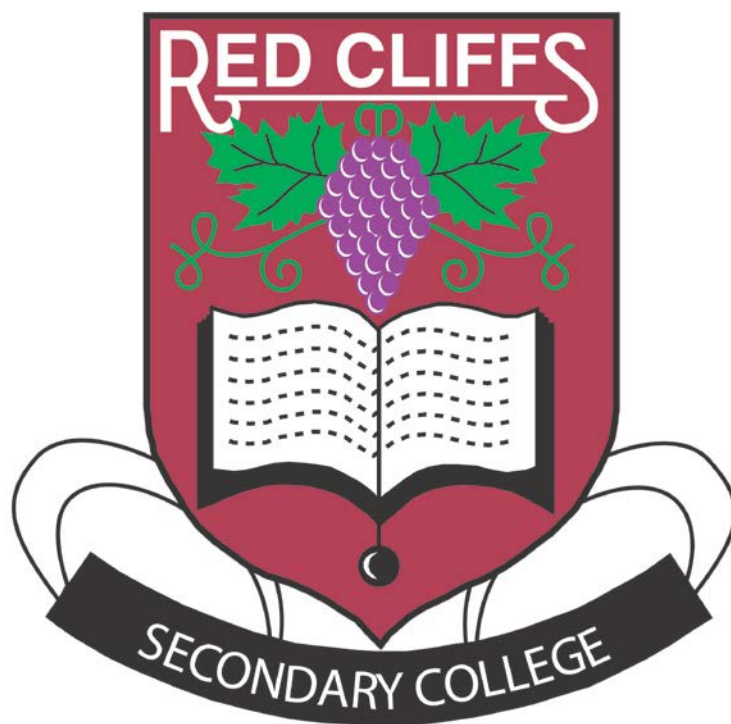


Red Cliffs Secondary College



STUDENT CODE OF CONDUCT 2020

Resilient Compassionate Successful Citizens

RED CLIFFS SECONDARY COLLEGE

STUDENT CODE OF CONDUCT 2020

Red Cliffs Secondary College places a strong emphasis on self-discipline and respect for the rights of others in an environment which encourages excellence, and in which co-operation and support for each other are key elements. Red Cliffs Secondary College will provide an environment that is non-judgemental and accepting of others. This student code of conduct will seek to strengthen relationships in the school that exist between staff, students, their parents / carers and the broader community.

The principles of this code of conduct are:

- To ensure that students are encouraged to make good choices about their behaviour and actions at school. Students are encouraged to take responsibility for their behaviour.
- Positive student support and engagement is a shared responsibility of all staff, students and their parents/guardians
- To acknowledge that schools are expected to provide more than the teaching of curriculum and that the management of behaviours in students is an integral part of all teachers' roles.
- To ensure that all members of the school community are safe, respected and heard. This framework will at its core, aim to build and reinforce strong staff and student relationships.
- To promote a positive, ordered and safe environment for staff and students.
- To acknowledge that not all situations are clear-cut, however all decisions and their rationale explained.
- To ensure that DET directives are adhered to including such policies as the student engagement guidelines and privacy legislation.
- The framework is based on the ongoing development and application of restorative justice principles across the school.
- The framework will attempt to maximise student access to ongoing study, training, support and success.
- The classroom teacher has primary responsibility for challenging and resolving the issues regarding behaviour that arise in the classroom. The most positive outcomes to issues regarding behaviour are achieved in the classroom.
- Consequences such as suspension and expulsion are the responsibility of the Principal Class in liaison with the relevant Sub School Co-ordinator.

Whilst Teacher Class employees are responsible for the establishment, maintenance and implementation of student management, Education Support Class employees play a vital role in supporting this process. Due to the different level of relationship that Education Support Class employees often have with students, they can often assist in de-escalation strategies through 'brain breaks', proprioceptive input, or a 'sensory diet'. This is particularly relevant with students with ASD. Removal to a safe space, even for a short time can often mean a student can return to their class without incident. A sensory room is provided to assist with this situation.

Unacceptable Behaviours - Initial Level of Responsibility

This is a guide only. Teachers must document classroom level incidents and their actions in dealing with the matter on Compass. The move from teacher level to YLC will occur if the incident continues to occur **after** the teacher has put in class-based consequences and there has been no improvement in behaviour.

Teacher	Transition Triggers	YLC	Transition Triggers	Sub School Leader	Transition Triggers	Assistant Principal	Principal	OTHER
<p>Disruption to classroom learning, yelling, pen tapping, talking when others are talking.</p> <p>Not prepared for class</p> <p>Non completion of work</p> <p>Refusal to follow an instruction</p> <p>Technology misuse</p> <p>Phone usage</p> <p>Teasing / harassment</p> <p>Entry into rooms without permission</p> <p>Vandalism in class</p> <p>Chewing in class</p> <p>Food and drink in class (apart from water)</p> <p>Poor manners / disrespect</p> <p>Negative / aggressive body language</p> <p>Uniform – checking of passes</p> <p>Unsafe yard behaviour</p> <p>Unsafe locker/ corridor behaviour.</p> <p>Leaving class without permission</p> <p>Out of bounds</p> <p>Graffiti</p> <p>Offensive language in conversation</p> <p>Lack of equipment</p> <p>Exits from class and return to class meeting if required</p>	<p>Exit from class to buddy.</p> <p>Ongoing repetition of behaviour despite teacher intervention</p> <p>Parent request.</p>	<p>Allegations of threats of physical harm / harassment</p> <p>Damage to other people's property including uniform</p> <p>Minor Theft</p> <p>Truancy from certain classes</p> <p>Exits from class and return to class meetings if required</p> <p>Matters involving students being placed in the back of senior classes.</p> <p>Bullying</p> <p>Graffiti in yard</p> <p>Uniform noncompliance</p>	<p>Ongoing repetition despite intervention of YLC</p> <p>Extreme behaviours</p> <p>Matter requires external suspension.</p> <p>Parent request</p>	<p>Physical fighting</p> <p>Threats of physical harm / harassment</p> <p>Racial Vilification</p> <p>Theft</p> <p>Matters requiring suspension up to three days.</p> <p>Management of in-school suspensions.</p> <p>Truancy</p> <p>Smoking (including to and from school)</p> <p>Significant bullying / harassment issues</p> <p>Alcohol at school</p> <p>Banned items</p> <p>Abusive language</p>	<p>Ongoing repetition despite intervention of sub school leaders.</p> <p>Matter requires external extended suspension more than three days</p> <p>Sexual harassment</p> <p>Matter has been referred to the region.</p> <p>Parent request</p>	<p>Swearing directly at a staff member.</p> <p>Physical violence towards a staff member.</p> <p>Bus misbehaviour</p> <p>Sexual harassment</p> <p>Matters directed by the region.</p> <p>Matters needing a suspension of more than three days.</p> <p>Matters involving weapons at school.</p> <p>Matters requiring a locker search.</p> <p>Drug matters other than tobacco and alcohol at school.</p> <p>Matters involving students driving cars to school etc.</p>	<p>Expulsion</p> <p>Appeals on decisions by Assistant Principal</p> <p>Matters directed by the region.</p>	<p>Police will be called as required for:</p> <ul style="list-style-type: none"> Physical violence Threats Damage to property Theft Allegations of sexual assault Trespass Cyber bullying Phone bullying <p>Use of well-being team and external agencies as needed and mandated</p>

Unacceptable Behaviours and Consequences

Whilst consequences are outlined sequentially, they are structured to allow for application at an appropriate level, given the severity of the breaches and the circumstances under which they have occurred. Each situation will be treated individually based on the context.

COLLEGE RULES	BREACHES	POSSIBLE CONSEQUENCES
<p>Tobacco Smoking, possessing, using or assisting others to use tobacco is prohibited.</p>	<ul style="list-style-type: none"> • Bringing these products to the College • Possessing, providing others with or using tobacco, either at the College or whilst attending a College function, or whilst travelling to or from the College • Being in the presence of those using tobacco 	<ul style="list-style-type: none"> • First offence – Lunch time detention in which an educational program will be offered. Parent / Guardian notified. • Second offence – letter home, in-school suspension and further educational program activities to be completed. Referral to school nurse or external agency for support. Yard restrictions may be necessary. • Third and subsequent offences – external suspension. Referral to school nurse or external agency for support
<p>Drugs and Alcohol Smoking, consuming possessing, using, or assisting others to use alcohol or illegal drugs and substances is prohibited.</p>	<ul style="list-style-type: none"> • Bringing these products to the College • Attending the College or any College function whilst under the influence • Giving or selling these products to others on the way to or from the College, at the College or at College functions • Possessing or providing others with the implements required to use these substances, either at the College or whilst attending a College function, or whilst travelling to or from the College • Being in the presence of those using and/or under the influence of these substances 	<ul style="list-style-type: none"> • Parent/guardian notified • Assistance with behaviour modification where appropriate: e.g. organising drug counselling • Educational programs / Drug and Alcohol Counselling • Suspension – internal • Suspension – external • Police involvement as mandated
<p>Uniform Students are required to wear the College uniform in the manner designated in the College Student Planner.</p>	<ul style="list-style-type: none"> • Failure to wear the prescribed uniform or any part of it, without reasonable excuse and/or without a note from home • When out of uniform, failure to present an explanation or a note or get a uniform pass • Failure to wear uniform in the correct manner, including the length of skirts, dresses and shorts that are suitable for a school / workplace environment. • Wearing of non-covered footwear as per OH&S 	<ul style="list-style-type: none"> • All teachers check for passes. A student who cannot present a pass is to be asked to go to the sub office and obtain one during break time, teacher to make a note on package. Teacher may issue their own yard duty, detention etc. • Sending home letter outlining area of concern & requesting support. Monitored by YLC and may involve detention or an appropriate task.

COLLEGE RULES	BREACHES	POSSIBLE CONSEQUENCES
	<p>guidelines</p> <ul style="list-style-type: none"> • Wearing of jewellery that poses an OHS risk is banned. Jewellery must be kept to a minimum. A small discrete religious charm such as a cross may be worn. • Extreme Hair colour or styling that is not the natural colour or wave/ curl of the student. 	<ul style="list-style-type: none"> • Students who are out of uniform more than twice without a note explaining this from home and have received the letter home, will have contact made home by the YLC to discuss with the family the issue and seek to support the family with the provision of uniform if required. • Where a student is refusing to wear the college uniform a meeting will be held by the YLC with the family and student to develop a plan. Students who consistently refuse to wear correct uniform will not meet the college representation policy and will be unable to attend extra-curricular activities such as excursions/camps and other events as outlined in that policy. • Where the clothing/footwear poses an OHS risk the student will be unable to participate in certain practical classes • Students who are out of uniform and wear inappropriate substitute items such as leggings or ripped jeans will not be permitted in the yard and students will be required to spend break times in the detention space during these times. • Students who wear singlets/thongs or other inappropriate clothing for school will have home contacted by the YLC/SUB and be sent home. • Where the student has extreme hair colour or styling, home will be contacted, and a request made to tone down of hair colour / style
<p>Physical Education Uniform</p>	<ul style="list-style-type: none"> • Students who do not bring a change of clothes or suitable footwear to participate in practical physical education classes. 	<ul style="list-style-type: none"> • First time: Warning and conversation with the class teacher. Document on Compass • Second time Lunchtime or recess detention with class teacher. Note made on Compass • Third Time: Detention with teacher. Call home by the class teacher to develop a plan moving forward. • Where the parent has been unable to be reached by the class teacher a referral will be made to the YLC for further follow up.

COLLEGE RULES	BREACHES	POSSIBLE CONSEQUENCES
<p>Violence, intimidation, discrimination, harassment All members of the College community have the right to an environment that is safe, orderly and secure.</p> <p>All members of the College community have the right to feel comfortable and safe.</p> <p>A decision will consider the effect on the recipient, the seriousness and the frequency of the offence.</p>	<ul style="list-style-type: none"> • Any act of physical or sexual violence • Threats • Harassment • Bullying • Discrimination • Any other form of intimidation • Gross discourtesy, including swearing at staff • Misuse of technology during school times. (e.g. taking photos without permission, filming classes, filming events) that occur at school or to and from school. • Filming an altercation involving a student at school, or to and from school 	<ul style="list-style-type: none"> • Minor breaches will involve teacher-based sanctions • If parties agree a restorative discussion to repair the situation • Further breaches will result in referral to the Year Level Co-ordinator, Sub School Managers or Assistant Principal • Referral to wellbeing team and or external support • Parents will be informed in order to involve them in solving the problem • Sanctions will include temporary exclusion from classes, from the College grounds during recesses or from other College activities, and a written apology • Students having difficulty relating positively to others will be assisted to change their behaviour. Appropriate professionals will help the student set goals and plans, and will monitor behaviour • Behaviour that constitutes a danger to others will result in immediate withdrawal from classes and removal from the College premises by the parent/guardian. • acts of significant violence, harassment, or discrimination will result in suspension or expulsion • Swearing at a staff member will result in referral to Sub school manger unless the teacher involved feels another consequence of a lesser nature is warranted. • Police involvement where appropriate. • Removal of recordings from the device. • Allegations of sexual assault will follow the DET mandated process <p>Racial discrimination / Sexual Harassment</p> <ul style="list-style-type: none"> • First offence. In school suspension. Education task. Parents notified. Verbal/written apology • Second offence -External suspension. • Third and Subsequent offences. External suspension. Police talk. Referral to wellbeing.

COLLEGE RULES	BREACHES	POSSIBLE CONSEQUENCES
<p>Disruptive class and yard behaviour Student behaviour, which adversely affects the educational progress of other students, is not permitted.</p>	<ul style="list-style-type: none"> • Inability to follow the college expectations and learning model. • Persistent absenteeism. • Truancy – a student deliberately not coming to school, a student deciding to come to school and miss some classes intentionally without a valid reason. • Being in out of bounds areas consistently before school, at recess, lunch or while waiting for transport home 	<ul style="list-style-type: none"> • Initially teacher-based consequences that are documented as minor behaviours on Compass. These should include verbal reminders of expected behaviour, moving of seat in classroom, referral to the expectations matrix and learning model, class-based withdrawal of privileges, teacher held detention, yard duty. Third warning in one lesson may require exit to a buddy room. • If a student is exited from the lesson, then the class teacher must arrange to meet with the student for a conversation and plan forward before they come to the next class. Where there is not enough time to do this prior to the next lesson, the student must be provided with the work for the lesson to complete in the buddy room. The student must not return to the class without having had a restorative conversation with the teacher and a plan developed which will avoid a repeat of the undesirable behaviour. • Continuing behaviour despite a plan being developed (e.g. student has had two or more exits from the class) will result in documentation of a major behaviour and referral to YLC for extra support. • Where inappropriate yard behaviour is the concern, the student may be Removed from the yard or have limited use of the yard • Counselling with Student Wellbeing Co-ordinator and/or other professionals • Suspension – internal / external
<p>Property Students must take care of property that belongs to the College, to other students, and to teachers.</p>	<ul style="list-style-type: none"> • Theft • Damage • Non-return of borrowed equipment • Litter • Graffiti • Untidiness or offensive acts, which endanger the health of others [such as spitting, 	<ul style="list-style-type: none"> • Consequences should match the inappropriate behaviour. E.g. Replacement of damaged, borrowed or stolen property by the student or parent or guardian, or work of equivalent value around the College.

COLLEGE RULES	BREACHES	POSSIBLE CONSEQUENCES
	inappropriate chewing gum disposal etc.]	<ul style="list-style-type: none"> • Yard duty • Cleaning up – after school • Parent/guardian notified • Theft or wilful damage will result in suspension • Police involvement where appropriate
<p>Leaving the College grounds Students are not permitted to leave the College grounds during the school day without prior permission of a parent/guardian. Students must then sign out at the Sub Office</p>	<ul style="list-style-type: none"> • Failure to have permission • Failure to sign in or out • Failure to get an early leavers / late pass • Failure to return at the designated time • Failure to remain at school prior to classes commencing • Failure to embark or disembark at appropriate bus stops • Being anywhere that has been declared out of bounds 	<ul style="list-style-type: none"> • Teachers will immediately report absences to the Sub Office • A parent or guardian will be notified as soon as possible and, if necessary, the police • If repeated, the behaviour will result in a family meeting to develop an attendance plan with the YLC. • Being confined to restricted areas under supervision. • If ongoing in-school suspension may result
<p>Lateness Students should always arrive punctually to class.</p> <p>Students who arrive late to school must report to the general office and obtain a pass</p> <p>Frequently late to school with no reason</p>	<ul style="list-style-type: none"> • repeated lateness • failure to sign in using the correct process 	<p>Reminder by class teacher</p> <ul style="list-style-type: none"> • Classroom teachers may detain students for a period of time and expect work to be completed • A parent conference may be called. • Students will be given detention after school or at lunchtime to make up the time they are late if the issue continues. • Parents contacted by YLC, Make up of time
<p>Banned items Items deemed inappropriate include bottles of liquid paper, skateboards / scooters and aerosol spray cans (including deodorants). Wearing of hats, sunglasses or caps inside is also inappropriate. Other items may be named from time to time. Energy drinks are not to be brought to or consumed at school</p>	<ul style="list-style-type: none"> • Chewing gum on the premises • Having bottles of liquid paper or aerosol sprays on the premises. • Having and or consuming energy drinks on school premises. • Using scooters, skateboards etc. on school grounds • Wearing hats, caps or sunglasses in buildings • Having other banned items 	<ul style="list-style-type: none"> • Cleaning duties • Temporary confiscation of offending items • Energy drinks will be confiscated and disposed of. • Repeat offences referred to the YLC.
<p>Mobile Phones Student use of mobile phones at school is banned. Students who bring mobile phones to school, do so at their own risk and the mobile should be stored in a locked locker or logged at the IT office.</p>	<ul style="list-style-type: none"> • Using a mobile phone at school • Having a mobile phone in your possession 	<ul style="list-style-type: none"> • If students are seen to have a mobile phone with them, in their pocket, pencil case etc. staff will request for the device to be handed over. Incident recorded by teacher making the confiscation. • First offence: Temporary confiscation of mobile phone. The student can

COLLEGE RULES	BREACHES	POSSIBLE CONSEQUENCES
	<ul style="list-style-type: none"> Refusal to hand phone to staff member. 	<p>collect at the end of the school day from the IT Office.</p> <ul style="list-style-type: none"> Second offence: Parent collection required for second offence of mobile phone confiscation and mobile must be logged at IT office if brought to school. Third offence: Internal suspension, inability to meet representation policy for 5-week period, parent meeting to develop plan forward. Fourth and subsequent offences: external suspension and inability to represent the college for ten weeks. If a student refuses to hand their phone to a staff member the staff member will document on Compass and advise Sub school manager and AP immediately. Sub school/AP will give student opportunity to hand phone over and this will be categorised as a second offence. Parents will be contacted to advise of refusal and need to collect the phone from the college themselves. If student refuses SUB/AP, parents are informed of the need to collect student and the phone. Student will be at third offence stage and required to log phone at IT office. If parents are unable to collect student, they will work on internal suspension for remainder of day. If a student refuses on a second occasion SUB/AP will contact home immediately as student must not have logged phone at IT office for this to be possible. Consequences for fourth offence apply.
<p>Room/locker usage Students must observe regulations published from time to time regarding the use of College buildings during recess periods, before and after school.</p>	<ul style="list-style-type: none"> Entry to inappropriate rooms Inappropriate use of rooms Eating and drinking in classrooms and corridors Leaving rubbish Being in corridor before school, during recess and lunch, except in extreme weather. Wilful damage to a locker. 	<ul style="list-style-type: none"> Reminder about expectations Yard duty Withdrawal of privilege of room/locker use for short or long term. Payment for the repair of the damage to the locker(s) recess/lunchtime detentions

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<p>Students driving personal vehicles to school Students and parents must complete and sign the driving to school application form prior to driving a personal vehicle to school.</p>	<ul style="list-style-type: none"> • Transporting other students to and from school or school events • Transporting other students during the school day. • Unsafe driving on or around school premises. • Persistently failing to display parking permit. • Displaying offensive messages / graphics on the car while on school premises • Any action or inaction that poses a risk to student safety, school property or the good order of the school while a student is in control of a vehicle • Any other breach as outlined in the Student Driver Policy. 	<p>1st Breach Verbal Warning and a lunchtime detention (Parent Notified) - YLC to follow up</p> <p>2nd Breach Internal suspension -Sub School Manager to follow up</p> <p>3rd Breach Keys to be left at the sub office - student can only leave at the end of the day. External suspension / parent must come in for a return to school meeting (Parent Notified) AP to follow up</p> <p>4th Breach - Student not permitted to park on school grounds for the remainder of the term. External suspension - parent must come in for a review of enrolment meeting. AP and Principal if needed.</p> <p>Any breach or possible breach of law will be reported to the Police.</p>
<p>Excursions All College rules apply whilst students are engaged in College activities and whilst on College excursions:</p> <ul style="list-style-type: none"> • Smoking • Drugs and alcohol • Discourteous and unco-operative behaviour • Damage to Property 	<ul style="list-style-type: none"> • Student is in possession of smoking implements • Student is caught smoking • same as if occurring at school • Same as if occurring at school • Failure to care for the property of the College, its members and representatives, or of any property involved [including accommodation, transport, 	<ul style="list-style-type: none"> • Items confiscated • Student reprimanded • Privileges suspended • Year Level Co-ordinator and parent notified upon return to College • Education program as per if it occurred at school • Immediate notification to Principal / Assistant Principal and parents • Student sent home at parent expense • Possible police involvement • Education program as per if it occurred at school. • Restorative conversation held • Withdrawal of privileges • If extreme, sent home at parent expense • Written apology • Repair / repayment • Privileges suspended for a period of time

COLLEGE RULES	BREACHES	POSSIBLE CONSEQUENCES
<ul style="list-style-type: none"> • Violence, bullying, harassment or discriminatory behaviour • Out of bounds • Disobedience 	<p>sites etc.]</p> <ul style="list-style-type: none"> • Same as if occurring at school • Girls in boys' tents or rooms late at night and vice versa • Being anywhere that has been declared out of bounds • Ignoring curfews and "Lights Out" • Refusal to follow reasonable requests from supervising adults • Ignoring instructions, particularly those which involve the safety of the group or its individual members • Deliberately flouting rules 	<ul style="list-style-type: none"> • Restorative Conversation • If repeated and severe, or resulting in serious injury, Principal or Assistant Principal and parent notified and student sent home at parent expense (normal suspension processes) • Students involved reminded of expected behaviours • If repeated, kept under strict supervision and privileges withdrawn • Isolated from other students at night • Withdrawal from relevant activity • Close and constant staff supervision • Sent home at parent expense (normal suspension processes if applicable)