

*It is believed that the principles of this Code accord well with the values and ethos of the School, and that general compliance will be achieved without recourse to sanctions. The co-operation of students and parents will always be sought by staff before sanctions are applied. When sanctions are deemed necessary, they will be applied within the context and spirit of the Student Code of Conduct.*

### **The University High School Core Values**

**Individuality:** A focus on individual self-worth underpinned by practices which foster independent thought and personal qualities such as integrity, resilience and respect.

**Diversity:** Valuing the diverse nature of the school community and building a wide range of learning partnerships that broaden and enrich the skills and knowledge of students.

**Excellence:** The pursuit of excellence in both teaching and learning fostered through supportive programs and well defined practices that enhance student achievement.

Remember if you are having any difficulties at school, you can contact any of the following people:

- A teacher you know and trust
- Sub School Co-ordinator
- Head of Sub-School
- Student Wellbeing Team
- Assistant Principal
- Principal

## **PREAMBLE**

The University High School is a school with a proud tradition and a high public profile. It is expected that the students of the School should, by their appearance and behaviour, reflect these attributes. The University High School is also a school, which celebrates diversity and encourages individual expression. It is appropriate that these aspects of the School's ethos should find expression in outward and visible signs, as well as in attitudes.

## **SCHOOL PROFILE**

### **Environmental Context**

The University High School caters for approximately 1,400 students, most of whom reside in the local area. A proportion of the school's enrolment comes from further afield, either as students in the Elizabeth Blackburn School of Sciences or SEAL program, or because of sibling claims. The school population has broad socio-economic, cultural and ethnic diversity and the school has a genuine commitment to nurturing this diversity. The school is constantly evolving, valuing the rich traditions of the past and the challenges of the future. The school acknowledges a dynamic community of staff, students and parents, who focus on the school with active partnerships. We value a sense of individual worth and achievement, the comprehensive well being of the whole person and the pursuit of excellence.

### **Mission**

The University High School is a state government secondary school within a knowledge precinct, providing outstanding education for local students while achieving excellent academic results and appropriate student pathways. The school is a leader in educational debates and is a specialist provider of educational programs in gifted education and music education. It is also a partner in providing biotechnology education at a state-wide and international level.

## **EQUAL OPPORTUNITY POLICY**

The University High School is committed to offering an education program, which develops the potential of every student regardless of gender, ethnic, socio-economic background, ability, age or geographical location.

The School embraces diversity, providing a supportive environment free from discrimination and harassment. It provides equal access to an inclusive curriculum and resources.

The University High School adheres to the practice and procedures according to the Charter of Human Rights & Responsibilities Act 2006, The Equal Opportunity Act 1995 and The Racial and Religious Tolerance Act 2001.

This school has procedurally fair processes for managing student behaviour. Corporal punishment is prohibited in all Victorian schools. Corporal punishment must not be used at this school under any circumstance.

## STUDENT SAFETY and WELLBEING

### **Rights:**

All students have the **right** to a safe and secure and effective school that maintains positive relationships between all in the School community: Students, staff, parents/ carers.

### **Responsibility:**

Your **responsibility** is to behave with care and tolerance of others to ensure that the School is free of the following **unacceptable** behaviours.

- Bullying in all forms, including deliberate and/or ongoing alienation, and refusal to work with a particular person because of their background, gender or sexual orientations.
- Cyber bullying: Bullying that is carried out through an internet service such as email, chat room, social network sites or instant messaging. It can also include bullying through mobile phone technologies. Examples include teasing, spreading rumours online, unwanted messages or defamation.
- Deliberately accessing, displaying, downloading or sending unacceptable or illegal material, (racist, sexist, violent, anti-social, obscene or pornographic). Libellous criticism of other people or organisations is not permitted.
- Discriminatory behaviour based on gender, religion, race, socio-economic status, class, age, cultural background or sexual orientation.
- All forms of aggressive behaviour that endangers others whether verbal or physical.
- Verbal abuse including derogatory or offensive language, comments or jokes that unfairly label or stereotype characteristics of a particular group, imitating the accent or pronunciation of another person and name calling.
- Refusal to listen to/ impatience with another's verbal expression.
- Physical violence including fighting, purposefully brushing up against another's body and unwelcomed pinching, patting, touching and embracing.
- Sexist and racist attitudes.
- Sex-based harassment in all forms including: sexually provocative remarks; offensive staring and leering; suggestive questions or comments about another's sexual morality, physical appearance, sexual orientation or sexual identification; repeated requests to go out with somebody and prior refusal; or requests for sexual favours.
- Displays of sexually graphic material, wearing clothing, which is offensive or graffiti, which denigrates an individual or group.

### **Procedures and Consequences:**

- Students should report all inappropriate behaviour to their Sub-School office, Student Wellbeing Team or to an Assistant Principal; students are encouraged to support their peers, by reporting all such instances to staff members.
- Mandatory reporting provisions require teachers to report to the appropriate authority all cases of suspected sexual or physical abuse. Teachers are referred to *the "Mandatory Reporting Guidelines"*.
- Victims and perpetrators will be given appropriate advice, counselling and guidance within Sub-Schools, and when appropriate, by the Student Wellbeing Team.
- The Head of the Sub-School will exercise professional judgement in seeking personal and or family counselling for students.
- Disciplinary action is at the discretion of the Head of the Sub-School. For very serious and persistent cases, the Head, after consultation with the Principal, may seek to suspend or expel a student.

## FIRST AID PROCEDURES

In cases of illness, students in class will seek the permission of the teacher to contact the school nurse. A referral in writing may be given to the School's first aid attendant by the classroom teacher or alternatively by a member of the sub-school. During recess and lunchtime, students may proceed directly to the sickbay.

Should the first AID facilities not be attended by the school nurse, students are to report to the general office who will contact the relevant sub-school. A member of the sub-school will collect the student from the office and contact the parents if required. Should no member of the sub-school be available, a member of the principal class must be alerted.

In the case of accident or injury a classroom teacher will send student to sick bay accompanied by another student. Alternatively the teacher may send a student to sick bay to request that the nurse attend the student in the classroom.

It is the responsibility of each parent to furnish the School with current telephone numbers by which a parent or guardian may be contacted without delay should serious illness or injury occur. If a student is unfit to return to class after treatment, a parent or guardian will be asked to come to the School to take the student home.

In the case where a student is taken by ambulance to hospital, parents or a family representative must meet the student at the hospital or accompany the ambulance.

## PERSONAL HEALTH

The School has a Drug Education Policy in accordance with the Drug Education Policy and for reasons of personal health students are not to use, carry, accept, or provide others cigarettes, alcohol, or other drugs of addiction. This prohibition applies to the Campus, all off-campus school organized activities, between students' homes and the School, and in the vicinity of the School.

### Procedures:

- The School's expectations will be clearly communicated to all students in their diaries, at school assemblies, and in the school newsletter.
- Students and the staff are to report known violations of the School's policy to Sub-School Heads or to the Assistant Principals.
- Students who may have a particular problem are encouraged to consult their Head of Sub-School for referral to appropriate support agencies

## PERSONAL PROPERTY

### Rights:

Students have a right to feel their property will be safe at all times.

### Responsibilities:

- Students have a responsibility to respect all property belonging to the school, other individuals and to school neighbours.
- Students also have a responsibility to secure their belongings safely in the lockers provided.
- Students have a responsibility to the School Community to report any theft, damage, defacement of the property of the school or others to their Sub-School.

Community law and expectation are reflected in school rules.

The following are prohibited:

- Theft,
- Damage, defacing or tampering with school property, or the property of others,
- Damage, defacing or tampering with the property and rights of school neighbours.

### **Procedures:**

Theft, damage, or defacing of school property, or the property of others, will be reported to the Sub-School Head and an Assistant Principal.

- The person in authority will implement appropriate sets of consequences.
- The person in authority ensures that the victim is appropriately supported.
- Students should not bring valuable items to school and do so at their own risk. All items of personal property should be clearly marked.
- Students must lock their locker with a key lock available for purchase from the General Office.
- Bicycles and skateboards brought to school must be locked with a sturdy locking device, provided by the student, to the school's bicycle or skateboard rack. Helmets must be worn by all students who ride bicycles to and from School. No student is to go near or interfere with bicycles on the School campus.

**Please note: The Department of Education does not provide insurance for personal items brought to school by students.**

## **CLASSROOMS**

At The University High School there exists a shared strong commitment to work and scholastic excellence.

### **Rights:**

Students have the right to be treated with consideration and respect.  
Students have a right to a positive and orderly classroom environment.

### **Responsibility:**

Students are expected to conduct themselves in a responsible and considerate manner and not to interfere with the learning of others.

### **Procedures:**

- Students are not to enter classrooms until instructed by the classroom teacher.
- Teachers will lock all classrooms at the end of sessions 2, 4 and 6.
- Students are not permitted to leave any classroom without the permission of the classroom teacher. **All students granted permission to leave a classroom during class time must have their diary signed and/or a note from the teacher.**
- Any student whose behaviour is disruptive to the work of the classroom or who interferes with the learning opportunities of others will be instructed by the teacher, in the first instance, to stop such behaviour. If the behaviour continues, the teacher may impose one or more of the following strategies:
  - (a) move the student to another location within the classroom;
  - (b) assign a detention;
  - (c) send a message to the appropriate Sub-School office for a member of the Sub-School staff to come to the classroom to remove the student;
  - (d) if no member of the Sub-School office is available, then send a message to any member of the Principal Class to come to the classroom to remove the student;

- (e) disruptive students are not to be removed from the classroom or sent to the Sub-School office unaccompanied before the Sub-School or a member of the Principal class has been contacted by the classroom teacher.

### **Consequences:**

- Students removed from a classroom will not be readmitted until a member of the Sub-School staff, and a parent, and student have achieved a common understanding of the expected future attitude and behaviour of the student. The behaviour and attitude of the student may be monitored for a probationary period by the use of:
  - (a) a conduct card to be signed by teachers during each lesson;
  - (b) a written contract between the student, teacher, Sub-School staff and parent;
  - (c) monitored time-out of class as arranged by the Head of Sub-School, correspondence, telephone conferences, or interviews with parents;
- Ongoing breaches of the Code of Conduct for classrooms may necessitate further interviews with parents, guidance personnel, Sub-School staff or the Assistant Principal. Serious or continued breaches of the Code of Conduct for classrooms may necessitate suspension.

## **CORRIDORS AND THE SCHOOL IN GENERAL**

### **Rights:**

Students have the right to a safe and clean environment.

### **Responsibility:**

Students have a responsibility to maintain standards of safety and hygiene in the school and grounds.

### **Procedures:**

- Each of the buildings of the School has two, three or four levels; there are many narrow flights of stairs. Therefore, students are not to run in the buildings of the school. They are expected to move throughout the school in an orderly manner.
- Students are not permitted to consume food or drink within the School buildings with the exception the canteen area.
- Students are expected to leave rooms in a clean state with the furniture carefully arranged. To avoid congestion in corridors, students are expected to line up along the wall of the corridor adjacent to their classroom. Also, for safety reasons students are expected to keep to the left side of stairs when ascending or descending to allow safer and orderly exits in times of emergency.
- Students are not permitted to carry bags to class. Bags are to be kept in lockers unless special permission has been given by the Sub-School.
- In order to ensure a positive learning outcome, student participation in any off campus activity will be vetted by the relevant Sub-School.
- Students are not permitted to enter staff workrooms or the social staffroom without permission from a teacher.
- Students are permitted at lockers during the following times:
  - There is a morning bell after which students may go to lockers to collect books.
  - During recess and lunchtime, students are expected to deposit their books in lockers and clear the area as quickly as possible.
  - Students are **not permitted** at lockers during and between session times and are not permitted in any locker area but their own.

## GROUNDS

**Rights:**

Students have a right to equal access of active and passive areas and to use these areas in safety.

**Responsibility:**

Students have a responsibility to respect others' use of active and passive areas and to keep these areas litter free and to dispose of rubbish in appropriate receptacles.

**Procedures:**

- Ball games are not permitted in declared passive areas.
- Students are not permitted to go into the area behind the library, canteen or Sharman Hall.
- Students are not permitted to enter the Royal Melbourne Hospital grounds or the underground carpark.
- No student in Years 7-11 is permitted to leave the School grounds throughout the school day unless they have obtained written permission from a Sub-School Co-ordinator.
- Bicycles, skateboards and scooters must not be ridden in the School grounds.

**Consequences:**

- Students may be given a detention, or restricted from using particular areas of the grounds for a specified period. Students who continue to fail to comply with instructions of the School will be suspended.

## STUDENT ENVIRONMENTAL DUTY

The school operates a system of environmental duty as part of its commitment to sustainability and community service. Three students are drawn from each Year 7 to 10 classes on a roster basis and are released to work with members of the school administration for a whole school day. They work inside the school building and in the school grounds, regularly reporting to a member of the administration as and when duties are completed.

## ATTENDANCE POLICY

**Responsibility:**

It is the responsibility of parents and guardians to account for any student absences to the appropriate Head of Sub-School.

**Procedures:**

- All students are expected to attend all timetabled classes.
- The class roll of each class is marked electronically each lesson by the teacher.
- Class rolls are marked by class teachers and accessed electronically by Sub-Schools.
- Parents and guardians are expected either to phone the Sub-School office; send a note, or provide a medical certificate to account for student absences.
- The Sub-School staff will follow up unexplained absences.
- Any absence must be explained to the satisfaction of the school or it can be deemed unapproved.

**Consequences:**

- Graded sanctions will be applied at the discretion of the Sub-School Head. These include detention, attendance cards, parental interviews, or restricting students' attendance on camps and excursions.

## PUNCTUALITY

### **Rights:**

Students have a right to an uninterrupted learning environment.

### **Responsibility:**

Students must attend punctually to all timetabled classes: Parent / carers need to support their child with a note to explain lateness.

### **Procedures:**

- It is expected that students arrive at school by 8.30am. Lessons commence at 8.45am. Students arriving to school late at the start of the day, must sign in at the Compass Kiosk stationed near the General Office and in EBSS.
- Lateness is recorded by teachers via Compass. Student lateness is monitored and managed by the Sub-Schools.

### **Consequences:**

- In general, a student may be late three times without an acceptable written excuse. Should a student exceed this per term, the student will be required to sign in at his / her Sub-School office by 8.30am for 3-5 days. Any further lateness will result in an after school detention and parents being contacted.
- Heads of Sub-Schools will have the authority to exercise discretion in the application of the Punctuality Policy according to special individual circumstances.

## DIGITAL DEVICES

### **Rights:**

Students have the right to an engaging and safe learning environment.

### **Responsibility:**

Students must use digital devices and the school's network for educational purposes only. All computer and network facilities within the school must be used with care.

### **Procedures:**

- Mobile phones **must** be switched off during assemblies and performances. Class use of mobile phones for educational purposes is at the discretion of the classroom teacher.
- Digital devices (including mobile phones) must not be used to capture images, whether video or still, of students or staff without their express permission. The taking, storage, distribution and publishing of such images without permission, is a direct breach of another's privacy and is therefore prohibited at the School.
- Portable digital devices must be brought to every class unless otherwise specified by the teacher in charge, in working order and the battery charged.
- Any means to avoid scrutiny by teachers whilst the class is in progress is not permitted (e.g. hidden screens, BosKeys).
- Students must be supervised at all times in a computer room.
- It is strictly prohibited to vandalise any computer hardware (and associated infrastructure), other user's data, the school network or other networks that are connected to the Internet. This includes the uploading of viruses and attempting to hack into the school system. Students are not to tamper with the systems set-up or to add or remove software.

- Students must respect the individual's right relating to privacy and confidentiality. They must not give other people any information about themselves (including passwords) other than their name, e-mail address and their school. Similarly they should not provide any information about any other member of the school community.
- Plagiarism is unacceptable. When using the Internet as a source of information, a complete citing of the reference, including the web address and date should be given. If another person's work is used it must be acknowledged in accordance with copyright regulations. Students must not download or post information and assume authorship of the material.
- The School reserves the right to check all removable media and digital devices brought into the school for inappropriate material.

### **Consequences:**

Sanctions for breaches of the Computer and Network Policy may include the following:

- Withdrawal of privileges to computer and network facilities.
- For more serious breaches, the School Code of Conduct and DEECD guidelines and procedures will be followed.

## **DRESS CODE**

### **Rights:**

Students have the right to express their individuality and to be respected for their clothing choices as long as they are adhering to the guidelines provided above.

### **Responsibility:**

Students must ensure that their attire is reflective of the workplace environment and does not cause offence or discomfort to others.

## **CLOTHING**

At the University High School students are not required to wear uniform clothing, but are expected to attire themselves in a manner that does not cause discomfort to any member of the School community or bring disrepute on the School in the wider community. The University High School is a professional work environment, as such, the following guidelines that are aimed to assist students in their clothing choices:

- It follows from this expectation that clothes worn to school should be clean and hygienic and reflective of the workplace environment.
- Students are expected to meet a standard of dress that is both safe for the work place and reflects a positive work environment.
- Hats or caps are not permitted to be worn in class.
- T-shirts or clothing that expresses slogans that are offensive in nature (derogatory of minority groups, contain swear words or offensive statements etc.) are not to be worn.
- Keeping in line with the ethics of a professional workplace, underwear should not be excessively showing.

## **SAFETY**

In the interest of safety, the wearing of substantial footwear is a requirement. Thongs and similar items of footwear are not to be worn at school. Sandals must be securely attached to the foot. During Science and Technology sessions, students must wear covered shoes.

### **Procedures:**

- Where there is an issue relating to attire, concerns are to be addressed by the relevant Sub-School Coordinator.

- The Sub-School will address the issue with the student.
- An ongoing issue may be addressed by the Head of Sub-School or the Assistant Principal.

### **Consequences:**

- The student may be given a warning and be asked to change or alter clothing.
- The student may be referred to a wellbeing counsellor.
- Where the issue is ongoing, the student may be given a detention.

## **PHYSICAL EDUCATION AND SPORT UNIFORM POLICY**

### **Rights:**

Students have the right to an environment where they can gain maximum participation through fun, varied physical activities and compulsory participation in accordance with Government guidelines.

### **Responsibility:**

Students must wear the University High School Sports Uniform.

### **Reasoning:**

- To enable students to participate in all activities whilst maintaining safety.
- To reduce the chance of injury during activities
- To ensure all students maintain appropriate hygiene throughout the school day.
- To perform all skills in the obligatory activities effectively.
- To enable identification of University High School students whilst on excursions.

### **Procedures:**

- The **Compulsory Sports Uniform** consists of a sport shirt purchased from the General Office; black shorts, tracksuit pants or leggings and sports-shoes footwear appropriate for physical activity.
- We encourage students to consider specific safety gear: Some of the sports played will be contact sports. In the instance where a student has boots, a mouthguard, shin-pads or any other protective equipment they are encouraged to bring them. For some sports there will be safety equipment provided.
- Where possible hats, headscarves, beanies, caps should be either black or white.
- If injured students are required to bring a signed note from a parent or guardian with a contact number and an explanation of the injury and what the student can do instead.
- Students and parents are both notified in regards to sports excursions. Included in the notification are uniform requirements and the arrangements for the day. In the event a student is out of uniform they will still be expected to participate in the activities of the day.

### **Consequences:**

- Students will be given a warning or a detention
- Parent contact and Sub-School notified