



UNIVERSITY
HIGH SCHOOL

Code of Conduct

Introduction

We believe that all members of our school community have the right to feel safe, welcome, and valued at our school. To do this, as members of this community we endeavour to act with fairness, kindness and tolerance.

The Principles of this Code of Conduct are based on the values and ethos of our School. All members of the school community work together towards realising these values in our practices. The school will support all students in achieving these aims.

The University High School Core Values

Curiosity: We are open to new ideas about the world and each other. We seek to learn, explore and understand.

Kindness: We treat each other and our world with respect, humanity and empathy.

Excellence: We uphold high standards, challenging ourselves to grow in all we do. We persevere and show resilience to be our best.

Connection: We know that we are stronger together. We work to ensure that all belong equally in our community.

Students who encounter challenges are encouraged to contact any of the following people for support:

- A trusted teacher
- Sub School Coordinator
- Head of Sub-School
- Student Wellbeing Team
- Assistant Principal
- Principal

SCHOOL PROFILE

Environmental Context

The University High School caters for approximately 1940 students, most of whom reside in the local area. Students who enrol at University High School live in the local school zone. Students in the Elizabeth Blackburn School of Sciences come from further afield. 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 all 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, ethnicity, 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. The school's policies are based on the Child Safe standards and can be accessed on our website.

STUDENT SAFETY and WELLBEING

What we believe:

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

What we are each responsible for:

All members of the school community are expected to behave with care and respect of others to ensure that the School can provide a safe learning environment.

The community of University High School will work together to negate the following 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, social network sites or instant messaging. It can also include bullying through mobile phone technologies. Examples include teasing, spreading rumours online, unwanted messages, defamation or posting of unwanted filming and photography.
- 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, unwelcomed pinching, patting, touching and embracing as well as physical intimidation.
- Behaviours which endanger others or school/individual property - either intentionally or unintentionally. Examples include riding scooters through busy areas, and water fights.
- Sexist and racist attitudes.
- Sexual 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.

Expectations and Follow-up:

- Students should report all concerning behaviours 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.
- All students involved in an incident, both inside and outside of school grounds, will be given support and guidance within Sub-Schools, and when appropriate, by the Student Wellbeing Team.
- All student learning, behaviour and wellbeing concerns will be responded to through a school-wide tiered response.
- Disciplinary actions might be taken including assigning an after school Session 7 or issuing a suspension where these deem to support restorative practice.
- 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"*.

FIRST AID PROCEDURES

In cases of illness, students in class will inform their teacher and be given permission to attend first aid. During recess and lunchtime, students may go directly to first aid.

If the first aid facilities are not attended, students are to report to the general office. The first aid officer will add a sickbay note on the student's Compass profile and contact the parents if needed. In the case of an accident or injury, the classroom teacher will direct the student to sick bay accompanied by another student. Alternatively, the teacher may send a student to sick bay to request that the first aid officer attend the student in the classroom.

Parents need to provide 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 DET Drug Education Policy and for reasons of personal health students are not to use, carry, accept, or provide others cigarettes or e-cigarettes, alcohol, or other drugs of addiction. This prohibition applies to the campus, all off-campus school organised activities, between students' homes and the School, and in the vicinity of the School.

Expectations

- The School's expectations will be clearly communicated to all students in their diaries, on Google Classroom, 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 or Coordinator for referral to appropriate support agencies

PERSONAL PROPERTY

What we believe :

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

What we are each responsible for:

- 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 their locker which is provided by the school. 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 expectations are reflected in school rules. The following are prohibited:

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

Expectation:

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

investigated.

- The school will implement appropriate sets of consequences to those who infringe on personal property. The school will ensure 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 padlock available for purchase from the General Office. Bicycles, scooters, skateboards and any other transportation device 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 or scooters to and from School. Students must be on foot and walking their bicycle, scooter, skateboard etc once on school grounds. 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 learning and scholastic excellence.

What we believe :

Students have the right to feel safe, respected and have a positive environment for learning.

What we are each responsible for:

Students are ready to learn and support fellow students to learn.

Expectations:

- Students are required to bring all necessary materials to class, including a charged device.
- Students are not to enter classrooms until instructed by the classroom teacher. Teachers will lock all classrooms at the end of each session.
- Students are expected to stay in the classroom during class time.
- To exit a classroom, a teacher must give permission and a chronicle entry must be completed by the teacher.
- Any student who is disengaged with learning or who interferes with the learning opportunities of others will be provided with a range of strategies to re-engage with learning.

If the student is still having difficulties in engaging with learning the teacher may use a further range of strategies:

- (a) move the student to another location within the classroom;
- (b) provide options to re-engage with learning;
- (c) discuss the matter with the student after class, at recess or lunch time;
- (d) provide catch up time at recess or lunch time;

If a student is still having difficulties they may be provided support by the teacher allowing them to go to the subschool or alternatively, the subschool coordinator may come to the classroom to provide support for the student. If no member of the Sub-School office is available, the teacher will send a message to any member of the Principal Class to come to the classroom to provide support for the student.

Highly disengaged students can only be exited from the classroom when the Sub School or a member of the Principal class has been contacted by the classroom teacher to support the student in de-escalating at another space.

Follow up and opportunity for further support

- Students exited from a classroom will require a meeting with the Sub-School
- Parents will be contacted with the possibility of a meeting to discuss ways to support the student.
- Students have to achieve a common understanding of the expected future attitude and behaviour. To assist the student may be supported by the use of:
 - (a) a Ready to Learn Plan 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.

SCHOOL BUILDINGS

What we believe:

All members of the school community have the right to learn in a school which is a safe and clean environment.

What we are each responsible for:

We all have a responsibility to make sure that our school is safe and clean.

Expectations:

- Each of the buildings of the School has two, three or four levels; there are many narrow flights of stairs. Therefore, it's important that students do not run in the buildings of the school.
- Students are not permitted to consume food (such as chewing gum) or drink within the School buildings with the exception of the canteen area.
- Students are expected to leave rooms in a clean state with the furniture carefully arranged.
- 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.
- Students need to seek permission from a teacher 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 discouraged from loitering in lockers areas other than their own.

SCHOOL GROUNDS

What we believe:

Our school community supports all students to be able to access and enjoy all areas of the school in safety.

What we each are responsible for:

All members of our school community have a responsibility to respect our school and to work together to keep our school free from litter. A clean school shows that we care for each other's learning environment.

Expectations:

So that all students are able to enjoy spaces, students are only to play games in designated outdoor spaces, and not inside, quiet spaces.

- Students are not permitted to go into the area behind the library, canteen, Sharman Hall or the pathway between GTAC and Royal Parade.
- 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.

Follow up & opportunity for further support :

- If students do not meet these expectations they may be restricted from using particular areas of the school for a specified period.
- A meeting will be arranged with students who continue to fail to meet our schools expectations to identify strategies to successfully change their behaviour.

STUDENT ENVIRONMENTAL DUTY

Our school values sustainability and community service as we believe that this builds happy and harmonious communities. We each have a role to play in this so our school operates a system of environmental duty. Three students are drawn from each Year 7 to 10 classes on a roster basis and have the opportunity to beautify and clean their school. Students will work inside the school building and in the school grounds.

ATTENDANCE POLICY**What we believe**

It is the shared responsibility of parents, carers ,guardians and students and the school to account for any student absences.

Expectations:

- All students are expected to attend all timetabled classes.
- The class roll of each class is marked electronically each lesson by the teacher.
- Parents and guardians are expected to provide a note and or medical certificate to account for student absences on Compass.
- Parents will be notified via SMS message if their child is absent before recess. The Sub-School staff will follow up unexplained absences.
- Any absence must be explained to the satisfaction of the school and be approved on Compass.

Follow Up & opportunity for further support :

- If students are having difficulty attending their classes they will be supported by their Coordinator, Head of Subscool, or the wellbeing team. An Attendance Improvement Plan might be developed with the student to identify strategies to reduce absences. Students who miss classes might be asked to complete missed learning activities after school.

PUNCTUALITY

What we believe:

Students have a right to an uninterrupted learning environment.

What we are each responsible for

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

Expectations:

It is expected that students arrive at school by 8.30am. Lessons commence at 8.40am. 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.

Follow up:

- 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 their Sub-School office by 8.30am for 3-5 days. Any further lateness will result in an after school Session 7 to complete missed learning opportunities and parents will be contacted. At VCE level, lateness contributes to overall attendance record.

DIGITAL DEVICES

What we believe:

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

What we are each responsible for

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.

Expectations

- The University High School is a one to one BYOD school where students are expected to bring a charged device to each class in order to engage in learning programs. This

device must be connected to the school's WIFI network.

- Students should be aware of and comply with the school's Acceptable Use Agreement (<https://www2.education.vic.gov.au/pal/cybersafety/policy>) and UHS DIGITAL LEARNING POLICY
- If the teacher thinks that any digital device is disengaging the student from learning, students will be asked to remove it or hand it over to the teacher.
- 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. When using school devices 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.
- Students who choose to bring mobile phones to school must have them switched off and securely stored during school hours (as per Department of Education policy).

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.

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 digital devices brought into the school for inappropriate material.

Follow up / opportunity/ further support

- If students require support with digital devices or access to the schools network they can visit subschool and our digital technicians at break time in the library.
- Students should be aware of the schools mobile phone policy and the expectations.

Follow up for breaches of the Mobile Phone, Computer and Network Policy may include:

- 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.

- To help students to separate themselves from their mobile phone they might be asked to hand their mobile phone to their sub-school in the morning
- Repeated use of mobile phone in class will lead to the mobile phone being confiscated and parents and carers will be asked to collect the phone

DRESS CODE

What we believe:

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 below.

What we are each responsible for:

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.

Expectations:

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 workplace and reflects a positive work environment.
- T-shirts or clothing that express 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.
- Students are not to wear hoodies whilst in class.

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. During Physical Education students are to follow the uniform policy stated below.

Expectations:

- 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.

Follow up/opportunity/further support

- The student may be given a warning and be asked to change or alter clothing. The student may be referred to a wellbeing coordinator.
- Where the issue is ongoing, the student may be given a Session 7.

PHYSICAL EDUCATION AND SPORT UNIFORM POLICY

What we believe:

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.

What we are each responsible for:

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.

Expectations:

- 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.

- 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.

Follow up/opportunity/further support

- Parent contact and Sub-School notified
- A restorative session may be implemented if students are repeatedly not following the uniform expectations.