

Anti-Bullying Policy including Code of Conduct for Students

1 Introduction

In a school where relationships are marked by mutual respect, tolerance of differences and an understanding of human weakness, there is a real possibility that such a community will prove to be compassionate, accepting and forgiving.

Loreto Schools of Australia Mission Statement

Members of the Loreto College community are part of a continuing tradition of *Christian education for women* based on the ideals of Mary Ward.

While individuals, our students are also members of a group and a community. As such, they face the challenge of considering and working towards their own development and have a responsibility to recognise the rights of others, the ideals of the school and the need for compliance with the rules and procedures set down to ensure its smooth running. Amid changing values and relative standards, these ideals should guide their pattern of living.

It is hoped that each student will take a lively interest in exploring and realising her spiritual, mental and physical potential. In this regard, students are encouraged to develop a spirit of compassion and an active sense of social justice, as well as self-discipline, logical reasoning and critical judgement.

If each student is to have the opportunity she deserves, mutual respect and consideration for others are necessary. Honesty, justice, truthfulness and tolerance are essential values and expectations in our school community.

2 Purpose

This Policy is to raise awareness of behaviours which are unacceptable to the College and which will result in disciplinary consequences being imposed by the College. Some behaviours may also amount to criminal behaviours which will be referred to the Police or other State Authorities. This Policy is to be read in conjunction with the Student Protection Policy and, where there is any inconsistency, the Student Protection Policy will prevail.

3 Scope

This policy applies to all students and covers a wide range of behaviours unacceptable to the ethos and values of Loreto College. This includes bullying in all its forms.

4 Policy

Each person at Loreto College Coorparoo has a right to learn and work in a safe environment.

Students are required to respect other students, teachers and visitors to the school through courteous behaviour at all times.

Breaches of expectations as outlined in this Policy and the Student Code of Conduct will attract College consequences additional to any that might be imposed at law.

Bullying in all its forms (including cyber bullying) will not be tolerated

Anti-Bullying Policy including Code of Conduct for Students

All Formal Complaints of bullying will be investigated.

The College will work with parents in partnership to promote appropriate behaviours in students.

The College will work with State Authorities (including Police and the Department of Communities) as appropriate or as required by law.

5 Consequences of Infringements of Anti-Bullying Policy or Code of Conduct

Infringements of the Code of Conduct will incur an appropriate consequence or penalty. The aim of such penalties is to allow the student to understand the damaging impact of the infringement on herself and others, to develop more positive behaviours, and to repair damage or hurt where possible.

The range of penalties may include:

- attending an interview with a teacher, Year Coordinator, Deputy Principal or Principal
- parents being called in for interview
- providing a verbal and/or written apology
- providing a written reflection on inappropriate behaviour
- making reparation for damage or hurt caused
- for students in Years 7 – 10, receiving Conduct Penalty signatures in the Student's Handbook. Failure to produce a Handbook for signature on request is itself a minor disciplinary matter.
- completing a lunchtime detention
- being given afternoon detention
- being suspended either in-school or at home
- reporting under legislation to State Authorities
- being expelled from the College.

Conduct Penalty signatures may be given for students in Years 7 – 10 for failure to comply with the College's Code of Conduct, e.g. failure to complete homework or assessment, rudeness or lateness to class.

Lunchtime detention may be given from 1.00pm to 1.20pm for failing to comply with the Code of Conduct, e.g. repeated uniform infringements.

Afternoon Detention may be given after school on Tuesday from 3.20pm to 4.20pm for more serious offences such as missing a class, inappropriate messaging, eating in any school building, inappropriate behaviour, vandalism or for adding up a series of minor offences, e.g. receiving five Conduct Penalty signatures in one week. The student's parents may also be notified regarding the Conduct Code infringement and action taken by the College.

Advance notice is always given for a detention and **students are expected to attend on the date specified**. Requests for an alternative date for a detention must be made in writing by parents. Students who fail to attend a detention will be required to make up that detention the following week and may be required to complete an additional afternoon detention.

Anti-Bullying Policy including Code of Conduct for Students

Because of the importance of participation in appropriate exercise, two Conduct Penalty signatures is the consequence for Years 7 - 10 students for not being prepared for **PE lessons**, ie not wearing PE uniform or not wearing a hat. Any Year 11 or 12 student who is not prepared for a Core PE lesson will be required to undertake an alternative activity during that time. For all students, failure to have correct uniform twice in one semester will result in the student being required to assist the HPE Department at lunchtime to maintain equipment and provide support for classes or sporting teams.

Any student with a long term illness or injury will abstain from lessons. If a student with a long term injury can use the time to rehabilitate her injury, this will be discussed with the teacher. If a student repeatedly fails to participate appropriately in core PE lessons or alternative activities, a detention will be issued or another appropriate consequence applied.

Suspension may be given as a result of a number of after school detentions in a single semester or for major breaches of the Code of Conduct. Usually, such suspensions will occur at school with students required to work by themselves to complete set work or tasks.

Students who are **absent for a day without parent permission and appropriate reason may be required to make up that time outside normal student hours.**

Infringements of the rule **regarding smoking** are serious. Penalties may range from detention to suspension or expulsion.

Infringements of the rule **regarding alcohol** are serious. Penalties may range from detention to suspension or expulsion.

Any illegal drug carrying or usage at school, in uniform anywhere, or at any school function may lead to expulsion. This will be determined by the Principal or Acting Principal.

The **expulsion** of a student is the province of the Principal in consultation with the Chair of Board of Directors and with reference to the LSAC Policy on Expulsion. Advice from the Leadership Team and any other relevant persons will always be sought.

6 Definitions

The definitions contained in the Student Protection Policy also form part of this Policy.

A **safe school** environment exists when without harassment or bullying:

- Each person takes responsibility for the safety of self and others
- Each person shows respect for self, others and property.

Anti-Bullying Policy including Code of Conduct for Students

Harassment

Is any REPEATED behaviour by a person or persons which is unwelcome, and which, in the opinion of a reasonable person, **hurts, threatens, embarrasses or humiliates** another. It can be expressed **physically, verbally, sexually, electronically and through anti-social behaviour**. Whether the behaviour is intentional or unintentional is not relevant. It is the nature of the behaviour, (according to the opinion of a reasonable person), and the effect it has on the “victim” that constitutes harassment.

All harassment is undesirable. Some harassment, especially many **cyber activities** where others are commented upon, can be charged as a criminal offence.

Harassment can include the following:

- Inappropriate hitting, pushing or kicking
- Unwelcome gestures and threats
- Interfering with another's property by stealing, damaging, destroying or hiding it
- Name-calling, put-downs, or pay-outs
- Teasing
- Belittling others' abilities and achievements, poor or good
- Spreading rumours/stories about people and their families or friends
- Writing graffiti about another person
- Writing or distributing unpleasant notes about people
- Writing or sending of unpleasant or unwelcome emails or texts or posting these on websites
- Sending inappropriate material
- Making unpleasant or unwelcome telephone calls
- Making degrading comments or gestures about a person's culture, disability, religion, sex or social background
- Offending others through jokes or showing inappropriate material
- Making people feel different because of appearance and attire
- Pressuring people to do things against their will
- Deliberately excluding individuals or groups
- Unwelcome and inappropriate touching, staring, whistling or gesturing.

Harassment can lead to:

- Feeling powerless, afraid, uncomfortable or isolated
- Finding it hard to concentrate, work or sleep
- Finding it hard to relate to friends or family
- Feeling confused or stressed
- Not wanting to attend school
- Being excluded from social groups.

Anti-Bullying Policy including Code of Conduct for Students

Bullying in this Policy is used interchangeably with the term Harassment.

Retribution occurs when one person tries to “get back” at another for some suspected or known behaviour which upset her or him. It can become harassment itself.

Anti-Bullying Policy including Code of Conduct for Students

7 Appendix 1: Action to take in Response to Harassment or Bullying

ARE YOU BEING HARASSED? The following steps are recommended. However, any student or parent may go straight to Step D should they wish. Remember all students have a right to feel safe and secure at their school.

- a) Think about whether you can ignore it and try to show it doesn't upset you. Remember, bullies like to feel successful and may leave you alone if you do not respond.

BUT, always discuss it with a trusted adult: parent/guardian/aunt/doctor/school employee.

Hopefully, harassment stops.

No more action is needed.

Harassment doesn't stop.

Go to B, C or D.

- b) Try to speak to the person harassing you.

Tell them that the behaviour is unwanted and may be illegal.

Inform your trusted adult that the bullying is continuing and give them examples.

Hopefully, behaviour stops.

No more action is needed.

Behaviour doesn't stop.

Go to C or D.

- c) Have a more serious discussion with someone from the College:

- your Homeroom Teacher
- the School Counsellor
- your Year Level Coordinator
- the Deputy Principal - Pastoral Care or another Deputy Principal or Director
- any member of staff with whom you feel comfortable.

Make a plan with this person to deal with the problem and follow it through. Report back to this person on how things are going.

Hopefully, behaviour stops.

No more action is needed.

Behaviour doesn't stop.

Go to D

- d) Go to the Principal.

The Principal will take suitable action to resolve the matter, including investigating the issue and, if necessary or appropriate, referring the matter to outside authorities.

Anti-Bullying Policy including Code of Conduct for Students

If you are experiencing or know that another student is experiencing serious physical, sexual or emotional abuse you should go straight to a Student Protection Contact i.e. Ms Carty, Mrs Wickham or Ms Diamond . Your name will be kept confidential.

8 Appendix 2: College Expectations and Code of Conduct for Students

Respect for other students, teachers, visitors to the school and members of the wider community is expressed through courteous behaviour at all times. Respect for self and the College is expressed through neat presentation and compliance with the College's uniform requirements.

- On the way **to and from school**, Loreto girls are expected to wear correct uniform including hats and to behave safely and courteously. This means crossing roads carefully (at lights), being polite and helpful to others on trains, buses, footpaths, etc. Bad language, loud and offensive behaviour, vandalism and littering are unacceptable and may attract disciplinary penalties for bringing the College into Disrepute.
- **Courtesy** is expected inside the school also. Running is not permitted on verandahs or walkways for safety reasons. Students are expected to be punctual for all classes and should avoid interrupting classes for forgotten books or other reasons. Visitors and new students or staff should be treated with special courtesy and helpfulness. When a teacher enters a classroom, students should give quiet attention and be ready to begin work. Students are encouraged to approach staff for assistance and guidance, however staff are generally unavailable before 8.00am and should not be unnecessarily disturbed at recess or at lunchtime. The supervising staff (those on playground duty) are available if there is a problem. The office is open between 8.00am and 4.00pm for queries or emergencies.
- At times, **communication between teachers and students via email, mobile telephone**, etc. may be appropriate for a "school" reason. Such communication should be respectful, should show due regard for staff members' time and privacy, and should never be presumed or misused. Staff cannot be expected to respond to emails outside of school hours. They may take up to two business days to respond to emails during the school day because of their teaching commitments.
- **Punctuality to every class** is essential. Attendance for all classes and at homeroom is compulsory. Students are expected to arrive at school before 8.25am so they are ready for Morning Homeroom at 8.30am. Students who are late to Morning Homeroom, i.e. after 8.30am, must check in through the office and obtain a late slip. A telephone call or note of explanation should be provided. Students who are absent from all or part of a class should ensure the Movement Log in their Student Handbook is completed.
- No student should ever **leave the school grounds** without permission after she has arrived at school for the day until afternoon dismissal. If a student has to leave the school before 3.10pm for an appointment, she should bring a note beforehand requesting permission and present this to her Homeroom Teacher who will complete her Student Movement Log. This is to be presented at the office when she checks out. Students in Year 12 must have their Movement Logs completed by the Year 12 Coordinator. Because of the need to confirm arrangements for E.P., Year 11 students must have their Log completed by the E.P. Coordinator if they will be absent at that time. If a student does not have a note, or needs to leave the grounds before morning homeroom, she must obtain permission from the Deputy Principal – Pastoral Care or, in her absence, another Deputy or Director. Students and parents are asked to keep appointments during school time to a minimum.

Anti-Bullying Policy including Code of Conduct for Students

- **Parents should contact the school by telephone early in the day if a student is absent or will be late for school.** If no notification is received by 9.00am, parents will be contacted by the College by SMS or telephone call.
- **Special requests for absence** during Term time must be made in writing to the Principal. Such requests should be for serious reasons and should endeavour to avoid test blocks. Interhouse and Interschool Swimming and Athletics Carnivals are normal school days and all students in the designated Year groups are expected to attend. Absence from school to complete assignments is totally unacceptable. Students should plan their work to enable it to be presented on the due date without undue stress.
- Students must take responsibility for their own **property** by marking all belongings (uniforms, shoes, books, equipment). Each student is allocated a locker and issued with a good quality lock so that her locker can be securely locked at all times. Large sums of money or valuables should be left at the office for safe-keeping. Students must also respect the property of others and the school – library books, sporting equipment, classroom furniture, etc. School bags, tennis racquets etc., must be kept in lockers provided.
- **Laptops** are not to be taken out of carry bags at morning recess or lunch unless the student is working in the library or is under the direct supervision of a teacher. Laptops should be shut down and locked in a locker at morning tea and lunch. Laptops should not be left in lockers overnight but must be taken home. Bags, laptops or books left lying around may be confiscated. Please consult the Loreto Laptop Policy for further details.
- If, for good reason, a student brings a **mobile phone** or other electronic device to school, it must be turned off when students are in class, moving between classes, in private study, at assembly or involved in any formal school activity in which the use or activation of the phone or device would interrupt the program, unless given specific permission from a teacher. Teachers may ask students to place their phones or other devices on their desks or on the floor to ensure they are not being used inappropriately. If students leave the classroom, eg to go to the toilet, they will be asked to leave their mobile phones with the teacher or on their desks until they return.
- During the school day, ie between 8.25am and 3.10pm, if students do not need their mobile phones or other devices for class activities in their subjects, it is recommended that they be secured in lockers. This is compulsory for students in Years 7 and 8. If students do carry their mobile phones with them, they should not be visible, eg they should be in the skirt pocket. No phone should be left unsecured in a bag, desk or change room. Students are able to access their phones to check messages and respond briefly via text message during morning tea and lunch while at their locker. Students must have permission from a teacher to make a voice call. Students are not to use their phones or electronic devices in any other part of the school grounds during morning tea and lunch.
- If these rules are not observed, phones will be confiscated till the end of the day, or for longer periods in the case of repeat offences. In-phone cameras and voice recorders are only to be used in school with permission from a teacher, as part of the College's educational program and with the permission of all people who will be photographed / videoed or otherwise recorded. Please consult the Loreto Student Mobile Phone Policy for more details.

Anti-Bullying Policy including Code of Conduct for Students

- **Electronic devices** such as iPads and other tablet devices, DVD players, MP3s, electronic games, iPods, electronic watches etc. will be confiscated if used during school hours, i.e. between 8.25am and 3.20pm, without specific permission from a teacher.
- Some areas of the school are **out of bounds**. Students are not permitted near the perimeter fences, at the back of the Mary Ward Centre or Pool, nor on the far verandahs of the main classroom block. For safety reasons, students should never enter the staff carpark or sit in the Circular Drive. Students should not block the entrance to the Service Area or lifts, or the path in front of the Administration Building. Students are not allowed in laboratories or specialist rooms unless accompanied by a teacher.
- Students are expected to **care for their environment** and take responsibility for the tidiness of the school. Chewing gum is not allowed in the school at all. Eating is never allowed in school buildings including stairs and verandahs and, except for legitimate meetings, classroom areas are generally out of bounds at lunchtime unless there is a real need to go to lockers.
- Students must have the Principal's permission to collect or raise **money** for any purpose whatsoever. Money should only be borrowed from the office, never from students or staff. Such borrowing should be in emergencies only and the loan repaid the next day. If repayment does not occur promptly, no further borrowing will be permitted for the remainder of the semester.
- As a **matter of courtesy** and because of limited parking, parents must inform the Principal in writing that their daughter has their permission to **drive independently to and from school**. Student drivers must not transport other students without the specific written permission from all parents concerned. The Principal must be informed of these arrangements.
- The writing and passing of **notes** between students during class is forbidden as is the sending of emails or any other form of electronic communication without specific permission from a teacher. Parents will be contacted if the matter is serious.
- Students are not permitted to order **food** of any kind and have it delivered to them at school.
- **Smoking is not permitted** at school, in school uniform anywhere or at any College function.
- **Alcohol is not permitted** at school, in school uniform anywhere or at any College function.
- **Illegal drugs are forbidden** on the school premises, in school uniform anywhere or at any College function.
- Students should never bring to school or have at school any other **dangerous, forbidden or illegal items**, eg cigarettes, matches, lighters, sharp knives or glass containers.

Uniform

- Correct uniform means clean lace-up, low heeled, black shoes; short, crew length, plain white socks or 70 denier navy pantyhose; white blouse; blue check skirt and tie with school badge; clean hat in good shape; tidy hair worn in a colour and style appropriate for school and tied back if longer than collar length with royal blue ribbon. Year 12 students may wear the white ribbon with blue and gold stripe.
- Make-up, including coloured nail polish, is not to be worn with uniform nor is jewellery except for **one** pair of **small plain** studs or sleepers in the earlobes. Any other visible jewellery will be confiscated until the end of term. No student should have a visible tattoo.
- Only the school blazer or jumper may be worn in cold weather. All students are expected to wear their blazer to and from school from May until August.

Anti-Bullying Policy including Code of Conduct for Students

- Hats are always to be worn to and from school. To reduce the risk of sun damage to skin, hats, caps or sunvisors must be worn at recess and lunchtime and for outdoor PE classes. Hats are not to be worn in class or to evening functions.
- Sports uniform consists of the royal blue with gold/white trim polo shirt with Loreto crest and royal blue shorts. Short white socks and predominantly white sandshoes are to be worn. The Loreto tracksuit top is to be worn with the sports uniform during cold weather. The sports cap or bucket hat is compulsory for all PE lessons, training and matches. Togs are to be the uniform, one-piece blue and gold or navy blue. The school swim cap must also be worn. Students change into and out of sports uniform at the beginning and end of each PE lesson. The sports uniform may only be worn to and from school for official training or matches. Students should note that selection into an interschool team may require further items specific to that sport. Some will need to be purchased; others will be loaned by the Sports Department.
- Every item of student property must be clearly and legibly marked with the owner's name. Indelible laundry markers are readily available.

School rules apply even when students are involved in activities which do not require uniform. If a student finds herself unable to comply with this Code of Conduct she should discuss her difficulty with her parents and the school authorities, so that all concerned may find a solution.

The interpretation of these regulations rests with the school administration, which has the power to suspend or expel from Loreto College Coorparoo any person who has seriously transgressed these principles.