



# Student Code of Conduct Policy and Code

## Student Code of Conduct Policy

### 1. Introduction

Assumption College Kilmore (the College) is committed to ensuring a safe and harmonious environment of learning and community.

Policies on behaviour provide a framework on which to build a secure, happy and orderly environment for the enjoyment and benefit of each student. All members of the College community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority. The College community's expectations about standards of behaviour are drawn from the Catholic and Marist teachings on which the College's ethos is founded.

### 2. Purpose

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 College community. The Code is written in line with the College's values and strategic directions.

### 3. Scope

This Policy applies to all student members of the College.

## **4. Guiding Principles**

Our aim is to encourage in our students:

- a. consideration for others;
- b. a responsible attitude to personal safety;
- c. tolerance and respect;
- d. the ability to act independently when appropriate rather than succumb to peer pressure;
- e. pressure;
- f. accountability for their own words and actions;
- g. conduct that brings credit to the College;
- h. pride in their appearance and that of the College; and
- i. diligence and punctuality in their attendance at classes and in completion of set tasks.

### **Student Code of Conduct**

#### **1. Introduction**

1.1 Students should understand that there are consequences which flow from all behaviours. Consequences of student behaviours which are unacceptable to the wellbeing of the College community can include verbal reminders, warnings, additional duties and detentions, suspension and expulsion. In addition, consultation with parents and student counselling may be required. In implementing the discipline policy, the College aims at all times to be fair and consistent whilst appreciating that every situation also needs to be judged on its own merits.

1.2 At Assumption College Kilmore (the College) we aim to provide an open, welcoming, inclusive and safe environment for all.

1.3 This Student Code of Conduct applies to all students currently enrolled at the College, herein after referred to as “Students”.

1.4 This Student Code of Conduct outlines the way in which the College requires Students to conduct themselves when visiting the College campus, participating in College activities and communicating with members of our community (including Students, staff and parents).

## **2. Acceptable Conduct**

2.1 Students are required to:

- a. treat all Students, staff, contractors, volunteers, parents and visitors to the College with courtesy and respect;
- b. express themselves in a virtuous and responsible manner, consistent with Marist teaching;
- c. value the individual differences of others;
- d. listen and be open to other peoples’ point of view;
- e. utilise services available at the College in an appropriate manner;
- f. take advantage of learning opportunities;
- g. cooperate with the teaching processes inside the classroom;
- h. seek assistance from others as required;
- i. listen to and act on progress reports from teachers and other staff members;
- j. meet assessment criteria to the best of their ability;
- k. take advantage of decision making opportunities;
- l. uphold the reputation of the School by observing an appropriate standard of behavior when wearing School uniform and observe appropriate personal hygiene standards;
- m. respect the property of other students and teachers at the College;
- n. be punctual and attend all classes;

- o. comply with all safety policies and procedures in place at the College;
- p. uphold the College's core values at all times;
- q. speak to other students, staff, contractors, and volunteers with courtesy and respect;
- r. communicate with other students, staff, contractors, and volunteers in a clear, friendly and open manner;
- s. respect the privacy of other students, staff, contractors, and volunteers;
- t. listen respectfully in the classroom and when attending any kind of College assembly, activity, presentation, class event, or public meeting;
- u. wear the College uniform correctly;
- v. when travelling on a College bus, act in accordance with safety and conduct expectations.

## 2.2 Students must not:

- a. use violence of any kind at any time;
- b. criticise the College's Catholic or Marist teaching or act otherwise in a manner which is disrespectful or contradictory to the College's Marist ethos;
- c. interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- d. raise their voice when speaking to other students and staff;
- e. discipline or reprimand another student;
- f. bully or harass students, staff, contractors, volunteers, and visitors to the College;
- g. take a photo or video recording of another student unless the parent of the child is present at the time and consents to the photo or video recording being taken;
- h. smoke cigarettes or attend the College whilst under the influence of alcohol or illicit drugs;

- i. deliberately exclude another student or treat a student differently to other students;
- j. speak to other students in a derogatory or offensive manner;
- k. post a photo or video recording of a student on social media without obtaining consent from the student's parent beforehand;
- l. take and/or post a photo or video recording of a staff member on social media without consent;
- m. intimidate, undermine, threaten, bully or harass other students;
- n. disclose the personal details of a student to another person without consent; or
- o. bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to the College;
- p. order fast food to be delivered by any means to school (eg: Uber Eats, Deliveroo, etc);
- q. have fast food on campus at any time (unless permitted by college staff);
- r. contact parents to deliver food at irregular points around the college. If parents/carers need to bring lunch to their child, this must be delivered to Reception.

### **3. When using social media**

3.1 Students recognise the potential for damage to be caused, directly or indirectly, to the College 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 College.

3.2 When using social media, students must:

- a. respect a person's personal environment and must not harass other people online;
- b. act with integrity;

- c. not use social media to voice grievances about the College;
- d. make reasonable efforts to ensure that they comply with the College's Social Media Policy;
- e. be respectful to students, staff, contractors, volunteers and parents;
- f. never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College; and
- g. not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College. This includes not disparaging the College's Catholic and Marist teaching or acting otherwise in a manner which is disrespectful or contradictory to the College's Marist ethos.

#### **4. Making a Complaint**

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

4.2 When making a complaint to the College, Students are required to act in a manner consistent to the Student Code of Conduct, and in the spirit of Restorative Practices.

4.3 Disputes between students and the College are dealt with on an individual case basis. The normal procedure is through the House system of pastoral care. If a student is unable to resolve a grievance he or she may seek resolution through the relevant Restorative procedures and policies.

4.4 The College reserves the right to vary disciplinary procedures for a particular misdemeanor by weighing the interests of the individual students against those of the wider College community.

#### **5. Consequences of a breach**

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

5.2 The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Student Code of Conduct or other policy.

5.3 If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, exclusion from curricular or extra-curricular programs, suspension from the College grounds for a period of time or termination of enrolment.

5.4 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.