COLLEGE CODE OF CONDUCT

In accordance with the Student Engagement Guidelines

Every member of the College Community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity.

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 reward systems, assemblies, Presentation Night and the College newsletter.

Role models are provided through the use of a well-established student leadership system.

At Mount Waverley, students are able to work in a secure, orderly, cooperative and supportive environment, where effective 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.

A well-established structure involving teachers, Level Coordinators, sub school Leaders and Principals, supported by the Student Welfare Coordinators, enables the College to deal with issues quickly, appropriately and effectively.

The use of the term ‘parent’ includes other legal positions such as guardian and caregiver.

Students’ behaviour contributes to the educational, social, emotional and physical development of themselves and those around them. At Mount Waverley 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**
- **Learning**
- **Excellence**
- **Accountability**
- **Respect**
- **Nurturing**

1) Everyone has the responsibility to respect self and others

- All members of the College community are valued and treated with respect and courtesy
- Students need 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 at school
- 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 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 diary 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. Bicycles will be locked securely in the bike shelter
- Students should help to maintain the good order of the College environment by putting 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

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

• Students, parents and staff will work together to sustain a supportive and caring learning environment
• Students are required to be in correct school 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 and obtain a 'Uniform Pass’
• Students cannot leave the College grounds without a signed note from home or without a teacher’s permission
• Parents/Guardians need to inform the College if their child will be absent for two or more days or if they arrive late to school in the morning
• Students will not be permitted to attend out of school activities unless all necessary documentation is signed and received by the College
• All lost property will be handed in to the appropriate person.
• Stealing, vandalising, graffiti or defacing College property or the property of others is not acceptable.
• Any valuables items including sums of money that need to be brought to school will be handed in to staff for safekeeping
• 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 ‘VCE students driving to school’ policy

These rules may be modified throughout the course of the year. The College Community will be notified 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, levels may be skipped.

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

- Discussion between student and teacher
- Discussion with the student’s Home Group teacher/coordinator/Mentor
- Moving student within the class
- Withdrawal of classroom privileges
- Reiteration of the Student Code of Conduct and positive reinforcement of expected behaviour 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 Year Level Coordinator and/or Student Leader and could involve one or more of the actions below:

- Counseling, reinforcement of expected behaviour and standards
- Community service duties
- Detention, including Saturday morning or on student free days
- Exclusion from class
- Removal of privileges
- Parent/guardian contact and/or Student support group meeting
- Conferencing with class teacher
- Close monitoring and reporting of a students behaviour in each one of their classes each day
- Temporary or permanent placement in another class

Third level: this will involve the Student Leader, Sub-school Principal or College Principal and could involve one or more of the actions below:

- Parent/guardian contact and Student support group meeting with relevant others involved
- Suspension (procedure and grounds for suspension are outlined in Student Engagement and Wellbeing Guidelines
- Expulsion (procedure and grounds for expulsion are outlined in Student Engagement and Wellbeing Guidelines
- The College Council President may be involved in expulsion procedures where parents request a review of the expulsion decision.

**Other College Policies**

The College has other policies available on the College’s website www.mwsc.vic.edu.au These policies include:

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