



FOREST HILL
COLLEGE

STUDENT CODE OF CONDUCT



FOREST HILL COLLEGE VALUES

Our beliefs as a school are based on the following core values – developed following wide consultation with the school community.

These values form the basis of the actions of the whole school community

- **Respect** - Treating others with consideration and regard, respect another persons point of view
- **Safe and Secure Environment** – Care for self and others
- **Equality and Inclusiveness** - Be aware of others and their cultures, accept diversity in our society, being included and including others
- **Honesty** - Be honest, sincere and seek the truth
- **Love of Learning** - Seek to accomplish mastery of essential learning, try hard, pursue excellence
- **Responsibility** - Be accountable for our actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life.

FOREST HILL COLLEGE STATEMENT OF PURPOSE

The College has a clearly defined ‘Statement of Purpose’ developed following wide consultation with parents, students and staff, firstly in 2002 and reviewed in 2006.

The Statement of Purpose is:

- To provide a safe, secure, inclusive, supportive and challenging learning environment in which the whole school community strives to pursue excellence in all endeavours.
- To engage students in learning which increasingly enables them to monitor and take responsibility for their own decisions, progress and achievements.

The College Values form the basis for the Student Code of Conduct which can be found on the college website: www.fhc.vic.edu.au

1. RATIONALE

The Forest Hill College Code of Conduct aims to promote a healthy school culture in which high levels of achievement take place within a positive social environment. Through its implementation, the Code of Conduct will foster high standards of behaviour based on cooperation, mutual responsibility and self-discipline, and will engender positive, non-discriminatory relationships among students.

The principles underlying the Forest Hill College Code of Conduct are:

- 1.1 Every student has the right to learn. No person has the right to interfere with another person's learning.**
- 1.2 Every person has the right to feel safe. No person has the right to threaten another person's safety.**

RIGHTS AND RESPONSIBILITIES

Students have the right to:

- be valued as individuals, free from prejudices, discrimination and harassment
- respect from all members of the school community
- express themselves, which means that they may talk freely about their ideas and feelings when appropriate and have these ideas treated with respect
- expect a safe, clean and attractive environment
- feel safe, which means that they have the right to be free from abuse and intimidation
- know the College rules and consequences of breaking these rules
- participate in the decision-making processes
- be offered a comprehensive curriculum which caters for their educational requirements
- experience success from honest effort
- expect full descriptions of their work outcomes and due dates
- expect to be given increasing responsibility for their learning
- work without disruption
- have respect shown for their property
- expect regular scheduled classes, adequately publicised and conducted without undue interruption
- expect teacher intervention in cases of prejudice, discrimination, harassment, intimidation or abuse

Students have the responsibility to:

- value the individual differences of others free from prejudice, discrimination and harassment
 - respect all members of the school community and the general community at large
 - listen to, and attempt an understanding of, the individual viewpoints of others
 - maintain a safe clean and attractive environment
 - ensure that others are free from abuse and intimidation
 - know and obey the College rules
 - be aware of the curriculum offerings available to them and how to make best use of their educational opportunities
 - perform according to their individual abilities
 - meet work outcomes where specified
 - take increasing responsibility for their own learning
 - allow others to work without disruption
 - respect the property of others
 - attend classes on time and remain within the College as required by the College rules
 - report cases of prejudice, discrimination, harassment, intimidation or abuse
- These Rights and Responsibilities also acknowledge the **Racial and Religious Tolerance Act of 2001**, which supports racial and religious tolerance and prohibits vilification on the grounds of race or religion.

2. IMPLEMENTATION

All management strategies and their application should be read in conjunction with the Rights and Responsibilities of Students, Parents and Staff which provide the basis for the Student Code of Conduct.

The three main areas of application of the Student Code of Conduct are:

- 2.1 Classroom
- 2.2 College wide
- 2.3 Uniform for 7 – 12

2.1 The Management and Enhancement of Student Behavior within the Classroom:

Each teacher is responsible for the application of a classroom management plan and associated strategies, consistent with the College Code of Conduct, which will encourage students to adopt appropriate behavior in the classroom.

In order to ensure students' rights to learn, all students are required to abide by the College Classroom Expectations. (See Appendix 1: Guidelines for Classroom Rules and Attachment 1: Classroom Expectations)

- 1. **Be on Time**
- 2. **Follow Staff Instructions Promptly**
- 3. **Be Respectful of Others' Rights**
- 4. **Be Positive and Helpful**
- 5. **Be Safe and Orderly**

Strategies and techniques to support and encourage appropriate student behavior may include:

- Classroom praise
- Exhibition of work in the classroom or other areas
- Individual counselling
- Peer group support
- Classroom seating changes
- Lunchtime or after school detention

As a general rule, as a first step in implementing a management plan, it could be expected that a student behaving inappropriately would be given a reminder of appropriate behaviours. Should the inappropriate behavior continue, graded sanctions would be applied.

For more detailed information regarding consequences for inappropriate classroom behavior, see ATTACHMENT 2: RULES AND CONSEQUENCES.

2.2 The Management and Enhancement of Student Behavior beyond the Classroom:

In order to ensure a safe and secure environment, all students are required/expected to:

- follow instructions of staff members
- refrain from behavior that is embarrassing, abusive or intimidating, or in any way interferes with the safety or learning of other students
- attend and be punctual to all timetabled classes and scheduled College activities
- leave all valuable property at home
- secure their bikes in designated areas and wear regulation helmets when riding to and from school
- remain in designated areas
- abide by the College rule that mobile phones, pagers, cigarettes, alcohol, drugs or any form of weapon are not to be brought onto College property
- in addition students will familiarise themselves with and adhere to the specific requirements of the rules and procedures for submission of work as published in College Handbooks and Student Study Planners

Strategies and Techniques to support and encourage appropriate student behavior may include:

Peer group support

Individual counselling

Recognition of and presentations for achievements at appropriate forums

Extra curricular activities

Fostering of an active SRC

For more detailed information regarding consequences for infringement of College rules, see ATTACHMENT 2: RULES AND CONSEQUENCES

2.3 College Uniform and Dress Codes:

All students are required to dress according to College requirements, with full College uniform being worn by 7 – 11 students. The Year 12 students will be required to be in full College uniform by 2009.

Uniform requirements are detailed in the relevant student information booklets and Study Planners.

2.4 Sanctions:

Where there are infringements of standards or rules, logical and consistent sanctions will be applied consistently across the whole school.

Information regarding sanctions is detailed in ATTACHMENT 2: RULES AND CONSEQUENCES.

2.4.1 CLARIFYING THE ROLE OF DETENTIONS

The “*Guidelines for the Development of the Student Code of Conduct*” (p10) has this to say about detention:

“Teachers may require a student to finish school work which has not been completed in the regular classroom, or to undertake additional or new work or duties at a reasonable time and place. No more than half the time allocated for any recess may be used for this work. The school code of conduct should determine, in the light of local circumstances, what a reasonable time and place entails.”

In other words, individual teachers are, in the main, responsible for detaining students for breaches of the code of conduct in their classroom. Regular lunch time or after-school detentions may be applied at the discretion of the YLM or SSM (or Principals) for different (and possibly more serious) breaches after the classroom teacher has exercised their strategies. If the classroom teacher wishes to utilise the College-wide after school detention the YLM or SSM must be consulted.

If the YLM or SSM imposes an after school detention, or if the Manager decides upon the student’s temporary withdrawal from class, parent notification is required. In the case of after school detention for 7 – 9 students, this notification would normally be made on the day before the detention. The Principal will be notified by the Manager of any serious situation or of any conference with parents, or contracts with students.

2.4.2 Suspension and Expulsion:

Under normal circumstances, a number of measures would have been implemented before a suspension is applied. The final measure would be a warning to the student, and notification to the parents, that suspension will result if unacceptable behavior continues. However, at times a Principal or Sub School Manager may decide that urgent action is necessary and a student may be suspended immediately.

Suspension is a serious disciplinary measure and can only be initiated by a principal or Sub School Manager.

At the time a decision is made to suspend a student, parents will be advised and the following procedure will be followed:

- Details will be forwarded to the Administrative Office where the approved form will be completed and signed by the Principal.
- A copy of the form, together with a copy of the Student Discipline Procedures 1994, will be posted to the parent/guardian. A covering letter inviting the student’s parents or guardian to the College for a conference to discuss the situation will also be included.
- The College database will be updated.

Expulsion is the most extreme sanction that can be imposed on a student and can only be implemented by the College Principal. Except in extreme circumstances, expulsion will only be used after all other sanctions have been tried.

2.5 Procedures for monitoring and evaluating the Code of Conduct:

The College Council will formally adopt the Student Code of Conduct for Forest Hill College.

The Year Level Managers will monitor the implementation of the Code of Conduct and will be responsible for its evaluation during the review of the College Charter, and make recommendations for amendments as required.

Appendix 1:

Guidelines for Classroom Expectations

1. Classroom rules will encourage positive learning outcomes.
2. Classroom rules will be realistic, achievable and have consequences for specific behavior that is observable.
3. Students will be consulted in the formulation of classroom rules.
4. The number of classroom rules will be kept to a minimum and be consistent with the stated aims and rationale of the Student Code of Conduct.
5. Key Learning Areas may devise, publish and display safe working practices specific to their areas.

Appendix 2

Guidelines for Establishing Consequences

1. Consequences will be developed by the College to reflect its values and meet its needs.
2. Procedures will be developed which will ensure that consequences are appropriately and consistently applied.
3. Consequences will be expressed clearly and simply.
4. Sets of consequences will be written for:
 - student behavior in class
 - student behavior outside class
 - student dress code
5. Disciplinary measures will be in the form of a graded series of sanctions

ATTACHMENT 1:

CLASSROOM EXPECTATIONS

BE ON TIME

- Everyone in the classroom needs to be on time

BE READY TO LEARN

- Bring all necessary equipment/books
- Have all your homework done
- Strive to achieve your best results

FOLLOW STAFF INSTRUCTIONS PROMPTLY

- Listen quietly to all teacher direction and student discussion

BE RESPECTFUL OF OTHERS' RIGHTS

- One person talks at a time
- Let others learn

BE POSITIVE AND HELPFUL

- Encourage others
- Seek to help those around you

BE SAFE AND ORDERLY

- Care for and respect the property of the College, teachers and other students
- Do not eat, drink or chew in class

Remember: It's all about rights, responsibility and respect.

IF YOU NEED SUPPORT WITH ANY OF THESE PLEASE SEE:

Your Class Teacher, Your S.R.C. Representative, Student Welfare Co-ordinator, Your Year Level Manager



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ATTACHMENT 2:

Forest Hill College recognises that some rules and consequences are required for the welfare and safety of the whole school community.

The following list of rules and consequences must be read in conjunction with the Rights and Responsibilities of students, staff and community members as stated in the College Charter.

RULES	CONSEQUENCES
<p>1. COOPERATION Students are expected to follow teacher instructions. Students must not disrupt the learning opportunities of others and must come to class prepared to work.</p> <p>(NB: The “<i>Guidelines for Developing The Student Code of Conduct</i>” (p.10) has this to say about withdrawal of students from classroom activities and from class.)</p> <p>“When a students’ behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class, that student may be temporarily isolated from regular classroom activities or, in more severe cases, required to leave the classroom for a specified period of time. Students should only be withdrawn from class if appropriate supervision can be provided. “</p>	<p>The teacher’s initial responses should be based on their individual classroom management plan which should be consistent with the principles outlined in the appendices.</p> <p>Teacher/student resolution This <u>may</u> include:</p> <ul style="list-style-type: none"> • Discussion with the student • An apology from the student • Teacher counselling outside class time <p>Student withdrawal This may include, in order:</p> <ul style="list-style-type: none"> • Moving student inside the class • Moving student outside class but still in direct supervision for a specified time • Teacher’s (personal) supervised detention • Institution of Withdrawal Scheme and the writing of an incident report • Removal of student to YLM/SSM/PRIN/SWC and the writing of an incident report <p>Repeated incidents: Referral to YLM/SSM, who may institute the following:</p> <ul style="list-style-type: none"> • Conference involving teacher, YLM/SSM and (if appropriate) the student • Referral to SWC • Referral to College Chaplain • Contact with parent/guardian • Contract (conduct sheet) • After school detention • Suspension

<p>2. BEHAVIOURS AFFECTING THE WELFARE OF OTHERS Harassment and/or bullying will not be tolerated. This includes: Rudeness, put downs, name calling, physical interference or discriminatory treatment. <i>Harassment/bullying is, to a large degree, defined by how it is received by the person it is directed to.</i></p> <p>Sexual harassment, which includes unwanted comments/actions of a sexual nature, is unacceptable at all times.</p>	<p>Initial responses should always have some element of counselling included in it. Referral to YLM/SSM/SWC/PRIN who may institute the following:</p> <ul style="list-style-type: none"> • Mediation • Community Service/Detention • Suspension • Counselling and Referral to outside agencies
<p>3. SPITTING Students will not spit as it is a public health hazard.</p>	<p>Referral to YLM/SSM, who will institute</p> <ul style="list-style-type: none"> • Community Service and/or suspension
<p>4. OFFENSIVE LANGUAGE Students will be sensitive to all members of the school community when communicating with them. Students will not communicate in ways that are offensive to others. This includes swearing or other offensive language either verbal or written (including electronic communication) as well as offensive gestures.</p>	<p>1. Offensive communication by and/or between students Teacher intervention may include an apology from the student(s) and, if part of conflict between students, mediation. For more serious incidents, referral to YLM/SSM who may then institute the following:</p> <ul style="list-style-type: none"> • Apology • Community service • Detention <p>2. Offensive communication directed at teacher Referral to YLM/SSM who will then institute the following:</p> <ul style="list-style-type: none"> • Suspension and contact with parent/guardian • Referral to SWC/counselling
<p>5. VIOLENCE/FIGHTING Violence and fighting will not be tolerated.</p>	<p>Teacher intervention in order to make environment safe and prevent injury – student(s) told to stop, and incident report written. YLM/SSM informed, who may institute the following:</p> <ul style="list-style-type: none"> • Immediate contact with parent/guardian and suspension • Post-suspension conference which may include YLM/SSM/PRIN/SWC • Counselling • Mediation • Restriction to designated areas • Referral to outside agencies

6. DRUGS & ALCOHOL

Cigarettes, alcohol and other drugs are not permitted at school or on school activities.

Students will not use or be under the influence of any of these drugs at school or on school activities.

Students will not sell or in any way be involved in the distribution of alcohol/drugs as this is a criminal offence.

Whilst college discipline procedures would necessarily be invoked, responses would take an approach consistent with seeing drug & alcohol use primarily as a health issue and therefore using a harm minimisation approach.

1. Smoking

Referral to YLM/SSM who will then institute the following:

1st instance

- contact with parent/guardian
- Community Service
- referral to SWC for risk reduction strategy
- restriction to designated areas

2nd instance

- contact with parent/guardian
- internal suspension
- Community Service
- referral to SWC for review of risk reduction strategy
- restriction to designated areas

3rd instance

- revert to standard school policies i.e. suspension

2. Alcohol/other drugs

Students in possession/under the influence of alcohol/other drugs:

Immediate referral to SSM/PRIN who will institute the following:

- Suspension & contact with parent/guardian
- Referral to SWC/drug counselling
- Restriction to designated areas
- Possible police contact

Students at school under the influence of alcohol/other drugs or believed to be under the influence of alcohol/other drugs will immediately have their parent/guardian contacted to collect and take them home.

3. Trafficking

Any student found selling/dealing in alcohol/drugs will have parent/guardian contacted and matter will be referred to police.

<p>7.UNSAFE ACTIVITIES Students will not be out of bounds or place themselves or others at risk through unsafe activities. This includes physical interaction (eg ‘horseplay’) that may result in injury.</p>	<p>1. Year 7-9 - Out of Bounds</p> <ul style="list-style-type: none"> • Teacher to return student to supervised area, and refer to YLM/SSM/PRIN who may institute the following: • Detention • Restriction to designated areas <p>2. Year 10-12 – Out of Bounds</p> <ul style="list-style-type: none"> • Teacher to return student to supervised area, and refer to YLM/SSM/PRIN who may institute the following: • 1st Community Service • 2nd Community ServiceX2 • Restriction to designated areas <p>3. General Unsafe Activities</p> <ul style="list-style-type: none"> • Student instructed to stop <p>Referral to YLM/SSM who may institute the following:</p> <ul style="list-style-type: none"> • Restriction to designated areas • Community Service • Detention • Contact with parent/guardian • Suspension
<p>8. CARE OF SCHOOL BUILDINGS/PROPERTY Students will take care in using school buildings/property and will avoid careless damage or deliberate destruction of property.</p>	<p>Teacher will restore safe environment, and refer student to YLM/SSM/PRIN who may institute the following:</p> <ul style="list-style-type: none"> • Contact with parent/guardian • Pay for damage/Repair/Clean up • Community Service • Suspension
<p>9. UNIFORM/DRESS CODE Students are expected to be in full school uniform at all times. Exceptions can only be approved by the YLM/SSM. VCE students must be in neat/casual attire suitable for a work environment.</p>	<p>1. Without a pass (Y7-9) Referral to YLM/SSM who may institute the following:</p> <ul style="list-style-type: none"> • Contact with parent/guardian • Referral to SWC • Community Service/Detention <p>2. Predominantly out of uniform without a pass (Y7-10) Referral to YLM/SSM who may institute the following:</p> <ul style="list-style-type: none"> • Referral to SWC for uniform loan • Immediate contact with parent/guardian & possibly sent home • Internal Suspension <p>3. VCE – students must adhere to the VCE dress code. Failure to do so will result in</p> <ul style="list-style-type: none"> • Student issued with appropriate clothing • Referral to YLM/SSM/SWC • Community Service

<p>10. PUNCTUALITY Students are expected to be on time for school and classes.</p>	<p>1. To class – Teacher’s initial responses should be based on their individual classroom management plan. Teacher/student resolution This <u>may</u> include:</p> <ul style="list-style-type: none"> • Discussion with the student • An apology from the student • Student to make up work and /or time outside class • Teacher counselling outside class time <p>Repeated incidents: Conference involving teacher, YLM/SSM/SWC who may institute:</p> <ul style="list-style-type: none"> • Contact with parent/guardian • Daily monitoring • After school detention <p>2. To school – unexplained/unacceptable lateness to YLM/SSM</p> <ul style="list-style-type: none"> • 1st & 2nd instance – community service • 3rd instance – after school detention / contact with parent/guardian
<p>11. ABSENCES</p> <ul style="list-style-type: none"> • Students must attend all classes • An explanatory note/medical certificate from the parent/guardian must accompany the student on return to school from any absence. 	<p>1. From school without a note/medical certificate</p> <ul style="list-style-type: none"> • Contact with parent/guardian • Counselling from YLM/SSM/SWC/PRIN • Community Service/detention <p>2. From Class Referral to YLM/SSM who may institute the following:</p> <ul style="list-style-type: none"> • Contact with parent/guardian • Make up time • Community Service/Detention • Attendance Card • Conference with Parent/Gaurdian, YLM/SSM/SWC
<p>12. COMPUTER USAGE Students are expected to comply with guidelines for acceptable use of computers and the Internet at FHC. Any use must have an educational purpose. Students must not access inappropriate or illegal material through the FHC Internet connection, or use the College system to intimidate or harass others.</p>	<p>Referral to the SSM/YLM/Manager Information Technologies, who may institute the following:</p> <ul style="list-style-type: none"> • Withdrawal of computer/internet access for a specified time. • Withdrawal of computer/internet access indefinitely. • Contact with parent/guardian • Community Service/Detention • Suspension
<p>13. Mobile Phone/ MP3 Usage Students are allowed to bring phones to school. They are discouraged from bringing MP3 players. Students are not allowed to use either during College hours on the College premises.</p>	<ul style="list-style-type: none"> • Confiscation and placement in box in General Office for return at the end of the day by Assistant Principal or YLM. • At the 3rd time of confiscation in a year, the item will not be returned to

	<p>the student, rather, a parent/ guardian will be required to collect the item from the office.</p>
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- Repeat offences may lead to suspension.