



# Student Code of Conduct Years 3–12

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## **PREAMBLE**

Georgiana Molloy Anglican School (GMAS) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the school. The Student Code of Conduct has been developed in consultation with student leaders at GMAS.

The school has a critical role to play in attempting to:

- Develop self-esteem
- Develop a broad range of social skills
- Prepare students for formal social occasions
- Develop in students a strong sense of trust and respect for others and the institutions to which they belong
- Assist students in developing enriching and wholesome relationships with others, both adults and peers

This Student Code of Conduct sets out GMAS expectations of students with respect to their academic and personal conduct.

Students are to commit themselves to uphold the:

- Values of the school and respect the Anglican ethos of the school.
- Spirit of the Code of Conduct and accept that their conduct reflects on the school.

Students have an obligation to inform themselves of the school policies/guidelines affecting them, such as the:

- Behaviour Management Policy.
- Bullying and Harassment Prevention Policy.
- Electronic, internet-enabled devices and conditions of student use/agreements.
- Uniform Guidelines.
- Assessment and Reporting Policy.
- Disputes and Complaints Policy and Procedure.

All of the above can be accessed on the school website.

## **SCOPE**

This Code applies to all GMAS students in years 3-12. A copy of the Code is available to each student upon acceptance of enrolment. The application of the Code is not limited to the school site and school hours. It extends to all activities and events that are school-related and when students are representing or acting on behalf of the GMAS community.

## **STUDENT RIGHTS**

GMAS adheres to the United Nations Convention on the Rights of the Child. All students at GMAS have the right to:

- Feel safe and secure at all times.
- A positive educational environment that creates the maximum opportunity to learn.
- Be treated with dignity and respect regardless of gender, ethnic origin or ability.
- Be treated equally and fairly.
- Not be subjected to any form of corporal or physical punishment.

## **THE CODE**

This Code relates to student behaviours and sets expectations that the school has for its students in the following key areas:

- Academic conduct
- Attendance at school/classes
- School reputation and culture
- Equity, respect and fairness
- Use and care of school resources/facilities

## **ACADEMIC CONDUCT**

Students are expected to:

- conduct themselves honestly and in compliance with school policies/guidelines.
- not engage in plagiarism or other academic misconduct.
- actively participate in and contribute to the learning process in curriculum delivery.
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.
- submit assessment tasks on time, unless unforeseen or exceptional circumstances arise and notification as such has been forthcoming to the school.
- avoid any action or behaviour that would unfairly advantage or disadvantage either themselves or another student.
- ensure the correct use of copyright material and online site access.
- ensure their activities are conducted safely and do not place others at risk of harm.
- respect an individual's privacy and individualisation.
- adhere to e-device use in assessments guideline.

## **ATTENDANCE**

Students are expected to:

- maintain a minimum 90% rate of attendance, not inclusive of illness or approved absences.
- be punctual and attend all classes that are timetabled.

- use school holidays for planned prolonged absences during term time (e.g. family holidays) or acquire pre-approval from the school.
- remain at the school during the school day unless otherwise approved or permitted.
- attend compulsory school functions and events such as the school Graduation, Valete, Presentation Evening, Nativity, Intra school sports events and camps as calendared.

## **SCHOOL CONDUCT**

Students are expected to:

- be respectful and supportive of the school's beliefs and values.
- be considerate of the health, safety and wellbeing of themselves and others.
- abide by all health and safety rules and procedures operating within the school and at other locations which the students may visit.
- ensure that their actions do not bring the school into disrepute.
- refrain from behaviour which would not uphold the reputation of the school, including when travelling to and from school and when wearing school uniform.
- be well presented and dressed appropriately and with due regard for health, hygiene and safety.
- respect the authority of members of staff and observe school rules as required.
- strictly adhere to the school's policies and procedures as required.
- refrain from all forms of bullying and harassment.
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.
- respect school property and the property of staff, contractors, visitors and other students.
- be punctual, attend all classes and complete work promptly and to the best of their ability.
- not possess or smoke cigarettes, e-cigarettes, possess, use or be under the influence of alcohol or illicit drugs or other substances harmful to health, at school, on school excursions, in transit between school and home or otherwise while wearing the school uniform.

## **EQUITY, RESPECT AND FAIRNESS**

Students are expected to:

- Treat all people equitably with courtesy and consideration, respecting the privacy and human dignity of school staff, other students, school visitors and others. In particular, students must refrain from all forms of bullying and harassment and other forms of peer-to-peer abuse
- Respect the rights of others to express their views and not engage in behaviour that could reasonably be considered to be offensive to others.
- Not send inappropriate, offensive or explicit text messages, photos or videos.
- Respect the privacy and confidentiality of others by not sharing personal information without their consent or agreement

## **UNACCEPTABLE CONDUCT**

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person.
- any form of physical or verbal violence including fighting, assault or threats of violence.
- use of illegal substances and paraphernalia such as drugs, alcohol, cigarettes and vape pens (e-cigarettes)
- any form of cyber bullying or cyber abuse, sending/sharing inappropriate, offensive or explicit text messages, photos or videos or requesting such images.
- gambling of any form (both on-line gambling and in person) during School time, whilst undertaking School activities or whilst wearing the School uniform.
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor.
- theft, fraud or misuse of school resources.
- the use of inappropriate, disrespectful or profane words or gestures and images.

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- respect the rights of others to express their views and not engage in behaviour that could reasonably be considered to be offensive to others.
- not send inappropriate, offensive or explicit text messages, photos or videos.
- respect the privacy and confidentiality of others by not sharing personal information without their consent or agreement.

## **USE AND CARE OF SCHOOL RESOURCES**

Students are expected to:

- use and care for all school resources, such as buildings, equipment and grounds, information and communication technology resources, in a responsible manner.
- not engage in behaviour that causes damage to school property.
- keep lockers in a reputable, clean and hygienic state.
- take an active stance in keeping the school free of litter

## **BREACH OF THE CODE**

Students who breach the Student Code may incur some penalty or action deemed appropriate given the nature, age of the student or frequency of the breach, repeated and ongoing behaviours as

outlined in the school Behaviour Management Policy. These range from warnings, the removal of a student to another location and parental contact to, for more severe behaviours, temporary or permanent exclusion from school. The school explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.

Students, parents/guardians will be given the opportunity to appeal the outcome.

In accordance with applicable legislation and the school's Child Protection Policy, the police and/or Department of Communities – Child Protection and Family Support will be informed of any unlawful breaches of this Student Code.

## **REPORTING BEHAVIOUR**

Students must report any case of unacceptable behaviour, or behaviour in breach of this conduct, to a teacher or member of staff. Reporting can be by verbal, written or electronic means. All reports will be confidential and students will not suffer any consequences by making a report.

## **COMPLAINTS**

A “concern” is when you have a worry about something or someone, and a “complaint” is something you make when you are unhappy about something or someone. Complaints should be lodged, in the first instance with the student's teacher or Head of Year. If the teacher or Head of Year is unable to resolve the issue, then the complaints can be escalated to the Head of School. We commit to dealing with all complaints according to our Dispute and Complaint Resolution Policy and Procedures as published on the school website.

## **CHILD SAFE**

GMAS implements the National Child Safe Organisation Principles.

The school explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment and provides clear guidance to all members of the school community about what forms of behaviour management, discipline or punishment are permitted.

The administration of permitted forms of behaviour management, discipline or punishment conforms to the rules of procedural fairness and non-discrimination.

### **Acting responsibly (unless under the direction of staff)**

For safety reasons students should closely observe the following:

- Students are not permitted to bring weapons/dangerous objects or inappropriate/illegal materials such as illicit drugs or smoking paraphernalia (including e-cigarettes and vaping implements) to school. Students who are in the company of others while they use illicit substances at school may be subject to the same sanctions. Students should remove themselves from any such situation.
- Riding bicycles or skateboards, etc., on school premises is permitted in a safety conscious manner.

- Bus students should stand behind the yellow line while waiting for the bus. Students are then to move onto the bus in an orderly manner.

### **Out-of-bounds duty areas**

Out-of-bounds areas to be observed by students (unless supervised by a staff member) are:

- classrooms and specialised area (such as the maintenance, outdoor education and aquaponics area)
- bushland area surrounding Oval 2
- road areas surrounding the school property
- carpark areas and bus bays

### **REVIEW AND UPDATE**

This Policy shall be reviewed at least annually or when a material change is identified through strategic intent or legislation.

Approved by Council at the Council meeting held on 25 May 2023.

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Chair

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Principal



## REVISION RECORD

### DOCUMENT STATUS

☐

Draft

☒

Under Review

☐

Final

<b>Function/Section</b>	Codes of Conduct and Behaviour
<b>Policy Compliance Officer</b>	Principal
<b>Policy Manager</b>	School Executive
<b>Approval Authority</b>	School Council
<b>Next Review Date</b>	April 2024
<b>Review Frequency</b>	Annually

### DOCUMENT MODIFICATION HISTORY

Version Number	Primary Author(s) (name and position)	Key Changes and Notes	Date Changes Completed
1.0	Ted Kosicki (Principal)	Created document	
2.0	Grace Ryan (Admin Assistant)	Edited document format	11/03/19
2.1	Grace Webster (Admin Assistant)	Edited document as per Principal & NGRS requests	7/07/20
2.2	Grace Webster (Admin Assistant)	Amended to include ASC Child Safe Code of Conduct (WA)	9/11/21
3.0	Grace Webster (Admin Assistant)	Annual review (pre-Registration)	

### DOCUMENT APPROVAL

Approved By (name/position of approver)	Date
School Council	25/05/23

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Staff Handbook