

STUDENT HANDBOOK

Student Code of Conduct

At Youth Futures Community School, we want everyone to feel safe, respected and supported.

This Code applies when you're at school, on excursions, representing the school or online.

YFCS HUBS



1 Purpose and scope

- At Youth Futures Community School, we want everyone to feel safe, respected and supported.
- This Code is here to help you make the most of school. It applies when you're at school, on excursions, representing the school or online.

2 YFCS Hub values

Empathy – Be kind and try to understand how others feel.

Collaboration – Work together to get good things done.

Empowerment – Use what you've got to make your own choices.

Respect – Listen, don't interrupt, and value other people's views.

Transparency – Be honest, open and clear with others.

Honesty – Tell the truth and do the right thing.

3 Dignity, diversity and respect

- Be kind and respectful to everyone at YFCS Hubs – yourself, students, parents/carers, staff and visitors.
- Let staff teach and others learn by keeping the classroom calm and focused.
- Remember everyone learns differently and has their own needs.
- Treat everyone fairly and politely, no matter their background or beliefs.
- Think about how your words might affect others.

4 Positive behaviours

- School runs from 9:00am to 2:30pm, Monday to Friday. Let staff know if you'll be late or not coming. You can't leave early unless your parent/carer gives permission.
- You need to come to school at least 80% of the time.
- Follow staff instructions, they're here to help.
- Work towards your learning goals according to your Individualised Education Plan (your IEP).
- Take care of school property and only borrow things with staff OK.

5 Integrity and transparency

• Be Clear and Honest

Let staff and other students know what you're doing and why..

• Own Your Actions

If you make a mistake, be honest about it. Don't blame others, everyone makes mistakes and it's how we learn.

6 Confidentiality and privacy

• Respect Privacy

Don't share other people's personal information – even online or on social media – unless they say it's okay. Everyone deserves to feel safe and respected.

7 Promoting safety

• Be Kind and Safe

Never bully, tease, hurt, or scare anyone - whether with words, actions, or online. Everyone has the right to feel safe, supported and happy here.

• Help Keep Everyone Safe

Follow the rules, use equipment properly and let staff know if you see anything unsafe or dangerous. We all work together to keep our space safe.

8 Digital and social media

• Use IT Equipment for Learning Only

Only use computers and devices for schoolwork. Please don't use them to play games or go on social media during school hours.

• Hand in Devices at the Start of the Day

Please give your phone and any other devices to staff before school begins. You'll get them back at break times and when school finishes.

9 Legislation and policies

• No Smoking or Vaping at School

In Western Australia, it's against the law to smoke or vape at school. This includes anywhere on school grounds and even within four metres of school entrances. Please help keep our school safe and healthy by following this rule.

- You're not allowed to have or use alcohol, drugs, or drug-related items at school. It's against the law in WA and helps keep everyone safe.
- Make sure you read this Code of Conduct and follow the rules in the Student Handbook. They're here to help everyone have a safe and fair experience.

10 Reporting concerns

- If you ever feel unsafe or someone is bullying you, please tell a staff member as soon as you can. What you say will be kept private and taken seriously.
- If you're worried about another student, please tell a staff member as soon as you can. We'll keep what you say private and take it seriously.

11 Consequences of concerning behaviour

- If someone's behaviour is a problem at YFCS Hubs, staff will decide how serious it is - minor, medium, or very serious - and what needs to be done about it.
- We'll help you understand any behaviour problems. But if it keeps happening, you might lose some privileges or get extra support. If it's very serious, you could be suspended or asked to leave YFCS Hubs.

12 Implementation and review

- This Code of Conduct was made with students like you at YFCS Hubs. We'll keep reviewing it and we want your ideas! Feel free to chat with staff about how you can help make the next version even better.

Someone in *your corner*

If you ever feel unsafe, or you're worried about another student, please tell a staff member as soon as you can. What you say will be kept private and taken seriously.

PHONE

(08) 9300 2677

WEBSITE

youthfutures.com.au

EMAIL

info@youthfutures.com.au

HEAD OFFICE

**1/70 Davidson Terrace,
Joondalup WA 6027**



**Youth Futures
Community School**

Youth Futures acknowledges the traditional custodians of the lands on which we live and work, and we pay our respects to Elders past, present and emerging. We recognise the importance of young people who are the future leaders.