



SOUTH OAKLEIGH COLLEGE RESPONSIBLE COMMUNITY GUIDELINES

The guidelines for behaviour at South Oakleigh College are based upon consideration for the social, emotional and the learning needs of the school community.

Environment

The College community aims to maintain a clean, tidy and fully functioning environment, in which the grounds, buildings and equipment are well cared for.

- Care for our equipment, furniture and facilities.
- Use the internet responsibly and appropriately.
- Eating and drinking is done outside or in the student lounge, unless an announcement is made declaring the weather unsuitable and then eating is permitted down stairs only.
- Use the rubbish bins provided.
- Our school is a chewing gum free zone.
- Walk in the school buildings.
- Play games outside.
- Classrooms are available to students only when occupied by a teacher.

Should these guidelines not be respected, the following consequences may apply

- Misuse of the internet will always lead to a denial of privileges.
- Damaged equipment or facilities will be repaired or paid for by those responsible.
- Inappropriate use of the school buildings will result in clean up duty, College community service or withdrawal of privileges.
- Detention or suspension for repeated or serious offences.

Respect/Courtesy

The College values respectful and considerate communication and treatment of one another.

- Be punctual.
- Attend classes. If ill bring a medical certificate or note of explanation from parent/guardian.
- Wear our College uniform to and from school with pride.
- Leave caps in lockers during class time.
- Come to class with the correct equipment.
- Electronic, non-essential equipment (including phones) will be switched off while in class.
- Allow others to work.
- Be mindful of the volume of your noise.
- Complete work on time.
- Follow teachers' instructions.
- Treat your peers with respect and consideration.
- Respect the religious and cultural beliefs of others.
- Bullying, harassment and fighting are never acceptable.
- Be polite and use appropriate language.

Should these guidelines not be followed, these consequences may apply

- A warning.
- 'Make up time'.
- Detention.
- Parent/guardian notified.
- Confiscation of items.
- Late work will be recorded as such and results may be affected.
- Referral to Home Group Teacher, Sub School Leader, Assistant Principal and or Student Welfare and Support Staff for counselling or resolution.
- Discipline meeting.
- Suspension.
- Physical violence will always result in suspension.
- Repeated refusal to follow teacher instructions, when referred to the Assistant Principal, **will always** result in suspension.

Health and Safety

The well being and safety of the members of the College community are paramount.

- Remain at school unless given special permission and then complete the 'sign out book' at the general office.
- Respect the areas designated 'out of bounds'.
- Only members of our College community are welcome on the school grounds and in the buildings. It is not acceptable for students to invite 'outsiders' into the College.
- Ride bicycles safely and always wear your helmet.
- Maintain our school as a drug and smoke free environment.
- Work and play safely.
- Drive to and park at school sensibly and safely.
- Record your registration number with the general office.

Should these guidelines not be followed, these consequences may apply

- College community service.
- Withdrawal of privileges.
- Parents/Guardians notified.
- Participation in programs or counselling sessions.
- Detention.
- 'In school' suspension.
- Suspension.
- Police involvement.
- Banning of vehicle parking in school grounds.
- Irresponsible driving will always result in a denial of parking rights.
- Smoking on school grounds will always result in:
 - First offence phone home,
 - Second offence 'quit' information and suspension.

STUDENT CODE OF CONDUCT

All members of our South Oakleigh College community have a responsibility to behave in a way that respects self and others and protects the right of all to a safe, secure and productive learning and teaching environment.

Our Code of Conduct, formulated in accordance with DoE guidelines is based on the principle that parents/guardians and teachers encourage students to take increasing responsibility for their own learning and behaviour. Rules and consequences are tailored to the stage of development of each student.

We aim to create a College where:

- Students feel positive about their schooling.
- Education is valued and students are counselled in all aspects of school life.
- Positive relationships are formed between students and teachers.
- Students, teachers, and parents/guardians are fully informed when discipline procedures are being considered.
- Students learn skills to prevent and resolve conflict.
- Students' social, emotional and material needs are met.
- There is a shared responsibility within the school community for the education and welfare of young people.

Consequences for student misconduct will be:

- Age appropriate.
- Relevant to the specific misconduct.
- Accompanied by appropriate counselling.
- Designed to emphasise students taking responsibility for their behaviour.
- Graded in severity – which may include counselling, parent/guardian contact, conduct card, contract, withdrawal from class, detention, suspension, expulsion or other consequences as felt appropriate.
- In accordance with DoE requirements for discipline procedures.

All students will also be issued with the **South Oakleigh College Responsible Community Guidelines**. The guidelines for behaviour at South Oakleigh College are based upon consideration for the social, emotional and the learning needs of the school community.