



# Code of Conduct – Secondary

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*Educating for eternity and equipping for life in an atmosphere of love, respect, peace & discipline which will encourage students to achieve their full potential for God.*

## Introduction

Every community member needs to work to make Whitsunday Christian College a fair, safe, and pleasant place to teach, learn and work. Everyone needs to contribute positively to our learning community. This includes caring for and protecting our people, property, and reputation.

This Code of Conduct outlines the standards of behaviour expected of students. It does not provide a detailed and exhaustive list of what to do in every situation. Instead, it sets out general expectations of the standards of behaviour required. This Code of Conduct places an obligation on students to take responsibility for their conduct and to work with other College community members cooperatively to achieve a fair and safe learning environment free of disruption where people are happy and proud to attend.

You must:

- conduct yourself in a manner that upholds the ethos and good reputation of the College and its community members,
- protect the right of teachers to teach and students to learn in a fair and safe environment free from disruption,
- comply with the College’s policies and procedures, and the Australian and Queensland laws,
- act ethically and responsibly, working hard to develop self-discipline, respect, and care, and
- be accountable for your actions and decisions.

Nothing in this Code of Conduct should be taken to limit the circumstances where the College may take disciplinary action in respect of a student. The College reserves the right at its sole discretion to vary or cancel this Code of Conduct at any time. The College understands it is best practice to communicate updated documentation to students through the regular methods.

## What happens if I breach the Code of Conduct?

The consequences of inappropriate behaviour and breaches of this Code of Conduct will depend on the nature of the breach. Students should report serious breaches by peers to staff members to protect everyone.

Factors the College may consider when deciding what action to take may include:

- the seriousness of the breach,
- the likelihood of the breach occurring again,
- whether the student has committed the breach more than once or has a history of negative behaviour, and
- the risk the breach poses to students, staff, or any others.

Actions that may be taken by the College in respect of a breach of the Code of Conduct include:

- remedial action,
- training,
- disciplinary action (consequences) ranging from a warning to the termination of enrolment, and/or
- the right to determine in its entirety the response to any breach of this Code of Conduct.

## The Code of Conduct: Respectful, Responsible, Resilient, Resourceful

### Respectful

*“Submit yourselves for the Lord’s sake to every human authority: whether to the emperor, as the supreme authority, or to governors, who are sent by him to punish those who do wrong and to commend those who do right. For it is God’s will that by doing good you should silence the ignorant talk of foolish people. Live as free people, but do not use your freedom as a cover-up for evil; live as God’s slaves. Show proper respect to everyone, love the family of believers, fear God, honour the emperor.” 1 Peter 2:13-17.*

Everyone within our learning community has the responsibility to respect:

- the authority staff members have in carrying out their roles,
- the right of staff members to carry out their roles without disruption,
- the right of other students to learn without disruption,
- the right of others to be physically and emotionally safe,
- the right of others to be respected and to be treated with dignity,
- the right of others to have their property cared for, and
- the effort of families and others (including volunteers) to enable students to have the learning opportunities that exist at Whitsunday Christian College.

1. Treat others with respect	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• solve problems by useful words, not by physical means or negative words,</li> <li>• seek a teacher to assist with a problem if you are unable to solve it, and</li> <li>• use manners when interacting with members of the school community and the outside school community.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• use profane or aggressive language,</li> <li>• use derogatory or malicious language,</li> <li>• use physical violence or force against others, or</li> <li>• belittle, speak ill-of or bully individuals (including on social media platforms).</li> </ul>
2. Respect Staff Members	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• courteously follow instructions given by staff members,</li> <li>• raise hand in class to speak,</li> <li>• save non-work talk for break times,</li> <li>• respectfully honour the College leadership and their decisions,</li> <li>• relationally speak with staff members and other community members with sensitivity and respect, and comply with published processes to raise concerns, and</li> <li>• on buses, respect the rules of the Bus driver that are aligned to the "Safe Travel of School Students" policy from the Department of Transport and Main Roads.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• speak ill of a staff member,</li> <li>• speak over a teacher in class, or</li> <li>• make false accusations regarding staff members, such as labelling staff as 'racist' or a 'bully'.</li> </ul>
3. Enter into respectful relationships following the <a href="#">Peer Relationship</a> statement	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• keep open, supportive, and respectful friendships with your peers,</li> <li>• respect personal space, and</li> <li>• conduct yourself in friendships and relationships so as not to be obvious and exclusive both at school and while representing the school (including travelling to and from school).</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• be involved in intimate situations such as kissing, inappropriate hugging, or hand holding while in uniform or at College organised events, or</li> <li>• be signed in or out of College by out-of-school boyfriends or girlfriends, or arrange to be met by them or taken home directly from school by them.</li> </ul>
4. Respect College property and the property of others	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• use all provided equipment in a responsible and safe manner,</li> <li>• care for your laptop and report any damages immediately, and</li> <li>• be responsible for the costs of repair for any willful damage caused to the property of the College, including loaned laptops, or of an individual at the College.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• willfully damage the property of the College or other community members, or</li> <li>• chew gum on College property.</li> </ul>

5. Support at all times the Christian faith basis as well as <a href="#">vision, mission, ethos and values</a> of the College	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>attend and participate in Chapel, and</li> <li>participate in classes with Christian religious education.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>promote another religion/faith/worldview at the College different to that of the College.</li> </ul>
6. Make decisions which uphold the good reputation of the College and its community members	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>protect the dignity of all members of the College, recognising that each person has been created <i>Imago Dei</i> (in the image of God), and</li> <li>maintain confidentiality and privacy of information that does not involve you personally.</li> <li>Report potential harm of community members to staff to promote a safe environment for everyone.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>commence any social media “page” or “group” which uses the College name or any part of the College name or implies association with the College,</li> <li>‘follow’ or ‘like’ any page that has been created for the purpose outlined above, or</li> <li>be involved in gossip, be a false witness or bully another member of the College community (including cyber-bullying).</li> </ul>

## Responsible

*“But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law.” Galatians 5.22-23.*

Each of us needs to take responsibility for our own behaviour. Teachers are responsible for ensuring that students are engaged in quality learning, and students are responsible for their engagement and attitude to that learning. There should be a mutual atmosphere of love, respect, peace, and discipline.

We are responsible for our behaviour, both in word and action, everywhere at Whitsundays: in our classes, on the bus, in the playground. We do not blame other people or other things for making us behave the way we do. Every day we must make choices on how we deal with situations. We need to learn to regulate our emotions and demonstrate self-control by acting in an appropriate way. We always own our behaviour.

1. Adhere to the Assessment Policy which includes:	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>attend all assigned exams following exam conditions,</li> <li>submit assignments on time,</li> <li>avoid plagiarism, and</li> <li>in exams, follow the supervisors’ instructions regarding seating, equipment and exam conditions.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>plagiarise work,</li> <li>provide assistance to another student that compromises the integrity of the assessment task,</li> <li>request an extension if you find yourself in a circumstance that prevents you from completing assessment,</li> <li>fail to submit an assessment on time, or</li> <li>cause any distraction to other students during an examination.</li> </ul>
2. Ensure you are compliant with the <a href="#">Uniform Requirements Policy</a> .	

<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• be in the full correct uniform when you leave home at the beginning of the day until you arrive home at the end of the day,</li> <li>• arrive and depart from school each day with your Whitsunday Christian College uniform-approved school bag,</li> <li>• wear the correct hat at all times, except when in the classroom or other indoor spaces, and</li> <li>• bring and change into specialised clothing and/or shoes for a specific activity or event, such as dance, football, a Hospitality event or Arts Academy. At the conclusion of the activity, change back in to correct school uniform.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• wear the uniform incorrectly, or</li> <li>• wear non-uniform items.</li> </ul>
<p>3. Follow Protective Practices and personal safety advice from the College</p>	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• act in a safe manner on and off campus, and</li> <li>• use bathrooms for the purpose they are intended.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• bring disrepute on the College by attending parties/gatherings where young people are putting themselves at risk (including binge drinking or using illicit drugs)</li> <li>• engage in acts of a sexual nature (e.g. sexting, viewing or sharing pornography, sexual relationships),</li> <li>• live with a person that you are in a romantic relationship with,</li> <li>• act in a way that damages the reputation of the College or undertake any illegal acts, or</li> <li>• gather in bathrooms.</li> </ul>
<p>4. Follow the <a href="#">Drug Statement</a></p>	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• be aware that possession, use and sale of drugs, and possession of implements related to drug use, is illegal and, in most cases, the police will be called if a student is found in possession of or using an illicit substance at the College.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• use alcohol, drugs or smoking apparatus such as cigarettes or vapes on College property or at College functions and activities,</li> <li>• bring alcohol, drugs or smoking apparatus such as cigarettes or vapes to the College, or</li> <li>• participate in any illegal acts (in or outside of the College), bringing disrepute on the College.</li> </ul>
<p>5. Remain in supervised zones of the College</p>	

<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• remain on campus until the end of the school day unless you have an excursion or event to attend or are signed out by your parent/carer,</li> <li>• attend timetabled classes,</li> <li>• remain in areas of supervision at break times, and</li> <li>• remain in sight of a teacher during class time or ask a teacher’s permission to leave the classroom.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• leave class without permission, or</li> <li>• be in an out-of-supervised zone.</li> </ul>
<p>6. Adhere to <a href="#">Technology Use - Statement</a></p>	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• store phones (and other similar devices) in your locker from arrival to departure unless being used under staff supervision, and</li> <li>• only use headphones (including wireless headphones or air pods) with the school-supplied laptop and under teacher supervision.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• access or use social media apps or platforms while at school or at school activities, unless it is directed by the teacher for educational use,</li> <li>• not take photos or other digital recordings of students and staff,</li> <li>• take phones into bathrooms, or</li> <li>• walk around with headphones in/on.</li> </ul>

## Resilient

*“Consider it pure joy, my brothers and sisters, whenever you face trials of many kinds, because you know that the testing of your faith produces perseverance. Let perseverance finish its work so that you may be mature and complete, not lacking anything.” James 1.2-3.*

Our vision is to see our student develop discipline, temperance, forbearance, patience and perseverance. We are committed to providing compassion and justice towards others especially those who are marginalised. Bullying is not tolerated at Colleges operated by CCM. This means harassment and bullying are unacceptable behaviours within our learning community.

<p>1. Follow the <a href="#">Anti-Bullying Policy</a></p>	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• treat people with dignity and respect as every person has a right to feel safe and a right to enjoy learning, free from intimidation,</li> <li>• support each other by reporting all instances of bullying as a recognition that bullying is too important not to report,</li> <li>• actively support students you know are being bullied, and</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• push, shove, punch, kick, poke, trip people up, use threatening gestures or invasions of personal space,</li> <li>• name call, use offensive language, put people down, pick on a person because of their race, gender, religious creed, physical appearance or academic ability, even in jest,</li> <li>• repeatedly exclude or isolate, use threats or implied threats, intimidate, use offensive notes or material, manipulate or use threats to an individual’s reputation and sense of safety, or</li> </ul>

<ul style="list-style-type: none"> <li>refuse to become involved in bullying, including as a bystander.</li> </ul>	<ul style="list-style-type: none"> <li>use electronic communication (chat rooms, web sites, social networking sites, text messaging, etc.) to communicate in a bullying way, either in or out of school hours.</li> </ul>
<b>2. Share information to staff that upholds truthfulness</b>	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>immediately report any accident or damage to yourself, others or property to the appropriate person,</li> <li>speak the truth in love,</li> <li>stand up for the truth and promote fairness, and</li> <li>provide truthful statements when asked by a teacher or staff member.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>provide a dishonest account of a situation,</li> <li>stay silent if you see something that contravenes the College’s policies or expectations, or</li> <li>act victimised or marginalised when this is not a reality.</li> </ul>

## Resourceful

*“For through the grace given to me I say to every man among you not to think more highly of himself than he ought to think; but to think so as to have sound judgment, as God has allotted to each a measure of faith. For just as we have many members in one body and all the members do not have the same function, so we, who are many, are one body in Christ, and individually members one of another. And since we have gifts that differ according to the grace given to us, let each exercise them accordingly: if prophecy, according to the proportion of his faith; if service, in his serving; or he who teaches, in his teaching; or he who exhorts, in his exhortation; he who gives, with liberality; he who leads, with diligence; he who shows mercy, with cheerfulness.” Romans 12.3-8.*

At Whitsunday Christian College, we believe that each person has been created by God with a purpose, to reveal His glory. As such, each student should be ready to develop the gifts and talents that they have been given, and to engage in their learning because they want to improve and grow.

<b>1. Follow the <a href="#">Student Attendance and Leaving Early Policy</a></b>	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>attend school on time each day, dressed in the correct uniform and with all the required equipment,</li> <li>obtain College and parental authorisation if you need to leave school before the end of the school day,</li> <li>provide any supporting documentation as requested by the College to verify or explain the reason for an absence, e.g. medical certificate, and</li> <li>be on time for class.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>be late to class, or</li> <li>be absent from school without an approved reason.</li> </ul>

2. Ensure you are prepared for school everyday	
<p><i>This means you will:</i></p> <ul style="list-style-type: none"> <li>• charge your laptop to 100% before arriving at school every day,</li> <li>• obtain and manage educational resources required for the school year (see the Secondary Booklist),</li> <li>• ensure homework is completed on time and to the best of your ability,</li> <li>• bring to school a healthy lunch or plan to purchase from the tuckshop menu,</li> <li>• keep informed on matters published on the Student Portal,</li> <li>• check emails daily, and</li> <li>• check for timetable changes on Edumate or using the Student Noticeboards.</li> </ul>	<p><i>This means you will <u>not</u>:</i></p> <ul style="list-style-type: none"> <li>• be unprepared for class,</li> <li>• bring energy drinks on Campus, or</li> <li>• order food from an outside provider to be delivered to the College, except through the College tuckshop.</li> </ul>

## SECONDARY WARNING SYSTEM

Staff are obligated to deal with disruption and other behaviour that destroys a fair and safe teaching and learning environment. Staff use warning levels to help students to discipline (control, self-regulate) themselves to act appropriately. Depending on the disruption or other behaviour of a student, the teacher may need to give a higher level of warning without first issuing earlier warnings.

### Teacher to Student

<b>LEVEL 0</b>	<p><b>Reminders</b></p> <p>Teacher/staff reminds, redirects and encourages students to settle and engage.</p>
<b>LEVEL 1</b>	<p><b>Formal Warning</b></p> <p>Teacher directly warns individual students to stop behaviour and focus on work.</p>
<b>LEVEL 2</b>	<p><b>Intervention</b></p> <p>Teacher provides warning to individual students to stop behaviour and directs students to an alternative working location within the classroom.</p>
<b>LEVEL 3</b>	<p><b>Exit for Repair – Removal &amp; Reflection</b></p> <p>Students are directed to leave the classroom and move to a neighbouring classroom to undertake their work because of ongoing disruptive or other behaviour issues or a breach of the Student Code of Conduct that needs immediate repair. Students will be given an opportunity to seek permission from their teachers to return to class when they display a desire to:</p> <ul style="list-style-type: none"> <li>• work through their behaviour issues via the satisfactory completion of a repair plan,</li> </ul>

	and; once again conduct themselves in a <b>responsible</b> manner to protect the right of teachers to teach and students to learn in a <b>fair</b> and <b>safe</b> environment <b>free from disruption</b> .
<b>LEVEL 4</b>	<p><b>Action Plan Meeting</b></p> <ul style="list-style-type: none"> <li>Continuation of non-compliant behaviour will result in classroom removal, triggering an action plan meeting with parents, teacher and Assistant Principal Secondary. Development of Action Plan in relation to Student Code of Conduct.</li> </ul>
<b>LEVEL 5</b>	<p><b>Internal Suspension</b></p> <ul style="list-style-type: none"> <li>Continuation of non-compliant behaviour and an unwillingness to enact and fulfill agreed action plan responsibilities will result in an internal suspension.</li> <li>Students who are given an immediate Level 5 for a major breach of the Student Code of Conduct or have been given a second Level 3 warning in one day must work under supervision away from their peers for the remainder of the day. Part-day internal suspension.</li> </ul>
<b>LEVEL 6</b>	<p><b>External Suspension</b></p> <p>Students are sent home if unwilling to cooperate at any point or their behaviour has been a serious breach of the Student Code of Conduct of Behaviour. Students will remain at home until staff have time to work with students to determine if students are able to return with the ability and commitment to conduct themselves in a responsible manner to protect the right of teachers to teach and students to learn in a fair and safe environment free from disruption.</p> <p><b>Enrolment Review</b></p> <p>Continuation of non-compliance and an unwillingness to support College expectations, including the Christian ethos and Student Code of Conduct will result in an enrolment review with parents and Principal.</p>

## Student to Student

<b>LEVEL 0</b>	<p><b>Remind/Redirect</b></p> <p>Student solves issues without teacher intervention</p>
<b>LEVEL 1</b>	<p><b>Formal Warning</b></p> <p>Teacher intervention - Teacher discussion with student about inappropriate treatment and interactions. Student to acknowledge and take responsibility for their damaging actions and verbally apologise to other student.</p>
<b>LEVEL 2</b>	<p><b>Intervention</b></p> <p>Teacher documents repeated behaviour. Teacher and Home Class teacher to determine whether it is bullying behaviour. <a href="#">Anti-bullying Policy</a> and process to be implemented. Home Class teacher to discuss with student. Parents engaged on both sides. Interventions/guidance given to prevent further issues.</p>

LEVEL 3	<p><b>Exit for Repair - Removal &amp; Reflection</b></p> <p>Student removed and placed on “Reflection Time”. Restorative meeting with Home Class teacher and student affected. Parents engaged.</p>
LEVEL 4	<p><b>Action Plan Meeting</b></p> <p>Continuation of behavior - Action Plan Meeting with parents, Home Class teacher and Assistant Principal.</p>
LEVEL 5	<p><b>Internal School Suspension</b></p> <p>Continuation of behaviour</p>
LEVEL 6	<p><b>External Suspension &amp; Enrolment Review</b></p> <p>Students are sent home if unwilling to cooperate at any point or their behaviour has been a serious breach of the Student Code of Conduct of Behaviour. Students will remain at home until staff have time to work with students to determine if students are able to return with the ability and commitment to conduct themselves in a responsible manner to protect the right of students to learn in a fair and safe environment free from bullying and harassment.</p>

*Please note: Blatant bullying, including aggressive, physical or sexual behaviour towards another student or staff member will result in immediate higher levels of intervention.*

## Student Appeal

Students must follow staff directions in this system even when they disagree. Students have the right to provide their side of an incident and seek a review of decisions in a manner that respects others. For example, meeting with teachers after class to work through what happened or writing a statement in the library. Students have the ability to use the formal Suggestions, concerns and complaints process of the College when necessary.

## Consequences

It is the reality of life that consequences result from the choices we make. Whether it is right and wrong behaviour or wise and foolish behaviour, consequences result. Wrong behaviour (including foolish) usually has bad outcomes (eg injury) for someone. The College uses consequences to help children learn to act according to the agreed rules. This protects not only the child, but also other community members and maintains learning as the central purpose of the College.

We may search lockers, bags and property of the student (including any electronic device) where it is reasonable for us to do so or as part of a general or random search of a place where we conduct activities. We may confiscate forbidden or dangerous property.