



# Student Code of Behaviour Policy

<b>Status:</b>	Current	<b>Supersedes:</b> All previous Rockhampton Girls Grammar School policies
<b>Authorised by:</b>	Executive	<b>Date of Authorisation:</b> May 2022
<b>References:</b>	<ul style="list-style-type: none"><li>• <i>RGGS-058-POL-CHILD PROTECTION POLICY</i></li><li>• <i>RGGS-067-POL-STUDENT BULLYING POLICY</i></li><li>• <i>RGGS-070-POL-UNIFORM POLICY</i></li><li>• <i>RGGS-024-POL-ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA POLICY</i></li><li>• <i>RGGS-062-POL-DISABILITY DISCRIMINATION</i></li></ul>	
<b>Review Date:</b>	This policy will be reviewed every two years, or as appropriate, to take account of new legislation or changes to school's operations and practices and to make sure it remains appropriate to the changing environment.	<b>Next Review Date:</b> May 2024
<b>Policy Owner:</b>	Board of Trustees of Rockhampton Girls Grammar School <i>trading as</i> Rockhampton Girls Grammar School CRICOS Provider No: 00508E	<b>Access:</b> S:\All Staff - Policies Procedures and Forms\STUDENT RELATED DOCUMENTS\POLICIES & PROCEDURES Publicly available: SCHOOL WEBSITE



## Table of Contents

<b>1. PURPOSE</b> .....	3
<b>2. CODE OF BEHAVIOUR</b> .....	3
<b>Definition of a 'Student'</b> .....	3
<b>Conduct and Bearing of All Students</b> .....	3
<b>Unacceptable Conduct</b> .....	4
<b>3. BEHAVIOUR EXPECTATION</b> .....	4
<b>Expectations of Students</b> .....	4
<i>Preparedness and Punctuality</i> .....	4
<i>Engaged Learning Time</i> .....	4
<i>Homework</i> .....	4
<i>Assessment</i> .....	5
<i>Quality of Work</i> .....	5
<i>Behaviour</i> .....	5
<i>Language and Communication</i> .....	5
<i>Personal Presentation</i> .....	5
<i>Leadership and Involvement</i> .....	6
<b>4. REPORTING</b> .....	6
<b>5. POLICY BREACH</b> .....	6



## 1. PURPOSE

Rockhampton Girls Grammar School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students.

It is the intention of Rockhampton Girls Grammar School to provide clear guidelines to all students regarding the conduct expected of them whilst at School, whilst engaging in School related activities or representing the School when offsite. Students are expected to uphold our School's core values at all times.

This Code applies to all Rockhampton Girls Grammar School students. The application of this Code is not limited to the School site and School hours. It extends to all activities and events that are school-related and when representing or acting on behalf of the School. The Code also requires that student actions do not bring the School into disrepute at any time regardless of whether the action occurs within or outside of School activities.

## 2. CODE OF BEHAVIOUR

### Definition of a 'Student'

For the purposes of this policy, a 'Student' of Rockhampton Girls Grammar School shall be considered to be a current student of Rockhampton Girls Grammar School until they withdraw from the School or are no longer enrolled.

### Conduct and Bearing of All Students

It is expected that every student will:

- uphold the School's core values at all times
- behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- abide by all health and safety rules and procedures operating within the School and other locations at which the students may visit
- 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
- respect the authority of members of staff and observe School rules as required
- strictly adhere to the School's policies and procedures as required
- be respectful and supportive of the School's beliefs and values
- behave with courtesy and consideration for others. In particular, students must refrain from all forms of bullying and harassment. See also: [RGGG-067-POL-STUDENT BULLYING POLICY](#)
- refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students
- refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the School, employees or students of the School (including activities on social media)
- respect School property and the property of staff, contractors, visitors and other students
- be punctual and attend all classes
- remain in the School grounds during the School day unless otherwise approved by the applicable member of Executive.
- complete work set by teachers promptly and to the best of their ability and 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 ([RGGG-070-POL-UNIFORM POLICY](#))
- not possess or smoke cigarettes, e-cigarettes, possess or 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.



## 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 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
- smoking, vaping 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. BEHAVIOUR EXPECTATION

Effective behaviour management requires that all members of the Rockhampton Girls Grammar School community form a partnership, accepting responsibility and accountability for ensuring the following principles are endorsed:

- Promoting positive behaviour
- Understanding behaviour
- Preventing and minimising behavioural problems, including discrimination, harassment, vilification and victimisation
- Generating effective and appropriate solutions

The following expectations which are clear, explicit and appropriate, are designed to promote desired behaviour and standards and protect the rights of individuals within the Rockhampton Girls Grammar School community.

### Expectations of Students

#### *Preparedness and Punctuality*

- Have knowledge of subject requirements and consistently meet these expectations
- Take required materials to all lessons
- Be on time and ready to learn
- Submit all assessment items on time
- Communicate early with your teacher if you are having difficulty meeting a deadline

#### *Engaged Learning Time*

- Be punctual to all classes
- Be committed to active learning in both lesson and homework activities as well as general study
- Be proactive in engaging with the teacher when problems are encountered
- Employ effective time-management, especially with exam and assessment preparation
- Catch-up, in your own time, on all work or assessment missed through non-attendance

#### *Homework*

- Utilise your Student Planner and have it with you during all classes
- Conscientiously record allocated homework in your planner



- Do not deface your planner in any way
- Complete set homework
- Complete work on or before the due date
- Complete your work to a high standard
- Communicate with your teacher any exceptional circumstances which may prevent you from completing homework

### **Assessment**

- Have a good knowledge and understanding of criteria-based standards and expectations
- Once an assignment is received, ensure you understand the requirements
- Once an assignment is received ensure you commence work on it immediately (this may be in the form of a plan)
- Ensure all assignment checkpoints and drafts are completed on time or early and ensure your draft is your intended final submission. i.e. A draft should be a complete work and not just progress towards it
- Complete regular study for examinations each week of the unit of work

### **Quality of Work**

- Always strive to do your best work
- Be aware of subject specific standards and requirements
- Faithfully and diligently complete work to the advice and expectations of the teacher

### **Behaviour**

- Be aware of and endeavour to meet all aspects of the School's Code of Behaviour Policy
- Be aware of and consistently meet the expectations of the School's Disability Discrimination Policy (*RGGS-062-POL-DISABILITY DISCRIMINATION*) and Student Bullying Policy ([\*RGGS-067-POL-STUDENT BULLYING POLICY\*](#))
- Promptly and respectfully follow all directions given by staff members
- Be responsible for own behaviour
- Accept consequences of own behaviours
- Respect School property and the property of others
- Refrain from any behaviour that will have a negative effect on another student or member of staff either at School, in the community or at social gatherings
- Refrain from any behaviour that will have a negative impact on the reputation of the School

### **Language and Communication**

All communication should take into account the rights of, consequences for, and well-being of all individuals and the reputation of the School.

- Communicate in an appropriate and respectful manner in line with School expectations. This applies to all forms of communication
- Be prepared to greet adults in an appropriate way and engage with them in conversation
- Refrain from using inappropriate, vulgar and derogatory language at all times
- Always seek to be positive in your interactions

### **Personal Presentation**

- Positively support the School uniform expectations
- Wear the School uniform for each specific occasion, correctly and with pride
- Demonstrate pride in yourself and your School by having a high standard of grooming, personal presentation and hygiene, along with modesty at all times including at School outings e.g. socials
- Ensure hair is neat, tidy, of appropriate colour and length, and clear of your eyes and your collar
- Follow the School expectations regarding jewellery at all times as per [\*RGGS-070-POL-UNIFORM POLICY\*](#)



### **Leadership and Involvement**

Support, promote and model the school beliefs, aims and expectations.

- Actively participate in activities that develop initiative, sense of responsibility, team membership, communication skills and service
- Be willing to participate in cocurricular activities
- Display pride in being a Rockhampton Girls Grammar School girl through involvement, dress, behaviour, attitude and commitment
- Demonstrate a high level of community awareness and involvement

## **4. REPORTING**

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

## **5. POLICY BREACH**

Students who breach the Code of Conduct may be disciplined by the observing teacher, Care Mentor or member of the Executive as deemed appropriate given the nature of breach and the age of the student.

Students who continue to breach the Code will be interviewed by the applicable member of the Executive team. Appropriate action, which may include behavioural contracts, detention, mediation or suspension, is at the discretion of the Principal and the Deputy Principal - Students.

In accordance with applicable legislation and the School's Child Protection Policy ([RGGS-058-POL-CHILD PROTECTION POLICY](#)), the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.