



## Pastoral Procedures

### CODE OF CONDUCT

#### Rights and Responsibilities within our College Community

Santa Maria College's rights and responsibilities are linked to the spirit of Catherine McAuley and are directed at providing the best possible education for female students in the Mercy tradition. The motto of Santa Maria College, 'The Glory of God alone' (Soli Deo Gloria) provides the inspiration for the rights and responsibilities embedded within the rules, responsibilities, procedures and policies, which follow.

The College sets high standards for behaviour, courtesy, personal pride and neatness. Our aim is to assist students to reach these standards through cooperation, mutual responsibility and self-discipline.

These rights and responsibilities are:

ALL members of the College community have the <b>RIGHT</b> to:	ALL members of the College community have the <b>RESPONSIBILITY</b> to:	<b>Examples</b>
Be treated with respect and dignity as embodied by the spirit of Catherine McAuley and the Mercy tradition.	Treat others with respect and dignity as embodied by the Spirit of Catherine McAuley and the Mercy tradition.	A high standard of cooperation, courtesy and behaviour is expected from all within the College and when representing the College in public.
Work in and enjoy a safe, secure and clean environment	Maintain a clean, safe and secure environment.	Students are expected to be familiar with, and to follow, the attendance procedures put in place to ensure their safety and well being.
Live within the College community free of verbal, physical and emotional hurt.	Refrain from hurtful behaviours and to be accepting of individual differences.	Students and staff are to be free from all forms of bullying and harassment. To ensure this is the case, the College has developed a specific Positive Behaviour Policy.
Work in a positive and supportive learning environment.	Contribute to a positive and supportive learning environment.	Students must attend all classes, have appropriate texts and equipment with them, complete all designated classwork and homework, thus accepting responsibility for their own learning.
Participate fully in College life.	Do one's best in all activities undertaken.	Students are expected to participate fully in all compulsory activities arranged by the College. Should illness prevent attendance at these compulsory events, a medical certificate is required upon the students return to school.
Be proud to be a member of the Santa Maria College community.	Honour and live the values of Santa Maria College.	Students are expected to be familiar with uniform requirements and regulations and to comply with them in all their detail.

## **PROMOTING POSITIVE BEHAVIOUR**

### **Rationale**

Santa Maria College students and staff have the right to a positive, safe and caring environment that promotes learning, personal growth and positive self-esteem. Each member of the College community has the responsibility of ensuring that Santa Maria College is a safe place for students, staff, parents and visitors at all times.

Bullying is a form of behaviour opposed to Catholic teachings and our Mercy ethos. We all have a responsibility to promote the dignity and respect of every individual.

### **Principles**

Santa Maria College:

- owes a duty of care to its students
- promotes positive interpersonal relationships between members of the College community
- strives to provide a supportive environment which promotes respect for self and others, physical/emotional well-being and positive mental health
- challenges bullying
- takes all aspects of bullying seriously, expresses disapproval when bullying occurs and applies sanctions.

### **What is Bullying?**

Bullying is a repetitive act that causes distress not only at the time of the attack, but also by the threat of future attacks. It is categorised by an imbalance of power. Cyber-bullying is when an individual or group uses the internet, mobile phone or other technologies to intentionally hurt another person or group of people.

Bullying takes many forms. Research has identified the following examples specific to females (which are usually non-physical). Such bullying seems to exist primarily amongst friendship groups, with particular difficulty arising when friends drift apart or have a falling out.

### **Examples of Bullying**

- teasing and name calling
- gossiping and spreading rumours
- sending hurtful notes
- deliberately ignoring or avoiding
- constant 'put downs'
- pushing, bumping, hitting
- taking or damaging property
- 'dirty' looks and unkind gestures
- nasty SMS messages
- posting mean messages on social networks.

One or more of the following signs could indicate that bullying is occurring:

- unwilling to go to school
- significant drop in work standard
- wanting to change the method of transport to/from school
- personality change - lack of confidence
- sudden outbursts of temper/breakdowns
- problems with sleeping/insomnia
- loss of appetite
- not wanting to associate with "friends"
- withdrawing from co-curricular activities
- begins to bully other children/siblings.

### **For Students being Bullied -**

Decide how serious the incident is. Sometimes, such as in a one-off incident of name calling, it may be best to ignore it.

However, if the act is repeated: tell the person who is bullying to stop; state quite clearly that the behaviour is unwelcome and offensive.

**Do not be afraid** of intimidation - which only encourages the person bullying and rewards her bullying behaviour.

Seek help. Talk about your experience to someone who is trustworthy (Parent, Housemother, Homeroom Teacher, Student Leader). Report the bullying to a member of staff and feel confident the incident can be resolved. Save any messages, notes, printouts of emails, chat-room texts or posts; **do not** respond to such messages and check your privacy settings on all accounts and social networks.

### **For Students who are Bullying -**

Reflect on your behaviour and how this affects others. Think of how you would feel if the actions were reversed.

Realise that there are other ways of expressing anxiety, fear or envy.

Discuss the feeling bullying gives you with a trusted adult and explore alternative strategies.

Be prepared to accept the consequences of choosing bullying behaviour including that such bullying behaviour has no place at Santa Maria College.

### **For Students who are the Bystander -**

If possible, intervene as the bullying occurs by telling the person bullying to stop. This is very powerful.

Refuse to join in with the bullying.

Support students who are being bullied - just standing by them can be enough.

Include people who are feeling left out.

Tell an adult about the bullying incident. It is **every student's** responsibility to report bullying.

## **DRUG POLICY**

Santa Maria College has a specific policy in relation to drug issues, and in keeping with its undertaking to provide a healthy, safe, supportive and caring environment for students, the College:

- Promotes the individual's appropriate and responsible use of medicinal drugs,
- Prohibits the possession, use, and/or distribution of an illegal drug, alcohol or tobacco products and any drug related equipment.

A drug is defined as any substance, with the exception of food or water, which, when taken into the body, alters its function physically and/or psychologically.

This definition includes analgesics, alcohol, tobacco, cannabis, amphetamines, solvents and misuse and/or distribution of any prescribed medication, eg Ritalin and Dexedrine (dextroamphetamine).

### **Prevention**

- The College is a smoke-free zone.
- The College has a compulsory Health Education program for Years 5 - 10.
- Drug education will be supported by a healthy school environment.

### **Rules**

Therefore, this College does not permit students to:

- Smoke tobacco products, consume alcoholic beverages, deliberately inhale solvents or misuse personal medication.
- Possess drug related equipment such as syringes, bongos, pipes etc. (as defined in the 'Misuse of Drugs Act 1981') except in the case of lawful medical use such as the use of needles by a person with diabetes to administer insulin.
- Possess or use prohibited drugs (eg Cannabis, heroin, Ecstasy, cocaine, LSD) as defined by the 'Misuse of Drugs Act 1981'.
- Distribute or sell any of the above.
- Encourage other students to become in any way involved in the use, and/or distribution, of any of the above.

Drugs for medicinal purposes are to be used in accordance with prescribed use and CEO guidelines. Students may only carry sufficient personal medication for one school day. Parents and care-givers are responsible for providing the College, in writing, the details of regular prescribed medication and its appropriate use.

This policy pertains to a student who, at any time, is:

- on College premises
- at a College function
- in College uniform
- travelling to and from the College
- on any College camp
- at a College Reflection Day/Activity Day
- on a College excursion/tour
- representing the College at any organised educational, social, sporting or public function.

## **Consequences**

The College acknowledges that, in the process of learning how to make decisions, some individuals will make errors of judgement. In making decisions on the appropriate consequences for students discovered infringing the College's drug policy the needs of both the individual and the College community will be taken into account. Each instance will be considered separately according to the set of circumstances existing at the time.

Consequences available to the College include:

- Informing and consulting parents
- Providing counselling
- Loss of privileges
- Referral to an external agency for counselling
- Notification to police
- Suspension from the College or Boarding Community
- Exclusion from the College or Boarding Community

**Possession or use of illegal drugs will normally lead to exclusion from the College. The College is likely to notify the police. Supply of illegal drugs to others will lead to exclusion from the College. The College is likely to notify the police.**