

STUDENT CODE OF CONDUCT



Help for non-English speakers

If you need help to understand the information in this policy, please contact Braybrook College on 9312 2900 or braybrook.sc@education.vic.gov.au.

PURPOSE

To explain to students, parents/carers, staff and the college community our student rules and expectations as well as the consequences for not following these. Students breaking rules which say **should**, will receive a warning the first time, and more serious consequences such as detention and parent/carer contact after that. Students breaking rules which say **must**, will immediately receive either detention or suspension, and parent/carer contact.

Students may be detained at school until **3.15pm without notice** and until 3.40pm providing parents/carers are notified beforehand.

OVERALL BEHAVIOUR

- Students **must** obey all reasonable requests of staff
- Students **must never** physically or verbally abuse others
- Students **should** treat others with respect
- Students **should** respect the rights of others to learn
- Students **should** respect the property of other students
- Students **should** work to the best of their ability
- Students **should** bring correct equipment to all classes
- Students **should** work to the best of their ability.

ATTENDANCE AND PUNCTUALITY

- Students **should** be on time to all classes and only leave during class with a pass
- Students **should** assemble sensibly outside locked classrooms
- Students who are late to school **should** report to the Attendance Officer/Compass Kiosk, to collect a late pass
- Students who have to leave early **must** bring a signed note from home to their Year Level Coordination Team, and also sign out at the General Office
- Students absent from school **should** bring a signed note from home to their Year Level Coordination Team, immediately upon returning to school
- Students **should not** leave the college grounds without a pass from their Year Level Coordinator or Sub-School Leader (Year 11 & 12 students may leave at lunchtimes)

HEALTH AND SAFETY

- Students **must not** bully or harass others (read in conjunction with our Bullying and Harassment Prevention and Anti-Racism policies)
- Students **must not** act as a bystander when they see or know about unwanted, threatening, or inappropriate behaviour
- Students **must** not use cigarettes, (including e-cigarettes), alcohol, inhalants or illicit drugs
- Students **should** play ball games only in areas specified on the College map
- When crossing Ballarat Road students **must** use the overpass or traffic lights

PROPERTY AND SECURITY

- Students **must** be careful with college property. Damage must be paid for
- Students **must** take care of, and not damage school books and resources
- Students **must** not enter staff rooms and offices unless supervised
- Students **should not** have the following at school: liquid paper, medium felt pens; or chewing gum (inside)
- Students **should** place their rubbish in the bins provided
- Students **should** return borrowed library books or resources on time
- Students **should** keep their lockers tidy and must not damage them
- Students **must** dress in the required College uniform. (**NO** caps or sunglasses inside)
- Mobile phones must be switched off and stored in lockers from 8.50am, until the end of the school day (refer to Mobile Phones policy for further detail)
- Students must not wear headphones inside the buildings, unless for a classroom purpose with the teacher's permission.