This document is designed to present specific guidelines for student behavioural expectations at Ouyen P-12 College, it should be read in conjunction with the Student Engagement and Wellbeing Policy, the Computer Acceptable Use, Internet, Cyberbullying, Bullying and Uniform policies as well as the Staff Code Of Conduct.

At Ouyen P-12 College we give priority to enhancing self-discipline and respect for the rights of others. We seek to promote an environment which maximises the opportunity of all students to strive for excellence. The rights and responsibilities of students, parents and school staff are recognised at all times.

Principles:
The principles which must underlie this code of conduct are:
- all individuals are to be valued and treated with respect
- students have a right to work in a secure environment where, without intimidation, bullying or harassment they are able to fully develop their talents, interests and ambitions
- parents have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged
- teachers have a right to expect that they will be able to teach in an orderly and cooperative environment
- parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment
- principals and staff have an obligation to fairly, reasonably and consistently implement the code of conduct

Guidelines:
1. Relationships
The quality of relationships is crucial to successful learning. At Ouyen P-12 College all members of the school 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 school, 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 school community free from harassment, aggression and violence. All forms of harassment (sexual, verbal, racial, physical, intellectual) are totally unacceptable
- assisting visitors to the school and being courteous to them

2. Learning and Attendance
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
• using their school diary effectively
• completing set homework punctually
• using computers responsibly for learning purposes and abiding by the Acceptable Use Policy and the Internet Users Agreement
• attending school regularly and punctually
• obtaining a lunch pass where required
• providing a note of explanation from parent/caregiver for lateness and absences, at the time of return to school.
• reporting to the office if arriving late to collect a Late Pass (Secondary)

3. Environment
Students are expected to be environmentally responsible by respecting the school environment and seeking to improve it through:
• respecting property belonging to themselves, others, or the school, including all teaching and learning materials and resources
• conserving energy, materials and resources by switching off appliances when not in use
• preventing all forms of pollution and property damage through caring for property and the environment this includes:
  - littering
  - graffiti
  - vandalism
  - consumption of food, sweets, chewing gum or drink in the Community Centre or on the oval

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 school
• becoming familiar 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 school books in the allocated locker or space provided.

Lockers
Each student in Years 7 - 11 is allocated a locker at the start of each year. Year Level Coordinators are in charge of distribution and maintenance of lockers for their year level.
• Secondary students are responsible for the condition of their locker, which must remain locked when not in use. All bags should be placed tidily above or under locker blocks.
• Secondary students are not to go to their locker during class time or at class changeovers.

Bikes
• Bikes may not be ridden in the college grounds.
• Bikes MUST be parked in a bike rack.
• It is essential that students do not interfere with or borrow other students’ bikes without the specific permission of the owner.
• Helmets must be worn to and from school.
• Skateboards are not permitted at school
**Out Of Bounds Areas**
The following areas are out of bounds to students unless specifically permitted by a teacher:
- Car Park.
- Sick Bay.
- Community Centre and gymnasium except with staff supervision.
  - Canteen - except before school when ordering lunches or at recess and lunchtimes while purchasing or ordering food.
- All rooms unless under staff supervision. This includes use of rooms for Revue practice, debating and chess.
- An announcement will be made in the event of extreme weather on rooms available for use under staff supervision at recess and lunchtimes.

**Leaving The School Grounds**
- No student may leave the college grounds without permission.
- Bus travellers may not leave school grounds during the school day unless parents/guardians have sent a note to the Class Teacher / Level Coordinator requesting the absence.
- “Town” students may only leave the grounds to go to their own home for lunch provided that they have completed a lunch pass permission form.
- All other variations need to be approved by the Class Teacher / Level Coordinator

**Student Cars**
- Students driving their own cars to school are not permitted to carry other students as passengers.
- Student cars must be parked in the designated areas and should not be parked in the School Bus Zone.

**Bus Travel**
- Bus travellers are required to sign a behaviour agreement which clearly defines expectations which must be followed in order to ensure student safety.
- Students travelling on buses are expected to behave in a safe and sensible manner.
- Students must remain seated at all times.
- Students must obey instructions from the driver and /or bus captain at all times.
- All students must assemble in the designated areas and are not permitted to board buses until bus rolls are marked.
- Students not travelling home on the usual bus must notify the office.
- Students, other than those normally travelling, are permitted to travel on a school bus if there are seats available and they have contacted the office for a bus pass prior to travelling.

**5. Uniform**
- All students are required to wear correct school uniform (see College Uniform Policy)
- All students must present at school in a clean and hygienic manner.

**Sanctions:**
All staff are responsible for discipline management within their classes and in the yard. As a member of a team, each teacher should see themselves the first and major link in the discipline management chain.

It is the responsibility of staff to ensure that the steps and sanctions outlined below are enforced consistently and fairly by everyone.
At Ouyen we favour a restorative approach to behaviour management as the first step in our range of sanctions. Staff are encouraged to use the following questions when working with students to resolve conflict:

**Restorative Questions**
What happened?
What were you thinking at the time?
What have you thought of since?
Who has been affected by what you have done? In what way?
What do you need to do to make this right?

The sanctions applied to violation of rules should be graded and consistent in nature. Sanctions should vary according to the age, previous (recent) history, seriousness of the breach and take into account any student disability or impairment.

At Ouyen P-12 College it is important that students learn to recognise that all actions have consequences. Consequences are graded in severity with an emphasis on students being accountable and learning to take responsibility for their behaviour. Care also needs to be taken that students’ studies are not adversely affected by such disciplinary procedures.

**Sanctions include:**
- Yard duty – picking up litter, sweeping etc
- Withdrawal from class, if a student’s 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.
- Withdrawal of privileges
- Detention – during or after school
- Convening of a support group (See Effective Schools are Engaging Schools - Student Engagement and Wellbeing Policy).
- Exclusion from normal classes – Internal Suspension
- Suspension
- Expulsion

(Sanctions are explained in greater detail in the Student Engagement and Wellbeing Policy)

Where a student has been referred to the Primary Coordinator / Level Coordinator for breaches of the Code Of Conduct, a Discipline Report Sheet will be completed with the sanction applied noted. The Primary Coordinator/ Level Coordinator will decide whether or not to refer the student to the Assistant Principal or Principal.