

# Julia Gillard Community College – Code

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| Policy name       | <b>School Student Code of Conduct</b>           |
| Staff Responsible | Principal                                       |
| Staff involved    | All School Staff                                |
| Review dates      | Accepted: 25 November 2024<br>Review Date: 2025 |

## 1. Introduction

Julia Gillard Community College (the **School**) is an independent specialist senior secondary school based in Werribee delivering the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VCE VM) for students aged 15-19 years.

The School provides a safe and inclusive learning environment for young people who may have disengaged, and are experiencing complex personal and educational barriers that impact their secondary schooling. The School is committed to supporting students to reach their individual personal, social and educational potential.

This Student Code of Conduct applies to all students enrolled at the School and outlines expectations regarding the required level of conduct and behaviour that should guide all students undertaking education at the School.

The Student Code of Conduct reflects the School's belief that:

- Students have access to education despite personal circumstances;
- Students are treated with respect;
- Students have the right to learn in an inclusive environment to reach their full potential;
- Students have a right to learn in an equitable, supportive and safe learning environment, free from disruption;
- Students have access to appropriate supports and interventions as required;
- Parents/Carers have a right to expect that their children will be educated in an environment of care, courtesy, and respect for the rights of others;
- Parents and Carers have a responsibility to support the School in its efforts to maintain a positive learning environment;
- School staff have an obligation to reasonably, consistently and fairly implement the consequence of breaching the Code of Conduct.

This Code ensures all students are aware of their rights and responsibilities while undertaking their education program at Julia Gillard Community College. The Student Code of Conduct embodies the School's vision, mission, values and commitment to

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democratic principles reflected throughout the School , and the principles that underpin the way we work together within our diverse school community.

## 2. Definitions

**School** means Julia Gillard Community College, 4 Synnot St, Werribee, VIC 3030.

**Parent** - Any person who has parental responsibility for long term issues as defined in the Family law Act 1975 (Cth) or has been granted guardianship for a child as per the Children, Youth and Families Act 2005 (Vic) or other state government welfare legislation.

**Guardian/ Carer** - Someone other than a parent including:

- Informal care arrangement that may or may not be documented by an informal relative care statutory declaration
- Formal care arrangement that is provided under the Family law Act 1975 (Cth) and includes a parenting plan or a court order
- Formal care arrangement that is provided under the Children, Youth and Families Act 2005 (Vic) or other state government welfare legislation

**Staff** means all employed staff or contractors of the School Community.

## 3. Expectations of staff, students and community members

The School expects students to display honesty, respect, inclusiveness, accountability, self-discipline and the ability to work cooperatively with others.

All members of the School community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority.

This Code of Conduct is intended to provide a set of general principles to guide students in their interaction with staff, other students, parents and the wider School-community.

## School Values

All School staff, students and school community are expected to uphold the School Values:

**Respect:** We value diversity and promote a culture of inclusivity.

**Integrity:** We maintain honesty, accountability, and ethical practices.

**Commitment:** We work relentlessly to support students in achieving their goals.

**Inclusion:** We celebrate diversity and foster community connections.

**Responsiveness:** We adapt our approach to meet the unique needs of every student.

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## 4. Acceptable conduct of Students

Students are expected to:

- accept the authority of each staff member and accept that each staff member has the right to implement the School’s policies and to impose appropriate consequences when the student’s behaviour is unacceptable;
- accept and respect the equal rights of every other student and members of the entire School-community;
  - accept the right of every other student to attend the School free from bullying and harassment;
- work in partnership with the School to support positive student learning outcomes and academic achievement;
- support the policies, procedures and programs of the School;
- seek to understand and accept responsibility for their actions and learn to develop self-discipline, accepting that they are personally responsible for their own behaviour and actions;
- attend all their classes as scheduled and maintain a minimum of 80% student attendance;
- be prepared for, and participate in, all classes and activities of the School in which they are involved, including listening respectfully in the classroom and any kind of School assembly, activity, presentation, class event or public meeting;
- care for their own property, the property of others and School property;
- accept that they have a right to express their feelings or opinions and that all other students also have an equal right to express their feelings or opinions, but that this expression must not involve the deliberate loss of dignity of any other individual
- speak to other students, staff and community members with courtesy and respect;
- respect the privacy and safety of all students, staff and school community members;
- not disrupt another student’s learning.

## 5. Unacceptable conduct of Students

Students must not:

- use violence of any kind at any time;
- intimidate, undermine, threaten, bully or harass other students, staff or School-community members;
- smoke or vape at School or while involved in School activities off-campus;

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- have unsafe, dangerous or inappropriate equipment, materials or tools in their possession that could be used as weapons, either at School, or while involved in School activities off-campus. Students are not to have laser pointers in their possession at any time;
- post a photo or video recording of another student, staff member or community member on social media without consent or disclose the personal details of a student to another person without consent;
- consume or have in their possession alcoholic beverages, use or have in their possession illicit drugs or related substances, or engage in any activity which is in breach of applicable laws or regulations including laws relating to unlawful discrimination while at School or engaged in School activities.

A breach of this Code will be treated as a serious offence, and offending Students may face expulsion from the School as per the Discipline Policy & Procedure (including Suspension and Expulsion). Any illegal or unlawful activities may be referred to the police.

### 5.1 Acceptable use of technology

Students recognise the potential for damage to be caused, directly or indirectly, to the School and others, as a result of personal use of social media especially in circumstances where they can be identified as a Student of the School.

Student behaviour when engaging in any activity with computers, mobile devices or their networks must be consistent with the values and expectations of the School and in line with the *School Student Online Safety Policy & Procedure*.

The privacy of students, staff and school-community members must be always respected. The electronic sharing of inappropriate or explicit material either personal, or involving another person (people), is expressly forbidden and is a breach of the law.

When using social media, Students must:

- respect a person's personal environment and not harass other people online;
- act with integrity;
- make reasonable efforts to ensure that they comply with the School's *Student Online Safety Policy & Procedure*;
- be respectful to all students, staff and school-community members;
- not create accounts that hold themselves out to be affiliated with the School or authorised to speak or act on the School's behalf;
- not use any platform to bully, intimidate or harass any other person;
- never reveal confidential information relating to the School, or any other student or school-community member;
- not post on social media defamatory, offensive, inappropriate, or other material that may damage the reputation of the School.

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### 6. Complaints

Students are encouraged to discuss any issues and concerns with School staff.

When making a complaint to the School, students are required to behave in a respectful manner consistent with this *Student Code of Conduct*.

Students should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the School's *Complaints Policy and Procedure*.

Students must not use social media to voice grievances about the School.

### 7. Consequences of a breach

Students should understand that there are consequences which flow from all behaviours. When considering a breach of the *Student Code of Conduct*, the School aims at all times to be fair and consistent whilst appreciating that every situation also needs to be judged on its own merits.

A breach, or suspected breach, will be investigated in a manner consistent with the School's Policies and Procedures, including the *School Complaints Policy and Procedures*.

Breaches of this Code of Conduct will result in appropriate consequences being applied.

These consequences might include:

- a behaviour management plan;
- an individual support plan;
- community service;
- discussion with parents/carers;
- student wellbeing team meeting;
- mediation;
- discussion of internal counselling;
- exclusion from class, incursions, and excursions;
- referral to external counselling services, police or other appropriate agencies;
- amendments to support plans where required;
- warning letter;
- suspension; and/or,
- withdrawal/expulsion from the program.

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The School reserves the right to vary behaviour management procedures for a breach or suspected breach by weighing the interests of individual students against those of the wider School-community.

If a respondent or their parents are unhappy in the application of this Code, they should raise the issue in accordance with the procedure set out in the *School Complaints Policy*.

Any student, staff member or school-community member may notify a staff member of a possible breach of the *Student Code of Conduct*.

The School may be required to immediately or subsequently suspend or expel a student if it is determined that the seriousness of the behaviour warrants such a response.

The School or its representatives may inform or otherwise cooperate with the Police, Department of Families, Fairness and Housing and/or any relevant governmental or semi-governmental authority in cases of breaches of the *Student Code of Conduct* involving a breach of the law. Breaches may be required to be reported by law or may be reported when otherwise deemed to be reasonably appropriate by the School.

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### Related Documents

**Legislation:** Charter of Human Rights and Responsibilities Act 2006 (Vic), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Equal Opportunity Act 2010 (Vic), Privacy & Data Protection Act 2014 (Vic), Child Wellbeing and Safety Act 2005 (Vic), Family Law Act 1975 (Cth), Children, Youth and Families Act 2005 (Vic).

**Policies:** School Complaints Policy & Procedure; School Bullying Prevention Policy & Procedure; School Student Online Safety Policy & Procedure; Student Duty of Care Policy & Procedure; School Plagiarism Policy and Procedure, School Child Safety and Wellbeing Policy & Procedure, School Enrolment Policy & Procedure, Discipline Policy & Procedure (including Suspension and Expulsion).

**Other:** Parent/Carers Code of Conduct, Enrolment Acceptance Agreement, Enrolment Terms and Conditions, Suspensions and Expulsions Register.