

nurture the gift & extend the talent



City Beach Residential College

STUDENT CODE OF CONDUCT

CONDUCT EXPECTATIONS

The Residential College is where young people arrive as equals and have a right to equal respect. Disrespect for yourself and others is not acceptable.

You are expected to:

1. live in harmony with and respect all other residents, their views and opinions and their property,
2. communicate with other residents, and with staff, with courtesy at all times,
3. take pride in your own good efforts and achievements and acknowledge the good works and achievements of your fellow residents,
4. be punctual with college routines, in attending meetings and in participating in recreational activities,
5. take pride in your own appearance and uphold high standards of personal conduct and hygiene,
6. take pride in the cleanliness, tidiness and appearance of your room and of its furniture and fittings,
7. care for residential college property and contribute to the cleanliness and tidiness of the residential college and its grounds,
8. act on staff requests and follow directions given by staff,
9. act within the law as it applies to a person of your age at all time (both on and off college premises), and
10. uphold the residential college's restorative justice processes in dealing with perceived wrongdoings against you by other residents or a member of staff.
11. Subsequently, you should expect to receive the same respect as you are giving to others. If this is not the case, procedures exist for addressing these issues in an appropriate manner.

Restricted Areas/out of Bounds

You are not permitted in the following areas:

- supervisors' private quarters
- supervisors' reception and administration offices unless accompanied by a member of staff.
- females students' accommodation blocks are out of bounds to male students
- male students' accommodation blocks are out of bounds to female students
- entering a dormitory, shared room, cubicle or room other than your own without permission from the resident or a member of staff
- entering the kitchen without permission from a member of staff
- being in locations deemed out of bounds by the Supervisors

Restorative Justice

The residential college believes in restorative justice. As such it will seek to achieve solutions which restore respect and harmony to the members of the college community. Supervisors will assist residents who have committed a wrongdoing to do what is needed to make things right.

If you have a grievance against another resident, then you are expected to raise your concern with the person who you believe has wronged you and seek his or her response. If the response does not satisfy your concern, you should refer the matter to a Student Councillor or Supervisor for mediation, or present it for consideration at a meeting of boarders. If you have a grievance against a Supervisor or member of the day staff, then you are asked to refer the matter to the Manager.

Conduct Contract

The residential college may offer you a 'conduct contract' as a means of helping you regain your good standing within the college community (a written agreement to act in accordance with the college's conduct expectations and signed by you, your parents, and the Board Chairperson or Manager).

The Manager will monitor the conduct of residents on a 'conduct contract'. At the discretion of the Manager, a student may be released from their 'conduct contract' if they have been able to restore their good behaviour standing to the Manager's satisfaction.

If you are found to be in serious breach of the terms of your 'conduct contract', then you may be asked to permanently leave the residential college.

Suspension from School

A student suspended from school is automatically suspended from the residential college. Your parents will need to make contact with the Manager of the residential college regarding your residency arrangements.

Suspension from Residential College

Students who are suspended from the residential college are still under an obligation to attend school. You are advised to contact both the Manager of the residential college and your school principal to find out what options may be available to you.

MISCONDUCT

Minor Misconduct: Minor acts of carelessness, thoughtlessness, misuse and negligence.

Example which, depending on the circumstances may be considered minor includes:

- thoughtless and non-frequent disrespect of others
- being late for meals or late returning to the college on time
- lack of care for room or college furniture and equipment
- being involved in a commotion after 'lights out'
- careless food or drink spillage
- not cleaning up after making a mess
- inappropriate physical activity indoors
- poor manners
- being absent from an activity without permission
- unauthorised use of cutlery or crockery away from the dining room
- being noisy during study time
- inappropriate storage of clothing or personal effects (e.g. wetsuits)
- bring a school friend into the college without registering their presence with a Supervisor
- unauthorised use of a residential college phone or mobile phone
- not being reasonably timely and keeping others waiting
- inappropriate materials on public display (including on view in a boarder's bedroom) and the like.

Minor Misconduct Handling and Consequences

Minor misconduct is generally handles by the Supervisor, but may involve the Manager.

The consequences for minor misconduct generally include some, but not necessarily all of the following:

- a verbal or written advice or caution
- a requirement to put things right (apology, replacement or repair of a lost or damaged item, etc)
- a requirement to have your wrongdoing addressed at a meeting of boarders
- the confiscation of a misused item
- a requirement to undertake 'extra duties' in addition to the normal contribution that boarders are expected to make to college operations
- a loss of privileges (e.g. confinement to college grounds or unit for a set period, i.e. 'gating')
- contact with your parents

Serious Misconduct: Illegal. Wilful or premeditated acts, of seriously disrespectful acts committed on or off the college premises while enrolled as a resident.

Examples of **illegal acts on or off college premises** include:

- possession, use of or distribution of illegal drugs or drug use implements
- possession, use of or distribution of non-prescribed medication
- use of or distribution of alcoholic beverages
- theft
- possession or use of products containing tobacco or nicotine

Examples of **wilful or premeditated acts** include:

- truanting from school
- being off the residential college premises without permission
- inappropriate use of emergency exits, or actions resulting in a false alarm
- being in a restricted area (kitchen, without permission, staff offices, staff quarters, living areas only for use of the opposite sex)
- being in possession of R or X rated publication, or computer software, or electronic material stored on a computer or other electronic device
- copying and or using a residential college or other boarders' keys to gain access to or exit from a restricted area or to engage in a disrespectful act; damage to an other boarder's property
- damage to residential college property
- damage to safety or emergency evacuation equipment

Examples of **seriously disrespectful acts** include:

- loss of temper and verbal or physical abuse or assault
- causing distress to or fear in another boarder
- disregarding a member of staff's instructions
- bullying another boarder alone or as part of a group
- entry into another student's room, wardrobe. Cupboards or drawers without permission
- use of another boarder's equipment or clothes without permission
- taking photos of other boarders without their permission
- and the like

Serious Misconduct Handling and Consequences

The consequences for serious misconduct will depend on an evaluation by the Manager of the alleged misconduct and his or her findings in that regard. The evaluation will include an investigation and the gathering of statements. The allegation will be presented to you and you will be given an explanation as to why the conduct was unacceptable. You will be provided with an opportunity to respond to the allegation and your parents will be informed. The Manager will determine what consequences will apply in accordance with college policy.

If the Manager finds that your misconduct is serious, you face suspension or suspension pending exclusion.

All suspensions/suspensions pending exclusion are reviewed by the Board of Management and the Board will determine when you will be readmitted and if so on what terms, **or** whether your residency will be terminated. Your parents may request the Board of Management to review a decision if new information bearing on a termination decision comes to hand.

In reaching a decision the Manager and/or the Board of Management (as appropriate) will consider the nature and extent of your involvement, your honesty in responding to allegations, your prior conduct and standing, your appreciation of the seriousness of the misconduct, your willingness to accept responsibility for your misconduct, and your undertakings in relation to future behaviour and to making thing right.

I have read and understood the Student Code of Conduct.
I agree to uphold the standards and expectations of City Beach Residential College.

Student Name.....

Date.....

Student Signature

Parent Signature.....