PRESHIL
THE MARGARET LYTTLE MEMORIAL SCHOOL

STUDENT CODE OF CONDUCT: RIGHTS & RESPONSIBILITIES

Introduction

Preshil is committed to ensuring a safe, respectful, inclusive and harmonious learning environment and community. The Student Code of Conduct sets out a rights and responsibilities model as set out below. A breach of this code may require the School to activate one or more of the consequences contained in the Student Behaviour Management Policy.

Mutual Respect Statement

Our emphasis on mutual respect aims to promote a climate of trust and caring amongst the students and adults in our school. It sets standards and provides the commitment that the Preshil community makes to shared values and a code of conduct.

Within the context of the School community, emphasis is placed on the development and maintenance of positive relationships between students and staff. Positive relationships are essential to maximise the opportunities for learning that take place in the School.

Student Rights

Students have the right to:

- be treated fairly and with courtesy, dignity and respect.
- enjoy a safe, intellectually challenging, responsive and respectful learning environment.
- participate fully in the School's educational program.
- have a safe, supportive and inclusive School environment that is free from discrimination, intimidation, bullying (including cyber bullying) and harassment.
- be provided with exemplary role models by all staff.
- be regularly informed of their progress.
- engage in outdoor recreational activities at Recess and Lunchtime and get to know others more deeply and build stronger relationships.
- be invited to be involved in the decision-making process of the School as appropriate.
- access the Student Services Team support, with written parental permission as required.

Student Responsibilities

- Students are expected to accept responsibility for their actions, consider their behaviour towards others, and respect authority.
- Students have the responsibility to: comply with all policies and procedures in place at the School.
- show their respect for the Preshil Values Framework, respect, community, consultation and communication
- demonstrate care for individuals by fostering quality interpersonal relationships.
- 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.

- 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.
- listen and be open to other peoples' points of view, unique identities and values.
- 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 reporting this behaviour.
- utilise services available at the School in an appropriate manner, take advantage of learning opportunities and seek assistance as required.
- cooperate with the teaching processes and comply with any reasonable direction given by a staff member of the School.
- 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.
- take advantage of decision-making opportunities.
- observe and follow the School dress code
- observe appropriate personal hygiene standards.
- respect the property of other students, staff and of the School.
- be punctual and attend all classes and school activities, and follow the correct process when absent, arriving late, or leaving early.
- speak to others with courtesy and respect, and communicate 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 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).
- Being aware of the presence of others at Fruit and Lunchtime, particularly younger students
- Being familiar with and observing all boundary limits since they are not permitted to leave the School grounds without approval
- Obtaining permission from the Principal before selling, trading or promoting any items or activity in the School grounds
- Refraining from activities which may cause injury to Students at the School, 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

Unacceptable Behaviour

Students must not:

- use violence of any kind at any time.
- engage in conduct that is likely to result in harm to any individual, including themselves.
- engage in conduct that is a breach of a law or regulation.
- engage in conduct that involves the risk of an unacceptable danger of harm to any person, including themselves.

- interrupt or disrupt a teacher, staff member or volunteer whilst classroom instructions or learning activities are taking place.
- raise their voice (unnecessarily) 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 or staff member without permission.
- smoke cigarettes and tobacco products or vape.
- attend the School whilst under the influence of alcohol or illicit drugs.
- deliberately exclude another student or treat a student differently from other students.
- speak to other students in a derogatory or offensive manner.
- post a photo or video recording of staff on social media without the individual's consent.
- post a photo or video recording of a student on social media without obtaining consent.
- post a photo or video recording identifying the School on social media without consent from the Principal.
- intimidate, undermine, threaten, bully or harass other students.
- disclose the personal details of a student to another person without consent; or
- bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to School, including alcohol and other illicit drugs.

Consequences of a Breach

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

- Any person may notify the relevant Head of Campus or the Principal of a possible breach of the Code.
- The Head of Campus or their representative will investigate the complaint to determine whether there has been a breach of the Code or other policy.
- If satisfied that a breach has occurred, the Head of Campus or their representative may implement disciplinary action against the student in line with the **School's Behaviour Management Policy.**
- 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 Preshil Community.

School Property

Students are the beneficiaries of our beautiful grounds and historic buildings. They are required to:

- care for School buildings, furniture, educational materials and technology, sports equipment and grounds.
- After using a space, ensure that it is clean and tidy with letters and other materials disposed of or put away appropriately.
- Be responsible for any School property borrowed, until it is returned to the appropriate member of staff.
- Be well aware that littering, graffiti or defacing property in any way is not permitted. It is each student's responsibility to work towards enhancing the environment.

Personal Property

Students should make every effort to ensure:

- their personal property will be safe while they are at School.
- Students should ensure their personal belongings are placed in appropriate storage areas and any unnecessary items of value or large sums of money are not brought to the School campus or grounds.
- Mobile phones and other electronic devices are not to be used inappropriately during School hours.

Relevant Policies

Bullying Prevention Policy

Student Behaviour Management Policy

ICT Responsible Use Policy (Students)

STUDENT RIGHTS AND RESPONSIBILITIES GUIDELINES

Student Rights	Student Responsibilities
Mutual Respect - every person is recognised and accepted as a significant individual with a valued place and a unique contribution to make in the community.	• Preshil's emphasis on social and emotional learning involves learning how to recognise and manage emotions, promote caring and concern for others, make responsible decisions, establish and maintain positive relationships, and handle challenging situations effectively. • Our emphasis on mutual respect aims to promote a climate of trust and caring amongst the students and adults in our school. It sets standards and provides the commitment that the Preshil community makes to shared values and a code of conduct. • Showing respect for the Preshil Values Framework - respect, community, collaboration and communication • Complying with all policies and procedures in place at the School, including the ICT Responsible Use Policy • Demonstrating care for individuals by fostering quality interpersonal relationships • Speaking to others with courtesy and respect, and communicating in a clear, friendly and open manner • Treating all students, staff, contractors, volunteers, parents and visitors to the School with courtesy, dignity and respect, and expressing themselves in a kind and respectful manner • Respecting the property of other students, staff and of the School, including classroom furniture, lockers and bathroom amenities • Respecting the privacy of other students, staff, contractors, and volunteers • Caring for School buildings, furniture, educational materials and technology, sports equipment and grounds by: • Ensuring that after using a space it is clean and tidy with litter and other materials disposed of or put away appropriately • Being responsible for any School property borrowed, until it is returned to the appropriate member of staff • Working towards enhancing the environment, and not littering, graffiti or defacing property • Ensuring their personal belongings are placed in appropriate storage areas such as lockers, and any unnecessary items of value or large sums of money are not brought to the School campus or grounds

Student Rights and Responsibilities

Student Rights	Student Responsibilities
Safe Learning Environment Enjoying a safe, intellectually challenging, responsive and respectful learning environment.	● Using mobile phones and other electronic devices in an appropriate way ● Ensuring that they do not engage in the following behaviours: ○ Use violence of any kind at any time ○ Engage in conduct which is likely to result in harm to any individual, including themselves ○ Engage in conduct which is a breach of a law or regulation ○ Engage in conduct which involves the risk of an unacceptable danger of harm to any person, including themselves ● Interrupt or disrupt a teacher, staff member or volunteer whilst classroom instructions or learning activities are taking place ● Raise their voice (unnecessarily) when speaking to other students and staff ● Bully or harass students, staff, contractors, volunteers, and visitors to the School ● Take a photo or video recording of another student or staff member without permission ● Smoke cigarettes and tobacco products or vape ● Attend the School whilst under the influence of alcohol or illicit drugs ● Deliberately exclude another student or treat a student differently to other students ● Speak to other students in a derogatory or offensive manner ● Post a photo or video recording of staff on social media without the individual's consent ● Post a photo or video recording of a student on social media without obtaining consent ● Post a photo or video recording identifying the School on social media without consent from the principal ● Intimidate, undermine, threaten, bully or harass other students ● Disclose the personal details of a student to another person without consent ● Bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to School, including alcohol and other illicit drugs.

Student Rights and Responsibilities

Student Rights	Student Responsibilities
Diversity and Inclusion Having a safe, supportive and inclusive school environment that is free from discrimination, intimidation, bullying (including cyberbullying) and harassment.	● Refusing to be involved in bullying incidents and, if bullying occurs where and when they are present, take some form of preventative action before reporting this behaviour ● Listening respectfully in the classroom and when attending any kind of school activity, whole school meeting, presentation, class event, public meeting, experiential learning program (incursion, excursion, outdoor education experience, immersive program) or co-curricular activity (including inter-school sport)
Fruit and Lunchtime Engaging in outdoor recreational activities at Fruit and Lunchtime and getting to know others more deeply and building stronger relationships.	● Being aware of the presence of others, particularly younger students ● Being familiar with and observing all boundary limits since they are not permitted to leave the School grounds without approval ● Obtaining permission from the Principal before selling, trading or promoting any items or activity in the School grounds ● Refraining from activities which may cause injury to Students at the School, 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
Student Voice Being invited to be involved in the decision-making process of the School, as appropriate.	● Taking advantage, and making the most of decision-making and leadership opportunities available ● Supporting and building a positive community culture