

# Code of Conduct Agreement for Students

The staff at the School endeavour to give special care and attention to all our students and to encourage them to reach their full potential. We need to have an assurance of support by the student's parents or legal guardians and the promise of the student's willingness to comply with the School rules to ensure the wellbeing of all concerned.

## Authority of the School

The School rules apply to all age groups and at all times when a student is under the authority of the School, representing or associated with the School.

Students are deemed to be under the authority of the school whilst:

- 1) They are participating in an online lesson
- 2) They are attending on-site lessons or activities with their teacher and classmates
- 3) They are representing the school in an extracurricular pursuit
- 4) They are attending a trip, visit or tour even if a care-giver is present.

## Attendance

Students are to attend all classes promptly at all times. If a student cannot attend because of ill health, the School must be advised before classes begin. A doctor's certificate is required for any absence of three or more days. Absence for any other reason must be approved beforehand by the Dean.

## Late Arrivals

No student should be late for class. If the student is persistently late for class, an interview with the Dean will be arranged.

## Homework

This must be completed by the deadline posted on the LMS. The student must complete all set tasks when asked.

## Co-operation

The students must always obey the teacher's instructions, participate fully in classroom activities and maintain a friendly, co-operative attitude. The student must show consideration and respect to all staff members, to all other students and to themselves.

## **Leave and Holidays**

Students are expected to attend school during term time. There are 12 weeks of holiday in the school year. If a student wishes to travel during the term, the student's caregiver needs to apply directly to the Principal at least two weeks in advance. The student will still be expected to attend lessons as much as possible while being away from home.

## **Drugs and Alcohol**

1) No student shall have consumed or be under the influence of: alcohol, illegal drugs, non-prescription drugs, party pills, e-cigarettes or cigarettes whilst under the authority of the school.

2) No student will share or sell: alcohol, illegal drugs, non-prescription drugs, any party pills, e-cigarettes/vaporisers or cigarettes.

## **Bullying**

The School is committed to developing and fostering a safe learning environment for all the school members. The School will not tolerate any form of bullying including cyberbullying via online communications by various electronic media such as texting, emailing, instant messaging, camera and posting.

## **Serious Misconduct and Expulsion**

If the behaviour of the student does not improve as requested, the student may be expelled and the appropriate authorities notified. Serious misconduct may result in the immediate expulsion of a student.

## **Fees Refund**

No fees will be refunded to a student expelled due to unacceptable, non-compliant behaviour.

## **Non-Compliance**

If it is found that the student is unable or unwilling to cooperate with the code of conduct, school policies, school rules, enrolment conditions, and any other amendments made by the School during the term of enrolment, disciplinary action will be taken. This action may include: verbal warning, detention, care-giver being contacted, official disciplinary meeting with student and caregiver, stand down from school, suspension and permanent exclusion/expulsion.