



STUDENT CODE OF CONDUCT

This Code of Conduct is a policy document developed by the students, parents, and staff of Assumption College as a means of supporting the principles of our Marist Mission. The Code has as its focus the personal development of each student and the overall welfare of the College community. It seeks to provide an environment that facilitates the development of self-discipline so that students may learn and grow from their experiences.

At Assumption College Kilmore, we express our shared Marist mission in the way that we come together as a single community of educators: teachers, non-teaching staff and parents supporting one another in their complementary roles. Together we seek to develop a pattern of relationships which reflect our Marist and Gospel ideals and which witness to the values that we want to pass onto our students.

At Assumption we seek to create a work environment where everyone feels respected and co-responsible. Further, among ourselves, we develop a strong sense of companionship, affirming one another and offering mutual support and encouragement. These attitudes are important in facing up to and resolving the tensions that can arise in schools, which concern all of us. We know that at the inter-personal and group level, mistakes will be made, misunderstandings will occur and sensitivities will be offended. Expressing our mutual forgiveness and fostering means of reconciliation help us to keep our Marist Mission life – giving for ourselves and for those we serve.

Our sense of shared mission extends in a particular way to parents, respecting their primary responsibility for the Christian education of their children. Following Marcellin's lead we welcome them, we listen to them and work together with them. At Assumption, we seek to nurture Marcellin's great desire and legacy of building a family spirit within the school community. Our preferred way of relating to young people is to be an older brother or sister to them. As in a good family, with them we share life with its successes and failures, we set clear standards of honesty, mutual respect and tolerance, and we show them that we believe in goodness, not confusing the person with their actions when mistakes are made. We are not only challenged to trust each other, forgive each other, and reconcile with each other, but also to face a willingness to live out the consequences of our actions.

Our Marist tradition, with respect to discipline, emphasises creating an encouraging and friendly environment of calm and order, conducive to good teaching and learning. We respect the young person's dignity and appeal to their personal and collective sense of dignity towards all others of the school community.

Application for enrolment at Assumption College Kilmore implies that parents, as the primary educators of their children, invite our staff to share in their Christian education.

Accepting the College's confirmation of such an enrolment application requires an essential acknowledgement that families will support the Code of Conduct. Such agreement is a pre-requisite to entry into the Assumption College Community. Not to abide by such is taken as a decision that the parent does not wish to continue with Assumption College Kilmore in the Christian education of their child/children.

RIGHTS AND RESPONSIBILITIES

Each student is required to accept that there must be a respect for the role of authority, willingness to co-operate, mutual respect by and for all members of the College community and the exercise of self-

discipline. As a consequence, he/she is able to contribute to their own development and the welfare of others consistent with our Marist ideals

Students therefore are required to endorse that they are fully aware of, and understand the rights and responsibilities associated with being a student in the Assumption College Community as follows:

As a student of this College I accept that the following rights and responsibilities are important:

1. I have the right to be safe and protected from harm.

I therefore have the responsibility to respect and care for the safety of others and to notify staff if at any time this appears to be at risk.

2. I have the right to be treated with dignity and respect.

Therefore, I have the responsibility to conduct myself in such a manner as not to offend others physically or by using language which is teasing, obscene, blasphemous, degrading, hurtful or bigoted.

3. Each person has the right to be treated with understanding and tolerance. I should be open to those holding different views from my own. If I disagree with another person, I should do so respectfully and without being offensive.

4. The teacher has the right to exercise legitimate authority in their role as a staff member of this College community.

Therefore, as a student, I have the responsibility to accept and respect this legitimate authority at all times and to respond appropriately.

5. I have the right to learn without disruption from others. Other students should not deprive me of this right by any behaviour which interferes with the process of learning and instruction by the teacher.

Therefore, I have the responsibility to co-operate with teachers and fellow students to ensure that lessons may proceed in such a manner as not to interfere with any other student's right to learn or the teacher's right to teach.

6. I have the right to expect that my property will be safe.

Therefore, I have the responsibility to respect College property and the belongings of other students and teachers. I also have the responsibility to ensure that I do not put my property at risk through carelessness and to follow the College policies regarding the security of valuables.

7. I have the right to live in a healthy College environment.

I have the responsibility not to smoke, consume alcohol or non-prescribed drugs, or to encourage other students to do so. I also have the responsibility not to expose others to the dangers of these practices and to report in confidence the existence of these practices at the College. I also have the right to seek confidential assistance for any student affected by the above.

8. The College Community has the right to expect students to maintain high standards of personal appearance. I, therefore, have the responsibility to abide by the College's regulations regarding correct uniform and grooming.

9. The College Community expects our students to engage in good, open relationships suited to community living. It does not encourage over familiar relationships, which may result in possessive or exclusive behaviour, because our experience has shown that it may affect their friendship or relationship with other students.

Student's Signature: _____

Parental Endorsement: _____

RULES OF THE COLLEGE

Uniform and Appearance

- a) The College uniform should be worn in a neat and correct manner to and from the College, during the day and at all College functions unless specified. Students should wear the uniform in a correct and neat manner. T-shirts worn under shirts for additional warmth must not be visible.
- b) Students are permitted to wear a wristwatch, one simple non-coloured stud or sleeper per earlobe. Necklaces, rings, bangles or wristbands or any other jewellery are not permitted. No other visible body piercing jewellery is permitted. Band-aids, clear studs etc. are not permitted to be used to conceal such jewellery or piercings, e.g. eye-rings
- c) All students are expected to be well groomed at all times. No make-up or nail polish should be worn. Boys should be clean shaven. Students' haircuts should be clean, neat and moderate and not be of extreme or exaggerated style. Hair should be of an even length and any shaving should not be done with No. 0, 1 or 2 grade clippers. Shoulder length hair must be fully tied back at all times with a simple band, clip or ribbon in College colours in no more than two plaits or pony tails. Marked contrasts of length, shape or colour, long fringes or dreadlocks are not considered to be moderate. Use of hair gel to create spikes etc. is also not considered to be moderate.
- d) Students considering colour changes should ensure that these are of a one single colour and natural shade. Students bleaching hair or dying hair will need to ensure that any re-growth is dyed before it becomes obvious. Such a list is not exhaustive and, if in doubt, students should consult with Level Coordinators or the Director of Boarding before cutting or colouring.

(In addition see General Information Point 7 with respect to uniform items)

The Classroom

- a) Students should be punctual to classes and be seated immediately upon entering the classroom. Students arriving late to school must collect a late pass at reception and present this to Homeroom teachers in order to adjust the attendance roll. Any students arriving late to classes during the day should provide a note of explanation to the teacher.
- b) There is to be no eating during classes or between classes unless at major breaks. Food is not to be eaten in school buildings unless a wet-weather program has been declared for Recess or Lunch. Water is permitted to be taken into classrooms only on very warm days during terms 1 and 4.
- c) Students should not leave classrooms during lessons without the permission of the teacher
- d) Students are responsible for the care and tidiness of the classroom and equipment during that lesson. Prior to leaving the classroom, desks and chairs should be tidied and litter removed. White boards should be cleaned.
- e) A student is expected to contribute positively to the class. Any student who continually frustrates the teaching and learning process will be considered to have seriously breached the Code of Conduct.
- f) Students are expected to complete tasks associated with the lesson as directed by the teacher.
- g) Cheating, copying and plagiarism of work are unacceptable. Those students supplying work for such purposes will also be held responsible.
- h) Workbooks, textbooks, student handbooks and calculators are to be kept in a neat and tidy state at all times and labelled with the student's name.
- i) Bags should be stored in bag racks contained within the classroom (Years 8, 9, 10) or secured in lockers where applicable (Years 7, 11, 12). Bags should not be carried around the school or left on floors in the classroom or in corridors because this represents a health and safety risk.

During Breaks (*Before / after school, recess, and lunchtime.*)

- a) Students are not to leave the school property during breaks unless written permission is gained from the parents and Year Level Coordinator. Students leaving the school with such permission must 'sign out' at Reception and 'sign in' upon return.
- b) Students must not enter Out of Bounds areas (See General Information point 21 for details of these areas).
- c) Unless directed by the Year Level Coordinator, students should not enter buildings during breaks. Running or noisy games are not permitted in or near buildings. Without exception, games must be of the non-physical and non-contact variety. Ball-games should be played in designated areas. There is zero-tolerance of any games involving the throwing of water.
- d) There is an expectation by the parents of students travelling to school by bus that the College has responsibility for the care of the student upon arrival. Therefore, the student must enter the College property as soon as the bus arrives and must not leave the College property until the bus departs on that afternoon. Students should wait at the designated bus stops and not congregate outside the College gates.
- e) Lunch Passes are only issued to local students who are able to go home directly for lunch and live within a short walking distance from the College
- f) The Code of Conduct applies to students travelling to and from school, especially with respect to uniform. Users of The College Bus System have a specific Code of Conduct which must be agreed to before use.

Respect for Others (see also "Policy Against Harassment")

- a) Harassment of any form, emotional, physical, verbal, racial, or sexual is unacceptable behaviour and considered to be a serious breach of the Code.
- b) Offensive language or remarks directed to any member of staff or another student is a serious breakdown of respectful relationships.
- c) Bullying or any form of violence is not acceptable behaviour. These expressions of frustration and anger are considered to be serious infringements of the Code.
- d) Stealing or damaging the property of others is considered to be a serious infringement of the Code.
- e) **Student Handbooks are official College documents used for the recording of homework and for written communication between school and home. Students must use them exclusively for this purpose and not make, or allow others to make, entries in Handbooks which are not their own. Graffiti drawn on Student Handbooks will not be tolerated.**

College Environment

- a) Students should take pride in their College environment and all litter is to be placed in bins either inside or outside classroom areas. They are to protect the gardens and lawns surrounding the various buildings of the College.
- b) Chewing gum, the use of steel rulers, permanent markers or white-out fluid are not permitted at the College. These, either accidentally or deliberately, can be used to damage property.
- c) Marking and drawing on walls, posters, displays of work and property is not permitted. Vandalising and abuse of any property (including fire extinguishers) is unacceptable. In any of these instances, the student or students concerned will be required to pay for the cost of repair or replacement and the offence may lead to the student being suspended by the College. All breakage must be immediately reported to the Year Level Coordinator

A continuing pattern of such behaviour will result in the student being directed to withdraw from the College

Sport/Excursions/Camps/Special Events

- a) Teachers assume additional responsibility when taking groups for the above purposes. On these occasions specific instructions are given by supervisors regarding travel, uniform and conduct, and must be strictly adhered to. Students are ambassadors of the College in such activities and should take pride in their demeanor, appearance and behaviour. Letters outlining details of such events will be issued beforehand and a permission slip must be signed by parents or guardians.
- b) On excursions, camps, social functions, etc. students must follow the directions of staff. Any students placing themselves at risk or risking the welfare of other students or staff will have committed a serious breach of our Code of Conduct. This includes situations in which students purposely leave the care of staff without notice which could result in exhaustive searches and minimal supervision of remaining students.

Drugs and Alcohol

- a) Students must not use or be in the possession of tobacco, lighters, matches or any other implement used to inhale, ingest or inject any unprescribed drug or illegal substance.
- b) Students should not be in the company of a student using tobacco, alcohol or any other unprescribed drug or illegal substance.
- c) Any student using, or found in possession of, or under the influence of alcohol or any unprescribed drug or illegal substance has seriously infringed our Code. Students selling unprescribed drugs or illegal substances within the College will immediately forfeit their place in the College. Also, the sale of alcohol or tobacco will not be tolerated and will be treated as a serious breach of the Code of Conduct.

Use of the College Computer Network and Internet

- a) All students will sign an agreement which binds them to abide by the following expectations when using the College Computer Network and Internet:

Specifically students will not:

- disclose a login or password to other students or allow other students to work on their files
- use another student's login or attempt to access their files
- download or load onto the network any software or files which will interfere with or put the network at risk
- attempt to access areas which are not their own
- cause damage to equipment
- write or send messages, pictures or materials which are inappropriate or offensive
- visit sites containing violent, obscene or illegal information
- disclose their own or anyone else's personal details
- visit chatrooms or use any form of e-mail or mail sites accessed through the internet
- use the network for recreational purposes
- access any internet-based file storage sites.

Such actions shall be deemed serious breaches of the Code of Conduct and students will be penalised by an automatic disablement of their network account or internet access, Friday night detentions, or possible school suspensions.

- b) As well, all students will agree to:
 - check the integrity and authority of information found on the Net
 - acknowledge the work of others when using information from the Net for projects

- report any damage or malfunction of equipment to staff immediately
- use the network and Internet responsibly for learning purposes only.

Other

- Whilst at all times social interaction between students is encouraged, over familiar displays of affection or intimate contact are not considered appropriate. A “hands-off” rule applies.
- Students, day or boarder, are not to enter the dormitory area of the opposite sex. Any infringement will mean that the student forfeits their place in the College.
- The College agrees to allow students to bring mobile phones to school and school functions for a limited range of uses. In most cases, these relate to communication with parents for arranging transport after alighting from buses whilst traveling from school, sport or excursions or directly from school after normal hours.

Given the advances in technology, the College acknowledges the multi-functional nature of current mobile phones but advises that students are not to use mobile phones at school, on school functions or whilst traveling to or from school for the following purposes:

- the taking or transmission of digital images
- social phone or text messaging
- the down-loading of material from the internet
- video-games

The College also acknowledges that some mobile phones have the capacity for listening to music and is granting permission for such use whilst traveling on school buses.

It must be very clearly stated that once students arrive at school, mobile phones must be turned off and secured in lockers at the earliest convenience. Students are personally responsible for the security of their phones as with other valuables. Students found in possession of mobile phones during normal school hours will have these confiscated for one week and receive an official Friday Detention. Students misusing mobile phones as described above will have their phones confiscated and receive a further consequence consistent with the level of misuse. This will be determined by the Year Level Co-ordinator in conjunction with a Deputy Principal.

- It is important that honest and trusting relationships are established between members of the College community. It therefore follows that honesty between teachers and students is very important and that disguising or misrepresenting the truth is an indication of a breakdown in achieving mutual co-operation and trust between College community members.

SUPERVISION AND CONSEQUENCES OF INFRINGEMENTS AGAINST THE COLLEGE RULES

When students do not behave as they are expected, or when the rights of others have been infringed, students must accept that there will be consequences and appropriate penalties applied. Although each infringement is separately considered, patterns of behaviour cannot be ignored and the welfare of the student and the College Community is carefully estimated.

All teachers and parents have the responsibility to support and supervise the Code of Conduct and the following processes have been devised to ensure its successful implementation.

The following information is not an exhaustive or prescriptive list and should be used as a guideline, remembering that individual circumstances must be taken into account when dealing with infringements of the Code of Conduct.

Supervision by the Classroom Teacher

- a) Classroom Teachers are expected to supervise and take action concerning those aspects of the Code of Conduct which relate to:
- performance of tasks relating to the teaching of their subject,
e.g.- failure to complete classwork or homework
 - infringements relating to classroom management,
e.g. disrupting the learning environment
failure to follow teachers' instructions
leaving a seat without permission
 - care and tidiness of the classroom
 - special uniform requirements for that subject,
e.g Physical Education uniform or Tech. Studies footwear
 - minor incidents in which a lack of respect is shown for others
 - the timely and orderly entry and exiting of classrooms and buildings and the movement of students in corridors
 - care of the school environment and orderly conduct of students during yard supervision.
- b) Action to be taken concerning these infringements could include:
- issuing a warning
 - requesting an apology
 - loss of privileges
 - extra work tasks related to the infringement (**no lines**)
 - lunchtime detention (second half only)
 - shift the position of the student within the classroom
 - isolate the student within the classroom
 - perform some school community duties, such as the cleaning of pathways, gardens, etc.
 - correspond with parents via the College Student Handbook.
- c) In the case of uniform and appearance infringements, pink slips will be issued to students. In the case of persistent offenders, teachers will begin accurate documentation of these infringements and consult with the Homeroom teacher in order to work collaboratively to resolve the difficulty.
- d) In addition, serious infringements of the Code will be immediately documented and Year Level Co-ordinators informed.

Supervision by the Homeroom Teacher

The Homeroom Teacher is a key person in the implementation of the Code and facilitating reconciliation. In addition to the responsibilities listed in section 3.1, the Homeroom Teacher will also supervise those aspects of the Code which relate to the unique tasks associated with the Homeroom, such as:

- attendance and punctuality
- school uniform/grooming/jewellery
- care of the Homeroom
- regular checking and signing of Student Handbooks
- monitoring the academic progress of students in that Homeroom
- pastoral care of the students in that Homeroom.

The latter point implies the important role of the Homeroom Teacher in the discipline process. Homeroom Teachers are expected to help other teachers resolve discipline problems associated with students of their class. They may act as mediators or advisors and often become important liaison persons between school and home. If the assistance of the Homeroom Teacher is unsuccessful in the case of persistent offenders, the Level Coordinator will be notified and any relevant documentation passed on. Homeroom teachers should liaise with Level Co-ordinators and the Boarding House, if applicable, when contacting parents on matters of concern.

Supervision by the Level Co-ordinator

The Level Co-ordinator will deal with any student who has persistently infringed the Code of Conduct or for whom minor sanctions or penalties have proven ineffective.

Infringements dealt with by the Level Coordinator may include:

- being in an out of bounds area
- being in the company of smokers, users of alcohol or unprescribed drugs or illegal substances
- truancy
- continued classroom disruption
- over familiar displays of affection or intimate contact
- continued failure to follow uniform regulations:
 - ❖ pink slips will be issued on each occasion and an accumulation of:
 - 5 will incur community duties/Friday night
 - 10 will incur a Friday night detention
 - 15 will incur a technical suspension
- non-compliance with hair-style guidelines:
 - ❖ parents will be notified and a maximum of one week will be given to rectify the issue. Extreme hairstyles will need to be rectified immediately. The College sun-hat will be worn in the interim. Non-compliance with requests to rectify a hairstyle issue will result in an official College suspension.
 - failure to attend or misbehaviour relating to co-curricular activities
 - failure to attend class, lunch-time detentions (Friday afternoon detentions will be imposed) or Friday afternoon detentions (a technical suspension will be imposed)
 - use of chewing-gum
 - littering or eating inside of buildings
 - non-compliance with College mobile phone policy (confiscation for one week). Repeat offenders will be banned from bringing mobile phones to school and official school suspensions will be imposed.

Most of these will be dealt with by Friday afternoon detentions (unless otherwise specified) after parent notification. Level Coordinators may also impose extended community duties (cleaning, etc.) or withdraw a student from a College function (Social, Excursion, Camp, etc.). A technical suspension may also be imposed.

Students may also be placed on daily report sheets taken to each class and commented on by each of the student's classroom teachers. These are signed by parents each night and presented to the Level Co-ordinator on a daily basis.

Those infringements judged to be serious by the Level Co-ordinator (in consultation with a Deputy Principal or Principal) will incur a technical suspension (with or without community service), official school suspension or, in certain situations, a student may forfeit their place in the College.

Such infringements include:

- copying, cheating and plagiarism
- continued minor violations unrectified by previous sanctions
- persistent classroom disruption unrectified by detention and other minor penalties
- smoking (technical suspension initially followed by official school suspensions for subsequent offences)
- alcohol or unprescribed drug or illegal substances related infringements (parents notified immediately)
- offensive language or remarks to a staff member
- harassment of any form - physical, verbal, racial, or sexual
- bullying or violent behaviour (any student involved in physical confrontations in which they throw punches will be given an official school suspension). Self-defence will not be accepted as an excuse for throwing punches.)
- stealing (goods also to be replaced)

- vandalism and major graffiti (damage to be rectified or paid for)
- behaviour on school outings (camps, excursions, socials, etc.) which places the welfare of themselves and/or other students, staff and general public at risk
- students, day or boarding, entering a dormitory area of the opposite sex (offenders will be directed to withdraw from the College)
- computer related offences
- possession of mobile phones which are able to be used as digital cameras.

Students incurring official suspensions will be required to meet with the Level Coordinator or Deputy Principal upon return to the College to discuss a means of reconciliation and return to the College Community. Students may be directed to the Director of Welfare for further assistance.

Official suspensions from the College are very serious and not incurred without the approval of the Principal. Such students are displaying by their actions, an unwillingness to be a positive and respectful member of the Assumption College Community.

Some serious incidents are, by their very nature, criminal offences and may be referred to police e.g. theft, assault, possession or trafficking of illicit or non-prescribed drugs.

A student's position in the College will be reviewed if official suspensions are constantly necessary and withdrawal from the College may be recommended.

GLOSSARY

Infringement:	To break or ignore a rule
Uniform Infringement Notices:	Issued by teachers for uniform etc. (pink slips) infringements. Accrual of these notices incurs the following penalties: <ul style="list-style-type: none"> * 5 - lunch-time community duty * 10 - Friday night detention * 15 - Technical suspension.
To be placed on detention:	A teacher may direct a student to go to a declared place for a certain time (usually the second half of the lunch break). This will be notified to the student in writing.
Friday night detention:	From 3.35 p.m. to 5:00 p.m. Students must wear school uniform and complete a written task which relates to the infringement. Students will also complete other written work as directed by their Level Co-ordinator.
Technical suspension:	To remain at the College but withdrawn from the class and placed under the supervision of the Year Level Coordinator. This may also be substituted by a day of College community service supervised by the College Maintenance Department.
Official College suspension:	To be withdrawn from the College and any associated activities during the specified time and remain at home in the care of parents.
Withdrawal:	To be asked to leave the College.