



## STUDENT CODE OF CONDUCT

The Student Code of Conduct sets out the responsibilities and expectations for every student at Mercedes College. It also informs key policies and procedures that outline important College principles, approaches and day-to-day operations.

### 1. COMMITMENTS

All students at Mercedes College commit to:

- Uphold and actively demonstrate the right of every student and staff member to be free from harassment, bullying, intimidation, discrimination or aggressive behaviour, as outlined in our Caring Behaviour Policy;
- Achieve to their full academic potential by cooperating with staff in diligent preparation and thorough completion of all tasks;
- Respect the right of others to fully engage in the teaching and learning process;
- Honour their co-curricular commitments to training, practice, performance, rehearsals, competitions and in the support of others;
- Represent Mercedes College in a manner that upholds the Mercy values, ethos and reputation of the College;
- Maintain a full involvement in the College community through liturgies, service, House, and other school activities;
- Be in attendance on all school days and at all scheduled, timetabled and co-curricular obligations, except in cases of illness, misadventure or approved leave;
- Follow the College procedures if arriving late or needing to leave the campus during the school day;
- Take pride in their personal appearance and in the wearing of the correct school uniform and sporting attire, in accordance with the College Uniform Policy;
- Demonstrate respect for the local community using courtesy and appropriate language when with other members of the College and when in the broader community;
- Show respect for College buildings, property and grounds and the possessions of others;
- Demonstrate appropriate ICT, personal device and internet usage in accordance with our Digital Citizenship Policy and
- Not partake, possess or be under the influence of non-medically prescribed substances (including tobacco, alcohol and other illicit substances) on the campus of the College, whilst wearing any item of school uniform or whilst participating in any College activity off the campus.

### 2. CONSEQUENCES IF COMMITMENTS ARE NOT KEPT

As members of Mercedes College, students hold a representative position of trust and are accountable for their actions. The consequences for a student breaching this Code of Conduct will be determined at the discretion of the Principal, Deputy Principals, Heads of Year or Heads of Learning Area. This may result in a student receiving a consequence such as a detention, suspension, removal of leadership position and / or exclusion. Other relevant policies may be referred to in such cases.

### 3. REQUIRED REPORTING

If a breach of the Student Code of Conduct is deemed to be of a serious criminal nature, Mercedes College reserves the right to seek legal advice, report the matter to police and/or other external agencies. Please note that teachers and some other employees have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) if they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the child.

### 4. CONCERNS AND GRIEVANCES

Students with a concern or grievance are expected to follow the procedures as outlined by the College. Students should feel free to approach whichever member of staff they believe is the most appropriate to deal with the issue. This may be the Principal or Deputy Principal, although in the first instance the most productive approach would normally be to the relevant class, Homeroom teacher, Head of Year or Head of Learning Area.

### 5. ACKNOWLEDGMENT

Acknowledgment of this Code of Conduct forms a condition of a student's enrolment.

**Student Signature**

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**Parent Signature**

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



# Mercedes College

## STUDENT CONCERNS AND GRIEVANCES PROCEDURES

The school recognises the right of an individual student to feel free to voice a concern and will endeavour to investigate, address and if required resolve that concern in an open and fair manner.

If a student has a concern that she would like addressed the guidelines below should be followed:

### Stage

**1:**

There are many staff ready and willing to talk to students about their concerns. The student may choose anyone from the list below to approach. The student should choose the staff member with whom they are most comfortable. A student can take another student along if she wishes. Hopefully, the person chosen will be able to resolve the problem or offer further guidance to the student.

- Classroom teacher
- Home Room teacher
- Head of Year
- Head of Learning Area
- Deputy Principal
- Any other trusted staff member

### Stage 2:

Stage 1 does not provide a satisfactory outcome, a formal complaint may be lodged. This requires a detailed, written account of the nature of the concern submitted to either the relevant Head of Year or Deputy Principal. They will then discuss the matter with the student, endeavour to solve the problem and offer advice about a sensible course of action. This would probably involve a consultative process with all parties concerned.

### Stage 3:

If the outcome in Stage 2 does not resolve the matter to the student's satisfaction, then the student must take the matter directly to the Principal.

*Students should be aware that in some instances confidentiality cannot be maintained if the matter is serious or criminal in nature. Students need to be aware that College staff may be obliged to share information with relevant Middle Leaders, Deputy Principal, Police or outside agency dependent on the nature of the concern.*

*Please note that teachers and some other employees have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) if they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the child.*