

STUDENT CODE OF CONDUCT AND DISCIPLINE POLICY

CARE FOR OUR STUDENTS

One of the major reasons why students say they enjoy coming to the College each day is because they know that we care about them and for each other. This care operates at a number of levels.

At the professional level, we accept the duty of care which is at the core of what it means to be a teacher. We care about the students' personal safety - physically, emotionally, morally and spiritually. We care about the sort of person they are becoming - and so we take seriously the development of each student's character.

We care about the way they relate to and interact with other students - and where necessary, implement programs to assist those who experience difficulties in this area.

As a team of teaching and non-teaching staff, we try to provide an environment in which each student feels valued and is equipped to make a meaningful contribution to the life of the College.

We encourage students in P-6 to build strong relationships with their peers and with their class teacher. They will get to know and become known by many other teachers and staff as they progress during the year.

Students in Years 7-12 belong to a Pastoral Care group which meets each morning for roll call and for an extended class time on Fridays. Pastoral Care groups are designed for students to get to know each other, to learn about and discuss age appropriate issues, develop positive character traits and foster positive relationships with the Pastoral Care teacher. We encourage each student to identify a staff member with whom they feel comfortable should they experience problems and want to seek the advice of a caring adult in the College and in most circumstances this will be the Pastoral Care teacher. For more serious student wellbeing matters students may be referred to the College Counsellor.

RESPONSIBLE CLASSROOM MANAGEMENT

Successful management of student learning and behaviour is underpinned by the fostering of positive relationships between all stakeholders. Staff to staff, staff to students and students to students.

Students need clear boundaries and high expectations and also need to take responsibility for their own learning and behaviour. Students have a responsibility to themselves and to others to behave in a way that encourages deep learning both in and out of the classroom.

STUDENT CODE OF CONDUCT

Our expectation is that all our students will learn to exercise self-discipline and comply with the College's high standards of personal and community behaviour.

We acknowledge that there will be occasions when a student transgresses this Student Code of Behaviour or the associated rules that are publicised from time to time. Students who are guilty of such transgression will be counselled and disciplined in a compassionate, fair, firm and consistent manner.

The disciplinary measures used will vary according to the maturity of the student, his/her past behaviour and the seriousness of the offence.

When you enrolled your child at the College you signified your agreement with the principles embodied in the Student Code of Conduct and the other rules which the College from time to time may determine. We expect every parent to support and encourage their child to comply with the following:

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At all times I will speak and behave towards others in a way that promotes a respectful, safe learning environment.

1. Within the College I will:
 - Behave sensibly
 - Accept responsibility
 - Seek opportunities to be kind and helpful to others
 - Care for the College environment
 - Always act in a way to keep the good name of the College
2. Within the classroom I will:
 - Be positive and always do quality work
 - Learn enthusiastically
 - Complete every task to the best of my ability
 - Work co-operatively
 - Bring the correct equipment
3. When travelling to and from the College I will:
 - Be considerate of others
 - Obey all rules set by the bus company
 - Wear the College uniform with pride

Notice these are positive statements. We explain to students what each statement means. Staff model these precepts. We expect parents to do the same. Please actively reinforce this Student Code of Behaviour at home. Such reinforcement is an essential component of the partnership between home and College in preparing children to be caring and responsible citizens.

It should be noted that corporal punishment is not and must not be administered at the College nor should parents be encouraged to administer it to their children on our behalf.

RESTORATIVE PRACTICE PRINCIPLES

The use of restorative practices at the College aims to resolve conflict by prioritising repairing harm done to people and their relationships over assigning blame and dispensing punishment. It is about helping students become aware of the impact of their behaviour on others through personal accountability and being open to learning from conflict situations.

Restorative Practice Reflection Questions:

1. What happened?
2. Who was hurt or affected?
3. What do you think needs to happen to make things right?
4. What would you do differently next time?

With this in mind, the following procedures and boundaries are to be followed to ensure a safe and supportive classroom environment and to maintain clear and consistent expectations for all learners.

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DISCIPLINE CODE FOR YEARS PREP – YEAR 6

Class and playground agreed behaviours are underpinned by the following College guidelines;



Behaviour that disrupts learning, is disrespectful or creates an unsafe environment;

Step 1 – Student is warned about behaviour and asked to desist.

Step 2 – If behaviour continues, the student is asked to move to a reflection space for an agreed period of time.

Step 3 – If behaviour persists, the student is referred to the Student Wellbeing Advisor or Head of Wellbeing. Student will complete a reflection sheet based on restorative justice principles with the aim for the student to be restored to the classroom, once behaviour has been discussed.

Step 4 – If the behaviour continues, the student will be sent to the Wellbeing Coordinator or Head of Junior School and parents will be contacted.

Continual misbehaviour or serious offences will result in further steps in the College discipline system, such as suspension and dismissal. These procedures would be discussed and deferred by the Head of Junior School and the Principal.

DISCIPLINE CODE FOR YEARS YEARS 7 – 12

In Years 7 – 12 the Disciplinary System is used in conjunction with the code used for Years K – 6 as above, and is based on the following principles which are signposted in each classroom.

RESPECT FOR SELF	I have a RESPONSIBILITY to be honest, caring, courteous and ethical.	I have a RIGHT to feel safe and valued at Oran Park Anglican College
RESPECT FOR OTHERS	I have a RESPONSIBILITY to co-operate with everyone, be respectful and kind and not distract others from their learning.	I have a RIGHT to be treated fairly with kindness and compassion and be free to learn without distractions.
RESPECT FOR THE COLLEGE	I have a RESPONSIBILITY to wear my uniform well and be a positive role model within the College and wider community	I have a RIGHT to be proud of my College and our achievements.

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CLASSROOM EXPECTATIONS

START OF PERIOD

Students must line up quietly outside the classroom with the equipment needed for class. Students enter the room and stand behind their chairs and wait for teacher welcome and instruction.

BEHAVIOUR THAT DISRUPTS LEARNING

Step 1 – Student is warned about behaviour and asked to desist.

Step 2 – If disruptive behaviour continues, the student is moved to another seat in the classroom.

Step 3 – If disruptive behaviour persists the student is removed from class, teacher to speak with student with the aim to return to class within 5 mins. Class time missed may be made up at lunchtime with class teacher (at teacher's discretion).

Step 4 – When disruptive behaviour continues after returning to class, the student will be sent to the Deputy Principal, Head of Senior School or Head of Wellbeing. Formal detention is then issued by Deputy Principal or staff member on duty. Student will complete a reflection sheet based on restorative practice principles.

CLASS ABSENCES

In the first instance, it is expected students are to get a drink and go to the toilet during break times. If students need to leave a class for any reason, they must take their diary with them and the pg. 174 'Out of Class Permission' must be signed by their teacher and time indicated on return. Teachers are to note when students are continually leaving class during the week and pass on information to the PC teacher.

DEMERITS

Demerits will be issued to students for the following organisational infractions;

- Lateness to class
- Failure to have diary signed
- Wearing incorrect uniform
- Failure to complete homework
- Failure to bring equipment to class

Classroom and Pastoral Care teachers monitor the issue of demerits in order to notice emerging patterns and will work with students and parents to support and rectify issues as they arise. In the first instance parents will receive a phone call seeking support, however continued failure to meet College expectations may result in a formal detention.

LUNCH DETENTION (YEARS 7 - 12)

Students are required to report to a designated area at 12.50 pm on their scheduled day for their lunch detention.

Lunch detentions may be issued for the following;

- Inappropriate use of technology
- Disruptive classroom behaviour which results in removal from class
- Continued failure to comply with College expectations around uniform, diary, punctuality and preparation for class
- Inappropriate playground behaviour that puts students at risk
- Other incidents at executive staff discretion

Three Lunch Detentions within a term will result in an After-College Detention.

AFTER-COLLEGE DETENTION

A minimum of 24 hours' notice will be given to parents. The types of actions which might result in this consequence could include:

- Failure to report to Lunch Detention
- Continued disobedience or rudeness
- Unsatisfactory behaviour at College or outside of College
- Three or more Lunch Detentions
- Other incidents at Executive Staff discretion

Two After-College Detentions may result in a form of Suspension.

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ASSOCIATED RULES

From time to time students and parents are advised (through Assemblies and THE LIFE) of particular rules that have been introduced to make the College environment a safer, happier and more secure place. At the time of writing, the following rules applied.

PROHIBITED ITEMS

Students may not bring any of the following items to College:

- Knives and weapons
- Drugs or prescribed medicines
- Chewing and bubble gum
- Alcohol, cigarettes and vapes
- Liquid paper
- Trading cards
- Metal rulers

MOBILE PHONES - JUNIOR SCHOOL

The College discourages Junior School students to carry mobile phones. If you wish your child to carry a mobile phone, the phone must stay in the child's bag during College hours.

Students are not permitted to carry mobile phones on excursions, camps, sporting trips or at College carnivals and other events.

MOBILE DEVICES - SENIOR SCHOOL

Acceptable Use of Mobile Devices:

Mobile devices can be used for learning purposes at College or authorised College activities only when the supervising teacher gives permission for the following:

Mobile devices may be used:

- to access applications (such as the calculator) or the internet in class for specified learning activities
- for photography or videoing for a specified learning activity. For example: photographing a science experiment
- to conduct a phone conversation for a specified learning activity
- to access internet-based applications for a specified learning activity
- as an organiser in addition to the College diary but not as a replacement
- as a listening device for private study in study centre and study camp

Mobile devices cannot be used at College or authorised College activities for the following:

- to cause harm to students, staff and others or the College reputation
- before College, recess or at lunch in the playground
- for private texting to friends or relatives during College hours
- for private conversations. If parents need to be contacted by a student while at College the supervising teacher should be informed and arrangements made through the student receptionist in the College office for the student to access the College phone. For example: if a student needs to change arrangements for getting home.
- as a listening device in class or in the playground. This is for safety reasons and encouraging student interaction and conversation. Ear phones reduce students ability to hear activity around them and therefore may increase risk of harm
- to substitute the use of the College student diary. The College diary is used for written communication purposes between parents, staff and students
- to tether for the purpose of bypassing the College wireless internet access
- to download internet – based applications that incur costs
- to link up a College computer / network system with their mobile device

The mobile device owned by an individual that is brought to College or an authorised College activity is the sole responsibility of the student and not the College.

Students and parents are required to sign a declaration that they have read and agree to be bound by the conditions in the Acceptable Use of Mobile Devices policy.

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Inappropriate use of mobile devices, iPads and other technology will result in their immediate confiscation and students will be placed on a lunchtime detention. Under confiscation, the mobile device will be taken by the teacher to the staffroom for storage. A student may be asked to provide access to their mobile device for the purposes of a College investigation into an alleged incident involving that student. Students must accept that misuse of mobile phones/devices will result in serious consequences.

Mobile phones are not to be used at any time including before and after school, at lunch and recess and are only to be used in class under special circumstances at the teacher's discretion. Phones should be turned off and left in bags and/or lockers for the duration of the school day.

PERSONAL VILIFICATION

It is unacceptable for a student to tease, ridicule or ostracise another person because of his/her physical appearance, colour, ethnicity or racial background.

UNTIDY UNIFORM

Students whose College Uniform (especially hats) becomes untidy will be issued with an Unsatisfactory Uniform note and warned that unless prompt action is taken to repair or replace the offending item, their parents will be called for an interview.

LANGUAGE

The use of language which may be offensive to any other member of the College community is not permitted. This includes swearing, sexist and racist comments, put-downs and false accusations.

TOUCHING OTHER STUDENTS

Physical contact between students other than in the course of a supervised sporting activity is not allowed. This includes, but is not restricted to holding hands, hugging, kissing, punching and hitting.

ENVIRONMENTAL POLLUTION

Students who pollute the College environment will receive an appropriate consequence.

DAMAGING AND DEFACING PROPERTY

Students who wilfully deface or damage College property will not only be punished but will be invoiced for its repair or replacement. This includes damaging/removing equipment such as fire extinguishers which is an offence under the NSW Occupational Health and Safety Act 2000 No. 4 Section 21 of The Act states:

"A person must not, intentionally or recklessly, interfere with or misuse anything provided in the interests of health, safety and welfare under the Occupational, Health and Safety legislation"

Penalties apply under this legislation and the College will also impose its own penalties, such as requesting that the cost(s) of replacing damaged/missing items are covered by any student/s implicated.

MISBEHAVIOUR ON CAMPS, EXCURSIONS AND SPORTING EVENTS

Students who misbehave on excursions, or while representing the College at sporting events will be barred from attending all outside events. Students who misbehave at camps will be sent home immediately.

INAPPROPRIATE BEHAVIOUR ON BUSES AND TRAINS

There are strict guidelines for student behaviour on public transport issued by the Department of Transport. The College strongly supports these rules and wishes to make it clear that any student who misbehaves on their way to and from the College and who brings the name of the College into disrepute, will face serious disciplinary action.

BRINGING THE COLLEGE INTO DISREPUTE

Thanks to the combined efforts of parents, teachers and our students, the College enjoys a high standing in the wider community. This is increasingly important as our students seek part-time and full-time employment. Students whose words, demeanor or actions bring the College into disrepute, will face disciplinary action.

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HARASSMENT AND BULLYING

No group of people in our society is immune from emotional or physical harassment, this College included. The College has instituted a range of strategies to counter harassment and bullying.

These strategies are based on the following principles:

- Every member of the College has the right to be treated with dignity and respect and to enjoy positive relationships with all members of the College community
- All members of the College community have the right to expect to be able to learn and teach in a safe and caring environment that promotes the virtues of self-worth and personal growth
- Not everyone will be liked by everyone else but everyone can and should respect each other's personality differences and be polite and kind
- Any behaviour which stops an individual from feeling comfortable in this shared environment is a form of bullying or harassment and is not condoned
- We cannot assume that there will not be instances of bullying or harassment wherever children and young people gather
- Children and young people therefore need to be taught not to tease, intimidate, harass, insult, spread rumours, exclude, stare at, hit, pinch, bite, spit upon, apply pressure or do anything to another individual of which they do not approve
- Staff must model in words and actions the Christian principles on which harmonious interpersonal relations are based
- All reported incidents will be thoroughly investigated in an impartial and transparent manner following the procedures outlined in the College guidelines for Managing Compliments and Complaints
- Teaching students how to relate properly to one another and how to handle instances of bullying is an ongoing process
- Students need to be taught by their parents and teachers how to take initiative themselves to deal with problems of harassment without always having to rely on adult intervention
- Students and staff who are the victims of any form of bullying or harassment must be supported
- The perpetrators of bullying behaviour must accept responsibility for their behaviour. It should be noted that inappropriate use of any technology such as mobile phones, e-mail or the internet to intimidate, identify, bully or defame students, teachers or the College will be responded to seriously, including by 'show cause' and the possibility of expulsion. Misuse of technology can lead to criminal charges of stalking, threats, assault and breaches of the Child Protection and Defamation laws
- Students who are the victims of bullying or harassment must be encouraged to report instances of such behaviour to a teacher as soon as possible so that appropriate action can be taken

DISCIPLINARY ACTION FOR BREACHES TO THE CODE OF CONDUCT

In certain circumstances, the parents of students who break College rules, will be asked to meet (in business hours) with the Principal and/or a Deputy Principal to discuss the student's behaviour.

Where she considers it necessary or appropriate, the Principal may suspend a student from classes and the playground, and/or suspend the student from the College. Before a student may be re-admitted to the College following a suspension, a meeting involving the student, his/her parents and appropriate senior staff will be held. The Principal may impose various conditions on the re-admission of students who have been suspended. Generally, breaches of such re-entry conditions will result in the parents being asked to withdraw the student from the College.

These rules are designed to instruct and teach the offending student as well as to protect and nurture the other students whose education may be affected by the behaviour and actions of the offender.

IN-COLLEGE SUSPENSION

The types of actions which might result in this consequence could include:

- Continued behaviour which disrupts the learning of themselves and others in class
- Failure to attend After College Detention
- Continued rudeness
- Dishonesty
- Defacing College property
- Other incidents or behaviours at Executive Staff discretion

Two or more In-College Suspensions may result in Suspension from the College.

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SUSPENSION

The kinds of actions which might result in this consequence could include:

- Smoking
- Truancy, leaving College grounds without permission
- Fighting, physical abuse, bullying of another student
- Rudeness to staff, foul language
- Forgery
- Serious misbehaviour in public
- Vandalism

DISMISSAL (DIRECTED WITHDRAWAL FROM COLLEGE)

The kinds of actions which might result in this punishment could include:

- Possession or use of illicit drugs
- Possession or use of alcohol
- Possession or use of a knife or weapon
- High level unresolved harassment and bullying
- Repeated suspensions
- Breach of contract after a suspension
- Thieving at College
- Other behaviour which brings the College into disrepute