



Student and Parent

Handbook

2019



CONTENTS

Staff 3

Attendance 4

Assessment and Reporting Middle School 6

Assessment and Reporting Primary School 8

Uniform Policy 9

Behaviour Management Policy 12

Bullying 16

Traffic Management 18

ICT and Mobile Phone Use 19

Illness Procedure and Severe Allergies 20

Yearly Program and Siren Times 22

Complaints and Disputes 23

Student Code of Conduct 30

Staff Code of Conduct 31

Parent Code of Conduct 32

Absentee Notes 35

Agreement / Photographic Permission 39

**VISION**

Divine Mercy College strives to provide a well - balanced curriculum focusing on academic, spiritual, physical and moral values. We are passionate about following our call from God to provide affordable Catholic Education for our community and to build a stronger dynamic Australia through raising academic excellence and opportunity.

Priority is given to systematic and structured education following West Australian Curriculum. At Divine Mercy, we believe every child is a valued member of the school's community and deserves the very best in all areas of human development.

The ambience of our school projects a small Australian community where diversity is celebrated. Our inclusivity is demonstrated through our strong academic programs, significant population of students whom English is an additional language and substantial intensive English support available as well as a multicultural and internationally experienced staff group.

Divine Mercy College is proud to follow and promote our Catholic values and traditions. Christ is the beginning and the end in all of our endeavours. The prime focus of the school is to give all students the best possible opportunities in their further education and to provide a solid moral/spiritual base before they enter the wider community as young adults.

“Divine Mercy College is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment”

**CONTACTING STAFF**

Parents are always encouraged to contact the school to discuss their child’s progress and development. Please ring or email the school to arrange a time suitable to yourself and staff members.

If there are any issues please follow the following process – Contact the class / subject teacher and make an appointment to discuss the issue, if you are happy with the outcome the issue does not need to go further. If the issue remains unresolved meet with the teacher and year Coordinator. If the issue remains unresolved meet with the teacher, year Coordinator and Principal. For a copy of the Complaints Policy for DMC please refer to our website or contact administration.

Phone: (08) 9417 3267

Email: [dmcadmin@arach.net.au](mailto:dmcadmin@arach.net.au)

Web: [www.dmc.wa.edu.au](http://www.dmc.wa.edu.au)

**Please ring this number for Student Absentees.** This number can be contacted at any time as it has a message-machine



**Staff Code of Conduct**

All staff at Divine Mercy College adheres to a Code of Conduct, which outlines their responsibilities and duties including to report all breaches of this Code and other Mandatory obligations. If any parent would like a copy of the Code of Contact please contact administration.

STAFF

|  |  |
| --- | --- |
| **SCHOOL PRINCIPAL**: | Mr Adam Zydek |
| ADMINISTRATION MANAGER: | Mr Martin Zydek |
| SENIOR FINACIAL OFFICER: | Mrs Kim Nguyen |
|  |  |
| **YEAR COORDINATORS**: |  |
| PP – Year 2 | Mrs Sheryl Palazzo |
| Year 3 to 6 | Mrs Eulene Marillier |
| Year 7 to 10  Year 11 to 12 (Pastoral Care and Student Development) | Mrs Celestine Landers (Head of Middle School)  Mr Jacob Seinemeier |
| Year 10 to 12 (Curriculum) | Mrs Elaine Kearney |
| VET  Transition Coordinator (Yr 10-12) | Mrs Jodi Hampel  Mrs Yan Lau |
| **SPECIALIST TEACHERS**: |  |
| Media  Information Technology | Mrs Lau  Mr Norris & Mrs King |
| EALD | Mrs Seinemeier & Mrs King |
| Library  PE Specialists  Art Teacher  Music Teacher  Japanese Teacher  Guitar Teacher  Religion | Mrs Soon  Mr Gorton, Mrs McCay  Mrs Bargmann  Mrs Fourie  Mrs Gray  Mr Clemkey  Mr Zydek & Ms Fernandez |
| **HOMEROOM/CLASS TEACHER**: |  |
| Kindy  Pre-Primary  Year 1 | Mrs McLoughlin  Mrs Mehta  Mrs Palazzo |
| Year 2 | Miss Schmedje |
| Year 3 | Mrs Reid |
| Year 4 | Mrs Hart |
| Year 5 | Mrs Marillier |
| Year 6 | Mrs Spadoni |
| Year 7A | Mrs Khan |
| Year 7B | Mrs Landers |
| Year 8A | Miss Slocum |
| Year 8B | Mr Gorton |
| Year 9A | Miss Marri |
| Year 9B | Mr Smith |
| Year 10A | Mrs Lau |
| Year 10B | Mr Laing |
| Year 11A | Mrs Kearney & Dr Lau |
| Year 12 | Mr Seinemeier |

**LEARNING SUPPORT**

LS Coordinator Mrs Galindo

Education Assistants Ms Wellings, Mrs Correia, Ms Fernandez, Mrs King, Mrs DeBrito

ATTENDANCE & PUNCTUALITY

**Daily Routine**

School gates open at 8.00am

Primary classrooms open at 8.15am

Classes commence at 8.30am (some year 11 & 12 classes may commence earlier)

The school day finishes at 2.45pm (although year 11 & 12’s may have after school classes)

\*please note this may change to 2.50pm and all parents will be notified

The student (or parent in the case of children in the Primary School) must sign the Student Late Entry Register in the front office and take the Late Slip to their classroom. Note that any student who arrives on campus after 8.45am must sign in late.

Please note that there is no formal supervision of the School grounds before 8.00am and after 3.15pm. Furthermore, parents are requested not to drop the children off at the School before 8.00am and to collect them sharply at the end of the day and no later than 3.15pm.

Homeroom teachers will review students’ attendance at the end of each term and parents will be notified if their child is at risk.

**Student Absence**

Should a child be absent from school for any reason, the parents should contact the School by telephone before 9.00am on the day of the absence and then follow up the absence with a written note upon the student’s return to school. If possible prior notice should be provided and valid medical certificate is required if a student is absent for two or more days.

**Student Illness during the School day**

If a child feels ill during school time the teacher will send him or her to Reception for assessment. If necessary the School Receptionist will contact the parents and arrange for the child to be sent home. If a child is injured during school time the same arrangements will apply. The School reserves the right to seek immediate medical treatment for an injured child if the parents cannot be contacted.

**Student Absences for holidays during term time**

Holidays/Overseas trips are never a valid reason for missing school, especially assessments or exams. The school does not permit and asks that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children. It is the students’ responsibility to catch up on any missed work. Exams will only be rescheduled once medical certificate has been provided.

All parental requests for extended leave for their child/children during the school term for any reason whatsoever must be made in writing to the Principal at least one month (30 days) before the requested leave time.

The Principal has the authority to approve or disapprove the requested leave depending upon circumstance, age of the child and the effect that the leave may have on the child’s educational attainment. For example, Year 12 students will not be granted leave for any reason other than genuine illness if the leave is requested during an examination period. The school has final determination as to what is considered a ‘valid’ reason for absence. Exceptions can only be made in cases of severe illness in which case SCSA will make finial grading decisions.

**Students leaving the School grounds during school hours**

Students are not allowed to leave the School premises during the school day unless they have parental permission. If the school believes the reason for the student leaving the grounds is inadequate or is not satisfied that the student will be safe, permission will be refused.

If a parent needs to collect a student during school hours, they will need to be signed out through the Administration Office, with the sign out note going to the homeroom teacher so the register can be altered as needed.

ASSESSMENT AND REPORTING – MIDDLE SCHOOL

Divine Mercy College has adopted this policy for the assessment of Senior School work.

At the beginning of the year all students will be notified of assessment guidelines for each subject outlining the following:

• The details of the course assessment structure

• The type of assessments that will be used

• The timing and nature of each assessment

• The work that will be covered by each assessment

**Reporting Policy Schedule**

|  |  |
| --- | --- |
| Information Meetings | These are held at the beginning of each year. Teachers explain class routines and provide general information about the year’s programme. |
| Parent/Teacher Interviews | These are conducted in Terms 1 & 2 with all families at the invitation of the class teacher. Parent/carers can request interviews at any time throughout the year. |
| Formal Written Reports | An interim report is provided at the end of Term 1. A summative report is issued at the end of First and Second semesters which provides information on student achievement and progress. |
| NAPLAN years 7 & 9 | September |

**Reporting Grade Descriptors**

|  |  |
| --- | --- |
| Letter Grade | Descriptor |
| A  Excellent | The student demonstrates excellent achievement of what is expected for this year level. |
| B  High | The student demonstrates high achievement of what is expected for this year level. |
| C  Satisfactory | The student demonstrates satisfactory achievement of what is expected for this year level. |
| D  Limited | The student demonstrates limited achievement of what is expected for this year level. |
| E  Very Low | The student demonstrates very low achievement of what is expected for this year level. |

**Modification of the Assessment Outline**

The A – E grade scale summarises the standard of achievement associated with each learning area. This scale describes the depth of knowledge, understanding and skills that students working at the standard typically show.

If your child receives a ‘C’ grade, they are achieving at the required level for their year level.

Maintaining a grade in a learning area from one semester to the next is an indication of positive achievement and expected development.

Divine Mercy College delivers differentiated learning through modified programs in subject areas where required. A student that is on an Individual Education Plan (IEP) or on a Curriculum Adjustment Plan (CAP) will have a separate report attached to this report. Their progress is reported against the learning outcomes outlined in their Individual Education Plan – not using the A – E grade scale.

**Absences from Tests and Examinations**

A student who knows that he/she is going to be absent has the responsibility to inform his class teacher well in advance, so that suitable arrangements can be made.

Students who miss a test or examination without giving prior notification or for a valid reason such as medical, will be given zero (The teacher has final determination as to what is considered a ‘valid’ reason for absence). This result may be amended if documentation outlining the appropriate medical / misadventure circumstances is provided and special consideration is granted. The result is determined as an estimate or by sitting a supplementary test or exam.

**Failure to submit Assignments/Projects/Fieldwork**

If a student fails to submit work on time, without a valid reason, parents will be notified. Students who are absent when work is due must submit the work on return to school or as soon thereafter as possible, however a penalty of 10% per day, for each day late will be applied up to a total of 30%, at which point the mark will be reduced to zero.

A student may gain an extension of time without penalty provided a valid reason is given at least three days in advance of the due date. A note or medical certificate may be required in appropriate cases. If an assignment is due on the day of a School excursion or a pre-arranged absence, it should be submitted **before** the student leaves.

**Cheating**

If cheating in an examination or test is established, then a zero will be given for the whole paper. The parents of the student will be advised by the Principal. A student who willingly allows another student access to his work will also score zero.

Cheating comes in many different forms and the list above is not exhaustive.

**Plagiarism**

A student’s work will not be accepted if it is clear that it contains a significant amount of unacknowledged material that is not his own. The student’s parents will be advised.

**Examinations**

Years 9 & 10 will sit exams at the end of Term 2 & 4

No assessment or exam materials are to be photographed or shared, these remain the property of the school. Breaches of these rules and/or instructions will incur severe penalties.

ASSESSMENT AND REPORTING – PRIMARY SCHOOL

|  |  |
| --- | --- |
| Information Meetings | These are held at the beginning of each year. Teachers explain class routines and provide general information about the year’s programme. |
| Parent/Teacher Interviews | These are conducted in Term 2 with all families at the invitation of the class teacher. Parent/carers can request interviews at any time throughout the year. |
| Formal Written Reports | An interim report is provided at the end of Term 1. A summative report is issued at the end of First and Second semesters which provides information on student achievement and progress. |

**Reporting Grade Descriptors**

|  |  |  |
| --- | --- | --- |
| State Grade | Descriptor | Student Performance |
| A | The student demonstrates ***excellent*** achievement of what is expected for this year level. | Grade ‘A’ indicate the highest level of achievement in a course. A’s in this section would suggest that the student is likely to be working to the best of his/her ability. The student has an advanced understanding of concept taught. |
| B | The student demonstrates ***high*** achievement of what is expected for this year level | Grade ‘B’ indicate a high level of achievement in a course. ‘B’ grade may indicate that an improvement in particular attitudes and habits may result in better grades. |
| C | The student demonstrates ***satisfactory*** achievement of what is expected for this year level. | Grade ‘C’ indicates satisfactory achievement but should viewed in the light of grades awarded for work attitudes and habits |
| D | The student demonstrates ***limited*** achievement of what is expected for this year level. | Grade ‘D’ and ‘E’ indicate that there is cause for concern. Please discuss the reasons for such poor progress with the student. |
| E | The student demonstrates ***very low*** achievement of what is expected for this year level. | Grade ‘D’ and ‘E’ indicate that there is cause for concern. Please discuss the reasons for such poor progress with the student. |

**Reporting of Alternative Curriculum (Individual Education Plan)**

The A – E grade scale summarises the standard of achievement associated with each learning area. This scale describes the depth of knowledge, understanding and skills that students working at the standard typically show.

If your child receives a ‘C’ grade, they are achieving at the required level for their year level.

Maintaining a grade in a learning area from one semester to the next is an indication of positive achievement and expected development.

Divine Mercy College delivers differentiated learning through modified programs in subject areas where required. A student that is on an Individual Education Plan (IEP) or on a Curriculum Adjustment Plan (CAP) will have a separate report attached to this report. Their progress is reported against the learning outcomes outlined in their Individual Education Plan – not using the A – E grade scale.

At DMC, we believe that offering alternative grading system fosters a positive performance appraisal for students with disabilities, fostering a positive and inclusive school environment where everyone can achieve success and feel motivated to learn.

UNIFORM POLICY

**Girls Uniform**

*Girls Summer uniform*

* Black Skirt
* Short sleeve white blouse with school crest
* White school socks with red and black stripe.
* Black-lace up or Velcro school shoes
* Red Dress (year Pre – Primary to year 3)

*Girls Winter uniform*

* Black Skirt
* Short sleeve white blouse with school crest
* Black-lace up or Velcro school shoes
* Black tights / White school socks with red and black stripe
* Black scarf (optional)
* Red school knitted jumper
* Blazer (Year 7 to12 only)
* Tie – all years

**Boys Uniform**

*Summer uniform additions*

* Short sleeve white shirt with school crest
* Grey shorts
* Grey school socks with red and black stripe
* Black-lace up or Velcro school shoes

*Winter uniform additions*

* Short sleeve white shirt with school crest
* Grey school socks with red and black stripe
* Black-lace up or Velcro school shoes
* Black scarf (optional)
* Red school knitted jumper
* Blazer (Year 7 to12 only)
* Tie – all years

**Girls and Boys Sport Uniform**

* Sports shirt with school logo
  + Primary School – White Sports Shirt
  + High School – Black and White Shirt
* Faction shirt with school logo - to be worn on carnival days and as instructed
* Black shorts (loose fitting) with DMC logo
* White sports socks with red and black stripes
* Sports shoes with NON-MARKING SOLES. Fluro coloured shoes are not suitable, nor are Dunlop volley, canvas design shoes or high tops.

*Winter uniform additions*

* School tracksuit

Primary School Track Suit – black zip up jacket with DMC logo and black tracksuit pants with DMC logo

High School Track Suit – Black and red pants and zip up jacket

**All Uniforms**

* Black school hat with red ‘DMC’ logo is compulsory all year for recess, lunch (Term 1 & 4) and during PE classes
* DMC School Bag is compulsory

**For clarification:**

**SHOES**

Black “School Shoes” (lace up) leather or leather type. Suede or canvas type shoes are not classified as “school shoes” and are not suitable. School shoes heel is to be no more than 2cm in height. Sports shoes are to have NON-MARKING SOLE, please note Dunlop volley or canvas design shoes are not suitable and are not classified as sports shoes.

**HAIR**

Hair styles in keeping with College standards. No hair product or ‘rats tails’. Hair must be neat and styled in a manner in keeping with College school standards. Students with hair longer than collar length are to wear their hair tied back with school coloured hair ties (white, red or black only - other colours are not acceptable). All hair must be clean with fringes above eyebrow length.

**LABELLING**

All items must be clearly labeled with the child’s name – including surname. Names can fade with washing so please reapply when required. Pre-owned items need to have the previous owner’s name removed before being renamed.

**JEWELLERY & MAKE UP**

Jewelry is limited to a watch and, if parents permit, earrings and a necklace. If earrings are worn they are limited to plain gold or silver studs or sleepers and only one pair may be worn at a time – one in each ear, or not at all. If parents permit a necklace, then only one necklace is to be worn with a cross. Bracelets and rings are not to be worn as they pose a hazard in school and sport activities. Children also get upset if they go missing or are broken. No students are permitted to wear make-up or fake/acrylic nails at school. If students have make up on at school they will be provided with makeup removal to remove makeup immediately.

**SPORT UNIFORM – all years**

Sports clothes are to be worn correctly on the days set aside.

During term 1 & 4 – High School Students will need to wear summer uniform to school and change into PE uniform prior to class and change back at the end of class.

During term 2 & 3 - Full tracksuit, with sports shirt to be worn to and from school with sports shorts underneath their track pants. Students will wear sports shorts during PE lessons and when required faction t-shirt.

**HATS**

School hats are worn by all year groups during physical education classes and all year during recess and lunch breaks – term 1 & 4 only

**INFRINGEMENTS**

After three (3) infringements a Parent letter will be sent home requesting that the student conforms to College guidelines. If the student continues not to wear correct school uniform then the student will receive an after-school detention. If the student still continues not to wear correct school uniform then the students will not be able to attend classes and will be sent home. This will be continued until the situation is resolved.

The final decision in matters pertaining to uniform rests with the Year Coordinator and Principal.

BEHAVIOUR MANAGEMENT POLICY

At Divine Mercy College, we believe that all school members show respect and exercise consideration towards each other and adhere to the Catholic Ethos of the School as well as follow the School’s Code of Conduct.

Every student has the right to learn and feel safe and every teacher has the right to feel safe in a cooperative school environment.

**Code of Conduct**

1. Be respectful to the Catholic Religion
2. Behave in a safe, sensible manner
3. Respect the rights of others
4. Treat others as you would like to be treated
5. Respect all property and the school environment
6. Follow staff directions without question

**Principles**

The following principles will guide Divine Mercy College and their staff in the management of all student behaviour:

* Student wellbeing and the prevention of inappropriate behaviour will be enhanced

through a focus on early intervention and prevention.

* The use of appropriate curriculum and learning programs will encourage engagement by students.
* Student behaviour is best managed in ways that promote restorative practices and are educative in nature.
* All decisions relating to the management of student behaviour and the implementation of policy are made according to the principles of procedural fairness.
* Teacher's behaviour management processes will acknowledge the duty to take reasonable care for the safety of staff and students.
* Student behaviour must not be viewed in isolation but as part of an interaction between the student, staff and the school community.
* School staff will demonstrate accountability for evidence-based decision making, reporting and referral to appropriate support, and record keeping.

**General Rules**

* Be courteous and respectful to staff
* Always dress in correct school uniform – see Uniform Dress Code
* No running on the verandah
* No student to be inside a class room without a teacher
* No vandalism
* **Ensure the school grounds are free of rubbish – zero tolerance**
* **No chewing gum on school premises – zero tolerance**
* No eating and drinking in class rooms.
* Absentee note is required to be submitted on first day of child’s return to school.
* All students are required to eat their recess & lunch (first ten minutes) in their designated areas.
* Smoking, consumption of alcohol and the use of non-prescription drugs are not permitted and will result in expulsion.
* No student may leave the school grounds during school time without following the early departure procedures
* Parents who keep their children home should notify the school office by telephone before 9am that morning. An absentee note is required upon re attendance.
* Students to arrive at between 8:15 and 8:30 am, except for a purpose which has been approved by the principal
* School gates don’t open until 8.00am and students are therefore the responsibility
* of the parents until this time
* Staff are on duty until 3.30pm only therefore all parents must have collected their child by this time or have alternative arrangements
* Students to ADHERE to Bullying Policy and ICT Policy

**Playground Rules**

* Students only enter a classroom only if a teacher is present in the room
* Students walk on the verandah
* Students walk my bike, scooter, skateboard or rip stick in the school grounds
* Students will not deliberately disrupt other people’s games
* Students are not allowed to play on any equipment before or after school
* If students borrow sports equipment only at lunchtime they must return it to either the sports room or their classroom
* Students are to follow the Sun Smart Policy when outdoors
* Students are not to play in the toilet block, throw items at students, fight or be involved in rough play
* Students are not to participate in Bullying of any kind
  + Verbal: name calling, using put downs, racist or sexist comments, insulting, intimidation etc
  + Psychological: threats and implied threats, emotional blackmail, manipulation, unwanted messages, threats to an individual’s reputation and/or safety etc
* Relational: ostracising by excluding or rejecting a individual or group, spreading rumours and untruths, threatening to share personal information

**Discipline Policy**

Students are required to adhere to the Code of Conduct and General Rules of the School. This is paramount not only in providing an atmosphere of order and peace conducive to a positive learning environment, but in fostering a sense of responsibility and in the provision of a sound pastoral care.

The staff will endeavour at all times to encourage and promote the best behaviour from all students through positive reinforcement and a system of reward points which values achievements in all areas, academic or otherwise.

Failure to adhere to the College’s strict code of conduct will result in the implementation of the following process.

**Primary School:**

In the Primary School the following steps will apply for minor breaches.

(Serious breaches of conduct will result in consequences commensurate with the breach. In such cases parents will be notified immediately).

1. A variety of in-class consequences are enacted at the class / subject teacher’s discretion for any minor infringements, these may include rubbish duty, sitting on the bench at recess and / or lunch, removal of privileges, exemption of specialist classes, exemption of excursions / incursions
2. Should step one be repeated three times or commits a major infringement a Year Form (by the way of Red Card) will be issued with an accompanying punishment these may include rubbish duty, sitting on the bench at recess and / or lunch, removal of privileges, exemption of specialist classes, exemption of excursions / incursions and writing lines.
3. If a lunchtime detention is missed, a double detention will be incurred. The class teacher (along with specialist teacher if applicable) will contact the parent to inform them of the child’s behavior.
4. Should a student persist in his/her misconduct a meeting will be arranged with the teacher and Year Coordinator and parents will be notified.
5. Serious breaches, which continue despite discussion with parents, may result in the student being suspended.
6. In extreme cases expulsion will be considered.

**Secondary School:**

In the Secondary School the following steps will apply unless the gravity of the breach requires a more immediate remediation and parent notification.

1. A variety of in-class consequences are administered.
2. Students receive a Red Card, which is recorded with an accompanying punishment these may include rubbish duty, sitting on the bench at recess and / or lunch, removal of privileges, exemption of specialist classes, exemption of excursions / incursions and writing lines.
3. If a student receives two Discipline Forms he/she will be issued with an after-school detention. Parents will be notified a week in advance and will be required to acknowledge receipt of the detention letter.
4. If two detentions are received within the same term a meeting will be arranged between Discipline Coordinator or Principal, parent and student.
5. Failure to demonstrate an adequate improvement will result in further detentions, and/or school suspension depending on the gravity of the breach.
6. After receiving the 3rd after school detention the principal and staff will consider the future of the student at the College.
7. Suspension / Expulsions will be considered in serious cases, even if it is a first offence.

**Zero Tolerance**

Divine Mercy College has a zero tolerance of students eating gum and littering therefore for any student littering or chewing gum will be given the following punishments immediately without warning

Primary School – Lunch time detention

High School – Red card issued and lunch time detention

For any severe physical violence such as punching the student will be suspended.

**Positive Behaviour**

All classroom teachers have their own reward system. In addition to this there are two positive behavior reward programs at DMC.

**Whole School Approach** – when students are behaving well the teacher can reward them with a coloured token. This token is the same colour as their faction, the token is placed in a container and the faction with the most tokens at the end of each term is rewarded as a group. This program is promoting community spirit and working together as a team.

**Individual Recognition – Green Cards**

To reward individual behaviour students are given Green Cards when they behaviour exceptionally. Once they have received 10 cards these can be cashed in for a prize.

BULLYING

Divine Mercy College prohibits bullying, harassment and other forms of peer-to-peer abuse and requires respect for the privacy and human dignity of other students.

Bullying: is a repeated behaviour that may be physical, verbal, written and/or psychological; where there is intent to cause fear, distress or harm to another; that is conducted by a more powerful individual or group; against a less powerful individual or group of individuals who is /are unable to stop this from happening.

**Emotional bullying includes:**

* being excluded from group conversations and activities
* making up or spreading rumours to facilitate dislike for someone
* being ignored repeatedly and intentionally
* purposeful misleading or being lied to
* making stories up to get others into trouble
* making rude gestures

**Physical bullying:**

* hitting, kicking, pinching, pushing, bumping, shoving, scratching, slapping, biting, punching or tripping someone repeatedly
* unwanted physical or sexual touching
* throwing objects with the intent to injure or annoy

**Threatening/Psychological bullying:**

* stalking, threats or implied threats
* dirty looks and aggressive body language
* manipulation – pressuring others to do things they don’t want to do
* intimidation – forcing students to do demeaning or embarrassing acts
* extortion – forcing someone to give you money or material items

**Verbal bullying:**

* constant teasing in a sarcastic and offensive manner
* name-calling and offensive nicknames
* swearing to unsettle or upset others
* verbal threats
* spreading rumours
* homophobic comments to cause distress
* racist or sexist comments / harassment

**Property Abuse:**

* Stealing money repeatedly
* Interfering with someone’s belongings
* Damaging other personal items
* Repeatedly hiding someone’s possessions

**Cyber/ ICT bullying :**

* Texting derogatory messages or images on mobile phones
* Sending threatening emails or messages on social media
* Forwarding a confidential email on to several other people
* Ganging up on one student and bombarding him/her with emails
* Setting up a derogatory web site dedicated to a targeted student and inviting others to comment
* Participants in a chat room saying derogatory comments about or excluding someone.
* Spreading rumours on social media

Conflict or fights between equals and single incidents are not defined as bullying. Bullying behaviour is not:

* children not getting along well
* a situation of mutual conflict
* single episodes of nastiness or random acts of aggression, teasing, intimidation or fighting

These types of behaviour will be dealt with according to our Behaviour Management Plan.

TRAFFIC MANAGEMENT

**Rules and Guidelines**

1. All drivers must strictly adhere to the 5km/h speed limit within the school car-parks and drive-through area
2. All drivers must give way to pedestrians at all times.
3. All pedestrians must ensure they utilise crosswalks and footpaths to minimise the impact on traffic flow and to ensure children safety
4. All pedestrians are to leave school grounds using the allocated gate
5. All drivers must strictly adhere to the one-way traffic flow signage within the school car park.
6. All drivers dropping off or collecting children from their vehicles MUST do so via the drive through drop off/pick up service only. Parents/Guardians are not permitted to drop off/collect their children from any other location on the school grounds.
7. Cars are only to be parked in car park areas and within allocated bays and NOT in the school drive through area. If overflow is needed please use verge parking at the front of the school.
8. Vehicles are not permitted to park within the Day Care Car park
9. Vehicles must not stop or park their vehicles on or adjacent to a “NO STANDING” sign painted on the road surface.
10. Vehicles must not park either wholly or partially on ANY footpath within the school grounds.
11. No Driver shall drive their vehicle on school grounds or where students are present in a willful manner (which includes speed), that is inherently dangerous, or given regard to the circumstances, considered to be dangerous to the public or to any person. SCHOOL ACTION - Incidents will be referred to the WA Police.
12. All parents/guardians must explain the Divine Mercy College Traffic Guidelines and Rules to ANY person who will be attending the school to collect their child in a motor vehicle.
13. All drivers queuing for the Divine Mercy drive through pick up/drop off service shall not leave their vehicle unattended at any time. A licensed driver must remain with the vehicle at all times.
14. All drivers shall obey the directions of a Staff Member, Parking Official or Traffic Warden so appointed by the school to carry out traffic control or car park duties.
15. Students who travel to and from school on school bus and public transport must at all time behave in manner which reflects the values of Divine Mercy College.

If any of the above Traffic Rules and Guidelines are not adhered to vehicle registration will be recorded and continual incidents will be met with penalties being imposed by the school.

ICT AND MOBILE PHONES

1. Students understand that the use of Divine Mercy College ICT is done in the accordance of school policy and will be supervised at all times.

2. The acceptable and unacceptable use by students of the ICT are listed below.

2.1 Acceptable use includes:

* follow instructions
* accessing only the information the teacher has agreed to
* seeking the teacher’s permission before sending an email
* research use for an assignment or task
* show respect of others
* informing the teacher if you are concerned about any content
* handling all equipment with care

2.2 Unacceptable use includes:

* don’t share any password information
* don’t share any private information via email or internet
* using ICT without permission or without supervision by a teacher
* visiting any site that has not been approved by the teacher
* using the Internet to access offensive or inappropriate information
* interfering with emails or files belonging to others
* downloading anything without the teacher’s permission
* sending a personal photograph without the written permission of a parent
* sending anything without the teacher’s permission
* sending or receiving a message which has a false name or has used another’s name without permission
* sending an email to bully, frighten, annoy or upset a person.
* Cyber bulling – please refer to the Bullying Policy
* should not change any settings on any school computer or laptop devices

**Consequences of Misuse**

The use of inappropriate use of the internet or any equipment will result in a temporary or permanent cancellation of use.

Additional disciplinary action will be at the discretion of the Principal or their delegate.

**Mobile Phones at School – High School**

Students who bring their mobile phones or similar to school (iPad, iPod) must hand these into the collection box during homeroom. If the student is late to school then they must hand their phone in when reporting to the office on arrival (inclusive of year 11 & 12 students). All students handing phones into the phone box will be required to sign their phones in and out APPENDIX 5. These forms are to be kept in the phone box.

This box will be stored safely in school administration until the end of the day, where it is collected by two students and handed out during the last two minutes of class by the class teacher.

In addition, mobile phones are NOT to be in use on school grounds and must be turned off at all times when on school grounds.

Any student who is found with a phone during the course of the school day will have to adhere to the following consequences, with all incidences reported to the Discipline Coordinator for that year group to keep record:

|  |  |
| --- | --- |
| **Incident** | **Consequence** |
| 1st Incident | Phone confiscated until the end of the day in school administration office |
| 2nd Incident | Phone confiscated until the end of the day in school administration office |
| 3rd Incident | Parents contacted and the parent must collect the phone from administration office   * All phones will be kept in the Administration Office in the safe * The phone must be signed in and out using the Sign in / out sheet (APPENDIX 4) |
| 4th Incident | * If behavior is continued the student will be suspended for sever insolence towards the policy |

* Primary school – teachers store phones in lockable cupboards in the classroom

**Students are also to be aware that:**

1. All communication and information accessible via the network should be assumed to be private property.
2. Computer problems including security problems must be brought immediately to the attention of the attending teacher. The problem must not be demonstrated to anyone else.
3. Students may only use those Internet services to which they have been given legitimate access.
4. Chat and social medic access is not provided. Students may access Hotmail and other similar e-mail programs nor should these sites be accessed at school in any way.
5. From time to time, student work may be selected to be published on the Internet.
6. Any form of sexting (nude or sexy pictures of videos) is not permitted and is illegal. If an incident is to occur at school then it will be referred to the police for investigation.
7. If any incident of sexting is to occur between students at DMC and is bought to the attention of the school then the students involved may be suspended or expelled.

ILLNESS PROCEDURE

If a child is not well enough to be in class their parents are contacted and the child needs to rest, there is a sick room in the Admin Office where the child can rest, being monitored at regular intervals.

**ADMISTRATION OF MEDICATION**

Divine Mercy College will administer medication under the following guidelines:

1.         Prescription medication for short-term illness, which is left at the Administration Office (first aid room) together with a note from parents requesting the College hold the medication and allow the child to administer the recommended dosage in the office area e.g. Antibiotics for viral infection.

2.         Prescription medication for diagnosed conditions such as ADHD where the child is required to take a dosage during the school day and the child may be prone to forget or there is a concern regarding the possibility of medication being removed from their bag or belongings. The homeroom teacher will be in charge of organizing correct storage of medication and sending the child to the office at the appropriate time with a buddy student. This medication will be administered by office staff according to the Medicine Administration Request form, the child/ren will then be sent back to the class teacher with the “medicine card” so the classroom teacher knows the medicine has been administered.

3.         The administration of paracetamol or any other over the counter medication where the child has e.g. a headache and the parent give permission (via medical form) for the child to take the recommended dosage. This needs to be logged as per, and parent needs to be notified of the dosage, time and medicine over the phone / or in school diary.

4.         Prescription medication for migraines, where the parent has provided written permission for the College to hold the medication on an ongoing basis, in order to attempt to relieve the symptoms of the migraine before severe affects are felt. In this case the parent would still be contacted to be made aware that medication was given, as the child may need to go home.

5.         In the case of diabetic emergency – emergency kit held in the office.

Emergency protocols followed in this case.

It is not recommended that students keep medication in their College bags as there is a risk of tampering or theft.

SEVERE ALLERGIES

Parents are to notify the school if their child has a severe allergy and provide an Action Plan in case of emergency. Please note that Divine Mercy College do currently have a students enrolled with severe nut allergies and therefore in an effort to provide a safe environment for students with allergies to nuts, Divine Mercy College is seeking the support of the whole school community to help make our school nut free by ensuring sandwiches, cakes, slices, biscuits, muesli bars, chocolate bars, dips and dried fruit and nuts are not bought to school.

YEAR PROGRAM

TERM DATES 2019

**Term 1**

## TEACHERS: Tuesday 29 January - Friday 12 April

## STUDENTS: Wednesday 30 January – Thursday 11 April

**Term 2**

## Monday 29 April - Friday 28 June

## Break: Saturday 29 June - Sunday 21 July

**Term 3**

## Monday 22 July - Friday 27 September

## Break: Saturday 28 September - Sunday 13 October

**Term 4**

## STUDENTS: Monday 14 October – Wednesday 18 December

## TEACHERS: Monday 14 October – Friday 20 December

**Student Free Days**

Friday 12th April 2019

**SIREN TIMES**

8.25am Homeroom / Chapel

8.55am-9.35am Period 1

9.35am-10.15am Period 2

10.15am-10.55am Period 3

10.55am-11.15am Recess

11.15am-12.00pm Period 4

12.00pm-12.45pm Period 5

12.45pm-1.15pm Lunch

1.15pm-2.00pm Period 6

2.00pm-2.45pm Period 7

**Students are not to arrive on the school grounds before 8am unless they are required to be at school for specific teacher directed activities i.e.; Year 11/12 Period 0, Club activity.**

**A school Calendar with Pupil Free Days and other activities will be published at the beginning of each school term.**

COMPLAINTS AND DISPUTES

Divine Mercy College welcomes suggestions and comments from students and parents and takes seriously complaints and concerns that may need to be raised. This policy is designed to create a strong and reliable partnership between students, parents and the school. Parents, students and other school community members must be confident that staff will listen and respond to their needs and concerns. The policy sets out the process for students, parents, members of the Divine Mercy community, to have enquires, concerns and complaints addressed by the School. Please direct all complaints to the school administration [dmcadmin@arach.net.au](mailto:dmcadmin@arach.net.au) or 9417 3267.

**General Principles**

The following principals apply to all complaints and disputes

1. The school welcomes complaints and the complaint policy is accessible to the school community via the Student and Parent Handbook as well as school website and posters around the school, Parent information nights. Students are directed to the policy (and how to make a complaint) in the handbook at the beginning of the year and via the KS-CPC when appropriate.
2. All complaints are taken seriously
3. Staff are aware of the process and how to respond to a complaint and are aware that parents and children may respond in a different manner
4. All staff are enabled either to resolve or refer a complaint
5. Complaints are acknowledged promptly
6. Confidentiality is maintained by all parties unless the school staff deem it appropriate for the student complaint to be disclosed to the parent
7. If students are making the complaint then the student needs to be made aware of the limits of confidentiality as the process progresses
8. Responses to complaints will be within a reasonable time and in a courteous and efficient way
9. Students are given a choice on how they wish to be kept updated on the progress of their complaint.
10. All complaints need to be reported to in the Complaints register, this is included in the annual risk assessment audit completed by the Governing Body. In all matters the education and wellbeing of the students are the first priority
11. For continual improvement reflect and review the process of the complaint making recommendations for future improvement in either the process or the complaint outcome
12. The office of the WA Commissioner for Children and Young People (WA CCYP) have published: [Are you Listening – Complaints guidelines](https://www.ccyp.wa.gov.au/our-work/resources/complaints-systems/). An Audit of the DMC Policy should be conducted before the end of 2018 against these guidelines to aid in improvement of having a more Child Friendly Policy.
13. Procedural fairness is afforded to all parties
    1. Each party has an opportunity to be heard (in writing or in person)
    2. Issues for facts which are disputed are investigated
    3. The investigate is free from bias
    4. Any complaint outcome is supported by the evidence, necessitating a finding on the balance of probabilities in the event of a dispute of fact
    5. The complaint outcome is finalized by an adjudicator / investigator who is free from bias
    6. The outcome is consistent with established school policy

**Complaint Process for Parents**

Any person who has a complaint or dispute should firstly clearly identify the problem, decide if this is a query or a complaint and determine the appropriate procedure to be followed so that the right people are approached. At all stages, staff will work with you to establish an agreed plan of action and timeline

**Step 1 - DISCUSSION WITH STAFF MEMBER**

Make an appointment to talk with the teacher or relevant staff member at a mutually convenient time to discuss your complaint. The staff will work with you to resolve the problem.

**Step 2 - INVESTIGATION BY PRINCPAL**

If you are not satisfied, contact the Principal, request an appointment to discuss the issue. The Principal will arrange to meet with all parties either separately and/or together as they deem appropriate, to consider the issue. Detailed records, including agreements made, will be kept and signed by all parties and a future appointment made if need be to follow up on the agreements made. You should be aware than when a complaint is made in writing about an individual staff member, that staff member will receive documentation of the substance of the complaint. The principal can reject a complaint that in their opinion is vexatious, or without substance, or does not warrant further action taking into account the priorities and principals of the policy. All complaints need to be reported to in the Complaints register, this is included in the annual risk assessment audit completed by the Governing Body.

**Step 3 - WRITE TO SCHOOL GOVERNING BODY**

If resolution is not reached or if the Principal is the subject of the complaint, then write to the School Board again outlining all facts. The School Board will assist reaching a resolution and may act as a mediator.

Chairperson

Mr Darius Kwiatkowski

Divine Mercy College

326 Yangebup Road

Yangebup WA 6164

Email: [darpol1@tpg.com.au](mailto:darpol1@tpg.com.au)

If the complaint is about the Principal then the Chairman of the Board will appoint an independent mediator to resolve the conflict as the Principal is a member of the School Board.

**Step 4 - INDEPENDENT ARBITER**

If the matter is still not resolved then, if both parties agree, a mutually agreed Independent Arbiter may be engaged to assist with resolution. This person is normally a person appointed by AISWA or is a nonbiased legal representative .

**FLOW CHART FOR PARENT COMPLAINTS AND DISPUTES**



DIVINE MERCY COLLEGE

326 Yangebup, Yangebup WA 6164

Tel. 08 9417 3267

Fax. 08 9417 1502

E. [dmcadmin@arach.net.au](mailto:dmcadmin@arach.net.au)

**Step 2: Principal**

Please make an appointment through the front office, to discuss your complaint and find a resolution, if no resolution is found continue to Step 3:

**Step 1: Teacher or relevant staff member**

Please make an appointment so that the teacher can concentrate on your concern with the aim of a resolution, if not resolution is found continue to next 2

**Complaint or Concern**

**This person is normally a person appointed by AISWA or is a nonbiased legal representative .**

**Step 4: Independent Arbiter**

If the matter is still not resolved then if both parties agree, a mutually agreed Independent Arbiter may be engaged to assist with resolution.

**Step 3: Board Chairman**

Please write to:

Chairperson

Mr Darius Kwiatkowski

Divine Mercy College

326 Yangebup Road

Yangebup WA 6164

Email: [darpol1@tpg.com.au](mailto:darpol1@tpg.com.au)

**Conciliation Committee**

The Chairman may call a meeting of all concern and act as a mediator or take the issue to the school board

**Complaint Process for Students**

Student complaints are to follow the principals that apply to parents, however Divine Mercy College notes that students should be able to raise concerns with ANY member of staff with whom they feel comfortable and that students are able to bring in an advocate or support person when making a complaint.

**STEPS TAKEN BY THE COLLEGE TO ENHANCE STUDENTS ACCESS TO INFORMATION ABOUT MAKING A COMPLAINT**;

* All Staff members welcome and listen to student complaints
* DMC advertises the process in the student and parent handbooks / parent code of conduct
* Posters located around the school to provide a visual publication for a more welcoming, developmentally suitable and more appealing approach these can be found at WA CCYP website you will also find [‘Child-safe Organisations WA – Top tips for making a complaint](https://www.ccyp.wa.gov.au/our-work/resources/complaints-systems/)
* Students complete the annual satisfaction survey – which welcomes anonymous comments
* Students can have a support person or advocate with them

It is important that staff be mindful that there are a variety of reasons why children and young people may not report concerns, e.g.:

* not believing their problem is big enough to warrant an ‘official’ complaint;
* not understanding they are allowed to make a complaint or how to go about it;
* concern about not being believed;
* fear of getting into trouble or getting others into trouble;
* embarrassment or shame;
* worry about confidentiality and privacy;
* fear of repercussions and that things will get worse (especially about bullying).

**Step 1 - DISCUSSION WITH ANY STAFF MEMBER**

Ask to talk with a teacher or relevant staff member who you feel comfortable talking with. The teacher will make at time to meet to discuss your complaint and will work with you to resolve the problem. Complaints that appear trivial still need to be handled seriously. Young people may test the complaints procedures on relatively minor issues before finding the confidence to raise something painful, such as bullying. The school needs to be responsive, by promptly acknowledging the complaint and treating the student with understanding and helpfulness.

**Step 2 – INVESTIGATION OF COMPLAINT**

Complaint will be investigated by the teacher and possibly other staff with the aim of resolving your complaint. Once the matter is resolved, the outcome should be discussed with the student by a member of staff. To make sure that it is fully understood, a written record may be shared. Monitoring by the school is recommended to ensure that steps put in place to rectify/assist are having the desired effect.

**Step 3 – NOTIFYING THE PRINCIPAL OR EXTERNAL AUTHORITY**

If the complaint is not resolved or deemed major then the Principal will be notified with confidentiality in mind, although parents may be contacted at this point (or at any point deemed appropriate by the teacher). The Principal will arrange to meet with all parties including parents if required either separately and/or together as they deem appropriate, to consider the issue. Detailed records, including agreements made, will be kept and signed by all parties and a future appointment made if need be to follow up on the agreements made. All complaints need to be reported to in the Complaints register, this is included in the annual risk assessment audit completed by the Governing Body.

In situations where it is believed that the matter needs to be referred on to an external authority it is essential that, at an appropriate time, the staff member explains this to the student, from the perspective of being in the best interests of the student’s welfare and safety. It is very important that this sort of situation is handled sensitively and in a supportive manner and that the staff member follows the school’s policy and fulfils all applicable legal obligations.

**INFORMATION FOR STUDENTS**

**Any problems, complaints or suggestions?**

**If so the school would like to hear!**

***How do I make a complaint?***

* By talking about it – or by writing it down if you find that easier
* You can do it by yourself, or as a part of a group or through your parents

***To Whom?***

* To anyone on staff

***Does it matter what the issue is?***

* No, it can be a big problem or a small one
* By discussing it, you may come up with some positive ideas

***What will happen next?***

* If possible, the staff member will deal with it in person. If not, he or she will go on your behalf to someone who can help

***Do others have to know?***

* If you are worried about confidentiality, tell the staff they will understand

**Even if you find the issue hurtful or embarrassing, don’t worry – it will only be discussed by staff who can help you.**

**TIPS FOR MAKING A COMPLAINT FOR STUDENT (taken from** WA CCYP website you will also find [‘Child-safe Organisations WA – Top tips for making a complaint](https://www.ccyp.wa.gov.au/our-work/resources/complaints-systems/))

Talk to a parent, teacher or friend, they can even be with you when you complain. You can also use an interpreter

Sometimes its tricky to know how to make a complaint, but here all you need to do…

* Talk to anyone you feel comfortable with
* You can make the complaint by email, letter or in person

Write down what you are not happy about and how it has affected you. Also decide what you think should be done. This will help **you** when you are talking to the teacher about your issue.

Ask as many questions as you like. You may want to know:

• How they will keep your complaint private?

• What will happen next?

• Who will get back to you and your support person?

• When will they get back to you?

• If you’re not happy about the result of your complaint what is the next step - who will review your complaint then?or in person

Write down who you meet and what is said so you know what is going to happen from here and you don’t have to remember it.

Don’t be afraid to complain further if you feel you are not safe or it the issue hasn’t been resolved fairly.

STUDENT CODE OF CONDUCT

Students are a central focus at Divine Mercy College. All that we do is motivated by a commitment to provide the best possible learning, pastoral and social environment for students. This will assist them to develop into strong thinkers, purposeful doers, powerful self-activators and positive connectors. Each student has a reciprocal duty, in partnership with all members of the school community, to actively contribute to this undertaking. The Student Code of Conduct sets out the responsibilities and expectations for every student at Divine Mercy College. It also informs key policies and procedures that outline important College’s principles, approaches and day-to-day operations.

**What is Expected of Students**

All students at Divine Mercy College are expected to:

a) Uphold and actively demonstrate the right of every individual to be free from harassment, bullying, intimidation, discrimination or aggressive behavior and follow policies that relate to this; ie Bullying Policy & Behaviour Management Policy

b) Achieve to his or her full academic potential by cooperating with staff in diligent preparation and thorough completion of all tasks;

c) Refrain from interfering with or inhibiting the learning of others;

d) If you choose or are chosen to be a part of co-curricular commitments, full participation in training, practice, performance, matches, competitions and in the support of others is expected;

e) Represent Divine Mercy College in a manner that upholds the core values, ethos and reputation of the College;

f) Maintain a full involvement in the College community through service, House activities, Chapel, assemblies and other school activities;

g) Be in attendance on all school days and at all scheduled, timetabled and co-curricular obligations, except in cases of illness, accident or approved leave;

h) Follow the prescribed approval and registration procedures if arriving late or needing to leave the campus during the school day;

i) Take pride in their personal appearance and in the wearing of the correct school uniform and sporting attire;

j) Demonstrate respect for the local community using courtesy and appropriate language when with other members of the College and when in the broader community;

k) Show respect for College buildings, contents and grounds and the possessions of other students, staff and the College;

l) Demonstrate appropriate ICT and internet usage and follow the school ICT Policy. In particular students should practice appropriate personal, legal and ethical use of social media and digital communications; and

m) Not partake in the use 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.

**What happens if the Code if Breached**

As a member of Divine Mercy 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 and/or Coordinator for that year group. This may result in a student receiving a sanction such as a red card, detention, suspension, exclusion (i.e., activity, program, excursion, trip, camp, tour) and/or termination of enrolment. Other relevant policies may be referred to in such cases.

**Reporting Breaches**

If a breach of the Student Code of Conduct is deemed to be of a serious criminal nature, Divine Mercy 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) where they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the child. These obligations are fully detailed in the College's Child Protection Policy.

**Complaints**

Students with a complaint or grievance are expected to follow the procedures and processes outlined in the Complaint Policy.

**Acknowledgement of the Code**

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

STAFF CODE OF CONDUCT

Staff at Divine Mercy College also have a Code of Conduct they must adhere too. You can access a copy of this Code on the College website [**https://www.dmc.wa.edu.au/policies-1**](https://www.dmc.wa.edu.au/policies-1)

If another staff member, parent or student has a complaint about an employee **not** following the Code of Conduct, have concerns about **grooming,** **child abuse or other behaviour which is not permitted by the Code of Conduct** then the Complaints and Disputes Policy will be implemented and therefore referred to the Principal and/or School Board. Victimisation of staff, students, visitors, parents or guardians for making an allegation in accordance with the schools policy, is forbidden, including where the allegation is unfounded.

PARENT AND VISITOR CODE OF CONDUCT

Divine Mercy College aims to bring education and faith together, in partnership with family, church and the school community. We aim to provide a quality Catholic education that is focused on the core values of faith, academics, service and personal development from preschool and throughout high school to influence a rapidly changing world in a collaborative approach with parents and caregivers to enable our students to be well educated and lead happy successful lives who make contributions to local and global communities.

**Applicability of the Code**

This policy applies to all adults including parents, guardians, step-parents, grandparents, extended family, caregivers and any others while involved in activities or communication related to Divine Mercy College. For this policy, the term “parent” refers to all caregivers as listed above.

**Ethical Conduct**

Parents play a key role in the education of their children and should act in the best interests of students, their families, staff and the School community. The School values its diverse community and respects the rights, beliefs and practices of individuals and their families. Parents are students' most significant role models. Accordingly, the School expects a high standard of personal behaviour from parents and visitors when they are on School grounds, attending events or communicating with staff or other students. For example:

* Refraining from engaging in malicious or judgmental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful.
* Refraining from actions and behavior that constitutes bullying, harassment, discrimination or vilification.
* Refraining from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive language or insignia.
* Dressing appropriately according to the occasion.
* Not smoking on School grounds or within 5 metres of the School boundary.
* Refrain from disrupting classes or students
* Not possessing alcohol on School grounds, unless the event has been sanctioned by the School.
* Not attending School events if affected by alcohol or any other intoxicant.
* Showing proper care and regard for School property, the property of others and Occupational Health and Safety considerations.
* Adhere to all DMC Policies and Procedures
* No unauthorised use of any type of camera (including smart phones)
* Report any breaches of Student, Staff or Parent Codes of Conduct
* **Report any concerns you may have about grooming, child abuse or other behaviour which is not permitted to a teacher, Principal or Board Chair.**

**Guidelines of the Code of Conduct**

1. **Communication and interaction with staff, other parents and students**

Parents and visitors are expected to interact civilly with staff, students, other parents/guardians or visitors always. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, insulting or violent behaviour to anyone on School grounds or at any School-related event, is not appropriate. If a parent wishes to contact a staff member they may do so by only calling the school administration or using the teacher DMC email address. Staff are not expected to contact parents outside of 8.00am to 5.00pm weekdays. Parents also need to ensure that contact is not of a harassing nature.

Parents and visitors are expected to ensure that relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided.

Parents and visitors are expected to ensure that physical contact with students is appropriate given the age of, and relationship with the student such that questions of impropriety do not arise. Whilst interaction between students can be unruly it is not appropriate to discipline another parents' child whilst on school grounds, unless there is a reasonable health and safety concern. Physical contact should be avoided unless there is a reasonable health and safety concern. In some circumstances parents are required by law to advise the School of areas of potential conflict, such as parenting and family court orders.

The School expects parents to behave lawfully on School grounds and observe the terms of any order, obligation or undertaking they may be subject to. What parents and visitors can expect from a staff member if communication becomes inappropriate (including over the top communication when it can be deemed harassment) in cases where a parent does not interact civilly with staff, either in person in or outside of the school grounds, during a phone call, or via email, the staff member may take one of the following actions:

* Request that the parent cease their inappropriate communication to allow the communication to proceed.
* Inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion.
* Request another staff member be present for the remainder of the meeting, if deemed necessary to proceed with such.
* Lodge a complaint against the offending parent.

1. **Social Media**

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also several ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, parents should be aware that there are several potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation. Parents can ensure they abide by the laws and the School’s expectations of its parents, by complying with the following:

* The School, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way.
* Photographs of students in school uniform represent the School and its students and should not be posted if they have the potential to bring negative connotations towards the Schools or its staff and students.
* Photographs containing other students should not be posted without the express consent of the other child/children’s parents.
* Email addresses of parents, staff and students should not be given to other people without their express consent.
* Parents or visitors are not permitted to contact other students via any form of social media without the express consent of the student’s parents.

**Making a Report**

Parents and visitors are obligated to notify the school of the any breaches of Student, Staff or Parent and Visitor Codes of Conduct, to make a report please follow the College Complaints Procedure, which can be found on the school website <https://www.dmc.wa.edu.au/policies-1>

Please note that to ensure the safety of all of our students, parents and visitors are also expected to report any concerns you may have **about grooming, child abuse or other behaviour which is not permitted** as soon as practicably possible to a teacher, Principal or Chair of the Board.

Victimisation of staff, students, visitors, parents or guardians for making an allegation in accordance with the schools policy, is forbidden, including where the allegation is unfounded.

**What Parents can Expect from the School**

The School takes seriously any issues that are brought to its attention. If parents or visitors express their concerns to the School, they can expect to be treated with courtesy and respect to try and resolve the matter. As a general guide, minor issues may be raised with your child's teacher. Cases of more serious inappropriate conduct or misconduct ought to be directed to the School Principal. Each situation will be considered as it arises and based on the issues. The School will act in accordance with its Complaints Resolution Policy when dealing with complaints.

**Breaches of this Code of Conduct**

With these guidelines in place it is hoped that parents can appropriately direct their concerns and contribute to a harmonious school community that reflects and builds on the School's values. The consequences for breaches of this Code of Conduct will be determined by the Principal and may include one of the following:

* The School may ban a parent from entry to School grounds or from attending co-curricular activities or other events.
* The School may direct that a parent may only communicate with members of staff through a nominated School representative.
* In cases of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent.
* The School may, where appropriate, involve other authorities.
* The School may take other such steps as it deems appropriate according to the nature of the breach.

**ABSENTEE NOTES**

It is a legal requirement that we note all absentees from school and these absences are explained in writing. Please provide date/s and a written explanation for your child’s absence.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absent Date[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

****

**ABSENTEE NOTES**

It is a legal requirement that we note all absentees from school and these absences are explained in writing. Please provide date/s and a written explanation for your child’s absence.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absent Date[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY**

**ABSENTEE NOTES**

It is a legal requirement that we note all absentees from school and these absences are explained in writing. Please provide date/s and a written explanation for your child’s absence.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absent Date[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

****

**ABSENTEE NOTES**

It is a legal requirement that we note all absentees from school and these absences are explained in writing. Please provide date/s and a written explanation for your child’s absence.

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Absent Date[s]: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Details of Absence: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY**

****

**Parent and Student Agreement**

I understand and agree to comply with the terms of acceptable use and expected standards of behavior including the Student and Parent code of conduct as set out within this handbook and understand the consequences if they are not followed.

I understand if any property is broken on an excursion by my child I am responsible for the cost of this breakage (fix or replacement).

Name of Student:

Year Level:

Student Signature:

Parent / Guardian name:

Parent / Guardian signature:

Date:

**Photographic Consent Form**

I, the undersigned person agree to and provide permission for the photographic, video, audio or any other form of electronic recording of (student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. I authorise the use or reproduction of any image/recording referred to above for the purposes of publishing materials related to the activities, programs and services of the Divine Mercy College without acknowledgment and without being entitled to remuneration or compensation. The image/recording may appear in print, electronic, or video media, and may be available to a global audience through the internet.

I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform the school.

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Level:

Parent / Guardian name:

Parent / Guardian signature:

Date: