed in the bike shed provided, appropriately chained and padlocked.
- 4.5** All students are representatives of Mordialloc College. Student behaviour should reflect the school's values at all times. As well as obeying Bus and Rail Codes of Conduct, road laws and safety, students should observe traditional rules of politeness when interacting with the public.
- 4.6** It is recommended when traveling to and from school that 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 go home directly from school.
- 4.7** Students are to behave in a safe manner around train lines and train stations. Respect to public property is to be shown at all times.
- 4.8** Students who gain their driver's licence are not permitted to park within the school grounds.

4.9 In accordance with DET regulations students on a 'P' plate licence are not permitted to transport 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 can 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, willful damage, misuse 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 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 College values.

7.2 Full school uniform must be worn on excursions. An exception may be made if the excursion is of an extremely physical nature (such as rock climbing) . Students are to 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 parent permission form **must** be submitted three days before every excursion.

7.5 In Terms 1 and 4 the SunSmart Policy applies – hats must be worn when outdoors and/or 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 Students are permitted to wear a wrist watch and plain stud or sleeper earrings for those students with pierced ears. Visible body piercings are **not** permitted, or should not be visible (eg. clear and discreet.)

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

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

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

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

8.7 Non-natural hair colours eg. blue, pink, 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 to students: teacher offices, the Science Preparation area, Technology store rooms, the front of the school and the bike racks. Students must also remain 2 metres from the school fence at all times.

9.2 Student toilets are locked during class time for security reasons. If 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 teachers 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 and 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
- Detentions
- Suspensions ('in school' and 'out of school')
- Expulsions

For more details see:

- the School Website – www.mcsc.vic.edu.au
- www.education.vic.gov.au/school/principals/spag/safety/Pages/property.aspx
- Bullying Prevention Policy
- Student Engagement Guidelines Policy