



ST PATRICK'S
Technical College



SACE ■ TRAINING ■ APPRENTICESHIPS

Policies & Procedures 5.11

Student Code of Conduct

Version 5: 29 November 2013
Ratified by Board of Directors: Feb 2014
Review Date: Feb 2017





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POLICY

This Code of Conduct has been formulated to provide a clear statement of St Patrick's Technical College's expectations of students in respect of academic matters and personal behaviour.

Students of St Patrick's Technical College are representatives of the College and, as such, are expected to conduct themselves in an ethical and responsible manner at all times when involved in College activities.

Students represent the College:

- When traveling to and from the College;
- While attending formal classroom studies;
- When attending Registered Training Organisations (RTO) for Vocational and Technical Education (VTE) sessions;
- While undertaking 'on-the-job' training with an employer.

The College recognises and values the diversity of student experiences and expectations, and is committed to treating students, both academically and personally, in a fair and transparent manner. All students, in return, are required to comply with the requirements set down in this Code of Conduct.

The College reaffirms its commitment to:

- High academic standards, intellectual rigour and a high quality education;
- Intellectual freedom and social responsibility;
- Recognition of the importance of ideas and the pursuit of critical and open inquiry;
- Tolerance, honesty and respect as the hallmarks of relationships throughout the College community; and
- High standards of moral behaviour based on Christian values.

All students are required to be aware of and act consistently with these values.

Every student receives a copy of the *Student Code of Conduct* and is asked to make a personal, written commitment to the contents and philosophy by signing a hard copy which is kept in the student's personal file.

Failure to abide to the conditions set out in the policy may result in disciplinary action with major breaches leading to possible expulsion from the College.

Students who have problems or any issues that need resolving while attending the College are encouraged to use the procedures identified in policy number 5.9 - *Student Grievances*.



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GUIDELINES

1. Relationships

The quality of relationships is crucial to successful learning. At St Patrick's Technical College all members of the College community are expected to foster harmonious interpersonal relationships by:-

- Being courteous and considerate to others at all times;
- Co-operating and complying with reasonable requests from others; students, staff and other authorised people;
- Positively contributing to the culture of the College through co-operative actions, understanding, tolerance and empathy;
- Communicating with students, staff and visitors in a respectful manner, using polite language and tone;
- Keeping our College community free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, intellectual) are totally unacceptable;
- Assisting visitors to the College and being courteous to them.

2. Learning and Attendance

St Patrick's Technical College programs are success oriented. Parents and teachers provide guidance and support for adolescents and young adults who are developing greater independence.

Students need to demonstrate their intention to learn through their attitude and approach to their studies by:-

- Accepting responsibility for their own learning and seeking help when needed;
- Arriving at lessons on time, with all materials and equipment;
- Working efficiently in the classroom and completing set work punctually;
- Respecting the rights of other students to learn and teachers to teach;
- Completing set homework punctually;
- Using computers responsibly for learning purposes and abiding by the Student Computer Usage Policy;
- Attending school regularly and punctually;
- Attending every scheduled lesson including Supervised Study;
- Obtaining written permission to leave the College premises.
- Providing a written note of explanation from parent/guardian for lateness and absences, at the time of return to the College;
- Reporting to the Administration Centre if late, signing out from the Administration Centre with parent permission to leave e.g. for an appointment;
- Attending work placement and/or VTE sessions punctually and applying oneself diligently to all tasks given to the best of your ability.

Note: Students suspended or excluded from the College are not permitted to attend the College or College related functions at the discretion of the Principal.



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3. Environment

Students are expected to be environmentally responsible by respecting the College environment and seeking to improve it through:-

- Respecting property belonging to themselves, others, or the College, including all teaching and learning materials and resources;
- Conserving energy, materials and resources by switching off appliances when not in use, not wasting materials, and re-cycling materials as often as possible;
- Preventing all forms of pollution and property damage through caring for property and the environment and preventing and reporting:-
 - littering
 - graffitiing
 - thieving
 - vandalism
- consumption of food, sweets, chewing gum or drink in the buildings;
- Remaining out of the buildings before 8.40am, during recess and lunchtimes, except with permission from a teacher.

Valuable items should be left at home.

4. Safety

All students have the right to learn in a safe, caring and orderly environment. Students are expected to accept responsibility for the safety of themselves and others at all times by:-

- Following all safety regulations in each area of the College and work placement venues;
- Wearing and using Personal Protective Equipment (PPE) as prescribed;
- Familiarising themselves with Fire and Emergency Evacuation regulations and procedures and participating in regular fire/evacuation drill exercises;
- Using all equipment in a responsible manner;
- Avoiding and preventing violence and threats of violence, bullying and fighting;
- Not possessing potentially dangerous items such as; knives, guns, sling shots or any other potentially dangerous items;
- Keeping personal possessions, including educational books in the allocated locker;
- Not taking bags into classrooms or leaving them outside the locker or classrooms;
- Keeping the College "drug free";
- Not smoking while on College premises.



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COLLEGE UNIFORM

All students are to wear full College uniform at all times while attending the College or VTE training sessions. This includes while in transit to and from the College.

Clothing to be worn while attending work placement sessions at an employer's work site is to be negotiated between the employer, Education and Training Manager and student.

LOCKERS

- Students are provided with a locker. They need to supply their own locker keys and give one key to their home group teacher;
- Students must not interfere with others' lockers or padlocks;
- Theft is a serious matter and if detected will result in prosecution, suspension or exclusion;
- Bags are to be kept in the locker and not to be taken into classrooms, or left outside the locker or classroom.

LUNCH

- Students are not permitted to leave the College grounds for lunch. A mobile lunch service attends the College daily at recess and lunch.
- Students are encouraged to bring their lunch to College. Microwave ovens and other kitchen appliances are provided for student use.

BICYCLES

- Bicycles must be walked through the College grounds.
- Students are only permitted in the bike racks for the purpose of leaving or collecting their bike.

Note: Skateboards are not permitted at College.

STUDENT DRIVERS

- Students are provided with car parking facilities. Permission to park in the College car park may be denied for traffic breaches when driving in and around the College.
- The College does not encourage students travelling to and from the College with other students.
- Any student travelling as a passenger with another student on an excursion must have written consent from their parent / guardian.



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DRUGS

St Patrick's Technical College is an illicit drug free zone. All students are expected to take positive action to prevent and avoid any drug related activity at the College. Passing any drug related information on to an adult is the appropriate and responsible action. Students must not ingest any illegal, or any non-medically prescribed drugs, or alcohol. Students must not bring to the College, have in their possession, while in College uniform, on College property, or on any College related activity, any paraphernalia which may be related to drugs, including matches, lighters, papers, pipes, or other such items, equipment or substances. Students must not offer to sell, or sell to other students any drug, including alcohol, marijuana and cigarettes. Students must not be in the company of other students who are involved with any activity, related to drugs or alcohol, indicated above.

Students may be required to provide appropriate evidence that they are not under the influence of any prohibited substance before participating in practical activities or work experience.

MOVEMENT

Students need to move in an orderly manner at all times and in all areas of the College, keeping to the left in corridors and on the stairs. Students need to:-

- Use the computer room and library/resource centre in an orderly manner;
- Exercise care when walking through the car park areas;
- Keep at least 5 metres from the fence and within the permitted areas of the College;
- Walk bicycles through the College grounds;
- Travel to and from College and move to and from bus stops in a safe and courteous manner.

CONSEQUENCES FOR BREACHES OF THE STUDENT CODE OF CONDUCT

Consequences that may be implemented at varying levels, depending upon the frequency, intensity, generality and durability of student conduct breaches Policy Procedure Behaviour Education 5.2, are:

- Staying in class during break times;
- Being kept in after school hours;
- Performing school community service;
- Attending after school detention;
- Internal suspension;
- External suspension;
- Expulsion (in extreme cases)

In any given situation a student will be able to have an opportunity to have a break for recess and lunch and access toilet facilities or seek assistance as required for their safety and well-being.

Parent notification is encouraged at all levels but must be ensured if after school detention, internal or external suspension or expulsion is considered.



RELATED POLICIES

- *1.1 - Ethos and Charter*
- *5.2 – Behaviour Management*
- *5.4 - Duty of Care / Health, Safety and Welfare*
- *5.5 - Anti-harassment and Anti-bullying*
- *5.6 - Drugs*
- *5.9 - Student Grievances*



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APPENDIX 1

STUDENT AGREEMENT

I have read and understood the *Student Code of Conduct*. I agree to uphold the reputation of St Patrick's Technical College by abiding by the *Code of Conduct* in all activities related to the College.

Student name: _____

Student signature: _____

Date: _____

Acknowledged by parent / guardian:

Parent / Guardian: _____

Signature: _____

Date: _____