THE UNIVERSITY HIGH SCHOOL

STUDENT CODE of CONDUCT

Your rights and responsibilities

Revised for 2011

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 Values

- A culture of excellence in learning and teaching
- The diversity brought to the school by students, teachers and parents.
- Programs which cater to a range of learning styles and which foster independent thought, critical thinking and collaborative learning.
- Development of social responsibility and personal qualities such as integrity, resilience, respect for oneself and for others.
- Students who have gained a wide range of skills and the self confidence to participate effectively in society and meet future challenges in the world.
- Policies and practices which promote enrichment and extension in both the formal curriculum and co-curricula activities.
- Active partnerships between students, staff, parents and the wider community to enrich educational opportunities.

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 Welfare Co-ordinator

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 1,200 students, most of whom reside in the local area. A proportion of the school's enrolment comes from further afield, either to participate in special programs like music and the gifted education 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 statewide 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.

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 or sexual orientation; 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 Welfare Co-ordinator 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 Welfare Co-ordinator or the School Educational Psychologist.
- 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 their Sub-School. A referral in writing may be given to the School's first aid attendant by the Sub-School staff.

During recess and lunchtime, students may proceed directly to the sickbay.

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 developed a Drug Education Policy.

In accordance with this 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, such as iPods, cameras, and jewellery, and do so at their own risk.
- For reasons of safety skateboards and rollerblades are prohibited and must not be brought to school.
- All items of personal property should be clearly marked.
- Students must lock their locker with a key lock. These are available for purchase from the General Office.
- Bicycles brought to School must be locked with a sturdy locking device, provided by the student, to the School's bicycle 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.

MOBILE PHONES

- Mobile phones **must** be switched off during class times, assemblies, performances and/or any other official school meetings.
- Use of the camera function, whether video or still photography, is **not** permitted to be used **at any time** at school, nor in the immediate vicinity of the campus, either coming to or departing from school.
- Should there be breaches of the policy, the phone will be held at the Sub-School and parents notified.

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 in hand a signed and dated note or a passout 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 perhaps 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 perhaps 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 or three levels; there are many narrow flights of stairs. Therefore, students are not to run in 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 and hats to class. Bags and hats 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.
- 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.

- In order to protect the school environment, **the following materials are prohibited**:
  - **Permanent markers**
  - **Chewing gum**
  - **Spray paint**
  - **Skateboards and rollerblades**

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 and canteen.
- 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 to do so for a specific reason.
- Bicycles, skateboards, roller skates and in-line skates must not be ridden in the School grounds.

Consequences:

- Students may be assigned to additional yard duty, 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 it's 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.
- Duty students are rostered by Sub-School staff to deliver class rolls to each class. The rolls are marked by the class teachers and accessed electronically by Sub-Schools at recess, lunchtime and after school for checking.
- 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 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. This would provide sufficient time to collect books and equipment from their locker prior to the first bell at 8.39am for sessions 1 and 2.
- Lessons commence at 8.45am.
- Lateness is recorded on the Electronic roll. 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 afterschool 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.

COMPUTER AND NETWORK

Rights:

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

Responsibility:

Students must use computers (including netbooks) and the school's network for educational purposes only. All computer and network facilities within the school must be used with care.

Procedures:

- Netbook computers (or other portable computer device) 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 computers 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

CLOTHING

- Students are not required to wear uniform clothing, but are expected to attire themselves in a manner which does not give offence to any member of the School or wider community.
- It follows from this expectation that clothes worn to school should be clean and hygienic.
- Students are expected to meet a standard of dress that is both safe for the work place and reflects a positive work ethic.
- Hats are not permitted to be worn inside.

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.
- Students are encouraged to wear a hat and apply sunscreen during Term 1 and Term 4 when outdoors in accordance with the UHS Sunsmart Policy.

PHYSICAL EDUCATION AND SPORT

- When students are engaged in Physical Education or Sport classes, they are expected to wear the School sport outfit which consists of: green sports top, black shorts (or skirts), white socks and appropriate footwear.
- Students may wear tracksuit pants and top over the sport outfit during cold weather or where required by religious or cultural beliefs.
- The wearing of a team uniform may be required when a student represents the School in a sporting activity.

FRAMEWORK for STUDENT ENGAGEMENT
at
THE UNIVERSITY HIGH SCHOOL

- Our school aims to provide a breadth of programs, policies and practices which integrate and promote personal and social learning and a positive, dynamic whole school culture that encourages individuals to flourish and the organisational culture to grow.

Classroom Climate

influences and is influenced by …

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Staff Wellbeing	Parent Involvement	Sub-Schools	Student Programs and Support Services	Student Pathways	Curriculum
Professional Learning and Development Staff association events Staff scholarships	Parent / Teacher Interviews Parent Association School Council Information Nights Parent Programs Performing Arts Productions	Personal and Social Learning Welfare Discipline Parent Partnerships	Counselling Referrals / Educational assessment Student Leadership After School Activities Clubs Extra Curricula Activities	Course and Career Counselling Transition Support Study Skills Program	VCE & VELs Framework All Domain Areas Literacy Program Galileo Project

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- This framework is supported by the school values and promotes a community of respect and understanding between principals, teachers and school staff, students and parent / carers.