

Student Code of Conduct

1. Purpose and Guiding Principles

- 1.1 Carey Baptist Grammar School (**School**) is committed to ensuring a safe, respectful and harmonious environment of learning and community. We aim to provide an open, welcoming, inclusive, respectful and safe environment for the whole School community.
- 1.2 The Student Code of Conduct (**Code**) follows a rights and responsibilities model, as set out below. This Code 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.
- 1.3 This Code applies to the School environment, which includes:
 - (a) all campuses of the School;
 - (b) online and virtual school environments made available or authorised by the School for use by students, including email, intranet systems, software applications, collaboration tools and online services; and
 - (c) other locations provided by the School or through a third-party provider for a student to use, including camps, homestay providers, VET, VCAL and RTO providers, other schools and locations for sporting events, excursions, competitions or other events.
- 1.4 The School recognises that a student is under the supervision of their parents/guardians when outside the School environment. Nevertheless, this Code will also apply outside the School environment in the following circumstances:
 - (a) when students are travelling to and from School environments (including while they are not in school uniform;
 - (b) when students are interacting with other members of the School community;
 - (c) when a student's behaviour risks bringing the School's name into disrepute; and
 - (d) when a student's behaviour puts them or other individuals at risk.
- 1.5 A breach of this Code may be addressed according to the Student Behaviour Management Policy. When considering a breach of the Code, 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.
- 1.6 The terms used in this policy are defined in the School's Child Safety Policy unless otherwise specified.

2. Relational Practices

- 2.1 The School emphasises the development and maintenance of positive relationships between students and staff. Positive relationships are essential to maximise opportunities for learning in the School.

3. Student Rights

- 3.1 Students have the right to:

- a) be treated fairly and with courtesy, dignity and respect;
- b) be safe at school, including being offered access to age-appropriate child empowerment and sexual abuse prevention programs;
- c) enjoy a safe, intellectually challenging, responsive, respectful learning environment, participate fully in the School's educational program;
- d) have a safe, supportive and inclusive School environment that is free from discrimination, intimidation, bullying (including cyber bullying) and harassment, and values uniqueness originating from being an Aboriginal or Torres Strait Islander, having a disability, being from a culturally diverse background, being unable to live at home, an international student, or being lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTQI+);
- e) be provided with exemplary role models by all staff;
- f) be regularly informed of their progress;
- g) engage in outdoor recreational activity at Recess and Lunchtime and get to know others more deeply and build stronger relationships;
- h) be invited to be involved in the decision-making process of the School and decisions affecting them, as appropriate, including a decision-making process that is responsive to their contribution and strengthens confidence and engagement;
- i) be informed about their rights, including, safety, information and participation;
- j) have their friendships recognised, including recognising the importance of relationships and support;
- k) access School support services, with written parental permission as required; and
- l) Year 12 students have the right to leave campus during recess, lunch and their study periods when they have no other School commitments

4. Student Responsibilities

- 4.1 Students are expected to accept responsibility for their actions, consider their behaviour towards others, and respect authority.
- 4.2 Students have the responsibility to:
- (a) comply with all policies and procedures in place at the School;
 - (b) show their respect for the School's core values – Respect, Care and Growth, through their behaviour, words and actions;
 - (c) treat all students, staff, contractors, volunteers, parents and visitors to the School with courtesy, dignity and respect, and express themselves in a kind and respectful manner;
 - (d) respect and value the diversity and individual differences of others in the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical ability and religious or political beliefs;
 - (e) demonstrate care for individuals by fostering quality interpersonal relationships;
 - (f) listen and be open to other people's point of view, unique identity and values;
 - (g) listen to and act on progress reports from teachers and other staff members and try to meet assessment criteria to the best of their ability;
 - (h) cooperate with the teaching processes and comply with any reasonable direction given by a staff member of the School;
 - (i) utilise services available at the School in an appropriate manner, take advantage of learning opportunities and seek assistance as required;
 - (j) take advantage of decision-making opportunities;
 - (k) be punctual and attend all classes and school activities, and follow the correct process when absent, arriving late, or leaving early;
 - (l) speak to others with courtesy and respect, and communicate in a clear, friendly and open manner;
 - (m) respect the privacy of other students, staff, contractors, and volunteers;
 - (n) listen respectfully in the classroom and when attending any kind of School activity, assembly, presentation, class event, public meeting, experiential learning program (incursion, excursion, Outdoor Education experience, immersive program) or co-curricular activity (including inter-school sport);
 - (o) refuse to be involved in bullying incidents and, if bullying occurs where and when they are present, if possible, take some form of preventative action before also reporting this behaviour;
 - (p) ensure, if they are made aware that their behaviour is of a bullying nature, they take it seriously, reflect on their behaviour, check it out by asking an adult if it is inappropriate, stop the offending behaviour immediately and engage in a restorative process, including making an apology;

- (q) be aware of the presence of others, particularly younger students, in recreational areas;
- (r) be familiar with and observe all boundary limits of recreational areas since they are not permitted to leave the School grounds without approval from the appropriate teaching staff;
- (s) obtain permission from the Head of School before selling, trading or promoting any items or activity in the School grounds;
- (t) wear the School uniform at all School events and in public (including when travelling to and from School) correctly, with pride, in its entirety and in accordance with Uniform and Appearance Guidelines;
- (u) uphold the reputation of the School by observing an appropriate standard of behaviour when wearing School uniform and observe appropriate personal hygiene standards;
- (v) after using a space, ensure it is clean and tidy with litter and other materials disposed of or put away appropriately, and work towards enhancing the environment;
- (w) care for and respect School buildings, furniture, educational materials and technology, sports equipment and grounds;
- (x) refrain from throwing balls or other objects inside areas not designed for sport (e.g., Quad, classrooms, learning spaces);
- (y) be responsible for any School property borrowed, until it is returned to the appropriate member of staff;
- (z) when playing sport, maintain a high standard of sportsmanship in all competitive games, actively foster a good spirit between teams and between schools, before, during and after a game and offer a hospitable and welcoming approach to visiting teams when we are the hosts; and
- (aa) ensure their personal property is kept safe while they are at School (for example, by placing their personal belongings in appropriate storage areas) and respect the property of other students, staff and of the School.

5. Student drivers' rights and responsibilities

- 5.2 Driving to School is a privilege. Year 12 students who have a licence may drive to School and other approved School activities provided they comply with applicable laws, this Code and School policies and procedures.
- 5.3 Year 12 student drivers are permitted to drive to and from School only. They are not permitted to drive when leaving campus during recess, lunch and their study periods.
- 5.4 Year 12 student drivers are required to have parental permission to travel to School events within the School day.
- 5.5 Year 12 students may be a passenger in another student's vehicle provided they comply with applicable laws and have written parental permission.
- 5.6 When driving in connection with the School community or School environment, students are responsible for protecting the safety of others and themselves.

- 5.7 Students are responsible for complying with applicable laws, including restrictions which pertain to P-plate drivers.
- 5.8 Students are not permitted to park on the Kew campus. Students who comply with this Code can park at the Bulleen Sports Campus.

6. Unacceptable behaviour

- 6.1 Students must not:
- a) engage in conduct which is a breach of a law or regulation or School policy;
 - b) use or threaten violence of any kind at any time;
 - c) engage in conduct which involves the risk of an unacceptable danger or harm to any person, including themselves;
 - d) engage in conduct which is likely to result in danger or harm to any individual, including themselves;
 - e) engage in behaviour and activities which may cause injury to Students, for example, including throwing balls or any objects directly at others, playing games of an unduly aggressive nature, pulling, pushing, shoving, kicking or any offensive or intimidating actions;
 - f) bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to School, including cigarette, tobacco and vape products alcohol and other illicit drugs;
 - g) smoke cigarettes and tobacco products or vape;
 - h) attend the School whilst under the influence of alcohol or illicit drugs;
 - i) discipline or reprimand another student;
 - j) intimidate, undermine, threaten, bully or harass students, staff, contractors, volunteers, and visitors to the School;
 - k) speak to other students in a derogatory or offensive manner;
 - l) deliberately exclude another student or treat a student differently to other students;
 - m) interrupt or disrupt a teacher, staff member or volunteer whilst classroom instructions or learning activities are taking place;
 - n) raise their voice (unnecessarily) when speaking to other students and staff;
 - o) use mobile phones and other electronic devices inappropriately during School hours;
 - p) use age restricted social media if under 16 years of age;
 - q) take a photo or video recording of another student or staff member without permission;

- r) post a photo or video recording of a student or staff member online without the relevant individual's consent.
- s) post a photo or video recording identifying the School online without consent from the Principal;
- t) disclose the personal details of a student to another person without consent;
- u) litter, graffiti or deface School buildings or property in any way, or other spaces (including while they are not in School uniform); or
- v) bring any unnecessary items of value or large sums of money to the School campus or grounds.

7. Consequences of a breach

- 7.1 Students should report any behaviour that may be in breach of the Code to a teacher or staff member. Students will be taken seriously and be responded to promptly and thoroughly if they raise a concern or complaint regarding a breach of the Code.
- 7.2 Any person may notify the relevant Head of House, Co-ordinator, Deputy Head of School, Head of School, Deputy Principal or the Principal of a possible breach of the Code.
- 7.3 The School will address possible breaches of the Code in accordance with the Student Behaviour Management Policy.
- 7.4 If a student or their parents are unhappy with the application of this Code, they should raise the issue in accordance with the procedure set out in the School's Grievance, Complaint and Dispute Resolution Policy for the Carey Community.

8. Associated policies

Student Behaviour Management Policy

Student Technology Responsible Usage Policy (Prep – 12)

Bullying Prevention and Intervention Policy (Students)

Protect – Identifying and Responding to Student Sexual Offending Policy (DET, ISV, CECV)

Carey may vary, remove or replace this policy at any time.

Responsible department:	Deputy Principal – Student Wellbeing
Version:	2024
Approved by:	<input type="checkbox"/> Board <input type="checkbox"/> Board Committee <input checked="" type="checkbox"/> SLT <input type="checkbox"/> Principal <input type="checkbox"/> Other
Effective Date:	1 June 2024
Review date:	1 June 2027
Location:	<input checked="" type="checkbox"/> School wide <input type="checkbox"/> Kew <input type="checkbox"/> Donvale <input type="checkbox"/> Bulleen <input type="checkbox"/> Toonallook <input type="checkbox"/> Other
Audience:	<input checked="" type="checkbox"/> Student/Parent <input checked="" type="checkbox"/> Staff <input type="checkbox"/> Visitors/Volunteers <input type="checkbox"/> Contractors <input type="checkbox"/> Carey Community <input type="checkbox"/> Other
Publication:	<input type="checkbox"/> Management <input type="checkbox"/> Staff <input type="checkbox"/> JS Kew <input type="checkbox"/> JS Donvale <input type="checkbox"/> MS <input type="checkbox"/> SS <input checked="" type="checkbox"/> Whole School <input type="checkbox"/> Website <input type="checkbox"/> Other