



KAMBRYA COLLEGE

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STUDENT CODE OF CONDUCT

Kambrya College is committed to pursuing the Statement of Purpose, Values and Intent. The college community recognises that effective learning can only occur in a secure environment where the rights and responsibilities of others are known and respected and where standards and rules are fairly and consistently applied. Managing the Code of Conduct is a shared responsibility between the student, parents/guardians and the college. All students and families have ready access to support offered by Classroom Teachers, Home Group Teachers, Assistant Sub School Leaders, Sub School Leaders, Careers teachers, the Student Wellbeing Coordinator, the Chaplain, the Assistant Principals and Principal. The Student Code of Conduct sits

The Objectives of this Code of Conduct are to:

- Promote a healthy school culture, which permits high levels of achievement and success in all areas of school life.
- Ensure a purposeful, secure and orderly teaching and learning environment.
- Recognise the need to support students with disabilities as well as students from a variety of ethnic backgrounds.
- Promote high standards of behaviour and self discipline amongst students.
- Enable the resolution of discipline matters at the school level.
- Students who experience difficulty behaving in accordance with the Code of Conduct are encouraged to reflect upon and modify their behaviour.

This Code of Conduct rests on the following Principles:

- All individuals are valued and treated with respect.
- Students have a right to work in a secure environment where, without intimidation, bullying or harassment they are able to fully develop their interests, talents and ambitions.
- Students and staff have a right to participate in a learning environment free of direct or indirect discrimination based on sex, race, religious beliefs, political beliefs, or physical or mental disability or impairment.
- Parents have the right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- Teachers have a right to teach in a supportive and cooperative environment.
- Principals and teachers have an obligation to implement this Code of Conduct in a fair, reasonable and consistent manner.

College Standards and Rules

	Be safe	Be responsible	Be prepared	Be respectful to yourself, others and the environment
All settings	<ul style="list-style-type: none"> Follow reasonable instructions Respect rights of others The area within or enroute to and from school is smoke, drug and alcohol free 	<ul style="list-style-type: none"> For your own actions For your own learning Place all litter in bins Look out for your friends – report if they are being bullied Take every opportunity to learn Represent your school positively Log mobile phones and other valuables at appropriate office Use ICT appropriately Protect valuables by keeping them on your person or leaving at home or the office 	<ul style="list-style-type: none"> Wear appropriate school uniform Adhere to all uniform guidelines as stipulated by school council Be on time Attend appropriately to all forms of communication from the school 	<ul style="list-style-type: none"> Respect your surroundings- the furniture, the buildings, the people Respect other people’s property and your own Be tolerant and respect the opinions of others Attend to personal hygiene Use only appropriate and polite language Be courteous and polite at all times Be honest Respect the personal space of others Leave chewing gum at home
Learning areas	<ul style="list-style-type: none"> Leave bags in locker at all times Move carefully and orderly into and out of the room Follow set safety procedures Use equipment for designed purposes Sit safely 	<ul style="list-style-type: none"> For your own actions For your own learning For your own behaviour Listen to and follow instructions Respect other people Stay seated unless otherwise directed Stay on task Use your school planner effectively Make the most of all learning opportunities 	<ul style="list-style-type: none"> IN CLASS, ON TIME ON TASK! Have necessary materials for each class Be in correct uniform Be prepared for assessment Be prepared to listen Have homework completed Have a positive mental attitude Be prepared to complete work set 	<ul style="list-style-type: none"> Dispose of rubbish immediately Respect the personal space of other people Dress appropriately for class Respect other people’s right to learn Respect your learning space and the equipment you use

School grounds	<ul style="list-style-type: none"> • Walk – don't run around buildings and on pathways • Remain in school grounds • Keep feet on the ground • Stones and sticks remain on the ground • Be sun safe (wear a hat, sit in the shade) • Play ball games in designated areas • Wear appropriate footwear • Observe safety barriers • Stay out of "out of bounds" areas • Walk do not ride bikes through school • Contact sport is not permitted 	<ul style="list-style-type: none"> • Report safety issues and accidents • Keep personal valuables safe • Follow all reasonable teacher instructions • Look out for your friends • Car park areas are out of bounds • Place bags in lockers or designated areas 	<ul style="list-style-type: none"> • Respond to all bells and announcements immediately 	<ul style="list-style-type: none"> • Take care of the gardens, pathways and surrounds • Place all litter in bins • Place lost property in designated areas • Keep lockers orderly and tidy • During breaks use only the areas designated to your year level • Physical Intimacy is not appropriate in school grounds
Under cover areas / Corridors	<ul style="list-style-type: none"> • Ball games in designated areas • Use lockers and locker bays for the purpose for which they were designed • Keep exits and entrances clear 	<ul style="list-style-type: none"> • Leave area clean • Return all equipment to correct location 	<ul style="list-style-type: none"> • Place your rubbish in a bin 	<ul style="list-style-type: none"> • Leave areas clean • No eating and drinking in the buildings • During breaks enter buildings only to see a teacher
Toilets / Drinking Taps	<ul style="list-style-type: none"> • Wash your hands • Eating or drinking in the toilets is unhealthy • Flush toilets after use • Use only the toilets designated for your year level 	<ul style="list-style-type: none"> • Go to the toilets during breaks • Report inappropriate behaviour • Report all damages • Toilet blocks are only for attending to personal hygiene 	<ul style="list-style-type: none"> • Use toilets at break times • Take diary with teacher's signature if out during class time 	<ul style="list-style-type: none"> • Leave it clean; others will need to use the facilities after you • Respect other's privacy • Wait for your turn • Ensure taps are off
Canteen	<ul style="list-style-type: none"> • Line up in an orderly manner • Place all bags in lockers • Canteen area is for purchasing and consumption of food only • Sitting on rails is dangerous 	<ul style="list-style-type: none"> • Protect valuables by keeping them on your person or leaving at home or the office • Line up responsibly 	<ul style="list-style-type: none"> • Have money ready • Order lunch as early as possible • Bring own money for lunch 	<ul style="list-style-type: none"> • Buy food for yourself only • Letting people into line is disrespectful • Follow all instructions given by the supervising and/or canteen staff • Be courteous when ordering food • Place all litter in bins • Requesting and/or pressuring students for money is considered bullying

Excursion / School activities	<ul style="list-style-type: none"> • Wear appropriate clothing • Remain seated on the bus • Follow staff and bus driver's instructions • Walk calmly on and off the bus • Use seatbelts where provided • Bus drivers need to focus and not be distracted • Follow safety procedures at train stations and when crossing 	<ul style="list-style-type: none"> • Ensure that your name is recorded before entering the bus • Bring all equipment required for the excursion to school • Ensure that all forms and monies are paid prior to the excursion • Represent the school appropriately 	<ul style="list-style-type: none"> • Have all equipment needed for the excursion • Wear the appropriate clothes as specified 	<ul style="list-style-type: none"> • Be polite and friendly to peers and others in the community • Follow instructions of staff as requested • Dress appropriately as you are representing your school • Respect the environment and property you are visiting • Follow rules and regulations of the venue/ host
Travelling to and from school	<ul style="list-style-type: none"> • Follow the road rules as cyclists and pedestrians • Bike riders wear a helmet • Use the crossing 	<ul style="list-style-type: none"> • If you are late report to the appropriate office and sign in • Take responsibility for your own safety and of others with vehicles, bicycles and other traffic 	<ul style="list-style-type: none"> • Move directly in and out of school in a sensible manner • Once at school remain at school unless signed out • Bring a note to explain absence 	<ul style="list-style-type: none"> • Put all litter in the bins • Treat all other students with respect • Make use of cycle paths
Assemblies/ Performances/ Celebrations	<ul style="list-style-type: none"> • Enter and depart area under staff direction • Leave area in an organised manner 	<ul style="list-style-type: none"> • Listen to staff directions • Be responsible for your actions • Sit in designated area in straight lines 	<ul style="list-style-type: none"> • No food or drinks • Have equipment as directed by teacher 	<ul style="list-style-type: none"> • Listen respectfully and do not interrupt the performance • Remove hats • Stop talking and listen • Applaud achievements • Respect speakers • Be punctual • Leave area clean

Disciplinary Measures

Where disciplinary measures need to be taken with a student the Classroom Teacher, Home Group Teacher, Assistant Sub School Leader, Sub School Leader, Student Wellbeing Coordinator, Assistant Principal or Principal will seek to inform and involve parents at an early stage. Parent- student- teacher conferences may be convened in order to define issues, set goals and determine strategies that may assist in resolving discipline problems. The assistance of the Student Wellbeing Coordinator, Guidance Officer and other support staff will be called upon as required. The following disciplinary measures (as outlined in detail in the Student Wellbeing and Engagement Policy) will be used where necessary:

Withdrawal of Privileges:

Kambrya College may withdraw privileges (like use of internet or participation on school excursions) from students as a logical consequence of breaches of school rules as appropriate.

Withdrawal from Class:

When a student's behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class, the student may be temporarily isolated from the regular classroom activities. In more severe cases a student may be formally suspended for a specified period of time.

Yard Duty:

Students may be required to assist in the cleaning of the grounds or other practical tasks around the school.

Detention:

Teachers may require a student to undertake work after class for breaches of College rules. Students may be detained for up to half of any recess or lunch break. After school detentions will not exceed 45 minutes. Parents should be contacted beforehand and, where undue hardship is caused, alternatives to after school detention may be looked at.

Suspension:

The College Principal and Assistant Principal have the responsibility to ensure that the procedures followed for suspension will be those described in the DEECD Student Wellbeing and Engagement Guidelines. Suspension from school is a serious disciplinary measure and should be reserved for significant breaches of the College Code of Conduct. Provision shall be made by the College for appropriate schoolwork to be supplied where requested.

Exclusion:

The Principal has the authority to permanently exclude a student from the College. Permanent exclusion from a school is the most extreme sanction open to a Principal. The procedures followed will be those described in the DEECD Student Wellbeing and Engagement Guidelines

RATIFIED OCTOBER 2011

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STUDENT CODE OF CONDUCT
2011/2012**

To be returned to the Homegroup Teacher no later than one week after receiving

I(Parent/Guardian) of (Student Name).....of home group 2012.....
Have read the Kambrya College Student Code of Conduct and discussed it with my child.

I (Student)..... Have read the Kambrya College Student Code of Conduct and discussed it with my parent/guardian.

I understand that as a student of Kambrya College I must adhere to the Student Code of Conduct. If I am unsure about any part of the Code of Conduct it is my responsibility to ask my home group teacher, Assistant Sub School Leader or Sub School Leader for clarification.

Signed (Student).....Date.....

Signed (Parent).....Date.....

Signed
(Homegroup teacher).....Date.....