Student Code of Conduct

Rights and Responsibilities

At Lalor North Secondary College we expect high standards of student behaviour based on cooperation, mutual responsibility and self discipline. We promote positive, non-discriminatory relationships among students, parents, staff and the wider community.

Rights

Students, staff and parents/guardians have the right:
- To fully participate in a safe, supportive, inclusive school
- To be treated with respect and dignity
- To be free of harassment
- To receive support in difficult situations from the school community
- To be valued and treated with respect

Students have the right:
- To learn
- To work and learn without interference
- To be treated fairly and courteously
- To feel safe

Staff have the right:
- To teach
- To be treated with respect by students, parents and peers
- To expect students to follow the Engagement Guidelines
- To expect students to learn

Parents have the right:
- To expect that their child will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged
- To be contacted when their child continually disregards the School Engagement Policy or is involved in a major incident

Responsibilities

Students, staff and parents/guardians are responsible for:
- observing current Equal Opportunity Act legislation including harassment or discrimination by students or staff on the basis of race, religious or political beliefs, sex, marital status, age, parental and medical status, physical or mental disability or impairment
- behaving courteously and to contributing to LNSC in positive ways
- ensuring others are not harassed
- providing support to each other
- building positive relationships with the school community

Students are responsible for:
- following all reasonable instructions given by staff
- allowing others to work and learn without interference
- reporting bullying to an adult
- being polite, courteous and well mannered
- preventing all forms of bullying, including cyber bullying and physical violence, intimidation or provocation to violence by students or staff in any way or using any medium. Expectations about
appropriate behaviour in relation to cyber safety include students not sharing identifying information on any website.

For websites which offer support and advice in relation to cyber bullying go to:
- Cybersmart Kids Online (www.cybersmartkids.com.au)
- Bullying. No Way! (www.bullyingnoway.com.au/)
- Kids Helpline (www.kidshelpline.com.au)

- turning off mobile phones while in class, library, assemblies
- not smoking within the school grounds or its immediate surrounds
- not using or supplying any drug (including alcohol) at LNSC or at any LNSC function, excursion or activity
- submitting excursion money and permission forms 5 days or more before the excursion date. Failure to do so means the student does not attend the excursion. If 90% of student do not submit by due date the excursion will be cancelled
- abiding by the full school uniform guidelines to and from school and whilst at LNSC
- not inviting visitors onto LNSC grounds without the permission of a Principal Class Officer
- the proper use and care of LNSC equipment, furniture, buildings and Students will care for personal property and respect the property of others. Personal property is brought to LNSC at owner’s risk.

Staff are responsible for:
- treating students in a way that develops self-esteem
- communicating positively with parents and peers
- following the Engagement Guidelines
- using logical consequences and restorative practices
- providing a Duty of Care to students
- keeping records of significant disciplinary actions
- providing an inclusive and differentiated curriculum
- ensuring all students achieve success
- communicating student progress to parents

Parents are responsible for:
- ensuring students attend school and have the appropriate learning materials and attitude
- promoting respectful relationships

**Student Engagement**

All students are expected to:
- respect, value and learn from the differences of others
- have high expectations that they can learn
- reflect on and learn from their own differences

**Attendance**

All students are expected to come to school every school day throughout the year. (If students cannot attend their parents/carer must provide a suitable explanation to the school). Lalor North SC has a minimum attendance requirement of 80% for each subject.

**Behaviour**

All students will:
- support each other’s learning by behaving in a way that is curious and respectful
- have high expectations that they can learn
- be considerate and supportive of others
• demonstrate behaviour and attitudes that support the wellbeing and learning for all and contributes to a positive college environment that is safe, inclusive and happy
• understand that bullying, including cyber-bullying, violence, property damage, inappropriate language and disrupting the learning of other students is unacceptable.

Anti Bullying/Harassment Policy

Sexual, Racial, Verbal and Physical Harassment Policy

This policy applies to any harassment based on the attributes outlined in the Victorian Equal Opportunity Act 1995. Although the words sexual, racial and/or physical harassment are used, these may be substituted for harassment involving any of the other attributes such as: disability, physical features or personal association and bullying.

Rationale

"Sexual, racial, physical or any other type of harassment in a school means that people will be offended, self-esteem and morale will be undermined and work effectiveness and learning ability will be impeded. Students and staff should not have to work in such an environment."

(Statement from Director General of Education 1985.)

Statement of Belief

Any verbal or physical conduct of any nature is sexual, racial or physical harassment when it is: Uninvited, unreciprocated, unwelcome and/or repeated.
People are defined in terms of their gender or sexual preference; race or nationality; or disability; and the individual's contribution and worth is denigrated or ignored.
Sexual harassment does not refer to occasional compliments or common courtesies. There are three (3) basic forms of sexual harassment, which often combine in practice and may join with elements of ethnic and racial prejudice. None of the forms is acceptable and none is too trivial to warrant complaint. They include subtle, explicit and criminal.

NOTE: Both subtle and explicit forms of harassment may be considered as minor or major depending on the circumstances. The following gives examples of harassment that is unacceptable at Lalor North Secondary College. These are only examples and the lists are by no means exhaustive. This would include use of electronic forms of communication, for example, internet, mobile phone etc.
Sexual Harassment

**Subtle**: (not always obvious)
- Subtle forms of sexual harassment tend to be the most common. They include:
  - Leering, staring.
  - Sexual comments about a person's body, or dress.
  - Smutty comments or jokes.
  - Questions about another's sexual activity.
  - Persistent comment about a person's private life.
  - Physical contact, eg. purposefully brushing up against another's body.
  - Belittling (degrading) comments based on sex-role stereotyping.

**Explicit**: (obvious)
Explicit forms are easier to identify as they often involve overtly offensive or intimidating behaviour. They include:
- Pinching, patting, touching, embracing, grabbing.
- Repeated requests for dates, especially after refusal.
- Smutty jokes and comments.
- Sexually provocative remarks.
- Displays of sexually graphic material - pornography.
- Offensive gestures.

**Criminal Action**: Criminal action may include some of the above but also covers:
- Indecent exposure.
- Sexual assault.
- Attempted or actual rape.
- Sending obscene letters or making obscene phone calls.

Racial Harassment

**Subtle**: (not always obvious)
- Racial comments.
- Belittling (degrading comments based on race/nationality stereotyping).

**Explicit**: (obvious)
- Pushing, hitting, spitting.
- Racial comments and jokes.
- Offensive racial gestures.
- Using racially insulting language.
- Writing or displaying graphic material which is racially offensive.
- Mimicking a person's accent or speech pattern.

**Criminal Action**: Inciting racial hatred.
- Assault.
- Sending or making racially offensive or threatening letters or telephone calls.
<table>
<thead>
<tr>
<th>Physical Harassment/Bullying/Verbal/Exclusion</th>
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<tbody>
<tr>
<td><strong>Subtle:</strong> (not always obvious)</td>
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<tr>
<td>• Leering, staring.</td>
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<tr>
<td>• Mimicking a physical disability (e.g. limp, speech pattern)</td>
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<td>• Excluding people from groups</td>
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<td><strong>Explicit:</strong> (obvious)</td>
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<td>• Belittling (degrading) comment (put downs).</td>
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<td>• Insulting and upsetting remarks about a person’s physical features, name calling</td>
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<td>• Pushing, kicking, hitting, spitting</td>
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<td>• Damaging the property of others</td>
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<td>• Making rude or threatening signs</td>
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<td><strong>Criminal Action:</strong></td>
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<td>• Making threats</td>
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<td>• Bullying</td>
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When a Student Harasses or Bullies another Student

Student is sexually, racially, or physically harassed OR student sees someone sexually, racially, or physically harassed → Report matter to Equal Opportunity Coordinator (Principal and/or Assistant Principals) OR any trusted teacher

A Confidential Incident Report will be filled in

The Principal and/or Assistant Principals will investigate the complaint by listening and talking to all those involved in the incident individually and confidentially. The person who makes the complaint will be made as comfortable as possible. Both the person making the complaint and the person who the complaint has been made against will have an opportunity to tell the Equal Opportunity Coordinator what happened. Anyone who witnessed the incident will also be interviewed.

Principal and/or Assistant Principals find the complaint is TRUE

MINOR

PROCEDURES FOR MINOR SEXUAL, RACIAL, PHYSICAL HARASSMENT

- When a minor incident of sexual, racial or physical harassment occurs, the person(s) who did the harassing will be counselled by the Principal and/or Assistant Principals
- They must agree not to repeat the behaviour. This means they must not engage in any behaviour which may be classified as sexual or racial harassment
- The student must also agree to keep the matter confidential. That is, not talk about the incident to other students
- A written contract agreeing not to repeat the behaviour and to keep the matter confidential may be taken out depending upon the seriousness of the incident
- The parents of the student who did the harassing will be told if the Principal and/or Assistant Principals decide this is necessary
- The parents of the student who was harassed will be told if the Principal and/or Assistant Principals decide this is necessary
- If the student who did the harassing repeats the behaviour, this then becomes a major incident of sexual, racial, or physical harassment

Principal and/or Assistant Principals find the complaint is NOT TRUE

MAJOR

PROCEDURES FOR MAJOR SEXUAL, RACIAL, PHYSICAL HARASSMENT

- As soon as a complaint is made, the student may be removed from class or parents may be contacted
- After an investigation by the Principal and/or Assistant Principals, a group will meet and may be involved in further investigation. This group will consist of at least two people from the following: Assistant Principal, Principal, Sub School Coordinator and Student Services Coordinator
- The student who did the harassing will be taken out of class and must stay with either the Assistant Principal, Sub School or Student Services Coordinator until their parents come to the school for a meeting with the group (or part of the group). The student will stay out of class until this happens
- The harassing student will be suspended for a number of days that will be decided on by the group
- A contract will be drawn up and must be signed in front of the student’s parents
- The student will do a unit of work on sexual, racial, physical harassment while suspended
- The students must meet with the Principal and/or Assistant Principals to discuss the incident before returning to class
- The incident will be carefully documented and filled with the Student Contract

NOTE: If the incident of sexual, racial, physical harassment involves criminal action, the Police will be involved.