



# VCAL - Code of Conduct



Hume Valley School, VCAL commits to encouraging a safe, supportive and productive work environment. This can only happen when everyone cooperates and agrees to suitable standards of conduct.

## Our values

### Respect

- The students and staff respect each other's right to learn
- We respect all property (student, staff and school)
- We demonstrate respect for others from diverse countries and cultures
- We use respectful language both online and in our daily interactions

### Responsibility

- We turn up on time to all programs
- We call the school if we are going to be away or late
- We complete all VCAL units as best we can
- We wear full uniform every day
- We look after school property
- We represent the school in the community and behave maturely

### Behaviours we do not accept:

- Wilfully damaging, destroying or stealing property belonging to fellow students/staff or the school
- Refusing to follow or failing to carry out the reasonable instructions of a staff member
- Ignoring work duties or wasting time during working hours
- Using threatening, offensive or abusive language towards a staff, students or members of the public
- Behaving in an unsafe / violent manner
- Failing to wear clothing conforming to standards set by the school

### Procedures for breach of code:

The VCAL staff share responsibilities to support students in maintaining required standards of behaviour and conduct through:

- Leading by example and assisting students to understand the Code; and
- Raising and resolving instances of a breach of the code immediately upon direct observation or upon a concern being raised.

*1<sup>st</sup> Warning:* Students is referred to Code of Conduct (incident recorded)

*2<sup>nd</sup> Warning:* Meeting is held with VCAL staff (incident recorded)

*3<sup>rd</sup> Warning:* Meeting held with parent/guardian and contract is made

***A positive work environment is productive, rewarding, enjoyable and healthy for everyone.***

Student name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Staff name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_