

CODE OF CONDUCT - STUDENTS

Updated: 2020
Review: 2024

Our Lady of Mercy College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the College.

Our Code of Conduct – Students is a set of guidelines for behaviour which seeks to establish at Our Lady of Mercy College a harmonious environment in which students are able to grow and flourish, and which is conducive to the pursuit of excellence in all fields. As would be expected in a College whose motto is 'Embracing Life, Nurturing Faith and Inspiring Learning', consideration for members of the community is a prominent feature of our guiding principles.


All members of Our Lady of Mercy College's community will show their pride in belonging to this unique community by the generous manner in which they observe this Code, and by the manner in which they wear the uniform, the public sign of their membership of the community.

Conduct

Students are expected to 'work in partnership' with peers and staff to:

- Be respectful of themselves
- Be respectful of others
- Be respectful of the College and its Catholic ethos
- Demonstrate the Mercy values of compassion, courage, hospitality, justice and service

Behaviour in the classroom

- Students are to be on time and prepared for every class (pencil case with correct equipment, books and charged device)
 - Students are to enter class appropriately
 - Students and teachers are to greet each other; students are to use the teacher's title and name (eg. Good morning Mr Smith)
 - Students are to take their hats off when they enter class
 - Students are not to open devices until instructed to do so by their teacher
 - Students are only permitted to leave class with the permission of their teacher
 - The teacher must be allowed to teach, and fellow students must be able to concentrate and learn
 - Ideas are to be expressed appropriately, and the ideas of others are to be respected
 - Students are to take pride in their work and presentation
 - Classrooms are to be treated with pride, and kept clean and tidy
 - Food is not to be consumed in class and chewing gum is not permitted
 - Respect is to be shown for College property
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- At the end of class, students are to wait to be dismissed by their teacher and then leave in an orderly manner
 - If students are absent from classes for any reason, they are expected to access set work via SEQTA/OneNote

During breaks in the school day

- Students are to use appropriate areas for activities (eg oval for running, courts for ball games etc.)
- Students are to refrain from inappropriate body contact
- Rough play is not permitted because of physical danger and damage to clothing – if this occurs and damage is caused, in addition to consequences issued by the Heads of Year, the student who caused the damage will be required to replace the item
- Students are to be aware of the safety of others
- Students are expected to follow the direction of staff at all times
- The environment should be respected
- Respect to others and their groups and games is to be shown at all times
- Devices are not to be used during break times – these times are for socialising and eating
- Students are to respond to the bell quickly from break times and be punctual to classes
- Litter is to be placed in a bin

Leaving the College grounds

- Students must receive permission from a parent/guardian and be 'signed out' when leaving the school grounds and be 'signed in' by a parent/guardian when returning (the current Year 12 procedure will apply).

Relationships with others

- Any physical contact of an intimate nature is not permitted, as it is totally inappropriate at school or at school functions
- Any kind of bullying, harassment or denigration, verbal or physical or via social media, is strictly forbidden
- Swearing and inappropriate language is not permitted

Lockers

- Students can be in locker areas during the first five minutes of break times to access their food/drink
- No student should be in a locker area during a class time unless items are being collected
 - Items for Periods 1 and 2 are to be collected from lockers before Home Room
 - Items for Periods 3, 4 and 5 are to be collected from lockers at the end of recess
 - Items for Period 6 are to be collected from lockers at the end of lunch





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- Students are not permitted to return to their lockers during class time (with the exception of students returning from Physical Education/practical classes to collect devices and resources)
 - Food is not to be eaten in locker areas
 - There is to be no loitering in locker areas
 - Students may only access their own locker
 - Lockers are to be kept locked at all times with a College padlock, so that valuables are kept secure

Electronic use

- Students must read and adhere to the ICT Responsible Use Policy (located on the College website)
- Students are responsible for their actions when using ICT

Use of personal electronic devices

- The use of personal electronic devices is not permitted at the College between the hours of 8.25am and 3.00pm
- If parent contact is required, students must attend Student Services, not use personal devices

Use of earphones

- Earphones are able to be used in class as part of the education program, when directed by the teacher

Drugs, weapons and other dangerous devices

- The presence of illicit or illegal drugs or alcohol on the College premises is absolutely prohibited
- The taking of, being under the influence of or providing illicit or illegal drugs or alcohol either on the College premises or whilst engaged in any College activity is absolutely prohibited.
- The carrying or use of weapons or dangerous devices including flares, lasers and cigarette lighters is strictly forbidden


Pre-Apprenticeship in Schools (PAiS) and Workplace Learning (WPL)

The following College events are compulsory for PAiS and WPL students:

- Retreat
- Interhouse Cross Country
- Interhouse Athletics Carnival
- College Feast Day
- Year 12 Graduation events

Supporting positive behaviour

To encourage students to adhere to the Code of Conduct the following incentives are utilised:

- Recognition within Year Group (eg at Year Group meetings)
 - Recognition in front of the whole school (eg at College Assemblies)
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- Positive records on SEQTA (Direct Messages, affirmations, house points, Letters of Commendation)
- The Daily Notices
- Mercy Snapshots/Mercy Stories
- The College Facebook page

Academic concern

Where there is an academic concern:

- Parents/Guardians will be notified
- Parents/Guardians will have the opportunity to discuss progress at Education Conferences
- Marks/grades are visible on SEQTA

Pastoral Care

The Pastoral Care Team at the College use a student management framework when dealing with student behaviour. This is a levels-based framework that provides a guide when putting sanctions in place for negative behaviour.

- Level 1 – Low level behaviours (eg calling out in class)
- Level 2 – Medium level behaviours (eg repeated poor behaviour in class)
- Level 3 – Escalated behaviours (eg aggression towards others)
- Level 4 – Major incidents (eg truancy)
- Level 5 – Severe incidents (eg inappropriate social media comments)
- Level 6 – Critical incidents (eg drug use at the College)

Some of the sanctions for these levels of behaviour may include, but are not exclusive to:

- Level 1 – Phone call/communication to parents/guardians
- Level 2 – Lunchtime detention
- Level 3 – Withdrawal from class or after school detention (On Wednesdays from 3.05-4.00pm. This can only be issued by the relevant Head of Year)
- Level 4/5 – In school suspension
- Level 6 – External suspension

In accordance with applicable legislation and the College's Code of Conduct, the Police and/or Department for Child Protection and Family Support, will be informed of any unlawful breaches of this Code, where required and/or deemed appropriate.

