



### 1. PURPOSE

The purpose of the Student Code of Behaviour and Discipline Policy is to outline the College's expectations for all students regarding the conduct expected of them while in the school community, when participating in College related activities or while representing MLC, to ensure the wellbeing of all students and staff in day-to-day school activities

### 2. SCOPE

This policy applies to all students Prep to Year 12.

### 3. POLICY STATEMENT

#### 3.1. Principles

The Student Code of Behaviour and Discipline Policy is based on the expectation that students, parents and staff work together in an environment of trust and mutual respect. Courtesy is to be shown to everyone in the community and at school. It should be displayed in the way students speak to each other and to staff, as well as behaviour inside and outside the classroom, including electronic communication. Courteous and thoughtful behaviour is expected in the community and in public at all times, together with honesty and respect for the rights and welfare of others. The College's values (Engage with Respect; Aspire with Responsibility; Act with Compassion; Explore with Courage) guide students' behaviour at MLC.

Wellbeing is the combined physical, social, emotional, cognitive and spiritual state of being, and includes being optimistic and engaging with life. It means having a sense of purpose, self-acceptance, resilience and positive relationships. Student wellbeing is integral to the learning process. This connection combined with the complexity and challenge of societal change means that student wellbeing continues to be an essential priority for MLC.

At MLC, the PROSPER wellbeing framework provides a road map for the evidence-based school and classroom practices that foster student wellbeing and student engagement in learning, and builds a safe and supportive learning community. The PROSPER acronym stands for **P**ositivity, **R**elationships, **O**utcomes, **S**trengths, **P**urpose, **E**ngagement, and **R**esilience. The term 'to prosper' means to thrive and succeed in a healthy way – to flourish – and reflects the purpose of this framework. It is an easy-to-remember and easy-to-communicate message that has the potential to inspire the whole school community. The more PROSPER components that a student can access at school, the better their education and the higher their level of wellbeing and achievement is likely to be (Dr Toni Noble, Adjunct Professor, Institute of Positive Psychology and Education, Australian Catholic University).



This policy is underpinned by the following principles:

- a) Students' best interests are always paramount.
- b) MLC takes a whole school, integrated approach.
- c) Consistency between school and home, mutual support, and a shared understanding of approach are important in achieving the best learning and wellbeing outcomes for students.

### 3.2. **Expected behaviour – Rights, responsibilities and rules**

There are clear standards and expectations regarding rights, responsibilities, behaviour and College rules, to ensure the wellbeing of all students and staff in day-to-day school activities.

As members of the MLC community, it is expected that students will:

- Respect one another, the staff and the environment;
- Show thoughtfulness and sensitivity to the needs and feelings of others;
- Be courteous and honest at all times;
- Affirm each other;
- Take pride in their school;
- Be well groomed and be punctual;
- Obey the public transport regulations when travelling to and from school, and behave in a sensible manner, showing consideration for other travellers;
- Accept responsibility for the care of their environment and contribute to keeping College buildings and grounds as clean and attractive as possible;
- Learn to take responsibility for the consequences of their actions.

Unacceptable behaviour is that which:

- Is dangerous to the student, other students, staff or property
- Is offensive or inconsiderate

- Interferes with the rights of teachers to teach and students to learn
- Breaches the expectations set out in this policy.

Students at MLC have agreed that they are entitled to the following rights:

***We all have the right to be happy, to feel safe, to be treated with respect and to learn***

Students understand that, to enjoy these rights, they have responsibilities towards other members of the school community. Parents and staff are expected to encourage and support the development of acceptable behaviours within the school environment.

## **4. PROCEDURES**

### **4.1. Reporting inappropriate student behaviour**

It is the responsibility of all students, teachers and parents within the school community to report incidents of inappropriate behaviour.

- Students** are encouraged to report any inappropriate behaviour to any person in authority, or a teacher with whom the student feels confident or comfortable.
- Teachers** are expected to communicate concerns to relevant wellbeing staff who will determine a course of action, outcomes and communications, in accordance with the College's Student Code of Behaviour.
- Parents** should notify their daughter's Class, Home Group or Tutor Group teacher or relevant subject teacher of any incidents which they feel can be construed as inappropriate behaviour and which should be addressed by the school. Parents are encouraged to:
  - Ensure that the student is aware of your proposed action to notify the school.
  - Present the problem to the teacher in order to work out a solution or course of action.
  - Discuss the action proposed by the teacher and if any involvement of parents is necessary.
  - Arrange for a further meeting, if necessary, to assess what has occurred.

### **4.2. Additional Student Responsibilities**

#### **4.2.1. Standards of appearance**

As members of the MLC community, students must wear the official MLC uniform and be neat and well-groomed. The MLC Star is worn at all times. Jewellery is not permitted, with the exception of a wrist watch and one pair only of either earring studs or plain sleepers. No facial studs, sleepers or visible tattoos are allowed, hair must be tied back and hair colour must be appropriate. Students are not permitted to wear make-up or nail polish. Only badges relating to MLC activities may be worn.

#### **4.2.2. Dress requirements for Excursions and Casual Clothes days**

When students are given permission to wear casual clothes on excursions or casual clothes days, they must be dressed neatly and appropriately. Clothing such as singlet or midriff tops and thongs are not appropriate. Students who dress in these types of garments may be excluded from school activities.

#### **4.2.3. Classwork and Homework**

The College aims to encourage and develop each student to her potential. Students are expected to try their best and adhere to the expected standards regarding classwork and homework. Serious misdemeanours, e.g. cheating or forging notes, will be dealt with by the relevant staff member. For students studying a VCE or IB subject, issues regarding the authentication of work and examination rules and regulations are outlined by the VCAA and IBO. These expectations must be followed and the consequences are beyond the control of MLC. Details are outlined in the Senior School Student Handbook.

Where students are not meeting classroom or homework expectations, in considering an appropriate course of action, the teacher may consult relevant staff. Students are also encouraged to approach their teacher to seek assistance where necessary.

#### **4.2.4. Smoking, Vaping, Alcohol and Misuse of other Drugs**

MLC does not permit students whilst in the College environment to possess, consume, supply or be under the influence of cigarettes, nicotine, alcohol or drugs prohibited under relevant legislation. Students who are in breach of this policy will be liable to a range of serious consequences, depending on the circumstances and parents will be contacted. Refer to the MLC's *Student Drug Education, Health and Wellbeing Policy*.

#### **4.2.5. Using Mobile Phones**

- Mobile phones brought to school are your responsibility.
- Mobile phones should be turned off, or on silent, and put away during class, Assemblies and other school events. NB: For JSS students this applies at all times during the school day.
- Mobile phones can only be used in class with the permission of the teacher.
- Permission for the use of a mobile phone in class might be expressly given by the teacher for a clear learning purpose.
- Such learning purposes might include, but are not limited to, the use of a curriculum-based phone app (such as Smiling Mind), taking photographs of notes or video for fieldwork or other purposes, or searching the internet when a laptop is not practical or available.
- Only give out your mobile number to people you know and trust.
- Don't reply to messages from people you don't know, including companies, which sometimes send SMS SPAM which can cost you money.
- All guidelines in the Agreement for Student Use of Technology at MLC Kew, MLC Marshmead and MLC Banksia regarding online behaviour also apply to the use of mobile phones. Follow the online behaviour guidelines for treating people with respect when using mobile phones and SMS.
- Mobile phones are forbidden to be taken into any exam. Serious penalties apply.
- Students are not to take mobile phones to either MLC Banksia or MLC Marshmead unless permission has been given by the relevant Head of School or Director of Education Outdoors. This is further communicated to students and parents at the relevant time.

#### **4.3. Consequences for Breaches of the Student Code of Behaviour**

It is important that students understand that there are consequences for inappropriate behaviour. Disciplinary procedures are used to help students reflect on those aspects of their behaviour which prevent them from making the most of the learning opportunities at MLC.

##### **4.3.1. The Positive Behaviour Reminder (PBR) – Junior Secondary School, Middle School & Senior School**

The PBR is designed to help students reflect on those aspects of their behaviour which prevent them, or their peers, from making the most of the learning opportunities at MLC. It is designed to encourage students to behave appropriately, respect school rules and show courtesy and respect for each other and the staff of the College.

PBRs are given by staff for such issues as lack of courtesy, incorrect uniform, lateness to class or missing classes without permission. Students, parents and guardians will receive an email advising when PBRs have been issued. The Home Group or Tutor Group Teacher, Student or House Coordinator and the Head of School will also receive a notification of any PBRs issued.

Five (5) PBRs incur a two-hour Friday detention. A Friday detention will consist of one hour litter collection, and one hour of school work in a silent environment. At this point, the Student/House Coordinator will interview the student and a letter will be sent home to parents/student. If a second Friday detention is incurred, the Deputy Head of School will interview the student concerned and a

letter will be sent home to parents/guardians. Any further infringements against the Student Code of Behaviour will result in an interview with the Head of School and may lead to an interview with the Principal.

The student and parents will be informed that a third Friday detention will result in an interview with the Principal.

All PBRs are issued with a conversation between the issuing teacher and the student. Home Group teachers / Tutor Group teachers will monitor PBRs and discuss with the students, as appropriate.

#### **Designated PBRs:**

- |   |            |
|---|------------|
| • Uniform reminder (JSS)                  | 1 PBR      |
| • Uniform infringements (MS, SS)          | 1 PBR      |
| • Repeated lateness to class or Roll Call | 1 - 3 PBRs |
| • Late to roll call (x5) (JSS and MS)     | 3 PBRs     |
| • Inappropriate behaviour                 | 1 - 5 PBRs |
| • Unexplained absences **                 | 3 - 5 PBRs |
| • Missing school without permission       | 5 PBRs     |

*\*\* Note that PBRs do not replace the absence policy and the prescribed follow-up by classroom teachers.*

#### **4.3.2. Suspension**

This may follow a serious offence or persistent disregard of College expectations. This decision is taken by the Head of School, in consultation with the Principal.

Note that it is a requirement of the Victorian Registration and Qualifications Authority (VRQA) that corporal punishment is not permitted.

## 5. STUDENT WELLBEING – KEY STAFF

|                                      |  |
|--------------------------------------|--|
| <b>PRINCIPAL</b>                     |  |
| <b>SENIOR VICE PRINCIPAL</b>         |  |
| <b>VICE PRINCIPAL</b>                |  |
| <b>DIRECTOR OF STUDENT WELLBEING</b> |  |
| <b>SENIOR SCHOOL</b>                 | Head of Senior School<br>Deputy Head of Senior School<br>House Coordinators (Berry, Cato, Fitchett, Krome, Neville)  |
| <b>MIDDLE SCHOOL</b>                 | Head of Middle School<br>Deputy Head of Middle School<br>Director of MLC Marshmead<br>Year 9 Student Coordinators<br>Year 10 Student Coordinators  |
| <b>JUNIOR SECONDARY SCHOOL</b>       | Head of Junior Secondary School<br>Deputy Head of Junior Secondary School<br>Year 7 Student Coordinators<br>Year 8 Student Coordinators  |
| <b>JUNIOR SCHOOL and MLC KINDLE</b>  | Head of Junior School<br>Deputy Head of Junior School<br>Director of MLC Kindle<br>Junior School Curriculum Coordinators (Prep-Y2; Y3-Y4; Y5-Y6)   |
| <b>BOARDING (Tiddeman House)</b>     | Head of Boarding<br>Deputy Head of Boarding<br>Boarding House Tutors (Y7 – Y9; Y10, Y11, Y12)  |
| <b>INDIGENOUS STUDENTS</b>           | Coordinator – Indigenous Programs  |
| <b>INTERNATIONAL STUDENTS</b>        | Coordinator – International Students   |
| <b>LEARNING SUPPORT STAFF</b>        | Director of Learning Support<br>Learning Support Teachers: <ul style="list-style-type: none"> <li>- Senior School</li> <li>- Middle School</li> <li>- Junior Secondary School</li> <li>- Junior School</li> <li>- Hearing Impaired Program</li> <li>- Compass Program</li> <li>- English as an Additional Language Program</li> <li>- Student Support Program</li> </ul> |
| <b>STUDENT COUNSELLORS</b>           | Coordinator of Student Counselling<br>Student Counsellors  |
| <b>CHAPLAINS</b>                     | Chaplain – JS and JSS<br>Chaplain – MS and SS  |
| <b>SECURITY</b>                      | Director of Security, DISPLAN and Transport<br>Security Officers   |
| <b>HEALTH CENTRE</b>                 | College Nurse and Health Centre Coordinator (Full time)<br>College Nurses (Part time)  |

## 6. RELATED POLICIES

- Positive Relationships at MLC – Student Anti-Bullying Policy and Procedures
- Agreement for Student Use of Technology at MLC Kew, MLC Marshmead and MLC Banksia
- Drug Education, Health and Wellbeing Policy
- Student Wellbeing Policy

## 7. GOVERNANCE

| DOCUMENT DETAILS            |   |  |
|-----------------------------|---|--|
| <b>Title:</b>               | Student Code of Discipline and Behaviour Policy – CURRENTLY UNDER REVIEW [2021] |  |
| <b>Policy Approver:</b>     | Vice Principal  |  |
| <b>Policy Owner:</b>        | Director of Student Wellbeing   |  |
| <b>Date Created:</b>        | April 2006  |  |
| <b>Review Timeline:</b>     | Annual  |  |
| <b>Date of next review:</b> | September 2022  |  |

  

| VERSION CONTROL |          |  |
|-----------------|----------|--|
| Version         | Date     | Description  |
| V1              | Apr 2006 | Policy created   |
| V2              | Feb 2011 | Minor updates  |
| V3              | Nov 2012 | Minor updates  |
| V4              | Apr 2013 | Minor updates  |
| V5              | Dec 2018 | Minor updates to bring policy in line with changes to related College policies (Positive Relationships at MLC – Student Anti-Bullying Policy and Procedures; Student Drug Education, Health and Wellbeing Policy). |
| V6              | Sep 2021 | Policy format updated to comply with new College policy template. This policy is currently undergoing a major review.  |

  

| AUDIENCE      | PUBLICATION LOCATION             |
|---------------|----------------------------------|
| All MLC staff | MLC Staff Hub > Document Central |
| Students      | MLC Student Hub                  |