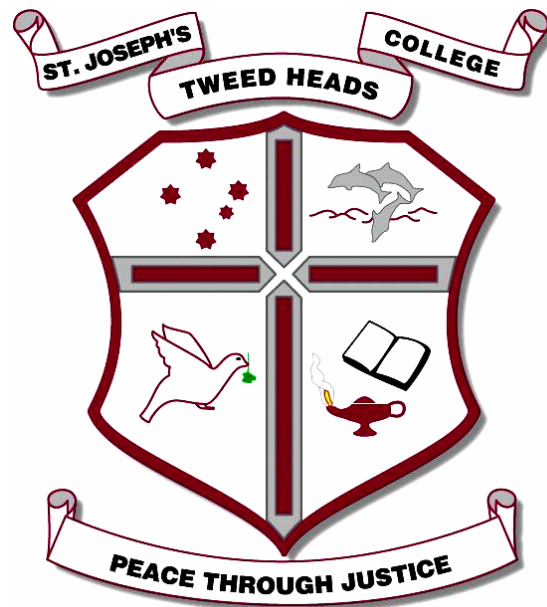


# St Joseph's College



## Parent / Student Information Booklet

### **CODE OF BEHAVIOUR**

# ST JOSEPH'S COLLEGE CODE OF BEHAVIOUR

*"The pupil, when he has completed his training,  
will be like his teacher". (Luke 6, 40)*

## RATIONALE

Underlying the College's Welfare and Discipline Policy is our Motto, "Peace Through Justice". The way in which people relate to one another is crucial in the development of an environment conducive to learning and growth. The structures which are developed must facilitate positive relationships based on the rights and responsibilities of each member of the community.

Principles underlying behaviour management must be consistent with Christian belief accordingly; the unique dignity of the person must be paramount in our relationships. Similarly, procedures must enhance that dignity, strive to be liberating, help to promote the growth (maturity) of the individual towards personal autonomy and lead to a heightened level of moral reasoning.

As a student of St Joseph's College I have the right to:

- the best education I can achieve;
- a co-operative learning environment that is not disrupted by other people;
- a safe and healthy working environment;
- the support and assistance of school staff when I cooperate with my teachers;
- be treated with respect, understanding and fairness;
- be safe and expect my property to be safe;
- be educated in an environment which does not discriminate against me;
- be given reasonable requirements by my teachers.

As a student of St Joseph's College I have the responsibility to:

- cooperate with my teachers and follow their instructions;
- seek the best possible education I can achieve;
- support the education of those around me;
- take care of the school environment;
- treat other people with respect, understanding and fairness;
- come prepared for lessons;
- attend regularly and punctually and wear school uniform;
- meet course requirements set by the school;
- meet Board of Studies requirements for all courses studied;
- respect the property of other people;
- exercise self control and negotiate with other people;
- respect teachers' rights to have their instructions obeyed;
- show respect to my teachers in all situations.

## **POSITIVE STUDENT WELFARE**

The aim of this policy is to emphasise the positive approach this school takes towards student welfare.

We aim to create a dynamic, safe, caring environment where students feel confident they can learn effectively.

This school encourages and promotes strong self discipline in our students.

Features include the following:

- Teachers model high standards;
- Teachers have high expectations where the learning climate is high challenge yet low stress;
- Praise is used regularly;
- Student achievement is recognised both formally and informally;
- A positive school image is promoted;
- The individual self esteem of students is encouraged;
- School uniform is used to promote safety, school cohesion and school pride;
- Stimulating course content is provided;
- Positive reinforcement of correct behaviour is used;
- Extra curricular opportunities are provided;
- Sporting participation is encouraged.

The above list is not a comprehensive list of strategies successfully used at St Joseph's College. It is however, indicative of our commitment to positive student welfare outcomes.

## **EFFECTIVE DISCIPLINE HELPS CREATE A SOUND LEARNING ENVIRONMENT**

The school's discipline code can be summarised as follows. Procedures to achieve this code will be regularly communicated within the school community.

- Standards of behaviour expected from students should be positive at all times. Students should behave responsibly, respecting the rights of fellow students, teachers and the community. Responsible behaviour is expected in the classroom, on the sporting field, in the playground, while travelling to and from school, and while on excursions or school activities out of normal school hours.

- Students are expected to act safely in and around the school and at all activities. Students have a duty of care towards fellow students so that their actions do not cause injury to others.
- As teaching staff have clear requirements placed on them to provide safe supervision of students, it is essential that students obey their teachers' requests and instructions. Students who disobey teachers' instructions become a safety concern and may be required to participate in a comprehensive risk assessment process.
- Homework includes projects, assignments, major works, study, revision, extension work and specific homework tasks. These are set by teachers as part of courses studied. Students are expected to follow their programs of study so that they can successfully complete their courses in the time allocated.
- Board of Studies requirements for sustained effort, diligence and meeting course outcomes must be met by students.
- The school community has decided that this school will maintain appropriate and high standards of dress through adherence to a uniform policy. It is expected that all students will adhere to the dress code by wearing school uniform. Students will be excluded from certain school and school-linked activities:
- If their clothing compromises agreed upon school community standards articulated in the school uniform requirements, and might be considered damaging to the image of the school in the larger community context;
- Where the health and safety of the student or of other students, particularly as defined by occupational health and safety legislation, would otherwise be compromised.
- While a student will not be suspended solely for not wearing school uniform, ongoing non-compliance will be regarded as disobedience which is an infringement of the School Discipline Code.
- Students are expected to attend regularly and punctually so that they can gain the maximum benefit from their educational opportunities.
- This school specifically forbids the possession or use of illegal drugs, alcohol, tobacco and weapons. This school will not tolerate violence or threats of violence, bullying, possession or use of illegal drugs, offensive weapons, persistent disobedience or criminal behaviour. The response to such actions will be suspension or expulsion in the most serious cases.
- Through positive and respectful relationships between all members of the school community the learning climate of the school will be enhanced.

**THE CORE RESPONSIBILITIES  
OF STUDENTS  
AT ST JOSEPH'S COLLEGE**

- Show respect for yourself, others and your environment
- Be safe and support others in being safe
- Be productively engaged in the learning environment
- Be in the right place at the right time
- Positively represent your school
- Engage responsibly with your laptop

The tables that follow provide examples of the behaviours associated with each responsibility:

## Core Responsibility 1 - Respect

Show respect for yourself, others and your environment is displayed in the following examples but is not limited to these

- Respecting other's property and belongings
- Allowing others the opportunity to speak
- Listening to other's opinions
- Using other people's equipment only when given permission
- Placing your rubbish in the bins
- Leaving the classroom tidy
- Using appropriate language
- Having zero tolerance of bullying and harassment
- Keeping the classroom and school environment free from graffiti
- Treating students, staff and visitors with respect
- Following correct canteen protocols
- Offering assistance if needed to staff, students and visitors
- Ensuring your verbal responses to staff and students are respectful
- Communicating politely with students and staff
- Keeping your locker tidy and locked

## Core Responsibility 2 - Safety

Be safe and support others in being safe is displayed in the following examples but is not limited to these

- Using equipment appropriately and under the adult supervision
- Moving with caution when carrying your laptop or equipment
- Keeping your hand and feet to yourself
- Wearing appropriate footwear
- Wearing a hat when outside on the oval or doing sport
- Not tampering with school equipment
- Reporting any instance of bullying and harassment
- Reporting safety hazards, damage or vandalism
- Staying in bounds
- Being inclusive of others
- Not using anything as a weapon
- No drug use including alcohol and tobacco
- Informing staff of any serious misconduct

### Core Responsibility 3 - Engaged

Be productively engaged in the learning environment is displayed in the following examples but is not limited to these

- Participating in class discussions
- Staying focused
- Remaining on task
- Allow others to learn
- Completing set tasks
- Completing homework on time
- Listening to teacher's instructions
- Being prepared for the lesson
- Bringing appropriate equipment to class
- Responding verbally in a positive manner
- Assisting peers when necessary
- Showing initiative and be pro-active in your learning
- Following instructions from staff
- Cooperating with others
- Using your time productively
- Not distracting others
- Working independently when instructed

### Core Responsibility 4 - Time and Place

Be in the right place at the right time is displayed in the following examples but is not limited to these

- Lining up outside the classroom before the lesson
- Staying in your seat unless instructed otherwise
- Being punctual
- Moving about the classroom in an orderly manner
- Staying in bounds
- Playing games in the appropriate designated areas
- Moving promptly to class
- Gathering items from your locker early for the next two lessons (morning, recess, lunch)

## Core Responsibility 5 - Pride in your school

Positively representing your school is displayed in the following examples but is not limited to these

- Displaying pride in your school by behaving appropriately when travelling to and from school, whilst on excursions, camps, at representative sport events or at local community venues
- Treating visitors and replacement teachers respectfully
- Using appropriate language
- Keeping a tidy environment
- Wearing full and correct uniform when travelling to and from school, whilst on excursions, camps, at representative sport events or at local community venues

## Core Responsibility 6 - Responsible Laptop Use

Engaging responsibly with your laptop is displayed in the following examples but is not limited to these

- Arriving each morning with a fully charged battery
- Backing up your files each evening
- Obeying classroom rules and instructions
- Not using iChat without teacher permission
- Carrying your laptop at all times in its carry bag
- Preventing damage to your laptop by not using it in the playground, at the bus lines or whilst travelling to and from school
- Keeping your password secure
- Not using your laptop for any form of cyber bullying
- Not loading or accessing inappropriate content
- No engaging in any activity that might compromise the school network security or performance
- Respecting the privacy of staff and students and do not photograph, film or post images without permission of the person.

## DEALING WITH UNACCEPTABLE BEHAVIOUR

Breaches of the school discipline code will be best dealt with by educating and counselling students to modify their unacceptable behaviour. Sanctions or punishments need to be seen as part of a process that explains rights and responsibilities. Change in student behaviour will occur most often when a change in attitude is first induced. Parents who encourage students to show a respectful and positive attitude will be the school's partners in this process.

The following processes may be used to deal with unacceptable behaviour. Professional judgement will be used to decide what course of action is likely to produce the most satisfactory outcome in improving behaviour.

- Communication to parents via the student planner, or StudyWiz.
- Lunchtime Detentions.
- N Award warnings -Informs student and parent regarding Board of Studies requirements not met.
- Phone call to parents requesting parental support. Positive conversations with your child following contact from school will promote a positive attitude to school.
- After school detentions.
  
- Counselling by teaching staff.
- Letters to parents.
- Parental interviews or conferences with staff.
- Withdrawal from regular programs and placement under alternate teacher supervision to work on an individual program.
- School service activity.
- Restitution.
- Daily monitoring.
- Conduct improvement card.
- Restrictions on areas allowed for recess and lunch.
- Withdrawal of privileges to attend excursions or other activities organised by the school.
- Safety risk assessment.
- Alternate timetable devised for individual student involving attendance in alternate classes.
- Internal Suspension from class.
- Suspension.

Procedural fairness will be used when implementing these processes.

## EXAMPLES OF UNACCEPTABLE BEHAVIOUR

(Please note these range from serious to minor and do not appear in any order of seriousness.)

- Failure to resolve N Award Warnings.
- Being in possession of or offering to supply / purchase a suspected illegal drug.
- Violent actions or harassment of others.
- Threats of violence or threats of harassment of others.
- Possession of a knife, weapon or explosive device.
- Threatening to use a weapon.
- Engagement in criminal behaviour related to the school.
- Failure to cooperate with course work requirements.
- Disobedience or defiance.
- Refusal to follow a teacher's instructions.
- Swearing, insolent or hostile language.
- Reckless or careless actions disregarding the safety of others.
- Harassment or abuse of others.
- Disruptive behaviour that prevents learning and teaching.
- Truancy from school or lessons.
- Failure to wear school uniform.
- Possession or use of cigarettes, matches, lighter, cigarette paper or any equipment associated with smoking or using illicit substances.
- Being out of bounds.
- Leaving the school grounds without permission.
- Driving to or from school in a dangerous manner.
- Use of chewing gum.
- Failure to attend lessons punctually.
- Use of mobile phones or similar equipment without permission.
- Use of mobile phones, video or photographic equipment to harass others.
- Interfering with the property of others.
- Travelling in an unsafe manner to or from school or whilst on an excursion or school activity.
- Defacement and/or vandalism to school property.
- Lewd, suggestive, offensive language or behaviour.
- Failure to be prepared for lessons by not having correct equipment.
- Harassment or abuse of staff or damage to staff property outside school hours or away from the school.
- False and malicious statements about staff
- Abuse or improper use of school technology including internet, intranet and equipment.

- Using technology to harass, humiliate or invade the privacy of staff or students.
- Portable music devices are not permitted in classrooms.
- Argumentative and unco-operative language and behaviour that demonstrates unwillingness to resolve an issue with a teacher.
- Abuse including transmission by email, SMS or internet.

## THE CLASSROOM

The classroom is also extended to include all learning settings where a teacher is responsible for the learning and safety of students:

- the teacher has the right to have instructions obeyed without public challenge;
- the teacher has the right to define and/or publish acceptable behaviour in his or her classroom;
- the teacher has the right to nominate where a student sits and what activities take place and at what time;
- the teacher has the right to insist upon orderly movement, entry and exit;
- the teacher has the right to address the class without interruption including calling out, talking or noise from students;
- food should not be eaten in classrooms or buildings;
- caps or headwear should not be worn in classrooms or buildings;
- students should not be out of timetabled classes without their teacher's permission;
- on excursions students should follow teacher directions including wearing school uniform;
- students must meet Board of Studies requirements of sustained effort, diligence and meeting course outcomes;
- the teacher is in charge of the classroom at all times as such argumentative or hostile language or behaviour or any behaviour that is unco-operative does not have to be tolerated;
- if a safety risk assessment shows that a student continues a pattern of disobedience or misbehaviour then the school has the right to withdraw that student from a regular class or classes and implement an alternative educational program under the supervision of a teacher.

## HOW PARENTS CAN HELP

*Parents and carers can do these things to ensure positive attitudes, student achievement and excellent attendance:*

- Encourage students to achieve their best, and praise them for success
- Support the school's emphasis on respect and manners
- Attend formal assemblies, performances, sporting events and exhibitions
- Attend parent/teacher meetings and interviews
- Make use of school programs to support parents and students
- Communicate concerns directly to staff
- Provide a supportive and caring home study environment
- Support the school's teaching and student welfare programs and anti-bullying policy
- Ensure consistent attendance
- Communicate reasons for absence and other matter that affect students' performance
- Develop students' communication and conflict resolution skills
- Work to promote self discipline and respect for the rights of others