Student Code of Conduct Policy and Procedures

RATIONALE
Sacred Heart Girls' College is a Catholic College striving to create a culture of learning in a Christ-centred disciplined environment. Our Mission Statement requires that we aim to foster a community where all are treated with respect and dignity. The College recognises “that education is for life, instilling a desire for truth, compassion and justice”.

We recognise that each individual contributes to building positive relationships and a positive learning community. “It is crucial that students feel a sense of belonging and connectedness within their lives, family and community. This sense of belonging and being in relationship with others builds and strengthens the ability of learners to understand and manage their emotions, develop their sense of self, their agency and their resilience in the face of difficulty, challenge or adversity.” (Horizons of Hope, page 12). Expectations, guidelines and consequences provide guidance in the building of a respectful and effective learning community and are an essential part of the overall pastoral care of students. For the good order of the College, to safeguard the rights of others and for the development of her own character, every student must learn to uphold the expectations of the College.

CODE OF CONDUCT
The student Code of Conduct comprises rights and responsibilities; specific prohibitions; uniform rules and breaches of the Code of Conduct.

SECTION 1. RIGHTS AND RESPONSIBILITIES
Safety and Security
Each student has a right to a safe and secure environment. Each student needs to be safe and protected and to have her property respected.

It is each student’s responsibility:
• To respect others and treat them with understanding.
• To respect the rights of others by treating property with due care in accordance with Code of Conduct.
• To stay on the College grounds within designated areas unless otherwise directed.
• To move around the College in a manner which is safe and considerate of others.
Courteous and Respect
Each student has the right to be treated fairly and respected for the person she is.

It is each student’s responsibility:
- To demonstrate courtesy to others through the use of polite and sensitive language, avoiding all words which are degrading or discriminatory.
- To treat others fairly and with tolerance and respect.
- To provide appropriate encouragement to others.

Public Profile
Each student has the privilege of being a student at the College. Consequently, there is an expectation that students will act in a manner that reflects favourably upon the College.

It is each student’s responsibility:
- To behave well in public and treat all members of the public with courtesy and respect.
- To use socially acceptable language.
- To dress neatly in the correct College uniform, or sports attire, and to adhere to the Uniform Rules in relation to hairstyles, the wearing of make-up and jewellery.
- To display the highest levels of sporting conduct when competing in intra/inter-school competitions.
- To demonstrate appropriate respect for the property of others.
- To strictly observe the College Code of Conduct on public transport.
- To catch the first available public transport home.
- To make her way directly to school.
- To not sit on the ground outside the school boundaries, or on the floor of public transport.

Communication
Each student has the right to be heard.

It is each student’s responsibility:
- To think before she speaks.
- To listen to others respectfully.
- To play an active role in communicating between the College and home, including complying with specified return dates on all College notices and circulars.
- To gain appropriate authorisation for any variation in attendance from class, school or co-curricular activities.

Conduct
Each student has the right to know if, and why her misbehaviour has been deemed unacceptable or inappropriate and to understand the consequences of such behaviour.

It is each student’s responsibility:
- To be familiar with and obey this Code of Conduct and all relevant College Rules.
- To behave in a socially acceptable manner.
- To be punctual.
- To comply with all reasonable directives and instructions issued by staff.
- To ensure that materials considered unacceptable are not brought to the College or College functions – see “Property” section.
Conditions for Learning
Each student has the right to learn in an environment conducive to learning.

It is each student’s responsibility:
- To make reasonable efforts to learn and succeed.
- To accept a measure of responsibility for her own learning and development.
- To seek to create the best conditions for learning.
- To co-operate with other students and with staff.
- To attend punctually all scheduled class periods, training, rehearsals, games, performances and other College events.
- To satisfactorily complete all set tasks.
- To submit work that is her own.
- To refrain from undertaking schoolwork from another subject during class.
- To act in accordance with all instructions regarding tests and examinations.

Religious Environment
As stated in the Mission Statement for Sacred Heart is a Catholic Girls’ College. Each student has the right to a Catholic education.

It is each student’s responsibility:
- To maintain an appropriate attitude of respect for the religious traditions and aspirations of the College.

Attendance
The building blocks of a great education begin with all students coming to school each and every day. Whether the day’s program is classes or special year level/College events the academic, personal and social value of school is diminished by student absence. Every student has the right to fully participate in College programs.

It is each student’s responsibility:
- To be present in her Homeroom for roll call at 8:30am and 3:05pm and at other classes and activities as timetabled or directed.
- For late arrivals known in advance; completion of "Notes from Parents/Guardians" at rear of Student Planner.
- To attend compulsory assemblies, Masses, Liturgies, forums, College sporting carnivals and other College activities as specified.
- To ensure that parents/guardians contact the General Office by 9:30am on the day of an absence to explain the reason for the student’s absence. If this does not occur an SMS will be sent to the nominated parent/guardian requiring a response.
- To provide a doctor’s certificate explaining an illness where:
  - the student is absent from an examination or School Assessed Coursework.
  - the student is absent for a prolonged period of time (i.e. 3 days+)
- To comply with the following procedures when leaving early:
  
  Early Leaving Procedure:
  i. To provide a note from the student’s parent/guardian explaining the reason for the student’s early departure (refer to rear section of Student Planner)
  ii. To have the note referred to above signed by the student’s Homeroom Teacher prior to the student departing
  iii. To complete Early Departure Form in the Student Planner
iv. To have the Early Departure Form from the Student Planner signed by the student’s Homeroom Teacher, stamped by her Year Level Leader, and
v. To sign the Early Leavers’ Book located at the College Office.

- To submit the appropriate notification form to the Principal prior to any planned absence, including a holiday taken during term, which is to exceed two school days. Form is collected from the appropriate Year Level Leader’s office.

**General Courtesy**

The College Mission Statement requires that the College community seeks to create an environment where all are treated with respect and dignity.

Each student has a right to be treated in a courteous manner.

It is each student’s responsibility:
- To appropriately greet all teachers at the commencement and conclusion of lessons by standing and addressing the teacher by his/her correct title. Non-student visitors to classrooms should also be greeted in the same manner.
- To be respectful to adults when proceeding in passages, corridors and through doors.
- To treat visitors to the College with courtesy and respect.

**Property**

Each student has the right to be in an environment where personal and College property is respected.

It is each student’s responsibility:
- To assist in maintaining the cleanliness and order of the College grounds, buildings and property. (In particular, to assist as required in maintaining a tidy and well-ordered Homeroom, Year Level Foyer and designated Year Level Areas.)
- To refrain from eating or drinking in classrooms and refrain from organising or receiving personal deliveries to the College or College event.
- To keep books and personal belongings locked in the lockers provided by the College. (Students are advised not to bring valuable items or large amounts of money to school.)
- To refrain from bringing the following items to the College or any College related activities and functions unless appropriate authorisation has been obtained from the Deputy Principal Student Wellbeing:
  - make-up and nail polish
  - non-curriculum related magazines and literature, including inappropriate material gathered or distributed electronically
  - chewing gum
- To refrain from sitting on desks.
- To refrain from writing on white boards in classrooms without permission.
- To maintain her property in a clean and orderly manner.
- To refrain from defacing or damaging any property.
- To refrain from affixing any items to College property.
- To refrain from bringing to the College liquid paper except in the form of tape.
- Students are permitted to bring electronic devices to the College under the following conditions:
  - the device must be switched off prior to entering College grounds
  - the device must be securely locked in the student’s locker immediately upon arrival at the College
  - the device may only be removed from the student’s locker at the conclusion of afternoon Homeroom
the device may only be switched on once the student has departed College grounds at the conclusion of the school day.

- use of or personal possession of an electronic device by a student during school hours is prohibited unless authorised by teacher for learning purposes

- electronic devices may not be brought to any excursion or school camp without written permission from the Deputy Principal

- the College accepts no responsibility for any electronic device brought to the College by a student.

SECTION 2. SPECIFIC PROHIBITIONS

Drugs
The College promotes a drug free environment as evidenced by its policies dealing with drugs. The possession of alcohol, cigarettes, drug related paraphernalia or any form of illegal drugs is not permitted at any time whilst at school or during school functions.

Mobile Telephones
Students may only be in possession of a mobile telephone in accordance with the provisions noted in “Property” section.

Computer Use
Student use of the College Network must be in accordance with the SHGC ICT Acceptable Use Agreement (“the Agreement”). Students found to be in breach of the Agreement may be subject to disciplinary action including, but not limited to, denial of access to the College Network.

Bullying
Everyone has the right to belong to a safe learning community - bullying is prohibited at the College. The College’s Positive Behaviours Policy details the processes and procedures used by the College in dealing with bullying. Students are strongly encouraged to report incidents of bullying to the appropriate Year Level Leader. Students should be aware that witnesses to bullying incidents may be involved when matters are investigated. Their co-operation is expected in any investigation.

SECTION 3. UNIFORM RULES

Students must wear their uniforms to a high standard in accordance with these rules.

Summer Uniform
The summer uniform consists of the approved dress, jumper, blazer, College ankle length socks and flat heeled black leather lace-up school shoes.

Winter Uniform
The winter uniform consists of the approved skirt, jumper, blazer, long-sleeved shirt, tights (College woollen navy blue tights which are not see-through) and flat heeled black leather lace-up school shoes.

All clothing must be labelled with the student’s name.
The wearing of the summer and winter uniforms is to take place as follows:

### Summer/Winter Uniform Dates

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<thead>
<tr>
<th>DATES</th>
<th>UNIFORM</th>
<th>Please note:</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Summer uniform compulsory</td>
<td>implementation of the above is at the discretion of the College</td>
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<tr>
<td>Term 2</td>
<td>Winter uniform compulsory</td>
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<tr>
<td>Term 3</td>
<td>Winter uniform compulsory</td>
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<tr>
<td>Term 4</td>
<td>Summer uniform compulsory</td>
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### Specific Uniform Rules

- The College blazer is to be worn to and from school and to all official College functions and excursions, however if the temperature is forecast to be above 30 degrees then the dress only may be worn.
- The College jumper may not be worn to and from school without a blazer being worn over it.
- The College scarf is only permitted to be worn with the winter uniform. Plain navy blue woollen gloves (not fingerless gloves) may be worn with the winter uniform.
- T-shirts and other non-uniform items of clothing must not be visible.
- The winter skirt and summer dress are to be worn below the knee.
- Socks must not be worn with the College winter uniform. Socks worn with the summer uniform must be the official College ankle socks.
- Jewellery, make-up, nail polish and nail extensions are not part of the uniform. The only items of jewellery permitted are a wristwatch and plain gold or silver studs or sleepers for pierced ears, with no more than one in the lowest piercing in the lobe of each ear. Sleepers are to be no larger than 16mm in diameter. If wearing jewellery of religious significance (e.g. cross on a chain) the item is not to be visible.
- Hair, which is shoulder length or longer, must be tied back with a plain hair tie (red, navy blue or black), headband or College ribbon in the appropriate school colours (i.e. red or navy blue for Years 7 – 11 or white for Year 12).
- Hair colour or hair dye, hair highlights and hair of two-toned appearance are not permitted. Extravagant and inappropriate hairstyles are not permitted. A student in breach of this expectation is required to make changes necessary to meet expectation and may be sent home.
- School shoes should be flat heeled black leather lace-up (no T-Bars). Shoes must be clean and polished.
- A student who rides a bicycle/scooter to school must wear an approved safety helmet, properly fastened.
- The official College backpack is compulsory. The official College sports bag may only be used in conjunction with College sporting activities. Bags, other than College approved bags are not acceptable if wearing school uniform.
- When casual clothes are worn, they must be neat, conservative and appropriate. College rules relating to hair, make-up and jewellery remain as standard.
- Coloured contact lenses are not to be worn.
- Fake tan is not to be worn.
- Dyed, or extended or false eyelashes are not permitted.
- Visible tattoos, body painting and body piercing are not permitted. Students who attend the College or College functions wearing facial piercings or stud items whether metallic or plastic may be sent home. The use of band-aids and the like to cover such items is not acceptable.
Sport Uniform Rules

Dance, Sports and Physical Education Uniforms
The College Sports and Physical Education uniform (“PE uniform”) consists of the following items:

All Year Levels
- Cap
- Spray jacket
- Rugby top
- Polo shirt
- House polo shirt – may be worn for in-school PE and House activities as part of the PE uniform. The white PE polo shirt must be worn when participating in representative sports (e.g. SCSA events) or excursions.
- Tracksuit pants
- Blue College shorts (only blue College shorts can be worn to and from school.
- Plain, white ankle socks
- Runners (i.e. appropriate running shoes)
  (Please note ONLY BLUE school shorts can be worn to and from school).

Physical Education
Students who participate in Physical Education activities in clothing other than that outlined above must obtain appropriate authorisation.

Students are permitted to wear the PE uniform to and from school on days when they have timetabled PE or Dance classes. The following rules apply to the wearing of the PE uniform:
- track pants must not be dragging on the ground;
- rugby tops must be worn in accordance with the summer/winter uniform dates;
- College and PE uniform must not be mixed;
- students must be neat and tidy in appearance at all times;
- the cap should be worn for all outside classes (Terms 1 and 4).

Tournament/Training
Students participating in any College tournament or training activity are permitted to wear the PE uniform to and from the College and may remain in the PE uniform during the course of the school day unless otherwise instructed. Students involved in organised tournaments/events must wear the appropriate sporting attire for that tournament/ event. Students involved in any training activity must wear the PE uniform or other attire as directed.

Swimming/Water Safety Lessons
Students must wear one-piece bathers.

SECTION 4. BREACHES OF CODE OF CONDUCT
Consequences for breaches of Code of Conduct aim to be consistent and appropriate. Consequences are intended to help students learn from their mistakes, to grow in self-discipline, accept responsibility for their decisions, words or actions and better understand their impact on others. The Principal retains an overall discretion in relation to the imposition of consequences.
Breaches
Examples of breaches of Code of Conduct may include:

- Not wearing the correct uniform or not wearing the uniform correctly
- Wearing unauthorised jewellery
- Not completing homework
- Repeated lateness to class
- Using an electronic device, such as a mobile telephone, whilst on College grounds without teacher authorisation

This list is indicative only.

Consequences
Breaches vary in degrees and consequences are applied accordingly:

- **Conduct Warning**
  A Conduct Warning may be applied for less serious breaches of Code of Conduct. In such instances, the teacher will inform the student that a Code of Conduct notification will be forwarded to the relevant Year Level Leader. Where a student receives three Conduct Warnings in one term, the student may receive a Thursday afternoon detention.

- **Lunchtime Detention**
  A lunchtime detention may be issued at the discretion of the respective teacher.

- **Thursday Afternoon Detention**
  This detention is held each Thursday during school terms from 3:20 to 4:20pm.

- **Half Day or Full Day Detention**
  This detention takes places on allocated student free days or Saturday mornings. It generally is held from 9:00am to 1:00pm or 3:00pm. Students are required to attend the College in school uniform.

  The following behaviours or actions may lead to a half or full day detention being issued:
  - Receiving three after school detentions in one term
  - Bullying
  - Physical fighting
  - Vandalism or damage to property
  - Significant disrespect towards a member of College staff
  - Absence from class or school without consent
  - Smoking
  - Other serious behaviours at the discretion of the Year Level Leader

  This list is indicative only

- **In school withdrawal**
  Withdrawal from classes and/or other school activities may be deemed an appropriate consequence for some breaches. This includes non-attendance at a Thursday detention or half/full day detention.
Serious Offence

The Catholic Education Melbourne Student Pastoral Care for Students in Catholic Schools Policy 2.26, defines a student wrongful behaviour of a serious nature to be an activity or behaviour of a student which:

i. "seriously undermines the ethos of the Catholic school; and/or

ii. consistently and deliberately fails to comply with any lawful order of a principal or teacher;

and/or

iii. is offensive or dangerous to the physical or emotional health of any student or staff member; and/or (iv) consistently and deliberately interferes with the educational opportunities of other students.

Some wrongful behaviours of a serious nature are by definition criminal offences. These may include criminal damage of property, possession of a weapon, theft, assault, assault with weapons, use, possession or distribution of drugs, sexual assault. This list is indicative only and not all-inclusive. When the principal or principal’s delegate determines that a serious offence of a criminal nature has occurred, the welfare needs of the offending student(s) is paramount. The incident is reported to the police at the earliest opportunity."

If a student is involved in a serious offence, consequences may include a behaviour management plan, out of school suspension, negotiated transfer (a change of school by a student between Catholic schools, to a school within another sector or to an alternative education setting) or expulsion (only applied in the most serious of circumstances).

In such cases, the Principal and/or Deputy Principal – Student Wellbeing would work in conjunction with Catholic Education Melbourne Student Wellbeing Unit, the student and her family to ensure consistent and best outcomes for all parties involved.

COMMUNICATION RE UPDATES

Information and/or processes regarding student pastoral care, attendance, uniform and student behaviour management may be updated during the school year. Students, parents and guardians will be advised of any changes via written communications such as Care Monkey letters and College newsletters.

Policy updated: 17 December 2018