

Box Hill Senior Secondary College

Student Code of Conduct (2025-2028)

Background:

The Student Code of Conduct has been developed to reflect the College's vision "to empower students to acquire, demonstrate, articulate and value knowledge and skills that will support them, as life-long learners, to participate in and contribute to the global world and practice the core values of the school: **respect, relationships, resilience and responsibility.**"

This code should be read in conjunction with the Department of Education and Training student code guidelines, our College rules and classroom expectations (inclusive of all sports training sessions and game or tournament based competitions), all industry or trade training courses and all camps, tours and related excursions or incursions. The Student Code of Conduct also aligns with all related College policies, including the following:

Attendance Policy

Bullying Prevention Policy

Child Safety and Wellbeing Policy

Child Safety Policy

Child Safety Code of Conduct

Child Safety Responding and Reporting Obligations Policy and Procedures

Duty of Care Policy

Inclusion Diversity Policy

Mobile Phone Policy

Statement Of Values and School Philosophy Policy

Student Wellbeing Engagement Policy

All of these policies can be found on the College website using the following link:

<https://www.bhssc.vic.edu.au/our-college/documents-policies-reports/>

Rationale:

The Student Code of Conduct aims to promote safe, supportive, respectful and harmonious environment where students, staff and parents cooperate to ensure the College's educational goals and student's academic and personal progress can be successfully met.

Rights

Our Students

It is recognised that:

- Students have a right to an education without interference or disruption from other students
- Students within our community have the right to be treated courtesy and understanding
- Students have the right to a safe, secure and clean learning environment, one that maintains positive relationships between all members of our school community
- Students have the right to feel that their property will be safe at all times (by utilising their school locker and securing this with their own padlock)
- Students have the right to work in a safe environment, where they are able to fully develop their abilities, interests and ambitions
- Students have the right to have a “voice” in their education, through pathways choices and curriculum activities
- Every student should be treated with consideration and respect

Our Families (Parents/Guardians/Carers)

It is recognised that:

- Parents have the right to expect that their children will be educated in a safe environment in which there is care, courtesy and respect for the rights of others
- Parents have an obligation to assist or support the College in its efforts to maintain a positive teaching and learning environment by supporting the College in its implementation of this Student Code of Conduct and related school-based policies and expectations (eg daily attendance, no mobile phone use)
- On enrolment, all parents, guardians and carers recognise their obligation to uphold and support the Student Code of Conduct

Our Staff

It is recognised that:

- All staff (teachers, administrative, classroom support, industry based trainers, sports coaches, tutors, canteen and cleaners) have the right to work in a respectful, safe, orderly and cooperative workplace.
- The Principal and all staff have an obligation to implement this Student Code of Conduct in a manner that is fair, logical and consistent

Please note (lockers):

- As school lockers remain the property of the College, they must be available for inspection at any time due to potential safety and O.H. & S. reasons

- In the interest of school safety (both staff and students), staff have the right to search a student's bag in the presence of the owner, if there are legitimate concerns

Expectations

We recognise that in order to benefit from the opportunities offered by Box Hill Senior Secondary College and to make positive and satisfactory learning progress, it is expected that all students will:

Show a positive attitude to personal excellence by:

- Striving for personal excellence and achievement
- Presenting and completing their work to an appropriate standard
- Strive to build understanding of their curriculum/classwork
- Consistently adhere to dress code expectations such as appropriate footwear (no thongs, slippers, slides or crocs) and wearing clothes appropriate for a workplace

Demonstrate preparedness for learning

- Attend school every day to maximise learning outcomes
- Be punctual to class
- Have all necessary equipment for each lesson
- Regularly check Compass and school email each day
- Show an appropriate level of commitment and effort in class, through respectful behaviour and listening to instructions or the contributions of others (staff, teachers & students)

Positive participation in learning

- Show interest in and demonstrate engagement in the learning and curriculum being examined – every lesson, every day and every week
- Listen to and follow all reasonable teacher instructions
- Complete set work in a timely manner
- Always be respectful when asking or answering questions, while also considering input from other class members

Responsibilities

All Box Hill Senior Secondary students are required to follow all College rules, expectations and policies including:

- Treating all staff and students with respect by following all reasonable instructions given by staff (the first time they are given)

- Not harassing, vilifying, threatening or verbally abusing staff or students. This will allow other students to learn and teachers/staff/coaches to work in an environment that is free from unnecessary disruptions
- Treating all staff and students with dignity and respect, regardless of their cultural background, religion, sexual preference or gender
- Not bringing any illegal/illicit or forbidden items to school such as
 - Alcohol
 - Cigarettes
 - Vapes/e-cigarettes
 - Illicit drugs
- Always providing a note from a parent/guardian or doctor, on return to school following an absence (This can also be provided directly to our Front Office Main Reception staff via phone as well)
- Attending school every day and being punctual (on-time) to all classes and activities. Note: This may mean getting up earlier or catching an earlier bus or train to ensure that you are at school before classes start at 9am.
- Always sign out through the Main Office Front Reception when leaving the school grounds at any time before 3pm
- Attending school-based detentions when given
- Always behaving in a respectful manner, mindful of behaviour and language when in class, in the corridors, on school grounds, and during external events, camps, tours or excursions. This also includes not damaging or removing school or another student's property to ensure that the school environment is safe and clean.
- Wear appropriate clothing to school and any related school event, excursion or function. **Note:** Students participating in the Sports Academy team practice sessions and related competitions must wear BHSSC Sports Academy clothing (including hoodies etc) when representing the school.

Unacceptable Behaviour (and associated consequences)

The following is considered unacceptable behaviour, whether it occurs in class, on school grounds, on the way to and from school, at school events, activities, sports days, camps, tours or excursions, which will be dealt with under the Student Code of Conduct. Please note: Serious behaviour issues that occur in public settings could also involve Victoria Police involvement.

- Fighting, bullying (including cyber bullying), intimidation, harassment or religious vilification
- Inappropriate physical contact
- Use of discriminatory or offensive language in person or through written or digital communication
- Smoking and/or vaping
- Consuming alcohol, unauthorised drugs or illegal substances on-site or related to any school activities or attendance, regardless of age

- Possession of alcohol, drugs, cigarettes, vapes, matches or lighters
- Possession of weapons or spray paint cans
- Vandalism to, or theft of property
- Inappropriate use of the College intranet, email systems, mobile phones or any electronic device
- Deliberately accessing, displaying, downloading or sending unacceptable or illegal material (eg: racist, sexist, violent, anti-social, obscene or pornographic)
- Discriminatory behaviour based on gender, religion, race, cultural background, socio-economic status, class or age
- Inappropriate behaviour that impacts on members of the public, in particular while travelling on public transport to and from school

Consequences

Box Hill Secondary College welcomes all students, staff, families, teachers, coaches, trade training instructors and wider members of the community to our school.

Behavioural expectations of students, staff and families are grounded in line with our College values. Student bullying behaviour will be responded to consistently, following our Bullying Prevention Policy and other related expectations and policies.

When a student acts in breach of the behavioural standards of our school community, Box Hill Senior Secondary College will institute a staged response, consistent with the Department's Student Engagement and Inclusion Guidelines. Where appropriate, parents will be informed about the inappropriate behaviour and the disciplinary action taken by the school.

Disciplinary measures may be used as part of a staged response to inappropriate behaviour in combination with other engagement and support strategies to ensure that the student is supported but that the school remains a safe and respectful environment for all students, staff and teachers. Disciplinary measures at Box Hill Senior Secondary College will be applied fairly and consistently. Students will always be provided with an opportunity to be heard.

Disciplinary measures that may be applied include:

- A warning from staff or the teacher, that the student behaviour is inappropriate
- The teacher can implement controlled consequences such as moving a students within the classroom or other reasonable and proportionate responses to misbehaviour (such as attending Recess or Lunchtime Yard Duty with the teacher to discuss the concerns, teacher based lunchtime detentions are no longer than 20 mins)
- Withdrawal of privileges (such as not being permitted to participate in extra-curricular activities)
- Referral to the Year Level Co-Ordinator, Sub-School Leader, Assistant Principal or Principal
- Restorative sessions or practices
- Detentions (lunchtime or after school)

- Behaviour Reviews
- Suspensions
- Expulsions

Sports Academy Behaviour Expectations

Students who participate in the Sports Academy program, which is non-compulsory and extra-curricular in nature should be aware that any poor behaviour resulting in disciplinary measures being used to address this, will result in the student's position within the Sports Academy program being reviewed.

If there are on-going classroom issues, or concerns with academic progress or bullying or other inappropriate behaviour occurring, the Year Level Leader or Sub-School Leader, will call for a Behaviour Conference with the student and his family, where they will discuss and evaluate further involvement in the Academy program. A behaviour support plan will be provided to ensure that the student's learning needs are catered for.

If there are any behavioural concerns within training or game based sessions (eg not following coach instructions) or a lack of attendance to all Academy sessions, without a written medical note or wellbeing related reason, that is known to the school, students may be withdrawn from the Academy program and a meeting will occur with the relevant Sub-School Leader or Principal class member to discuss the matters of concern.

If a student is suspended for any serious behavioural breaches, they will be withdrawn from the Academy for a period of four weeks and will not be allowed to compete for and represent the school in College competitions for the remainder of the Term in which the suspension occurred.

Participation in any Academy based camps, excursions, tours or guest coaching sessions is determined by a student's attendance, academic performance/progress and their behaviour. This is to ensure that our Academy programs and related standards are not compromised and that the learning, coaching and playing experience is a positive one for all involved.