



STUDENT CODE OF BEHAVIOUR

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Guiding Principles

Mount Waverley Secondary College is a vibrant school where learning is valued and students are empowered to become lifelong responsible learners, where the varying talents of students and staff are recognised and celebrated and where excellence and efforts are rewarded.

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 code aims to achieve and promote relationships that are productive, co-operative and non-discriminatory within the college community.

Positive relationships, good performance and effort are publicly recognised through a variety of mediums and forums including within the classroom, home group, year level assemblies, the college newsletter and Presentation Night.

Role models are provided through the student leadership and other activities and programs within the college. At the college students are able to work in a secure, orderly, cooperative and supportive environment, where effective learning and teaching takes place.

A well-established student management structure is in place at the college. Students work with their teachers, year level coordinators, Subschool Leaders, Heads of School, Campus Principals and members of the Student Services team including the Student Welfare Coordinators. This structure supports students and their families and ensures issues are dealt with quickly, appropriately and consistently across all year levels within the college.

Students' behaviour contributes to their educational, social, emotional and physical development and to the development of those around them. At the college students are actively involved in their programs and schooling. Key priorities include whole school engagement, high levels of attendance and clear behavioural expectations. This ensures a highly predictable environment that allows students to understand what is expected of them and what they can expect from each other.

Mount Waverley Secondary College staff or any person undertaking child-connected work will not undertake any form of corporal punishment as a method of student discipline / student behavioural management (or for any other rationale). Mount Waverley Secondary College in line with DET requirements and morality explicitly prohibits such.

Values, Rights and Responsibilities

Mount Waverley Secondary College is underpinned by the following values (iLEARN);

- integrity

- Learning
- Excellence
- Accountability
- Respect
- Nurturing

In our college all students have a range of rights and responsibilities:

1) Everyone has the responsibility to respect self and others

- All members of the college community are valued and treated with respect and dignity
- Students should listen with understanding and empathy and manage their impulsivity when dealing with other people
- Polite and respectful behaviour and language are expected at all times. Rudeness and defiance are not tolerated
- Obscene, racist or sexist language or any other form of discriminatory behaviour are not acceptable
- Everyone has the right to work in a secure environment without intimidation, any form of bullying or harassment
- Any type of intimidation, bullying or harassment are unacceptable
- The possession of dangerous implements such as replica weapons, homemade devices and tools, at school is prohibited
- Cigarettes, cigarette lighters, matches, tobacco, drugs, alcohol, Vape, e cigarettes and other banned and illicit substances are not permitted at school
- Students cannot invite people who have no legitimate purpose at the college on to school property

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

- Teachers have the right to teach and students have the right to learn in an orderly and cooperative environment
- Students should be punctual to every class
- Students should bring all materials and resources required for class
- Students should not enter a classroom without teacher permission
- Students are not permitted to go to their lockers between classes and should not be out of class without a diary entry that has been signed by their teacher
- All set class and home work must be completed and if a student is absent it is their responsibility to catch up on any work missed (see Homework Policy)
- School bags are not to be taken into the classroom
- Food and drink, other than water, cannot be taken into classrooms
- All communication and interaction between staff and students should be carried out in a polite and respectful manner
- Students must follow instructions given by a staff member. If there are concerns about the communication students should seek out their teacher and follow up any concerns in private at a mutually suitable time
- Bicycles, roller blades, skate boards and similar items are not to be ridden in the school grounds. All bicycles should be locked securely in the bike shelter. Students must wear a bike helmet when riding a bike
- Students should help to maintain the college grounds and classrooms by placing all rubbish in the bins provided
- Chewing gum, liquid paper and marker pens are not permitted
- Spitting, shouting, pushing and other reckless behaviour is not permitted
- Electronic devices should not be used at school without permission. Refer to the BYOD Policy and Mobile Phone Policy

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

- Students, parents/carers and staff will work together to sustain a supportive and caring environment
- Students are required to be in correct school uniform and should wear the uniform in a neat and tidy manner at all times

- Students not in correct uniform must obtain a uniform pass from their Year Level Coordinator
- Students cannot leave the college grounds without a signed note from home or with parent/teacher permission
- Parents/carers need to inform the college if their child will be absent for one or more days or if they arrive late to school
- Students are not permitted to participate in college activities or excursions unless the necessary documentation and permission forms have been signed and returned to the college a minimum of three days before the activity or excursion
- Any property found should be handed in to the general office
- Stealing, damaging or vandalising school or other students' property is unacceptable
- Valuable items or large amounts of money should not be brought to school. If necessary the item should be handed to General Office for safekeeping.
- Mobile phones should not be used at school (refer to the MWSC Mobile Phone Policy)
- Students driving to school must adhere to the college's 'VCE students driving to school' policy
- Plagiarised material will not be accepted for assessment. There are a number of consequences for breaches. In the first instance it will be dealt with by the classroom teacher. In the case of VCE/VET studies the matter will be referred to the Senior SubschooL Leader in accordance with VCAA and the Mount Waverley Secondary College VCE Handbook

Mount Waverley Secondary College is a place where:

- students feel safe and well cared for
- students are encouraged to reach their potential
- students have the opportunity to engage in a range of co-curricular and extra-curricular opportunities
- everyone is expected to observe and follow the College Values
- students' achievements are acknowledged and celebrated through Year Level Assemblies

Supportive Environment

In developing this document, the importance of a Supportive School, Supportive Teachers and Supportive Classrooms has been a focus.

Supportive Teachers - a *supportive teacher*:

- identifies the behaviour, the effect the behaviour is having and asks the student to stop (or move etc)
- labels behaviour as unacceptable, not the student
- does not personalise student behaviour
- never gives up on a student and lets the student know that they will not give up
- lets the student know him/her as a person
- shares his/her own experiences with students if they can be useful e.g. experiences of failure, fear, mistakes etc
- plans to share good times with his/her students
- is non-judgemental about students and their parents/carers.

Supportive Schools - a *supportive school has the following elements*:

- There is preventive, corrective and supportive discipline
- There is a commitment by teachers to keeping students safe by refusing to accept bullying and put downs in the school

- The college supports the anti-bullying and harassment policies
- There is a commitment by staff to give time, attention and appropriate support to a troubled student
- There are positive staff-staff interactions modelled for students
- Pro-social behaviours are directly taught across the whole college
- A positive referral process for students needing or seeking support

Supportive Classrooms - A supportive classroom has the following elements:

- Mutual respect is demonstrated by students and the teacher
- There is a focus on positive thinking and the teacher models optimism
- The prevailing ethos in the classroom is one of cooperation
- Negotiation is used for decision making where possible
- Students feel safe from put downs, bullying and exclusion
- There is acceptance and all students feel they belong
- Classroom discipline is characterised by respect for other people’s ideas and opinions
- Students experience repeated success
- Tasks and learning experiences are tailored to students’ individual levels of ability
- Students take personal responsibility for their own actions especially in regards to excluding and harassing other students
- The teacher actively encourages the development of higher order oral responsibility which focuses on the rights and feelings of others
- Everyone feels special and there is a belief that differences are valued
- The teacher identifies and follows up on things he/she has in common with each student
- Students believe the teacher is approachable and trustworthy
- The teacher encourages the development in students of strategies for managing feelings e.g. anger, fear
- Risk taking is supported and valued. Mistakes and failures are seen as necessary parts of the process of achieving goals
- Teachers use grouping strategies which do not encourage exclusion and isolation.

RIGHTS AND RESPONSIBILITIES

EVERYONE’S RIGHTS	STUDENTS HAVE A RESPONSIBILITY	THE PRINCIPAL AND STAFF HAVE A RESPONSIBILITY	PARENTS/CARERS HAVE A RESPONSIBILITY
Each person has a right to be accepted and treated with respect and courtesy	<ul style="list-style-type: none"> • To treat others in this way. 	<ul style="list-style-type: none"> • To treat others in this way. 	<ul style="list-style-type: none"> • To treat others in this way.

<p>Each person has the right to learn; and to develop interests, abilities and ambitions in a secure and supportive environment</p>	<ul style="list-style-type: none"> • To be prepared for classes [appropriate materials, books, iPads and other devices] • To be punctual • To attend all classes and activities • To work co-operatively with others • To listen to and learn from others • To explore and express relevant and thoughtful ideas and opinions • To complete set work to the best of their ability • To complete all homework by due date. • To behave in a way which allows others to learn. • To be accountable for their behaviour 	<ul style="list-style-type: none"> • To be prepared for classes • To set homework and follow up when it is not completed • To return student work and tasks in a timely manner • To be punctual • To attend all classes and activities • To work co-operatively with others • To listen and learn from others • To explore and express relevant and thoughtful ideas and opinions • To work to the best of their ability • To keep clear and accurate records of student work • To be accountable for their professional practice 	<ul style="list-style-type: none"> • To support students and the college in providing a quality education • To support actions which are taken in accordance with the college Student Code of Behaviour • To supervise their children's homework • To check Student Planners on a daily basis and ensure their children are using them effectively • To sign notices and ensure they are returned to the school the following day • To contact the college when concerns arise • To provide notes explaining all student absences, lateness, being out of uniform etc
<p>EVERYONE'S RIGHTS</p>	<p>STUDENTS HAVE A RESPONSIBILITY</p>	<p>THE PRINCIPAL AND STAFF HAVE A RESPONSIBILITY</p>	<p>PARENTS/CARERS HAVE A RESPONSIBILITY</p>
		<ul style="list-style-type: none"> • To follow classroom management plans which are fair and consistent • To help all students to develop their interests, ambitions and abilities with effective, flexible and supportive teaching practice and meaningful work • To inform parents of their child's academic and social progress • To inform parents of disciplinary measures taken where the Student Code of Behaviour is breached • To keep up-to-date with professional issues and practices 	<ul style="list-style-type: none"> • To communicate in writing with the college when there are changes of address, phone numbers, known extended absences, etc • To make the college aware of any difficulties or problems which may affect student development and learning • To regularly communicate with the college and attend Parent Teacher Conferences and relevant meetings which give them the opportunity to meet staff and other parents

		<ul style="list-style-type: none"> To use Professional Development effectively 	<ul style="list-style-type: none"> To keep up to date with college activities and news through the college newsletter, Compass and web site
<p>Each person has the right to feel and be safe</p>	<ul style="list-style-type: none"> To act in a safe and sensible manner with consideration for others To follow safety rules To immediately report unsafe actions or situations To behave in a sensible and safe manner on the way to and from school To use their own medication in accordance with an agreed medical plan in conjunction with the nurse 	<ul style="list-style-type: none"> To give clear instructions about appropriate safety procedures To be aware of and observe OH&S Guidelines To act in a safe manner and with consideration for others To immediately respond to and/or report unsafe actions or situations To monitor medication as arranged with parents/carers and school nurse 	<ul style="list-style-type: none"> To support the college policies and practices To report any known unsafe actions or situations immediately they are aware of them To notify the college of any health problems To provide for the general well-being of their children To notify the Year Level Coordinator and Head of Student Services of specific conditions and requirements for illness and arrange monitoring
EVERYONE'S RIGHTS	STUDENTS HAVE A RESPONSIBILITY	THE PRINCIPAL AND STAFF HAVE A RESPONSIBILITY	PARENTS/CARERS HAVE A RESPONSIBILITY
<p>Each person has the right to equal opportunity</p>	<ul style="list-style-type: none"> To treat others with respect and equality regardless of sex, sexual orientation, race, marital status, the status or condition, religious beliefs, political beliefs, or physical or 	<ul style="list-style-type: none"> To treat others with respect and equality regardless of sex, sexual orientation, race, marital status, the status or condition of being a parent, the status or condition of being childless, religious 	<ul style="list-style-type: none"> To treat others with respect and equality regardless of sex, sexual orientation, race, marital status, the status or condition of being a parent, the status or condition of being childless, religious

	mental disability or impairment	beliefs, political beliefs, or physical or mental disability or impairment	beliefs, political beliefs, or physical or mental disability or impairment
Each person has the right to have all personal or community property cared for	<ul style="list-style-type: none"> To care for all personal and community property To have all personal property clearly named. To use property appropriately To store valuable items safely To hand in lost property To report interference with property belonging to others To check lost property for missing items 	<ul style="list-style-type: none"> To promote responsible attitudes and behaviour towards property To care for all personal and community property To have appropriate labels on school and personal property To ensure rooms are secure, by locking doors/windows To ensure rooms are left clean and tidy To attend yard duty as scheduled 	<ul style="list-style-type: none"> To support college policies and practices To ensure that all student property is clearly named and that students do not bring inappropriate property to school To promote responsible attitudes and behaviour towards personal and community property
Each person has the right to participate in the life of the college including relevant decision-making processes	<ul style="list-style-type: none"> To participate in college decision-making processes To participate in various extra-curricular activities both in and out of school hours To adhere to all relevant college policies To let their parents/carers know what's going on at school 	<ul style="list-style-type: none"> To participate in college decision-making processes and foster student, parent and community participation To participate in and implement extra-curricular activities To monitor and enforce all college policies To contribute to information flows between the college, the parents and the community To contribute to the college newsletter and other documents for parents and the community 	<ul style="list-style-type: none"> To ensure their children observe all relevant policies and processes within the college To be informed about and participate in the college decision-making processes To support and when relevant participate in the college's extra-curricular programs To maintain close contact with the college
EVERYONE'S RIGHTS	STUDENTS HAVE A RESPONSIBILITY	THE PRINCIPAL AND STAFF HAVE A RESPONSIBILITY	PARENTS/CARERS HAVE A RESPONSIBILITY
Each person has the right to achieve his or her best	<ul style="list-style-type: none"> To strive to achieve their best by working consistently and with effort to their full potential 	<ul style="list-style-type: none"> To strive to achieve their best by working consistently and with effort To provide educational programs and services which cater for individual needs 	<ul style="list-style-type: none"> To provide encouragement for their children to achieve their best To foster positive attitudes towards education and achievement

		<ul style="list-style-type: none"> Continually to strive to improve professional practice 	
<p>Each person has the right to experience success and to receive praise for achievement</p>	<ul style="list-style-type: none"> To take up the opportunities provided by the college To encourage and support others to achieve To accept positive feedback To acknowledge and praise others 	<ul style="list-style-type: none"> To create opportunities for the members of the college community to achieve and be successful To accept positive feedback To encourage and support effort and achievements of both students and staff members To foster an atmosphere in which achievement is valued and rewarded To acknowledge and praise others 	<ul style="list-style-type: none"> To acknowledge and praise their child's efforts and successes To attend functions which involve or recognise their child's contributions to the college where possible To acknowledge and praise efforts made by the members of the whole college community
<p>Each person has the right to a clean, tidy and attractive school environment.</p>	<ul style="list-style-type: none"> To use bins and dispose of rubbish properly To care for equipment, facilities and the environment To participate in maintaining a clean and tidy college 	<ul style="list-style-type: none"> To provide bins and facilities for handling of litter To provide encouragement and awareness programs so students value and respect the college environment; as well as promote care and concern for equipment, facilities and the environment To help in the implementation of college clean-up activities and encourage practices which reflect the need for proper disposal of waste and litter To maintain a clean and tidy college 	<ul style="list-style-type: none"> To promote care and concern for college equipment, facilities and the environment To participate in projects which help in the development of resources and pride in the college

CONSEQUENCES FOR BREAKING SCHOOL RULES AND POLICIES:

Student engagement, regular attendance and positive behaviours will be supported through relationship based whole-college and classroom practices.

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/carers will be contacted when there has been a breach of the code. The Student Code of Behaviour is available on the college website. In some cases of severe misconduct, levels may be skipped. Individuals and individual circumstances will be taken into account when sanctions are applied.

Your cooperation as a member of our college community is assumed. All school rules and consequences apply while students are at the school, engaged in school activities, representing the college and on the way to and from school.

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

- ✓ Discussion between student and teacher
- ✓ Discussion with the student's Home Group teacher and/or Year Level Coordinator
- ✓ Moving student within the class
- ✓ Withdrawal of classroom privileges
- ✓ Reiteration of the Student Code of Behaviour and positive reinforcement of expected behaviour and standards
- ✓ Detention - maximum 10 minutes at recess - maximum 25 minutes at lunchtime
- ✓ Afterschool Detention - maximum 45 minutes after school (notification to parents/carers giving 24 hours notice of detention)

Second level/more serious incidents/subsequent: this will involve the Year Level Coordinator and/or Senior SubSchool Leader and could involve one or more of the following:

- ✓ Counselling, reinforcement of expected behaviour and standards
- ✓ Community service duties
- ✓ Detention
- ✓ Exclusion from class
- ✓ Removal of privileges
- ✓ Parent/carer contact and/or student support group meeting
- ✓ Conferencing with class teacher
- ✓ Close monitoring and reporting of a student's behaviour in each one of their classes each day
- ✓ Temporary or permanent placement in another class

Third level/Serious incidents/ consistent poor behaviour: this will involve the SubSchool Leader, Head of School, Campus Principal and/or College Principal and could involve one or more of the following actions:

- ✓ Parent/carer contact and student support group meeting with relevant others involved
- ✓ Suspension (procedure and grounds for suspension are outlined in Student Engagement and Inclusion Guidelines)
- ✓ Expulsion (procedure and grounds for expulsion are outlined in Student Engagement and Inclusion Guidelines)
- ✓ The College Council President may be involved in expulsion procedures. There is a process for the review of an expulsion as set out by the Department of Education and Training.

CAMPS AND EXCURSIONS

Students who have breached the Student Code of Behaviour may be excluded from excursions and camps. This will particularly apply to students who incur any form of suspension. Students attending a school camp will be required to sign a Student Code of Behaviour form as part of the camp process [see Camp Policy and Procedures].

EXAMINATIONS AND TESTING

Examinations and/or testing are held throughout the year. It is expected that all students respect the rights of others to concentrate on the examination to enable each to perform to their best.

Any disturbance that affects the rights of other students under examination or test conditions will be regarded as a serious breach of the Student Code of Behaviour. The following procedure will apply:

1. The student will be given one formal warning by the supervising teacher
2. A second incident will result in removal from the room and instruction to report to the appropriate Head of School or Campus Principal
3. Consequences may include one or more of the following; contacting parents, loss of the examination mark on the student's record, a record of the incident in the student's report for that subject
4. Please note that breaches of Victorian Curriculum & Assessment Authority (VCAA) exams will be reported and dealt with by VCAA which oversees the implementation of external VCE exams. These consequences can include: cancellation of all or part of the exam paper, cancellation or alteration of grades and other consequences as deemed necessary. See also the college VCE Policy Handbook for further information.

All staff on exam supervision will monitor students and deal with incidents as outlined above.

Note: All VCE students are subject to the requirements outlined in the VCE Policy Handbook. Any breaches will be dealt with in accordance with the VCAA Administrative Handbook (covering both VCE & VCAL)

USE OF iPADS AND OTHER DEVICES

All students at the college are able to use iPads and students in the Senior School may bring their own device. There are clear guidelines as to how these devices can be used within and outside the classroom. Please refer to the BYOD and iPad policies.

Review Cycle

This policy was last updated in June 2018 and is scheduled for review in June 2021.