

# Student Code of Conduct Policy

## 1. Introduction

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 for 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 Bhaktivedanta Pathshala 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 Conduct: Responsibilities and Expected Behaviours

### 3.1 Student Responsibilities and Expected Behaviours

Students are expected to:

- Uphold the School's values and principles.
- Strictly adhere to the School policies and expectations.
- Behave with courtesy and consideration for others.
- Ensure that their actions do not bring the School into disrepute.
- Respect the authority of members of staff and observe School rules as required.
- Be punctual and regular in attendance.
- Wear their Uniform in accordance with School expectations.

Remain in the School grounds during the School day unless otherwise approved by the applicable Head of School.

- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School, employees or students at the School (including activities on social media).

• Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others.

- Act and work cooperatively with other students.
- Be tolerant of differences.
- Refrain from all forms of bullying and harassment.
- Avoid using violent, verbal intimidation, and offensive behaviour.
- Don't bring weapons or dangerous objects, substances, or materials to School.
- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.

• Take responsibility for their own learning, to work consistently and complete tasks as required.

- To take full advantage of the educational opportunities offered at the School.

• Dress neatly and with due regard for health, hygiene, and safety in accordance with the School's uniform requirements.

• Not possess or smoke cigarettes, e-cigarettes and vapes. Possess, use or be under the influence of alcohol or illicit drugs or other substances harmful to health, at School, on School excursions, in transit between School and home, or otherwise while wearing School uniform.

• Uphold the reputation of the School by observing an appropriate standard of behaviour in transit to and from the School and when wearing School uniform.

• Abide by all health and safety rules and procedures operating within the School and other locations at which the students may visit.

• Behave in a manner consistent with safety and to avoid such practices as running in the building, down stairways, or throwing objects.

- Enter and exit the School campus through the School's main gates.

- Treat the School and its facilities with respect and not graffiti, deface or wilfully damage the School's premises or its resource
- School Bags and equipment must be put away neatly in designated spaces to not block entrances or thoroughfares.

### 3.2 Unacceptable Conduct

Unacceptable conduct includes, but is not limited to:

- Touching, handling, pushing or otherwise physically or sexually engaging with students or others in a manner which is not appropriate and may endanger the health, safety, and wellbeing of that person.
- Any form of physical or verbal violence including fighting, assault, or threats of violence.
- Any form of bullying, including cyber bullying or cyber abuse.
- Sending inappropriate, offensive, or explicit text messages, photos or videos.
- Gambling of any form (both on-line gambling and in person) during School time, whilst undertaking School activities or whilst wearing the School uniform.
- Language or conduct which is likely to offend, harass, bully, or unfairly discriminate against any student, teacher, contractor or visitor.
- Theft, fraud, or misuse of School resources.
- The use of inappropriate or profane words or gestures and images.
- Unacceptable class attendance levels.
- Smoking or consuming alcohol or illicit drugs at School, on School excursions, in transit between School and home or otherwise while wearing School uniform.
- Attending School, social, sporting, or other functions as a representative of the School whilst under the influence of alcohol, illicit drugs or other substances harmful to health.

### 3.3 Reporting

It is expected that all students will report any cases of unacceptable conduct (or breach of conduct) to a teacher or senior staff member (in confidence) of unlawful behaviour or behaviour in breach of this conduct which may have been observed or reported to them.

## 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
- 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

### 4.1 Attendance

Students enrolled at the School are required to be in full-time attendance except where there is illness or special circumstance, as attested by a parent or guardian through a signed note or phone conversation with an Administrator or teacher.

Students are expected to attend 100% of classes unless illness prevents them from doing so. To avail a permission for attending exam, the minimum class attendance is 80% of possible class time.

Students who are absent from School must provide written explanations from their parents or guardians on the day of return unless a parent/ guardian has contacted the absentee line on the day of absence.

### 4.2 Smoking, Illicit Drugs and Alcohol

Students are not permitted to smoke, use illicit drugs, or drink alcohol while at School or representing the School on a camp, excursion, tour or any School related activity.

Students who do not adhere to this expectation will undertake suitable consequences as decided by the School.

Any student in the company of a smoker whilst on School grounds or during a School activity will be deemed to be smoking.

### 4.3 Use of Mobile Phones

Mobile phones at School must be either switched off, or in “silent” mode in lockers during School hours. Phones and any other devices should not be visible or actively in use at any time during class time, in any type of Assembly, or while on a school activity, except with the permission of a supervising teacher.

Mobile phones may be used after the School day is complete.

### 4.4 Social Media and Cyber Security

Students are not to participate in electronic chat, instant messaging, or social networking sessions except under teacher supervision. Students are not to access or circulate inappropriate electronic material of any type to anyone else and will have read and understood the Responsible Use of Digital Technologies and Cyber Safety Policy.

Students are expected to show respect to others at all times, including members of the School community when using Social Media both on and off campus. Students are also expected to give due respect to the reputation and good name of the School.

When using any type of Social Media, Students agree that they will:

Respect the rights and confidentiality of others.

- Not impersonate or falsely represent another person.
  - Not use avatars or other means of hiding or misrepresenting their identity.
  - Not bully, intimidate, abuse, harass or threaten others.
- Not make defamatory comments.
  - Not use offensive or threatening language or resort to personal abuse towards each other or members of the School community.
- Not post content that is hateful, threatening, pornographic or incites violence against others.
  - Not harm the reputation and good standing of the School or those within its community.
- Not film, photograph or record any members of the School community without express permission of the Marketing Manager and consent of the individual.
- Not invite or try to connect with School staff on Social Media unless directed by the School for educational purposes only.
  - Ensure safety of their School device when using it outside of the School campus to protect School held data.
  - Not download apps, software, or programs onto School devices without permission of the School.

### 4.5 Photography and Video

Students will take all reasonably practicable steps to manage the risks to safety and wellbeing arising from the inappropriate taking and use of photos and videos. Students agree to always read and comply with the School Photography and Video Policy when taking photos or video of other students, staff, and the School community.

Consent must be obtained prior to taking a photograph or video of another student, teacher, or member of the School community.

Students are not permitted to take photos or video of themselves or other students whilst in School uniform unless directed to do so by the School.

Failure to comply with this obligation will lead to disciplinary action by the School.

### 4.6 Standards of Appearance

While wearing their uniform, students must be always neat and well-groomed, both within and outside the School.

The appearance of students sets the standard for behaviour, achievement, and public recognition. The wearing of jewellery and makeup is to be in accordance with the Uniform Policy. On days of extreme conditions, students will be notified of any changes required to their uniform. When students are given permission to wear casual clothes for excursions or casual clothes days, they must be dressed neatly and appropriately.

Students wearing inappropriate clothing will be sent home from School and excluded from the excursion or activity.

### 4.7 School Uniform

Students must always abide by the School Uniform Dress Code Policy when wearing the Bhaktivedanta Pathshala Uniform. All students must be fully aware of and agree to comply with the Uniform Dress Code, particularly the following requirements:

- The blazer is the formal outer garment. The jumper or vest is not to be worn as the outer garment within the School grounds.
- Students will be given two weeks of time to wear either their full winter or full summer uniform.
  - The length and measurements of skirts and dresses are to be worn as per school standards.
  - When wearing long socks, they must be pulled up.
- The formal black cap of boys must be worn with summer uniform when inside the school grounds.
  - Unless special permission is granted, no student is permitted to wear casual dresses all day at school. Sports uniform may not be worn when travelling to and from school unless express permission has been obtained.
  - The polo shirt/ trousers set should only be worn on prescribed days and for prescribed activities

## 4.8 Student/ Teacher interactions

Students will treat Teachers and School Staff with respect and civility. Students will not obtain or ask for a teacher's, contractors, or School staff's personal details, nor will they connect with them through personal Social Media.

## 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

Student Meeting As part of the School's well-being processes, students who require assistance to adhere to the Student Code of Conduct will be offered support, advice and counselling by their class Teacher, Head of School and Student Services. If a breach of the Code of Conduct has occurred, the students will be interviewed by the class teacher to investigate the incident. If the class teacher deems it requires further action, then the Head of School will be briefed and will interview the student with the class teacher. Parents will be notified of the interviews and briefed on 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 class teacher or a letter requesting an interview with the class teacher and Head of School.

### 5.3 Conduct Card

A student will 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, he/she is given an one week 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 Sunday detention, depending on the severity of the misbehavior. 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 class teacher) 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 Sunday 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 Deputy Principal/Head of Senior School.