

Student Code of Conduct



53-57 Plymouth Road, Croydon Hills, VIC 3136

Phone: (03) 9726 2900

Email: goodshep@gslps.vic.edu.au

www.gslps.vic.edu.au

Introduction

Good Shepherd Lutheran Primary School (the School) is committed ensuring a safe and harmonious environment of learning and community. We aim to provide an open, welcoming, inclusive and safe environment for all members of the School community.

Students should understand that there are consequences which flow from all behaviours. Consequences of student behaviours which are unacceptable to the wellbeing of the School community can include verbal reminders, warnings, additional duties, detentions, suspension and expulsion. In addition, consultation with parents and student counselling may be required.

A breach of this Student Code of Conduct may require the School to implement its Behaviour Development Policy. When considering a breach of the Code of Conduct, the School aims at all times to be fair and consistent whilst appreciating that every situation also needs to be judged on its own merits.

All members of the School community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority. The School community's expectations about standards of behaviour are drawn from the Lutheran teachings on which the School is founded.

This Code of Conduct is intended to provide a set of general principles and guidelines to guide students in their interaction with staff, other students, parents and the wider School community. It outlines the way in which the School requires Students to conduct themselves when attending the School campus, participating in School activities and communicating with members of our community (including staff, parents and other students).

Scope

This Code applies to all students currently enrolled at the School, herein after referred to as "Students".

Acceptable Conduct

Students are required to:

- treat all Students, staff, contractors, volunteers, parents and visitors to the School with courtesy and respect;
- express themselves in a virtuous and responsible manner;
- value the individual differences of others;
- listen and be open to other peoples' point of view;
- utilise services available at the School in an appropriate manner;
- take advantage of learning opportunities;
- cooperate with the teaching processes inside the classroom;
- seek assistance from others as required;
- listen to and act on progress reports from teachers and other staff members;
- comply with any reasonable direction given by a staff member of the School;
- meet assessment criteria to the best of their ability;

- take advantage of decision making opportunities;
- wear the school uniform at School and at all School events when required;
- uphold the reputation of the School by observing an appropriate standard of behaviour when wearing School uniform and observe appropriate personal hygiene standards;
- respect the property of other Students, staff and of the School;
- be punctual and attend all classes;
- comply with all safety policies and procedures in place at the School;
- uphold the School's core values at all times;
- speak to, or refer to online, other Students and their families, and to staff, contractors, and volunteers with courtesy and respect;
- communicate with other Students, staff, contractors, and volunteers in a clear, friendly and open manner;
- respect the privacy of other Students, staff, contractors, and volunteers; and
- listen respectfully in the classroom and when attending any kind of School assembly, activity, presentation, class event, or public meeting.

Students must not:

- use violence of any kind at any time;
- interrupt or disrupt a teacher, staff member or volunteer whilst classroom instructions or learning activities are taking place;
- raise their voice when speaking to other Students and staff;
- discipline or reprimand another Student;
- bully or harass Students, staff, contractors, volunteers, and visitors to the School;
- take a photo or video recording of another Student unless the parent of the Student is present at the time and consents to the photo or video recording being taken;
- deliberately exclude another Student or treat a Student differently to other Students;
- speak to, or refer to online, other Students in a derogatory or offensive manner;
- post a photo or video recording of staff on social media without the individuals' consent;
- post a photo or video recording of a Student on social media without obtaining consent from the Student's parent beforehand;
- post a disparaging comment online about other Students, parents, staff, contractors, volunteers or visitors to the School;
- intimidate, undermine, threaten, bully or harass other Students;
- disclose the personal details of a Student to another person without consent;
- possess, supply or use cigarettes/or e-cigarette (vaping) products, alcohol or illicit drugs (or attend the School whilst under the influence of alcohol or illicit drugs); or
- bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to the School.

When Using Social Media

Students recognise the potential for damage to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a Student of the School.

When using social media, Students must:

- respect a person's personal environment and must not harass other people online;
- act with integrity;
- not use social media to voice grievances about the School;
- make reasonable efforts to ensure that they comply with the School's Social Media Policy;
- be respectful to Students, staff, contractors, volunteers and parents;
- not create accounts that hold themselves out to be affiliated with the School; and
- never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or Students at the School.

Students must not post on social media defamatory, offensive, inappropriate or other material that may damage the reputation of the School. This includes not disparaging the School's Christian teaching or acting in a manner which is disrespectful or contradictory to the School's Christian ethos. Students understand that the School may remove or report to the eSafety Commissioner any post on social media that breaches this requirement.

Making a Complaint

When making a complaint to the School, Students are required to act in a manner consistent to the Student Code of Conduct.

Disputes between Students and the School are dealt with on an individual case basis. The normal procedure is through the School's Complaints and Grievances Policy. If a Student is unable to resolve a grievance he or she may seek resolution through discussion with the Assistant Principal – Operations and Student Management.

Breaches

Students should report any cases of behaviour in breach of the Student Code of Conduct to a teacher or staff member in confidence.

Any person may notify the Principal of a possible breach of the Student Code of Conduct.

The Assistant Principal – Operations and Student Management (or their representative) will investigate the complaint in line with the School's Student Behaviour Development Policy to determine whether there has been a breach of the Student Code of Conduct or other policy. Any investigation conducted will provide procedural fairness as detailed in the School's Student Behaviour Development Policy.

If satisfied that a breach has occurred, the Principal, Assistant Principal – Operations and Student Management, or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, exclusion from extra-curricular programs, suspension from the School grounds for a period of time, or termination of enrolment. Any decision made under this clause will be made in line with the School's Student Behaviour Development Policy.

The School reserves the right to vary disciplinary procedures for a particular misdemeanour by weighing the interests of individual Students against those of the wider School community.

If a respondent or their parents are unhappy in the application of this Code, they should raise the issue in accordance with the procedure set out in the School's Complaints and Grievances Policy.

In accordance with applicable legislation, the Police or Department of Human and Health Services will be informed of any unlawful breaches of the Student Code of Conduct.

Related policies and procedures

- Student Behaviour Development Policy
- Enrolment Contract (including the Enrolment Terms and Conditions)
- Enrolment Policy
- Managing Complaints and Grievances Policy and Procedure
- Privacy Policy
- ICT Policy
- Social Media Policy
- ICT User Agreement

Review

This policy will be reviewed every two years, or as required by legislation.

Date of Endorsement: April 2023

Document to be Reviewed: April 2025

Appendices

- Appendix 1: Student Code of Conduct (*simplified version for younger students*)

Student Code of Conduct



Keep Safe

School Values:

Excellence

Compassion

- Play with your friends in a safe and friendly way.
- Move around the school in a calm way – no running inside.
- Use play equipment carefully.
- Keep your hands to yourself.
- Keep your desk tidy.
- Wash your hands after going to the toilet or after using a tissue.
- Follow the instructions of staff members.



Respect All

School Values:

Community

Compassion

- Treat everyone with kindness and compassion.
- Listen when people talk.
- Use kind words.
- Be careful with school property and other people's belongings.



Best Effort

School Values:

Excellence

- Try your hardest.
- Do your best.
- Listen to your teacher and follow your teachers' instructions.
- Arrive at School on time.
- Wear your school uniform the right way.



Positive Attitude

School Values:

Confidence

Service

- Say positive things.
- Give every opportunity a go.
- Try your hardest.
- Encourage others and build each other up.
- Serve others with a positive attitude.