

## CODE OF CONDUCT

### **Rationale:**

Pakenham Secondary College has the firm expectation that students will always act as responsible citizens of the school community showing tolerance for the rights and welfare of other persons and their property.

### **Aims:**

To ensure student behaviour is commensurate with the schools desire to provide all students with high quality learning opportunities as well as develop socially responsible citizens. In addition the policy should reflect the Schools values:

S ocial and Personal Responsibility  
O pportunities for all  
A chieving Personal Best  
R espect and Relationships

### **Implementation:**

The college code of conduct is based on the following principles:

- Students have the right to work and learn in a secure environment without intimidation where they have the opportunity to develop their talents, interests and ambitions.
- Teachers will be able to teach in an atmosphere of order and cooperation.
- Parents can expect their children to be educated in a safe and caring environment in which respect and positive relationships are encouraged.
- The school community will respect and take care of the College property and the property of others.

All students have the right to:

- Have the opportunity to learn and experience success
- Be treated with respect
- Feel safe at school
- Expect their property to be safe

All students have the responsibility to:

- Accept and abide by the school rules and protocols
- Allow teachers to teach
- Allow other students to learn
- Be respectful of others in their speech and actions
- Respect the property of others and the school environment
- Act in a manner which brings credit to the College Community.

In the first instance all teachers are responsible for their own classroom management. If need be referral can be made to a Team Leader in the first instance followed by referral to an Educator or Assistant Principal where further strategies and consequences can be determined.

Students who do not act in accordance with the College Code of Conduct may be asked to:

- Apologise to the person concerned
- Write an account of their behaviour for parents to sign and return to the College
- Attend a detention either after school or lunchtime detention

- Perform maintenance or clean up duty
- Pay for damage
- Complete specific work
- Report to Team Leader, Year Level Educator, Assistant Principal or Principal
- Carry a Conduct Card to class

In addition there may be:

- A withdrawal of privileges
- Removal from class or yard for an alternative program
- Referral to student welfare team
- Contact with parents
- A written agreement endorsed by the parents, student and college
- A meeting with the parents and college
- Suspension from the College
- Expulsion from the College within DOD guidelines and regulations

In implementing the Code of Conduct all teachers have the responsibility to:

- Foster a positive, safe and cooperative learning environment
- Build positive relationships with the student body
- Encourage awareness, understanding and compliance with college values and address issues of non-compliance
- Be able to structure learning tasks effectively by fostering motivation and engagement, explaining and establishing expectations for students that are clear, challenging and achievable and increase the learners' own sense of responsibility for learning
- Treat all students with respect
- Implement teaching practices that are varied and cater for all students
- Enhance and encourage parent/teacher contact via accepted College protocols
- Use consistent and fair approaches to classroom management in line with school protocols
- Ensure incidents of student misbehaviour are recorded on RISC

**Harassment** of any nature; be it spoken, emotional, written, or physical behaviour as well as bullying is unacceptable and is not supported by the College values. Such behaviour may include attempts to down a person because of his/her race, sex, religion, socio-economic status, physical appearance, physical and mental abilities. Such behaviour will be dealt with according to the seriousness of the offence. This may include counselling, suspension and/or the involvement of the police. Parents will be notified in appropriate circumstances.

There are three basic categories of Harassment- **SUBTLE**, **EXPLICIT** and **CRIMINAL ACTION**. None is acceptable and none is too trivial to warrant complaint.

### **1 Subtle - (Not always obvious)**

They include:

- Offensive staring and leering
- Unwanted comments about physical appearance and sexual preference
- Racist or smutty comments or jokes
- Questions about another's sexuality
- Persistent comments about a person's private life
- Physical contact, eg purposely brushing up against another body
- Offensive name calling
- Exclusion or attempts to deliberately ignore another
- Spreading of rumours

### **2 Explicit - (Obvious)**

They include:

- Pinching, patting, touching, embracing, grabbing
- Repeated requests for dates, especially after refusal
- Offensive jokes and comments
- Sexually and racially provocative remarks
- Displays of sexually graphic material- pornography
- Offensive gestures
- Request for sexual favours
- Threats of any nature
- Bullying

**3 Criminal Actions - (may include some of the above but also includes)**

- Indecent exposure
- Assault
- Attempted or actual rape
- Sending obscene letters, making obscene phone calls, text messages and all forms of electronic communication
- Demand for money, goods or socially unacceptable behaviour

**Grievance Procedure**

- i: All complaints of harassment will be treated as genuine and confidential and will be acted upon immediately free from bias.
- ii: Students claiming harassment will be given the opportunity to discuss the matter in a confidential manner and if deemed necessary a referral will be made to the Welfare coordinator.
- iii: Documentation of the incident must be accurately recorded on RISC.

All reported incidents of bullying and harassment will be properly investigated and may include the following:

- i: If the original complaint is deemed to be correct then the offending student must be counselled as to why the school does not condone the behaviour and may be referred to the Student Welfare coordinator for further counselling.
- ii: Parents of the offending student/s as well as parents of harassed student/s should be notified as deemed appropriate. If the problem is deemed to be on going then a letter will be sent home to the parents of the offending student/s.
- iii: The situation is to be monitored by the Team Leader to make sure that it does not continue.
- iv: If the student continues to commit harassment offences then the students parents are to be called to a meeting with the appropriate Team Leader or Educator where a management plan or discipline action will be activated.
- v: In some cases it may be deemed necessary that a Restorative justice meeting be convened.
- vi: Consequences will vary and depend on the severity of the offence.
- vii. In extreme cases the Office of Emergency Management may be notified.

**Suspension** is recognised as a last disciplinary resort and it is important that school and DEECD procedures are followed when suspending a student.

The types of behaviour that warrant a suspension include:

- Using abusive language towards staff
- Fighting
- Use of illicit drugs including alcohol
- Accessing or distributing inappropriate material on computers
- Persistent misbehaviour which directly results in loss of students learning time
- Bullying/Harassment of another student: (physical/verbal/writing)
- Verbal threats towards staff
- Graffiti
- Encouraging and engaging with unwelcome strangers on premises
- Trespassing on school property whilst suspended from school
- Consistent failure to follow reasonable instructions
- Theft
- Acts of indecency
- Persistent disregard for school policy

The length of suspension will be determined by the student's previous record as well as the current circumstances that lead to the suspension.

No suspension will be carried out before an Assistant Principal has been consulted and the student's parent/guardian has been notified. Generally they should be invited to attend a pre-suspension conference before the actual suspension occurs (In some cases this may not occur and a conference over the phone will suffice).

The following procedures should be followed in the suspension process:

- Initial phone call to parents/guardians outlining reasons for suspension and inviting them to discuss behaviour and support strategies available at the school.
- A member of the principal class is to convene a formal conference after 8-10 days of suspension in any one year.
- Principal to convene a pre expulsion conference after the student has been suspended for 15 days or more in a calendar year.

The original should be given to the appropriate Assistant Principal while copies of the suspension notice should be given to the parent, School Council President and one copy placed in the student's file. If the suspension is the first for the student, in the year, then a copy of the suspension procedures from the "Student Code Of Conduct" needs to be also given to the parents.

The **STAGED RESPONSE** proforma should be accurately completed for students with persistent behavioural issues and no expulsion procedures will be considered until this form has been completed in detail.