



Bacchus Marsh
Grammar

School Board Policy

Governance

GOV-026 Student Code of Conduct

Approved by the School Board 31 August 2022





Student Code of Conduct

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1 Statement of Purpose

- 1.1.1 Bacchus Marsh Grammar (the School) aims to create an environment for all students that is safe, focussed on education, welfare and wellbeing.
- 1.1.2 The School is committed to ensuring a calm and structured learning environment to enable students to concentrate on their learning, to work towards achieving their personal best and develop their individual talents.
- 1.1.3 This Student Code of Conduct sets out the clear standards of behaviour which are expected of students of the School and that are driven by the School's values.
- 1.1.4 This Student Code of Conduct has been established to communicate students' responsibilities. The School believes that by establishing and communicating these standards that the preferred learning environment can be established and maintained for all students.

2 Principles of Conduct

The following principles provide the framework for this Code of Conduct:

- 2.1.1 Students are encouraged to be engaged responsible and respectful participants in School life.
- 2.1.2 A student's enrolment at the School is at the prerogative of the Principal and is conditional on students and their parents/guardians adhering to the School codes of conduct, rules, policies and procedures, and agreeing to abide by the School's disciplinary process and outcomes.
- 2.1.3 Students have an obligation to inform themselves of the School's expectations for enrolled students as outlined in the Conditions of Enrolment, this Student Code of Conduct, the School Community Code of Conduct and the Student Discipline Policy.
- 2.1.4 Confirmation of enrolment at the School (i.e. signing of the Enrolment Agreement, the Annual Acknowledgement, and/ or attendance), constitutes unequivocal acceptance of the above. [Refer to the Conditions of Enrolment]
- 2.1.5 Parents/guardians are expected to support their child's compliance with this Code and the School's disciplinary process, procedures and outcomes.
- 2.1.6 Students should refer to the Related Documents listed below for guidance as to which documents form the Student Code of Conduct.

3 Application

- 3.1.1 This Policy applies to all students who are or will be enrolled at the School (collectively, Students).
- 3.1.2 This includes but is not limited to conduct that is in any way connected with a student's enrolment and or participation in the School, has occurred either inside or outside a School site or otherwise related to School property, when in school uniform, when engaged in a School related function or activity, interacting with or affecting any member of the School Community, representing the School in any way, or acting in any other capacity that may impact the management of the School or which may bring the School into disrepute.

4 Student Responsibilities

Note: Students should read the below responsibilities in conjunction with the Student Discipline Policy.

4.1 Respect yourself and others and the school environment:

At all times students should:

- 4.1.1 Help foster a safe and harmonious learning environment through respectful behaviour and inclusivity of others. No student should interfere with the ability of another student(s) to participate in class or carry out their school work or other tasks.
- 4.1.2 Keep noise and conversation to a minimum and at a reasonable volume when in shared spaces or where otherwise could cause a nuisance to others.



- 4.1.3 Maintain good manners, be polite and act courteously towards other students, staff, and members of the community at all times.
- 4.1.4 Comply with the reasonable direction/instruction of staff.
- 4.1.5 Refrain from anti-social behaviour, including use of inappropriate or profane words or gestures or topics of conversation.
- 4.1.6 Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- 4.1.7 Not interfere with or damage school property or the property of any student, staff or members of the school community. School equipment (e.g. laptops, drones) should be treated respectfully and used as directed.
- 4.1.8 Not bring permanent markers to school as these are classed as a banned item.
- 4.1.9 Be punctual, which shows consideration for others. A late pass must be collected from the Main Office and/or Gatehouse (Maddingley Campus) if a student is late to school.
- 4.1.10 Not use a mobile phone or other electronic or digital device (with the exception of Chromebooks) during normal school hours (subject to any exemption that may be outlined in the School's Mobile Phone Policy).
- 4.1.11 Not bring valuable items to school (e.g. smart watches, fitness tracker, air pods, trading cards, large amounts of money). Any valuable items brought to school are at the student's own risk and must be stored securely in the student's 'locked' locker when unattended.
- 4.1.12 Not otherwise engage in any action or behaviour which may cause damage to the reputation of the School.

4.2 Contribute to a healthy and safe learning environment

At all times students should:

- 4.2.1 Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others through either illegal, deliberate, careless or negligent actions. No students should engage in activities that are unsafe or potentially unsafe.
- 4.2.2 Move safely and cautiously within classrooms, the School environment and or property to minimise risk of injury or harm to themselves or others.
- 4.2.3 Keep an appropriate and respectful distance from others at all times, and in particular adhere to social distancing requirements.
- 4.2.4 Not bring any item or substance to school which is used as or is considered to be a weapon for example a knife, or otherwise pose a risk of harm to others. Such items are strictly prohibited on or near School premises.
- 4.2.5 Keep school grounds, rooms and public areas free from litter and or vandalism (e.g. graffiti)
- 4.2.6 Not bring chewing gum to school nor use it at school.
- 4.2.7 Not enter any area which has been designated out of bounds (e.g. zoned play areas, building sites, or other areas cordoned off).
- 4.2.8 Not use or distribute alcohol, illicit drugs, solvents, drug paraphernalia, vape or smoke at any time whilst on School premises or while engaging in any School related activity whether on or outside of School property. These substances must not be used under any circumstances prior to the student's attendance at School which may adversely affect the student's co-ordination, response rate or judgement.

4.3 Respect for the learning environment

- 4.3.1 Students are expected to show a willingness to learn in class and work to the best of their ability.
- 4.3.2 Students must endeavour to submit work that reflects due effort and diligence with regards to both presentation and content.



- 4.3.3 Students must attend all classes and be punctual in attendance.
- 4.3.4 Students must only use the School property that they are entitled to access, in a reasonable and careful manner.
- 4.3.5 Students must comply with the law whilst on the School's property or engaged in any School controlled activities.
- 4.3.6 Students must access the computer network and equipment only for learning purposes and do not allow others to access their own passwords.
- 4.3.7 Students must not engage in plagiarism or other academic misconduct.
- 4.3.8 Students must be properly equipped for all lessons including sport activities and Physical Education.
- 4.3.9 Students should bring their Chromebook to all classes (Year 5 onwards and Year 4 from semester two).
- 4.3.10 All homework and assignments must be recorded in Diaries and work must be completed by the prescribed time. A note in the Diary or a letter to a Year Level Co-ordinator is required for any late presentation of work. [Refer to the Assessment Policy]
- 4.3.11 Diaries must be carried and kept available so that regular entries can be made by students, staff or parents/guardians.
- 4.3.12 Students must be diligent in developing good study habits and techniques

4.4 Attendance

- 4.4.1 Students must be at school on the day school resumes after a break unless notification has been received by the Year Level Co-ordinator.
- 4.4.2 No student will be permitted to leave school at the end of term before the publicised date, except in circumstances where parents/guardians have informed the Year Level Co-ordinator.
- 4.4.3 Students are not permitted to be on school premises outside of the "hours of supervision" (refer to the School's website) unless they are waiting to catch a school bus or attending a supervised school event, for which an attendance roll will be taken (e.g. camp, excursion, functions, scheduled class). In all other cases, students who are on site outside of the schools "hours of supervision" must go directly to Reception or the Gatehouse (Maddingley campus only). Students on site must ensure they attend the designated area for attendance at all times.
- 4.4.4 No student will leave the school grounds during a normal school day as per the School's academic timetable (refer to times published on the School's website) without the permission of their Year Level Co-ordinator. A note in the Diary or a letter to a Year Level Co-ordinator is required if a student needs to leave school early. Students or their parent/guardian are required to sign out at either Reception or the Gatehouse (Maddingley campus only) prior to the students' departure.
- 4.4.5 Members of groups such as school teams, School Production cast members etc., have an obligation to be in attendance at all activities unless written permission has been sought and gained by parents/guardians.
- 4.4.6 No cars may be driven by students to school without the written permission of parents/guardians and of the Principal or Principal's delegate. Students may not drive in or into the school grounds except when they are legally entitled or are driving with a parent/guardian.
- 4.4.7 All students/parents/guardians must abide by the Schools entry requirements, including COVID-19 protocols, prior to entering a School site including the School Car Park.

[Please refer to the School's Student Attendance Policy for further information.]

5 Student Grievances

- 5.1.1 If a student has a grievance in relation to any aspect of the application of this Student Code of Conduct and wishes to make a complaint, they are to follow the instructions in the Student Grievance Resolution and Investigation Policy.

6 Breaches of this Student Code of Conduct

- 6.1.1 Students found to be in breach of the Student Code of Conduct may be subject to disciplinary action in accordance with the Student Discipline Policy, including detention, suspension and termination of enrolment, in the most serious cases.
- 6.1.2 Behaviour such as verbally or physically threatening others, significant property damage or drugs are a criminal matter and will be referred to the Victoria Police for investigation.

7 Documents that form part of the Student Code of Conduct

7.1.1 The Student Code of Conduct comprises of the following documents:

- Alcohol (Student Use of) Policy
- Assault (Student Against Student) Policy
- Assessment Policy
- Drugs – Illicit (Student Use of) Policy
- Conditions of Enrolment
- Cyber Safety Policy
- Enrolment Policy
- Harassment (Student Against Student) Policy
- Information & Communication Technology (Student) Policy
- Mobile Phones Policy (Student Use of) Policy
- School Community Code of Conduct
- School Uniform and Dress Code Policy
- Social Media – Student Usage Policy
- Student Acceptable Online Usage Policy
- Student Attendance Policy
- Student Bullying and Harassment Policy
- Student Bus Travel Code of Conduct
- Student Discipline Policy
- Student Drivers Policy
- Student Grievance Resolution and Investigation Policy
- Student Technology Handbook
- Student Wellbeing Support Services Policy

8 Authorisation

Board Document No.	GOV-026	
Board Document Name	Student Code of Conduct	
Approval Authority	Chair of the School Board	
Approval Signature	Cathy Jeffkins Chair of the School Board Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	31 August 2022	
Date of Next Review	31 August 2023	To be reviewed annually

9 History

Date	Amendment
22 October 2019	1. New Format and content
28 October 2020	2. Reviewed
27 October 2021	3. Reviewed and updated to include student responsibilities
31 August 2022	4. Revised and updated section 4.1.8 to explicitly state permanent markers are a banned item, and updated section 4.2.4 to include knives as an example of a weapon.