



College Code of Conduct

As a community at Santa Maria College we work to create an environment where all students feel connected and can flourish in their learning, wellbeing and faith. Three guiding principles support this vision for all students:

Principle 1: Live out respectful relationships with: staff, students and parents

Principle 2: Create and nurture the optimal learning environment so that every student can flourish

Principle 3: Skill and empower all to maximise living and enhance learning within our Catholic community

These principles are the foundation for all of our procedures and practices within our *Three Villages, One Community* model. Students will be named and known. The wellbeing of each student is pivotal to their learning journey within our dynamic world of the 21st century, nestled within a Christian community that actively embraces and promotes Gospel values. As such, staff will respond when students behave in a way that compromises these principles for themselves or other community members within a restorative practices framework. To support clarity, inappropriate behaviours are graded based on the impact these behaviours have on the individual, others and the environment.

A Level 1 behaviour has a small but not insignificant impact on the student and others. It takes away from the growth of community. *Students who engage in behaviour of a LEVEL 1 nature will be involved in conversation with teaching staff to restore damaged relationships and devise fair and reasonable consequences. People involved in Level 1 infringement - student, teaching staff, Village Leader (notified)*

A Level 2 behaviour has a moderate impact on the student and others. It takes away from the growth of community; impacts the learning environment and damages relationships. *Students who engage in behaviour of a LEVEL 2 nature will be involved in conversation with teaching staff and Village Leaders to restore damaged relationships and devise fair and reasonable consequences. Level 2 consequences may also be enacted when a student repeatedly engages in Level 1 behaviour, despite reminders and consequences. People involved in Level 2 infringement - student, teaching staff, Village Leader, family, Deputy Principal (notified)*

A Level 3 behaviour has a significant impact on the student and others. It takes away from the growth of community; impacts the learning environment and causes disruption to the life of the community that requires substantial repair. *Students who engage in behaviour of a LEVEL 3 nature will be involved in conversation with teaching staff, Village Leaders and the Deputy Principal to restore damaged relationships and devise fair and reasonable consequences. Level 3 consequences may also be enacted when a student repeatedly engages in Level 1 or 2 behaviour, despite reminders and consequences. People involved in Level 3 infringement - student, teaching staff, Village Leader, family, Deputy Principal, Principal (notified)*

A Level 4 behaviour is unacceptable within the community. *Students who engage in behaviour of a LEVEL 4 nature will be involved in conversation with Village Leaders, Deputy Principal and College Principal to restore damaged relationships and devise fair and reasonable consequences.*

Principle 1: Live out respectful relationships with: staff, students and parents		
Student Right	Examples of Level 1 Behaviour	Examples of Level 1 Response
All students should feel safe, respected and known at Santa Maria College	<ul style="list-style-type: none"> • Not following directions of staff in class and during breaks and on College activities outside the school • Behaving in an unsafe manner when moving through the school - eg: running through corridors, jostling at lockers • Showing low level disrespect to peers and staff (including non teaching staff) • Not following <u>uniform procedures</u> as attached 	A response to Level 1 actions will include one or more of the following actions: <ul style="list-style-type: none"> • Conversation with relevant teaching staff member • Lunchtime student learning session • <u>Uniform consequences as outlined</u>
Principle 2: Create and nurture the optimal learning environment so that every student can flourish		
Student Right	Examples of Level 1 Behaviour	Examples of Level 1 Response
All students should be provided an uninterrupted opportunity to engage in learning that is meaningful, challenging, deep and rigorous	<ul style="list-style-type: none"> • Being late to class without a legitimate reason • Arriving in class without the materials required for learning (eg: texts, device, pencil case) • Unattempted homework without legitimate reason and a note • Avoiding working in class or distracting others in their attempts to learn in class 	A response to Level 1 actions will include one or more of the following actions: <ul style="list-style-type: none"> • Conversation with relevant staff member • Lunchtime student learning session after 3 lates to individual subject • Assessment catch up as required (Wednesday afternoon)
Principle 3: Skill and empower all to maximise living and enhance learning within our Catholic community - this includes caring for resources		
Student Right	Examples of Level 1 Behaviour	Examples of Level 1 Response
All students have the right to learn in an environment that is safe, clean, well maintained and reflects the Benedictine value of stewardship	<ul style="list-style-type: none"> • Intentionally being in out of bounds areas within the College • Taking school bags to classes or leaving unattended in corridors, lockers bays • Misuse/ defacing of school bag or College diary 	A response to Level 1 actions will include one or more of the following actions: <ul style="list-style-type: none"> • Conversation with relevant staff member • Lunchtime student learning session • Assessment catch up as required (Wednesday afternoon) • Purchase of replacement school bag/planner as deemed necessary

This list provides some concrete examples but is not exhaustive - professional judgement in situations outside the examples will be at the discretion of the College

Principle 1: Live out respectful relationships with: staff, students and parents		
Student Right	Examples of Level 2 Behaviour	Examples of Level 2 Response (one or more of the following)
All students should feel safe, respected and known at Santa Maria College	<ul style="list-style-type: none"> Leaving the College grounds during the school day without notification and process Intentionally disrespecting the rules of the classroom established by the teacher and peers Unsafe or disrespectful behaviour when in transit to and from the school or engaging with community (eg: Duke of Ed service/ excursions/ work placements) Refusing to follow the reasonable requests of staff members Use of language that is disrespectful, aggressive or offensive to any community member Using a mobile phone during the College day 	<ul style="list-style-type: none"> A meeting with the student and Village Leader including phone conversation with family After school student learning session Restoration of damaged relationship with others affected (using a restorative approach) Removal from classroom for short periods of time (immediate response) Deputy Principal notified
Principle 2: Create and nurture the optimal learning environment so that every student can flourish		
Student Right	Examples of Level 2 Behaviour	Examples of Level 2 Response (one or more of the following)
All students should be provided an uninterrupted opportunity to engage in learning that is meaningful, challenging, deep and rigorous	<ul style="list-style-type: none"> Consistently disrupting the learning environment for others who are in the classroom Repeated Level 1 behaviour despite supports to improve learning focus 	<ul style="list-style-type: none"> A meeting with the student and Village Leader with phone conversation with family After school student learning session Restoration of damaged relationship with others affected Removal from classroom for short periods of time (immediate response) Deputy Principal notified
Principle 3: Skill and empower all to maximise living and enhance learning within our Catholic community - this includes caring for resources		
Student Right	Examples of Level 2 Behaviour	Examples of Level 2 Response (one or more of the following)
All students have the right to learn in an environment that is safe, clean, well maintained and reflects the Benedictine value of stewardship	<ul style="list-style-type: none"> Respect school property and the property of staff and other students. This includes any form of littering, theft, graffiti or damage to school property Repeated Level 1 behaviour despite supports to make necessary changes 	<ul style="list-style-type: none"> A meeting with the student and Village Leader with phone conversation with family Cleaning of damaged property After school student learning session Payment for any wilful damage to College property Restoration of damaged relationship with others affected Removal from classroom for short periods of time (immediate response)

		<ul style="list-style-type: none"> Deputy Principal notified
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Principle 1: Live out respectful relationships with: staff, students and parents

Student Right	Examples of Level 3 Behaviour	Examples of Level 3 Response (one or more of the following)
All students should feel safe, respected and known at Santa Maria College	<ul style="list-style-type: none"> Behaving in a manner which endangers the health and safety of themselves or others (including any physical contact) Any form of bullying and harassment, whether verbal, physical, via intimidation or online Possession or use of cigarettes or similar devices Possession, use or being under the influence of alcohol, unprescribed drugs or any other substances harmful to health, at school, on school excursions/camps/activities, in transit between school and home or otherwise, while wearing school uniform 	<ul style="list-style-type: none"> A formal meeting with family, Village Leaders and Deputy Principal After school student learning session (Level 3 first offence) School Behaviour Contracts In school suspension Offsite suspension Liaising with external authorities for issues of substance possession/use

Principle 2: Create and nurture the optimal learning environment so that every student can flourish

Student Right	Examples of Level 3 Behaviour	Examples of Level 3 Response (one or more of the following)
All students should be provided an uninterrupted opportunity to engage in learning that is meaningful, challenging, deep and rigorous	<ul style="list-style-type: none"> Regular interruption to the learning of others that significantly impacts an individual or peers opportunity to learn Plagiarism or other forms of misrepresentation of work as outlined in the Academic Honesty Protocols 	<ul style="list-style-type: none"> A formal meeting with family and Village Leaders After school student learning session (level 3 first offence) School Behaviour Contracts In school suspension Offsite suspension Principal notified

Principle 3: Skill and empower all to maximise living and enhance learning within our Catholic community - this includes caring for resources

Student Right	Examples of Level 3 Behaviour	Examples of Level 3 Response (one or more of the following)
All students have the right to learn in an environment that is safe, clean, well maintained and reflects	<ul style="list-style-type: none"> Interfering with personal items of other students deliberately (eg: entering lockers/bags of other students) Breach of digital agreement/misuse of devices that impact community Significant destruction/defacing or damage to College property 	<ul style="list-style-type: none"> A formal meeting with family and Village Leaders After school student learning session (level 3 first offence) School Behaviour Contracts In school suspension Offsite suspension Payment for any damage to College devices/ property

the Benedictine value of stewardship		<ul style="list-style-type: none"> • Principal notified • Consequences as outlined in Digital Agreement including restrictions placed on network access
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Level 4 response	A response to repeated Level 3 behaviours or extreme behaviours that impact the College community will include one or more of the following actions
Behaviour that consistently breaches College expectations without an attempt to rectify and make amends will result in individual behaviour plans and regular meetings to address and change unacceptable behaviours.	<ul style="list-style-type: none"> • A formal meeting with family, Village Leaders, Deputy Principal and/ or Principal • School Behaviour Contracts • In school suspension • Off site Suspension • Conversations about enrolment

Related documents

[Santa Maria College - 2022 Uniform Information](#)

[Santa Maria College - Academic Honesty Policy](#)

[Santa Maria College - Bullying Prevention and Response Policy](#)

[Santa Maria College - Student Agreement for Use of Technology](#)

[Catholic Education Melbourne - Restorative Practices - Research Paper 3](#)