

Student Code of Conduct



Effective

Version 4. May 2021

1. INTRODUCTION

Mentone Girls' Grammar is proud of the way students appear and present themselves to the community. The School values each student and the role that they play in maintaining a positive, supportive, and caring learning culture.

This Student Code of Conduct outlines the expectations required by each student at the School. The obligations and expected behaviours listed are not negotiable and provide further details about specific issues. Students are expected to embody the Values and Mission statement of the School by being courteous and co-operative with other members of the School community. They are encouraged to use common sense, care and to communicate their needs and concerns to their teachers to ensure that these concerns are addressed in a timely, effective manner.

The Student Code of Conduct helps prepare students for their future by providing them with a set of guidelines that underpin respectful and tolerant behaviour, care for self and others, and appearance and responsibility for actions, as deemed acceptable by the School community. The Policy is based on procedural fairness and does not permit corporal punishment.

2. SCOPE

This policy relates to current Mentone Girls' Grammar Students in the Junior and Senior Schools.

All Students must comply with this policy and sign the Student Acknowledgment that they will abide by this and other School policies. The Student Acknowledgement must be co-signed by parents.

The application of this Code is not limited to the School site and School hours. It applies to all activities undertaken on behalf of or at the direction of the School whilst on and off campus.

3. STUDENT RESPONSIBILITIES AND EXPECTED BEHAVIOURS

3.1 Student Responsibilities

Students have a responsibility to:

- Uphold the School's values and principles
- Accept and comply with School policies
- Act and Work cooperatively with other students and teachers
- Respect the learning needs of other students
- Take responsibility of their own learning, to work consistently and complete tasks as required
- Be punctual and regular in attendance

3.2 Student Expected Behaviours

Students are expected to:

- Behave with courtesy and consideration for others.

- Behave in a manner consistent with safety and to avoid such practices as running in the building, down stairways or throwing objects.
- Ensure that their actions do not bring the School into disrepute.
- Enter and exit the School campus through the School's main gates in front of the Junior School, Governors Courtyard gates, ELC main entrance and Cobbalanna.
- Treat the School and its facilities with respect and not graffiti, deface or wilfully damage the School premises or its resources.
- Wear their Uniform in accordance with School Policy.
- Respect the authority of their teachers and School staff.
- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.
- Complete work set by teachers promptly and to the best of their ability and to take full advantage of the educational opportunities offered at the School.
- Avoid using violent, bullying, verbal intimidation, and offensive behaviour.
- Not leave the school grounds during the day except on official school excursions and activities unless they have permission from the School.
- Not bring weapons or dangerous objects, substances, or materials to school.
- School Bags and equipment must not block entrances or thoroughfares.
- Not possess or smoke cigarettes, e-cigarettes, possess or use or be under the influence of alcohol or illicit drugs or other harmful substances at School, on School excursions, in transit between School and home or otherwise while wearing School uniform.
- Be tolerant of differences

4. KEY SCHOOL OBLIGATIONS

This Code requires that student actions do not bring the School into disrepute at any time. Students are expected to be aware of all School policies relating to the Student body, particularly the following that have significant consequences if they are breached:

- Attendance
- Bullying and Harassment
- Smoking, Illicit Drugs and Alcohol
- Use of Mobile Phones
- Social Media and Cyber Safety
- Photography and Video
- Standard of Appearance
- School Uniform
- Student/ Teacher interactions

5. POTENTIAL CONSEQUENCES

The implementation of consistent Behaviour Management procedures is crucial to help staff, students and parents/caregivers to effectively work together as a community. The School will follow these steps in the implementation of behaviour management practices for students who breach this Code and School Policies.

The Student Discipline Policy and the Suspension and Expulsion Policy should be referenced when reading this section.

The disciplinary measure taken will be proportionate to the breach.

5.1 Student Meeting

As part of the School's Wellbeing Policy, students who require assistance to adhere to the Student Code of Conduct will be offered support, advice and counselling by their Home Group Teacher, Head of Year and Student Services.

If a breach of the Code of Conduct has occurred, the students will be interviewed by the Head of Year to investigate the incident. If the Head of Year deems it requires further action, then the Head of School will be briefed and will interview the student with the Head of Year.

Parents will be notified of the interviews and briefed of the outcomes at the conclusion of the meeting.

5.2 Notification to parents/ legal guardian

Depending on the nature of the breach of the Code of Conduct, parents will be informed of the transgression either by a phone call by the Head of Year or a letter requesting an interview with the Head of Year and Head of School

5.3 Conduct Card

A student may be placed on a Conduct Card if their academic performance or behaviour needs to be carefully monitored. The Student Conduct Card is to be carried by the student to each class and filled in by each teacher, providing an indication of the student's academic progress and behaviour.

5.4 Red Slip

Red slips are issued to students in Senior School if they do not conform to the required standards of appearance. If a student receives three red slips, she is given an after-school detention.

5.5 Detention

When students do not adhere to the Code of Conduct, they may be required to reflect on their actions at a detention. Detention will range from lunchtime, a Friday after school or a Saturday depending on the severity of the misbehaviour.

A senior member of staff supervises these detention sessions, and students are to complete tasks in service of the School. Friday detentions are only given by the Head of School (in consultation with the Head of Year) and are regarded as serious.

The student must attend the detention in correct uniform. Two Friday detentions within a year will be followed by a Saturday detention and may involve a parent and student interview with the Principal.

5.6 Suspension

This may follow a serious offence or persistent disregard of school expectations. This decision is taken by the Principal in consultation with the Senior Vice Principal, Vice Principal (Wellbeing)/Head of Senior School.

6. RELATED POLICIES

This document should be read in conjunction with the following School documents:

- **Student Attendance policy**
- **Student Responsible use of mobile phone policy**
- **Uniform policies**
- **Uniform Dress Code Policy**
- **School Enrolment policy**
- **Student Bullying and Harassment Prevention and Intervention**
- **Bullying and Harassment policies**
- **Drugs - Illicit (Student Use Of)**
- **Student Wellbeing policy**
- **Social Media Policy**
- **Video and Photography Policy**
- **Cyber Safety Policy**
- **Mobile Phone Use Policy**
- **Suspension and Expulsion Policy**
- **Student Handbook**
- **Student Discipline Policy**

7. DOCUMENT MANAGEMENT

Approved: SMT May 2021

Next Review required: May 2024