



## Saint Stephen's College PRIDE – Student Code of Conduct

<b>Purpose:</b>	The purpose of the Saint Stephen's College Student Code of Conduct is to set clear standards of student behaviour which are expected of all students. The Code specifies the consequences for any student who does not comply with these standards of behaviour.		
<b>Scope:</b>	The Code applies to all students in Prep to Year 12 at the College and applies to behaviour of students whilst at school as well as when representing the school.		
<b>Status:</b>	Approved	<b>Supersedes:</b>	Not applicable
<b>Authorised by:</b>	College Board	<b>Date of Authorisation:</b>	18 April 2023
<b>References:</b>	<u>Related Documents</u> Child Protection Policy Anti-Bullying Policy Cellular Device Policy Digital Citizenship Policy Acceptable Use Policy for Electronic Communication Networks Safe and Appropriate Use of ICTs at Saint Stephen's College Student Uniform, Grooming and Personal Appearance Policy		
<b>Review Date:</b>	Annually	<b>Next Review Date:</b>	March 2024
<b>Policy Owner:</b>	Principal/Deans of Student in Junior and Senior College		

### Policy Statement

Saint Stephen's College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students at the school. It provides fair and consistent standards of behaviour and expectations of students.

### Values

The Code is a reflection of the school's Mission Statement and the expectation that students will uphold the College values of **P**erseverance, **R**esponsibility, **I**ntegrity, **D**iversity and **E**mpathy (PRIDE).



Developing character, inspiring hope

When determining disciplinary action, the following factors are taken into consideration:

- The age and stage of development of the student
- The physical, social, emotional and psychological wellbeing of the student
- The student's prior behaviour
- The legal rights and responsibilities of the staff, students and the school

### Rights and Responsibilities

The students at Saint Stephen's College have the right to:

- Be treated with respect
- Feel safe and supported
- Learn in a positive and clean environment
- Be actively involved in the education process
- Express an opinion in an appropriate and respectful way
- Feel part of the school community and develop positive relationships with others
- Be able to participate in school life
- An individual faith and worship

The students at Saint Stephen's College have the responsibility to:

- Respect self, others (and others' property), and the environment
- Contribute to a positive school culture, upholding the good reputation of the school
- Be accountable for their own actions
- Wear the school uniform with pride
- Act with integrity by being honest, responsible and authentic
- Engage in the learning process and allow others to do the same
- Communicate appropriately and respectfully
- Be inclusive of others, with the goal of building positive relationships
- Be an active participant in school life and support others in their involvement
- Report inappropriate behaviour or concerns to the appropriate staff member

### Classroom Expectations

- Students are expected to arrive at class on time, stand quietly in two lines outside of the classroom and have all of the equipment necessary for their lesson or activity
- Students are not permitted to enter the classroom or begin an activity until a staff member is present.
- Students are to wear the correct uniform at all times (the teacher will inspect uniforms as students enter the classroom)
- Students are to remain standing until the teacher directs them to sit; this will normally be after the teacher and students have exchanged greetings.
- Students are to sit in a seating plan if one has been implemented.
- Students should stand and greet visitors to the room as directed by the teacher when appropriate.
- When a student is late, they should excuse themselves and offer an explanation for their lateness to the teacher; this may be in the form of a late pass.
- When a student is required to leave early, they should excuse themselves and offer an explanation for their early departure; this may include communication from parents.

- At the conclusion of activities, students are expected to assist the teacher with returning equipment and tidying the space used prior to being dismissed.
- All school bags must be kept in lockers or on bag racks (Junior College); only Saint Stephen's College laptop bags are permitted in the classroom (Refer Appendix II)
- Laptops are to be used in the classroom at the discretion of the teacher.
- As per the Cellular Device Policy, mobile phones and smart devices are not to be permitted to be seen or heard without teacher permission once students arrive on campus until 3:05pm.
- Students are expected to have an ID card with them at all times and must cover the cost of a replacement card.

### Breach

Breaches of the Code include (but are not limited to):

- Undermining the Christian ethos and the College values
- Failing to comply with standards of behaviour and expectations of students.
- Engaging in behaviour that is offensive or dangerous to the physical, social, emotional or psychological wellbeing of any staff member or student.
- Interfering with the educational opportunities, efforts or endeavours of other students
- Participating in unlawful conduct

There is a process for managing students who breach the Code. In summary:

- Minor Infringements (Level 1) are handled by the classroom teacher or staff member on duty.
- Significant Infringements (Level 2) are handled by the classroom teacher and Head of Department if they occur in the classroom, or the relevant staff member and the Head of Year; Head of Department or Head of Year notifies parents.
- Serious Infringements (Level 3) are handled by the Head of Year in conjunction with the Dean of Students; Dean of Students notifies parents.
- Most Serious Infringements (Level 4) are handled by the Dean of Students and the Principal; Principal notifies the parents.
- All behavioural incidents are to be recorded in TASS, including copies of any letters/contracts sent home.
- Appropriate monitoring and follow up should take place to ensure lasting positive outcomes; this could include referral to the College Counsellor