



Student code of conduct

Lakeside College

Review Date: July 2019

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Introduction

Student code of conduct	
Created by:	Principal Lakeside College
Current version:	1.0
Applicable for:	All Lakeside permanent and fixed term employees, casuals, independent contractors, volunteers and work experience students

1. Introduction

- 1.1 Lakeside College (**the School**) is committed to 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.
- 1.2 Students should understand that there are consequences which flow from all behaviours. Consequences of student behaviours which are unacceptable to the well-being 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 Management 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.
- 1.3 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.
- 1.4 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 applies to all students currently enrolled at the School, herein after referred to as "**Students**".
- 1.5 This Student Code of Conduct outlines the way in which the School requires Students to conduct themselves when attending the School campus, participating in School activities, travelling to/from the School and school events, and communicating with members of our community (including staff, parents and other Students.)

2. Acceptable conduct

- 2.1 Students are required to:
- (a) treat all Students, staff, contractors, volunteers, parents and visitors to the School with courtesy and respect;

- (b) express themselves in a virtuous and responsible manner;
- (c) value the individual differences of others;
- (d) listen and be open to other peoples' point of view;
- (e) utilise services available at the School 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) comply with any reasonable direction given by a staff member of the School;
- (k) meet assessment criteria to the best of their ability;
- (l) take advantage of decision making opportunities;
- (m) wear the school uniform at School and at all School events when required;
- (n) uphold the reputation of the School by observing an appropriate standard of behaviour when wearing School uniform and observe appropriate personal hygiene standards;
- (o) respect the property of other Students, staff and of the School;
- (p) be punctual and attend all classes;
- (q) comply with all safety policies and procedures in place at the School;
- (r) uphold the School's core values at all times;
- (s) speak to other Students, staff, contractors, and volunteers with courtesy and respect;
- (t) communicate with other Students, staff, contractors, and volunteers in a clear, friendly and open manner;
- (u) respect the privacy of other Students, staff, contractors, and volunteers; and
- (v) listen respectfully in the classroom and when attending any kind of School assembly, activity, presentation, class event, or public meeting.

2.2 Students must not:

- (a) use violence of any kind at any time;
- (b) interrupt or disrupt a teacher, staff member or volunteer whilst classroom instructions or learning activities are taking place;
- (c) raise their voice when speaking to other Students and staff;
- (d) discipline or reprimand another Student;
- (e) bully or harass Students, staff, contractors, volunteers, and visitors to the School;
- (f) 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;
- (g) smoke cigarettes or attend the School (or School events) whilst under the influence of alcohol or illicit drugs;
- (h) deliberately exclude another Student or treat a Student differently to other Students;
- (i) speak to other Students in a derogatory or offensive manner;
- (j) post a photo or video recording of staff on social media without the individuals' consent;
- (k) post a photo or video recording of a Student on social media without obtaining consent from the Student's parent beforehand;
- (l) intimidate, undermine, threaten, bully or harass other Students;
- (m) disclose the personal details of a Student to another person without consent; or
- (n) bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to the School.

3. When using social media

3.1 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.

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 School;
- (d) make reasonable efforts to ensure that they comply with the School's Social Media Policy;
- (e) be respectful to Students, staff, contractors, volunteers and parents;
- (f) not create accounts that hold themselves out to be affiliated with the School; and
- (g) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or Students at the School.

3.3 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.

4. Making a complaint

- 4.1 When making a complaint to the School, Students are required to act in a manner consistent to the Student Code of Conduct.
- 4.2 Disputes between Students and the School are dealt with on an individual case basis. The normal procedure is to speak first with the staff member directly involved. If a Student is unable to resolve a grievance, he or she may seek resolution through discussion with the Head of School.

5. Breaches

- 5.1 Students should report any cases of behaviour in breach of the Student Code of Conduct to a teacher or staff member in confidence.
- 5.2 Any person may notify the Principal or delegate of a possible breach of the Student Code of Conduct.
- 5.3 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.
- 5.4 If satisfied that a breach has occurred, the Head of School 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 Behaviour Management Policy.

- 5.5 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.
- 5.6 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 Grievance Policy.
- 5.7 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.