Student code of conduct

Related documents / policies	• 3d - Child protection policy • 2 - Complaints policy • 2c – Bullying harassment and discrimination policy • 4a - Student acceptable use of technology • 4b –Drug, alcohol and smoking policy • 4c –Attendance policy (student) • 5a - Sun protection policy
Approval	Principal / 21 March 2024
Feedback	Feedback on this policy can be emailed to Principal@tasg.nsw.edu.au
Accessible for	☒ Staff | ☒ Students & Parents | ☒ External

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Overview

The *Student code of conduct* incorporates the major policies relating to students and how particular issues/situations will be managed/addressed by the School.

This code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of School life. Instead, it sets out general expectations of the standards of behaviour required and refers to more detailed policies in a range of areas.

The code places an obligation on all students to take responsibility for their own conduct and to work with staff and other students co-operatively to achieve a consultative and collaborative school environment based on relationships of trust and respect.

Objective

The aim of this code is to outline the standards of behaviour expected of all students of the School. It outlines the expectations of the School in relation to how students will relate to each other and to other members of the school community. The code also some of the procedures to follow and some of the possible consequences in instances where a student has acted contrary to the *Student code of conduct*.

Policy

The School seeks to foster a community based on the values derived from its Anglican foundation and this policy outlines the ways in which students are expected to contribute to this goal.

The quality of the relationships between people is central to our purpose and mutual respect is the basis of all human interaction within the School. The active support of all members of the School community including students, families and staff is needed to achieve the aim of operating as a community underpinned by the Christian values of kindness, grace, forgiveness and restoration.

The care, protection and welfare of all students are the highest priority of the School and its community. As a part of this community, students need to behave in such a way as to act within the boundaries established by the School and support others to do so.

Responsibilities

The *Student code of conduct* applies to all students at the School.

By accepting enrolment with the School, all students must be aware of and comply with this Code. Therefore, students must ensure that they:

- conduct themselves in a manner that upholds the culture and reputation of the School
- comply with the School's policies and procedures
- act ethically and responsibly
- are accountable for their actions and decisions

This statement applies to students at the School and applies to behaviour:

- in the School environment, including outside normal study hours
- whilst wearing school uniform

- while undertaking school related activities including interaction with parents or other third parties and while travelling away from the School (e.g. School trips or sport activities)
- at school-related events e.g. excursions and social functions

Whilst the Principal has overarching responsibility for this policy document, the following are also responsible for monitoring this document in relation to their roles and responsibilities and for ensuring that it is updated as required.

- Heads of School
- Teachers

Definitions

Behaviours warranting suspension are those where a student at the School:

i. is persistently and wilfully noncompliant
ii. threatens to be violent or is violent to another student attending the school, a member of the staff of the school or anyone else involved in the School's operation
iii. acts in a way that otherwise threatens the good order of the School or the safety or wellbeing of another student attending the school, a member of staff of the school or anyone else involved in the school's operation
iv. displays behaviour that is disruptive to the student's learning or that of other students

Suspension is the process of withdrawing a student from the School for a period not exceeding ten (10) school days in one (1) Calendar year if they display behaviours warranting suspension.

Expulsion is the permanent removal of a student from the School. The purpose of expulsion is to remove a student who poses an extreme threat to the welfare and safety of staff and students. Expulsions are used in exceptional circumstances when the support required to establish a safe work environment are beyond the resources of the school system.

Exclusion is the act of preventing a student's admission to a number of schools. In extreme circumstances, the principal of a school may make a submission to an appropriate authority, or to other schools, recommending the permanent exclusion of a student from the registration system of which the school is a member, or from other schools.

Procedural fairness is the basic right of all when dealing with authorities. Procedural fairness refers to what are sometimes described as the 'hearing rule' and the 'right to an unbiased decision'.

Procedure for implementing the *Student code of conduct*

Breach of the Code

- The consequences of inappropriate behaviour and breaches of this code will depend on the nature of the breach. Factors the School may consider when deciding what action to take may include:
  - the seriousness of the breach
  - the likelihood of the breach occurring again
  - whether the student has committed the breach more than once
  - the risk the breach poses to employees, students or any others
- Actions that may be taken by the School in respect of a breach of the Code include remedial action, a written reflection paper, restorative justice processes or disciplinary action as

subsequently outlined in this policy. The School will reserve the right to determine in its entirety the response to any breach of this code.

Behaviour management policy

Students are required to abide by the School's Rules and to follow the directions of teachers and other people with authority delegated by the School.

Consequences

- Where a student disregards rules, disobeys instructions or otherwise engages in conduct which causes or may cause harm, inconvenience or embarrassment to the School, staff members or other students, the students may be subject to disciplinary action
- The disciplinary procedures undertaken by the School vary according to the seriousness of the alleged offence
- Student will be informed of the nature of the allegations and given an opportunity to respond
- Should the disciplinary measures of suspension, expulsion or exclusion be implemented, the student will be:
  - informed of the infringement, and
  - procedural steps will be followed in dealing with the matter.

Penalties

The penalties imposed vary according to the behaviour and the prior record of the student. This may include a reprimand or detention through to the behaviour resulting in suspension, expulsion or exclusion.

The School prohibits the use of corporal punishment in disciplining students attending the school. The School does not explicitly or implicitly sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the School.

Where the offending behaviour is of such a nature that it may result in suspension, expulsion or exclusion, the student will be:

- informed of the alleged infringement
- informed as to who will make the decision on the penalty
- informed of the procedures to be followed
- afforded a right of review in the case of expulsion or exclusion

Accumulation of penalties

A student, who either singularly or cumulatively, exceeds nine (9) days of suspension in one (1) calendar year will be required to meet with the Principal prior to reintegration. The meeting will consider the nature of the student's enrolment and possible further conditions required of the student to maintain a place in the school.

Appeal of a decision

The Head of School will reach a decision in relation to the allegation and make recommendations for the penalty to be imposed. Where possible, this will be conveyed to the student and parents.

The student (and parent/s) would be advised that if they wish this decision to be reviewed, they may make application for a review to the Principal and submit any information they want to be considered during the review process. The Principal will then either confirm the decision as the final decision or amend the decision based on the additional information provided.

Bullying and harassment

Bullying and harassment occurs when someone repeatedly uses their power to hurt, threaten or frighten others. Bullying and harassment are forms of abuse. They will not be tolerated in our School community and will be treated seriously. Refer to the *Bullying, harassment and discrimination policy* for detail.

Drugs, alcohol and smoking

The School seeks to provide a safe and supportive school environment and to develop in our students the knowledge, skills, values and attitudes to enable them to make responsible decisions regarding drugs and drug use. The School is committed to being a drug free environment. Refer to the Drugs, alcohol and smoking policies for detail.

Dress and personal grooming

Uniform

Official School uniform is required to be worn during school hours and as specified at School functions. Items of a non-uniform nature are not to be worn with the uniform except in the case of an appropriate waterproof/windproof/visible jacket and a helmet on bicycles. Students must wear the school hat when outside in summer and comply with the guidelines as outlined in the *Sun protection policy*.

The School uniform must be worn correctly at all times. Shoes must be polished and be of the appropriate style.

Correct sports uniform must be worn as required for sport and PE classes.

Acceptable use of technology

The School encourages the use of technology to facilitate learning and broaden the scope of students' knowledge and experience. It provides IT resources for the use of students and requires these to be cared for and used appropriately. The School also permits certain use of personal mobile devices within the School environs.

The School notes the potential social benefits of technology use but is also cognisant of the pitfalls and potential for misuse. Therefore, students are advised on positive ways of using technology and must avoid inappropriate uses. They are required to use all technology, including social media, in accordance with the rules outlined in the *Student acceptable use of technology policy*.

Absences from School

Absence from School should be only for sickness or other important reasons. Medical and other appointments are to be made outside school hours where possible. The dates for the beginning and end of semester are to be observed by all students. Families seeking approval for extended leave are required to write to the Principal. Refer to the *Student attendance policy* for detail.

Notification of absences or late attendance

- Families are required to notify the School of any absences or late attendance. If there is prior knowledge of an absence, parents are requested to notify the Principal in writing. For extended periods of absence, requests for leave should also be directed in writing to the Principal.
- For any unanticipated student absence or lateness, parents/guardians can register the absence on Compass, send an email to absent@tasg.nsw.edu.au or phone the School. If notification is not received and a student is absent, the School will contact the parents of the student to verify the absence.
- If a student arrives at School late or must leave during the day, they are required to check in and/or out with the Reception.

Safe and supportive environment

The School seeks to ensure that it provides a safe and supportive environment for all students. Students are required to abide by a range of policies to keep this environment safe and positive for everyone. In a good learning environment teachers and pupils should be mutually supportive. Students and teachers should respect each other and the philosophy and ethics of the School. Students are encouraged to discuss issues with teachers and others such as their Connect Teacher.

Safety

- The School promotes the safety and wellbeing of students and has several policies which are designed to ensure:
    - appropriate levels of supervision for on-site and off-site activities
    - a secure and nurturing school
    - procedures in case of fire and other critical incidents i.e. evacuation/lock down
    - security of buildings
    - safety of travel on School-related activities; and
    - safe use of grounds and facilities.

Students are required to abide by these policies to ensure their own safety and that of those around them. Students who do not do so will be the subject of discipline.

Pastoral care

- Pastoral care is an important part of the School's offering to students and this can include counselling services if required.
- The School takes reasonable measures to identify students with particular needs and provide an appropriate level of support to assist such students with their schooling with minimal disruption, taking into account the resources available.
- Students requiring health and/or medical services and support or medication will be assisted to access these in an appropriate manner through Reception.

Communication

- The School uses both formal and informal means of communication with those people who have an interest in the student's education and wellbeing. This may include communications between some or all of the following: student; parent or guardian; teacher; Principal; representative or an appropriate government, welfare, health or other authority.
- Students are required to communicate openly and honestly with the School and others in this group. This includes delivering permission notes, reports and other communication sent by the School to families.

Addendum 1

As a student at The Anglican School Googong you are expected to act with:	
Resilience	Being resilient looks like: • Never giving up, even when it's difficult • Bouncing back and recovering after a set back • Making a mistake and learning from it • Keeping things in perspective • Embracing and coping with new situations and circumstances
Responsibility	Being responsible looks like: • Being punctual • Listening to others • Being prepared for lessons with all required materials • Valuing the safety and wellbeing of yourself and others – ensuring your actions will not hurt yourself or others • Focusing on learning • Accepting the consequences of your actions • Making the right decisions for the right reasons • Recognising that no one else but you is responsible when you do the wrong thing
Respect	Being respectful looks like: • Thinking of words and their impact before you say them • Understanding that what you do and what you say can impact others • Listening to your teachers and others during lessons • Hands Off! Keeping your hands to yourself • Actively undertaking stewardship of your property and the property of others • Letting other people get on with their learning without interruptions
Empathy	Being empathetic looks like: • Respecting the opinions of others even if you don't agree • Showing care and concern for others • Accepting that your experience and feelings can be different to others • Avoiding judging • Thinking how you would feel if you were experiencing the same problem • Recognising that everyone is different
Honesty	Being honest looks like: • Telling the truth to yourself and to others • Admitting mistakes and not making excuses • Accepting feedback and making changes • Matching your actions to your words • Choosing not to pass on rumours and untruths about someone else • Not taking things that aren't yours
Kindness	Being kind looks like: • Thinking about how you speak to and treat others • Being a good friend • Including others and not discriminating • Setting a good example • Playing your part in team work or group work • Co-operating, sharing, taking turns and accepting compromises

Addendum 2

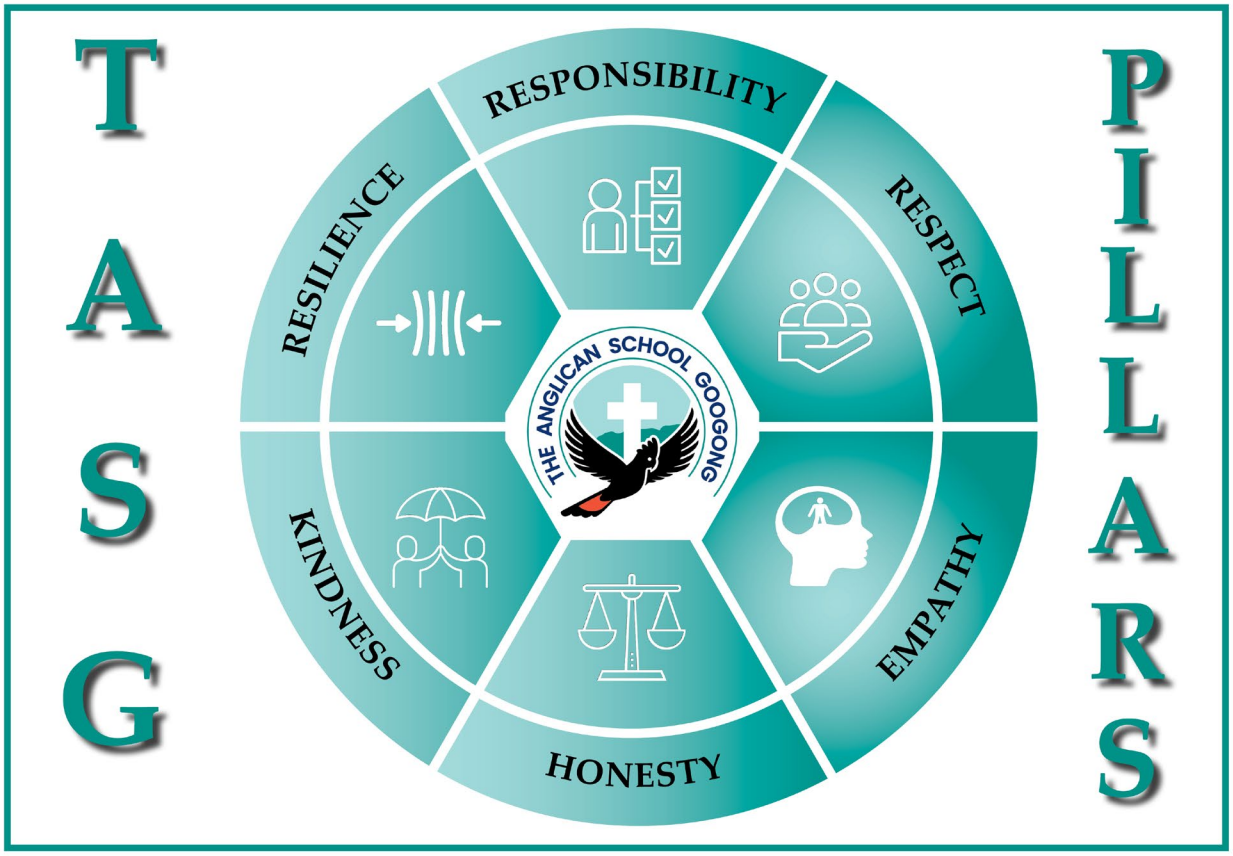
In every action and decision students make they are expected to deliberately take steps to ensure they comply with the *Student code of conduct* outlined below. The *Student code of conduct* applies to all students at the School and applies to behaviour:

- in the School environment, including outside normal lesson times.
- while undertaking any school related activities and while travelling away from the School for any reason including excursions, camps, sports activities, social functions, service trips, representative duties and co-curricular activities.

All students at The Anglican School Googong will:

- Be **punctual** in their attendance, with work due and with commitments made to others.
- Act **ethically** and with **kindness** and **respect** for all members in the School community.
- Undertake active s**tewardship** of their own equipment and the resources of the School.
- Actively **participate** in lessons by bringing all their equipment, ensuring BYOD devices are ready to use, engaging in the lesson and completing set learning activities.
- Be **responsible** for their own actions and ensure that the rights of others are respected.
- Take **pride** in their appearance, their uniform and their school work.
- Be **polite**, well-mannered and courteous to all – both inside and outside of the School.
- Conduct themselves in a manner that values the **safety** and wellbeing of themselves and others.
- Work to the best of their ability in all aspects of the learning process.
- Accept the consequences of inappropriate behaviour with maturity and self-discipline.

Addendum 3


TASG
PILLARS
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THE ANGLICAN SCHOOL GOOGONG