



# IMMACULATE HEART COLLEGE

*Through Mary to Jesus: "The Way, the Truth and the Life"*

*John 14:6*

## Student Code of Conduct Policy

**Policy:** Student Code of Conduct

Originally Released: January 2021

Revision Number 1

Date for Review: October 2022

Document # P\_SM03



## Student Code of Conduct

### 1. Rationale

This policy articulates the expected standards of conduct which are required of all students enrolled at Immaculate Heart College. This code will assist students, parents and staff to clearly understand expectations associated with performance and duties.

### 2. Policy Statement

The College has high expectations of all our students and provides them with outstanding education opportunities in a safe, supportive, positive, and welcoming school environment and encourage students to participate, develop and learn to ultimately reach their full potential. This code is based on the values set out in the accompanying Code of Ethics, namely:

- Integrity
- Respect
- Responsibility

The Code of Conduct supports and underpins the Behavioural Management Procedure which firstly aligns with our College's expectations of positive relationships. Students are made aware of our clear expectations. This is supported firstly with maintaining and reinforcing our high standards so that a safe and orderly learning and teaching environment can be enjoyed by all. This is also supported by the learning and practicing of the virtues which is implemented throughout the College. Students will read and sign their code of behaviour at the start of each year.

Research indicates that this develops greater self-discipline with an increase in students developing responsibility for their own behaviour. Implementation will take time because it does involve a cultural shift from punishment, retribution and blame to a focus on restoring t and making amends. It also involves a shift from requiring students to comply to getting students to choose to act appropriately and take responsibility for their actions.

As a Catholic community, our emphasis will be upon fostering forgiveness and peacemaking, taking part in religious education, fostering a love for the Blessed Eucharist and for Our Lady and practicing the virtues. This also means students finding forgiveness and peace within themselves with the help of God's grace.

### 3. Definitions

*Teachers* - refers to persons registered with the Teacher Registration Board of Western Australia (TRBWA)

*Staff* - means all staff employed by Immaculate Heart College.



*Others* - includes children and young people, contractors, volunteers, members of the School community or people outside of the School community associated with the College.

*Confidential* - relates to privileged communication shared only between a few people information for furthering certain purposes.

## 4. Scope

This policy statement applies to all students enrolled in or trialing education at Immaculate Heart College. The Code of Conduct also applies outside of school hours in the scenarios where conduct has the potential to impact upon, or reflect upon, their affiliation with the College and the community.

## 5. Rights and Responsibilities

The College is a child safe organisation where students' rights, needs and interests are being met and where all students are protected from all forms of harm. **All Students** have the right to:

- Reach their full learning potential in a safe, supportive, and positive environment
- Feel safe (physically and mentally)
- Be treated with respect, courtesy and kindness by other students, teachers, and other adults at the College
- Express ideas and opinions in a positive way
- Be listened to
- Be treated fairly, consistently, and justly
- Have their privacy, human rights, and other legal rights respected
- Have their personal boundaries respected

With rights come responsibilities. **All Students** have the responsibility to:

- Take progressive responsibility for their own learning, to work consistently and complete tasks as required
- Enable others to learn in a safe, supportive, positive, and welcoming environment
- Follow the College's policies, procedures, and the directions of teachers at all times
- Treat others with respect, courtesy, and kindness
- Respect the human rights, dignity, and legal rights of others
- Be tolerant of differences such as race, culture, and ability



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- Not engage or participate in bullying, harassment, exclusion, intimidation, discrimination, aggressive behaviour or other forms of student-student abuse
- Respect the privacy and personal boundaries of other students and staff



## 6. Student Conduct

Examples of expected student conduct is outlined in more detail below. Students are expected to:

- Uphold the values, respect and be an example of the Catholic ethos of the College
- Follow College policies and rules
- Actively participate in the learning process
- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- Follow teacher instructions, class rules, and expectations at all times
- Submit assessment tasks on time, unless unforeseen or exceptional circumstances arise
- Ensure their activities are conducted safely and do not place others at risk of harm
- Be punctual and attend all classes
- Remain at the College during the school day unless otherwise approved or permitted
- Attend compulsory College functions and events such as the Easter Services, inter house and inter school (where selected) swimming, cross-country and athletics carnivals, award nights, camps, and work experience
- Treat all College staff, other students, and visitors to the College with courtesy, tolerance and respect
- Use polite and respectful language at all times
- Respect the privacy of others by not sharing personal information, photos or videos without their consent or agreement
- Respect College property and the property and belongings of staff and other students
- Uphold the reputation of the College by demonstrating appropriate standard of behaviour in transit to and from the College and when wearing College uniform
- Dress properly and neatly as per the uniform policy and wear the College uniform with pride at all times.



Students are not to:

- Engage in plagiarism or other academic misconduct; students must not present anyone else's work as if it were theirs
- Engage in any form of cyber bullying or cyber abuse
- Physically touch, bully, or sexually engage with students or others in a manner which is not appropriate and may cause harm or injury to that person
- Engage in any form of physical or verbal abuse or violence including fighting, assault or threats of abuse or violence
- Send inappropriate, offensive, or explicit text messages, photos, or videos
- Use inappropriate or profane words or gestures and images
- Bring, or be in the possession of, alcohol, cigarettes, or other drugs on College grounds and at any College function
- Be in a classroom, workshop, or gymnasium etc. unless accompanied by a teacher
- Do anything which may harm the physical or mental health, safety, or wellbeing of any person
- Damage, steal or misuse any College property or the property of other students or staff

### Students in Leadership Roles

Leaders, in addition to adhering to the conduct outlined above, have a responsibility to:

- set a good example for all others
- be approachable in the event a student seeks refuge
- attend and report on Student Leadership Committee meetings
- ensure Staff and Others are treated fairly and equitably.
- ensure they reflect the '6 kinds of Best': display initiative, is responsible, persistent, respectful, community kind, and kind to self.
- promote and recognise ARK's: Acts of Random Kindness

## 7. Discipline

At Immaculate Heart College, the goal is to develop self-disciplined, self-directed learners. Students need to develop an understanding that their actions and behaviours have consequences. They are responsible for the choices they make; they own and accept the subsequent consequences. In order to achieve this goal, students must be an integral part of the discipline process whereby staff and parents have a duty to guide, support and direct. This is known as Restorative Practice.



Students have opportunities to achieve self-concept, dignity, and a chance to grow a sense of belonging within the College Community which is lived out in the daily practices of all in the community.

Restorative Practice is built on a philosophy that focuses on building, maintaining and valuing relationships within a school community by holding individuals accountable for their actions, focusing upon repairing and strengthening relationships. Restorative Practices actively encourage students:

- To be aware of expectations, rights and responsibilities
- To think critically about relevant issues
- To be able to make good choices and be aware (and at times, create) consequences of their actions
- To be able to function effectively within the community
- To be able to make a positive contribution to the life of the College community through their actions, behaviour and sense of good will
- To seek support, guidance and direction as required and
- To be in a position to enjoy their experience at the College.

Students will be assisted in the process:

- **by seeing appropriate behaviour modelled:** Students learn from the example of others therefore it is important that staff and parents model appropriate behaviours. Refer to: “Expectations for Parents & Carers, Staff, Principal and Leadership Team”.
- **by knowing the logical consequences for inappropriate behaviour in advance:** Students will be made aware of the Consequence Process. Posters clearly outlining the process and Levels of Behaviour as well as expectations will be displayed throughout the College.
- **by having opportunities to develop plans and strategies to improve their behaviour:** Students will be given opportunities to develop Responsible Behaviour Action Plans where they detail the incident, the inappropriateness of this action, the action that will be taken to remedy the situation. (Appendix 3)
- **by participating in social-skills programs as required:** All students at IHC have the opportunity to participate in ‘What’s the Buzz?’ social skills activities from Pre-Primary to Year 12.
- **by being taught assertiveness and problem solving strategies:** Embedded in the curriculum framework and pedagogical practices of each subject area are activities that are described in the Personal & Social Development Framework (positive self-esteem; emotional resilience; assertiveness; resolving conflict; strengthening support networks; dealing with stress; how to stay safe; making decisions and developing friendships).



Restorative practices involve direct participation by both victims and offenders. Victims have an opportunity to have a say in how the situation will be resolved and offenders get a full understanding of the consequences of their actions. This approach allows the offender to gain a deeper understanding of their feelings and those of others and therefore the effect of their behaviour on others. The perpetrator is involved in making amends with an outcome that reintegrates them to the community rather than leaving them feeling isolated.

Restorative practices and procedures should be enacted as soon as possible after a situation arises. Classroom teachers, Coordinators, and/or members of the Leadership Team will implement these processes. For more serious incidents, a more formal mediation process will take place via a Restorative Interview involving parents.

## 8. Supporting information

- Behaviour Management Procedure
- Behaviour Management Policy

## 9. Review History

This document is to be reviewed annually.

Rev No.	Date	Prepared by:	Reviewed by:	Reason for amendments or review
0	2020	KK	MG	Draft
0.1	2021	KK	SH	Review and Implementation
0.2	Feb2021	KK	SH	Header correction
1	Feb 2021	MG	DA	IHC Board Endorsement



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I \_\_\_\_\_(student), have read the Immaculate Heart College Student Code of Conduct and will abide, and support others, to adhere to the policy.

Signed: \_\_\_\_\_ (student)

Parent/guardian \_\_\_\_\_

Date: \_\_\_\_\_