



CP007	Student Code of Conduct Policy
Purpose	To provide guidance to students in relation to their conduct at school.
Authority	Standards for Non-Government Schools 2018, Standard 12.1 e, f National Principles for Child Safe Organisations
Policy	Students will be guided and directed in their conduct at school by the provisions of the Student Code of Conduct.
Delegation	Principal
Related Policies	Child Protection (CP001) Physical Restraint (CP002) Harmful Substances (H003) Sun Protection (H005) Attendance and Absenteeism (H007) Healthy Eating (H009) Communicable Diseases (H010) Administration of Medicine (H011) Acceptable Usage of Information Technology (IT001) Student Uniform (PC001) Mobile Phones (PC003) Bullying Prevention and Management (R001)
Date approved	May 2019
Next Review Due	May 2021
Review Authority	Management
Keywords	Student code of conduct;
Authorised by:	
Board Chairman	
Date:	
Author/Reviewer	Pete Witten – January 2019



CP007

Student Code of Conduct Procedure

The school shall hold students to an adopted Student Code of Conduct (see Appendix 1.)

The School's Student Code of Conduct will be included in the Handbook for Parents and Students, or otherwise made available to the parents and students.

The Principal will ensure that:

- At the beginning of every school year, students are made aware of the requirements of the Student Code of Conduct.
- Students are regularly reminded of the principles and the provisions of the Student Code of Conduct.
- Students are aware of how to report breaches of the Code of Conduct.
- Students are held to the provisions of the Code of Conduct and that appropriate consequences are in place for infractions of the code.

The school will establish procedures for students and parents to report incidents involving lack of respect, harassment, bullying, and abuse; schools will take such reports seriously and respond to them as a matter of urgency and priority.



Appendix 1

Student Code of Conduct

Student Code of Conduct

Beliefs surrounding Student Conduct:

The John Calvin School is a school founded on the model of covenantal education.

Covenantal education acknowledges the existence of the triune God, who has established a covenant with the children of believers. The provisions of that covenant are that God extends his love and nurture and he calls his children to respond in thankful obedience to him.

Such obedience can be described in a variety of ways with common direction.

The Belgic Confession in Article 29 outlines the marks of Christians as encompassing that they believe in Jesus Christ, the only Saviour, fleeing from sin and pursuing righteousness, loving the true God and their neighbour and crucifying the flesh and its works. (Book of Praise, p. 511)

The Heidelberg Catechism speaks of thankful obedience as incorporating the dying of the old nature and the coming to life of the new. It further points to the ten commandments as being the law of God as the foundation on which thankful obedience is to be crafted. The law of God calls children to love God and to love the neighbour and gives very specific direction in how to do this. (Book of Praise, pp 548 559)

The Form for the Baptism of Infants summarises obedience as loving God and trusting him with heart, soul, mind and strength, putting off the old nature, and leading a God-fearing life (Book of Praise, p. 597).

The John Calvin School bases its Student Code of Conduct on the scriptural principles as outlined.

Introduction:

The Student Code of Conduct applies equally to all students attending the school. In certain specific instances exceptions to the Code may be applied; these will be detailed in a documented plan specifically adjusted for the student for whom the exceptions apply.

The Student Code of Conduct applies whilst travelling to and from school on school buses, during regular school hours and during school sponsored activities that may extend beyond regular school hours.

The ... is committed to ensuring an environment and culture that is conducive for learning to take place and that is safe for students to be in.

Students are called to align their hearts and minds with the core beliefs that under pin the Student Code of Conduct and to exert their efforts to comply with its various provisions, for their own wellbeing and the wellbeing of all others in the school.

Overarching Directions:

1. Learning:

Students will focus on their learning, be diligent as learners and use their time and gifts in the best possible way, to maximise their learning.

2. Staff members, visitors and other adults:

Students will show honour and respect to all staff members and obey their instructions; they will show respect and courtesy to all visitors and adults.

3. Other students:

Students will show respect and act with kindness and dignity towards each other; they will cooperate with and address each other in a positive manner.



4. Safety:

Students will engage in approved activity with due consideration for their own safety and the safety of others.

5. Personal health and appearance:

Students will observe good hygiene, will present themselves cleanly and neatly and dress in accordance with the student dress code.

6. Personal and school property:

Students will show due respect for personal property, whether their own or that of others and for property belonging to the school.

Students will use property and goods for the purposes intended and in accordance with the general principles for conduct.

7. Being active participants in the school

Students will be mindful to promote the good name and reputation of the school.

Students will aim to be aware of the various policies and procedures that are in place for different areas of the schools' operation and will endeavour to align themselves with these.

Students will encourage each other to engage in positive conduct; they will extend warnings when they observe conduct that doesn't accord with the principles as outlined and they will report conduct of others that seriously interferes with their foundational rights and the rights of others to be engaged in learning in a safe place.

What you should and should not do

1. Learning:

Should:

- Attend school when you can.
- Be ready and prepared for classes and attend on time.
- Pay good attention in class, engage with the lesson, follow the teachers' instructions, observe the class rules, work diligently, encourage and help others in their learning.
- Attend to homework that is set.

Should not:

- Get distracted by other things not connected, including when using ICT facilities.
- Be disruptive to the lesson and interfering with another students' engagement.

2. Staff members, other adults and visitors:

Should:

- Greet them politely.
- Listen to and speak respectfully to and about them.
- Respond positively to their teaching.
- Follow the instructions of teachers obediently.

Should not:

- Engage in violent and threatening behaviour including threatening and abusive language.
- Use ICT facilities to defame staff, other adults and / or visitors to the school.



3. Other students:

Should:

- Extend kindness and respect to all.
- Speak kindly and respectfully to all.
- Work cooperatively with other students.
- Properly resolve matters of difficulty between yourself and other students.

Should not:

- Engage in violent or threatening behaviour including by using threatening or abusive language towards another person.
- Cause physical harm to another person.
- Use language or conduct which has the potential to offend, harass, bully or unfairly discriminate against another student.
- Engage in inappropriate physical contact.
- Gossip or pass on information about another student, whether it be true or false, that has the potential to damage reputations.

4. Safety:

Should:

- Act safely in work and play.
- Abide by school and classroom specific "safety rules".
- Report situations or activity that may endanger their or another person's wellbeing or safety.

Should not:

- Have in their possession or use items that may be used as weapons, explosive materials, dangerous chemicals or other dangerous objects or materials.
- Engage in inappropriate and unsafe ICT usage.

5. Personal Health and Appearance:

Should:

- Be clean, act clean.
- Eat and drink healthily, be active in breaks.
- Observe the school specific "health rules".
- Wear the school uniform as required.
- Attend to matters of personal grooming as required.

Should not:

- Share drink bottles or swap food.



6. Personal and School Property:

Should:

- Take good care of personal property; be careful with property that belongs to other students or that belongs to the school.
- Use bins to dispose of rubbish; pick up rubbish and dispose of it in bins to keep the buildings and grounds tidy.
- Keep desks and lockers tidy; open and close them appropriately.
- Use ICT facilities positively for learning and communicating.

Should not:

- Deface, scribble on or graffiti personal property, property that belongs to other students or school property.

7. Being Active Participants in the School:

Should:

- Know how your school and class works; be familiar with rules and policies that help to maintain good order and positive working environment.
- Be involved and engaged in your learning programme.
- Help to make the school a great place to learn.
- Speak positively and encouragingly about your class, your teacher and your school.
- Report matters that infringe on your ability or the ability of others to function well in the school.

Should not:

- Bring the school in disrepute by making false or misleading statements relating to the school.
- Send or post inappropriate, offensive or explicit text messages, photos or videos involving the school.
- Conduct yourself in an offensive manner or use offensive language on or on the way to the school premises and while engaged in school activities.

Breaches of the Student Code of Conduct:

Breaches of the Student Code of Conduct will be dealt with in accordance with the school's Discipline Policy and Procedures.

Breaches will be considered to be:

- Minor breaches
- More serious breaches
- Serious breaches.

Breaches will incur consequences. Minor breaches may be dealt with by way of speaking to and warning students; more serious and serious breaches will involve punishments and may also require restitution and resolution to be undertaken.

Repeated instances of breaches will be dealt with more seriously and may incur heavier consequences, as it is expected that students will respond to discipline exercised and correct their conduct.

On no occasion will corporal punishment or degrading punishment of any kind be inflicted.



Reporting Breaches of the Student Code of Conduct:

Students are encouraged to speak to one another in relation to breaches of the Student Code of Conduct.

Where other students' conduct impacts seriously on their personal safety, health and wellbeing or where there is blatant disregard for warnings and admonitions mutually issued, students must report this by way of:

- speaking directly to (one of) their teacher (s) about it.
- telling their parents and having their parents speak directly to a teacher or the principal.
- reporting the matter by way of a text message (phone number) or email (email address) to the school; for follow up purposes texts or email messages must bear the name of the person reporting the breach(es).

Students who report breaches will be appropriately protected by the school. Their name will not be made public unless required by law, and, in as much as the school can control this, they will not suffer any consequences by making a report.



Appendix 2

Student Code of Conduct – Student Versions

Student Code of Conduct – Year K-2 Version

Re: Learning	
Students will do their best to learn well	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Go to school Pay attention, listen to the teacher, work hard and do your best Help others Ask questions if you don't understand 	<ul style="list-style-type: none"> Get distracted by things Distract others
Re: Staff Members, visitors and other adults	
Students will respect and obey their teachers and respect and show good manners to all adults, including visitors	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Greet them politely Be respectful Be obedient Be kind and caring 	<ul style="list-style-type: none"> Say or do violent or rough things Be disrespectful, rude or silly
Re: Other students	
Students will be kind and caring towards other students	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Be kind and care for others Solve problems kindly and fairly 	<ul style="list-style-type: none"> Say or do violent, rough or mean things Say nasty things about others Ignore or interrupt or be bossy to other students
Re: Safety	
Students will play and work safely	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Work and play safely Tell a teacher if someone is being unsafe Use school equipment appropriately 	<ul style="list-style-type: none"> Have anything dangerous Do things that will hurt others
Re: Personal health and appearance	
Students will observe good hygiene, be clean and neat and dress in accordance with the student dress code	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Be clean, act clean Wash your hands with soap Eat and drink healthily; be active in breaks Wear the right clothes 	<ul style="list-style-type: none"> Share drink bottles or swap food Come to school when you're sick



Re: Personal and school property	
Students will look after their own and school property	
What you should do	What you should NOT do
<ul style="list-style-type: none"> • Take good care of things, whether it belongs to you, to others or to the school • Put your rubbish in the bin • Keep your desk tidy • Use computers and iPads appropriately • Be willing to share • Help with cleaning up 	<ul style="list-style-type: none"> • Scribble on things • Break things
Re: Being positive students of the school	
Students will follow school rules and help others to do so. Students will warn others if they are not doing the right thing and tell their teacher or parents if other children stop them from learning, are unkind or unsafe	
What you should do	What you should NOT do
<ul style="list-style-type: none"> • Help to make the school a great place to learn • Say nice things about your class, your teacher and your school • Tell your teacher or parents if others do things that stop you from learning or are unkind or unsafe 	<ul style="list-style-type: none"> • Say mean things about the school • Do or say bad things that will make people think bad about the school

If you don't keep this Code of Conduct:

Your teacher will speak to you and there will be consequences if you do not keep to this Code of Conduct.

If others don't keep this Code of Conduct:

If you see other students not keeping to this Code of Conduct, you can speak to them about it. If the conduct of other students affects your safety, health or how you feel about school, you need to tell the teacher or tell your parents who can speak to the teacher. The teacher will not tell other students who told them about it.



Student Code of Conduct – Year 3-6 Version

Re: Learning	
Students will focus on their learning, be diligent as learners and use their time and gifts in the best possible way, to maximise their learning.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Attend school when you can. Be ready and prepared for classes and attend on time. Pay good attention in class, engage with the lesson, follow the teachers' instructions, observe the class rules, work diligently, encourage and help others in their learning. Ask questions if you don't understand. Be active in the classroom. Do your best. Do your homework. 	<ul style="list-style-type: none"> Get distracted by other things not connected, including when using ICT facilities. Be disruptive to the lesson and interfere with another students' engagement.
Re: Staff Members, visitors and other adults	
Students will show honour and respect to all staff members and obey their instructions; they will show respect and courtesy to all visitors and adults.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Greet them politely. Listen to and speak respectfully to and about them. Respond positively to their teaching. Follow the instructions of teachers obediently. Be kind and care for them. 	<ul style="list-style-type: none"> Engage in violent and threatening behaviour or speech. Use ICT facilities to say bad things about staff, other adults and / or visitors to the school. Be disrespectful, rude or silly.
Re: Other students	
Students will show respect and act with kindness and dignity towards each other; they will co-operate with and speak to each other in a positive manner.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Extend kindness and respect to all. Speak kindly and respectfully to all. Work cooperatively with other students. Properly resolve matters of difficulty between yourself and other students. 	<ul style="list-style-type: none"> Engage in violent or threatening behaviour including by using threatening or abusive language towards another person. Cause physical harm to another person. Use language or conduct which has the potential to offend, harass, bully or unfairly discriminate against another student. Engage in inappropriate physical contact. Gossip or pass on information about another students, whether it be true or false, that has the potential to damage reputations. Ignore or interrupt other students, or be bossy to other students.



Re: Safety	
Students will consider their own safety and the safety of others when participating in approved activities.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Act safely in work and play. Abide by school and classroom “safety rules”. Report situations or activity that may endanger their or another person’s wellbeing or safety. Use school equipment appropriately. 	<ul style="list-style-type: none"> Have in their possession or use items that may be used as weapons, or anything dangerous. Engage in inappropriate and unsafe ICT usage. Do things that will hurt others.
Re: Personal health and appearance	
Students will observe good hygiene, be clean and neat and dress in accordance with the student dress code.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Be clean, act clean. Eat and drink healthily, be active in breaks. Observe the school specific “health rules”. Wear the school uniform as required, including the dress code. Attend to matters of personal grooming as required. 	<ul style="list-style-type: none"> Share drink bottles or swap food Come to school when you’re sick
Re: Personal and school property	
Students will show due respect for personal property, whether their own or that of others and for property belonging to the school.	
Students will use property and goods for the purposes intended.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Take good care of personal property; be careful with property that belongs to other students or that belongs to the school. Use bins to dispose of rubbish; pick up rubbish and dispose of it in bins to keep the buildings and grounds tidy. Keep desks and lockers tidy; open and close them appropriately. Use ICT facilities positively for learning and communicating. Be willing to share. 	<ul style="list-style-type: none"> Deface, scribble on or graffiti personal property, property that belongs to other students or school property. Break things.
Re: Being positive students of the school	
Students will promote the good name and reputation of the school.	
Students will follow the school rules and procedures.	
Students will encourage each other to engage in positive conduct; they will extend warnings when they observe conduct that doesn’t meet this code of conduct and they will report conduct of others that seriously interferes with their and other’s ability to learn in a safe place.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Know how your school and class works; be familiar with rules and policies that help to 	<ul style="list-style-type: none"> Bring the school in disrepute by making false or misleading statements relating to the school.



<p>maintain good order and positive working environment.</p> <ul style="list-style-type: none">• Be involved and engaged in your learning programme.• Help to make the school a great place to learn.• Speak positively and encouragingly about your class, your teacher and your school.• Report matters that infringe on your ability or the ability of others to function well in the school.	<ul style="list-style-type: none">• Send or post inappropriate, offensive or explicit text messages, photos or videos involving the school.• Conduct yourself in an offensive manner or use offensive language on or on the way to the school premises and while engaged in school activities.
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If you don't keep this Code of Conduct:

Your teacher will speak to you and there will be consequences in accordance with the school's Discipline Policy and Procedures if you do not keep to this Code of Conduct.

If others don't keep this Code of Conduct:

If you see other students not keeping to this Code of Conduct, you can speak to them about it. If the conduct of other students affects your safety, health or wellbeing, you need to tell the teacher or write him/her a letter or tell your parents who can speak to the teacher. The teacher will not tell other students who told them about it and as far they can control it, will make sure you will not suffer any consequences for reporting this.



Student Code of Conduct – Year 7-10 Version

Re: Learning	
Students will focus on their learning, be diligent as learners and use their time and gifts in the best possible way, to maximise their learning.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Attend school when you can. Be ready and prepared for classes and attend on time. Pay good attention in class, engage with the lesson, follow the teachers' instructions, observe the class rules, work diligently, encourage and help others in their learning. Attend homework that is set. 	<ul style="list-style-type: none"> Get distracted by other things not connected, including when using ICT facilities. Be disruptive to the lesson and interfere with another students' engagement.
Re: Staff Members, visitors and other adults	
Students will show honour and respect to all staff members and obey their instructions; they will show respect and courtesy to all visitors and adults.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Greet them politely. Listen to and speak respectfully to and about them. Respond positively to their teaching. Follow the instructions of teachers obediently. 	<ul style="list-style-type: none"> Engage in violent and threatening behaviour or speech. Use ICT facilities to defame staff, other adults and / or visitors to the school.
Re: Other students	
Students will show respect and act with kindness and dignity towards each other; they will co-operate with and speak to each other in a positive manner.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Extend kindness and respect to all. Speak kindly and respectfully to all. Work cooperatively with other students. Properly resolve matters of difficulty between yourself and other students. 	<ul style="list-style-type: none"> Engage in violent or threatening behaviour including by using threatening or abusive language towards another person. Cause physical harm to another person. Use language or conduct which has the potential to offend, harass, bully or unfairly discriminate against another student. Engage in inappropriate physical contact. Gossip or pass on information about another students, whether it be true or false, that has the potential to damage reputations.
Re: Safety	
Students will engage in approved activity with due consideration to their own safety and the safety of others.	
What you should do	What you should NOT do
<ul style="list-style-type: none"> Act safely in work and play. Abide by school and classroom "safety rules". 	<ul style="list-style-type: none"> Have in their possession or use items that may be used as weapons, explosive materials, dangerous



<ul style="list-style-type: none"> Report situations or activity that may endanger their or another person's wellbeing or safety. 	<p>chemicals or other dangerous objects or materials.</p> <ul style="list-style-type: none"> Engage in inappropriate and unsafe ICT usage.
<p>Re: Personal health and appearance</p>	
<p>Students will observe good hygiene, present themselves cleanly and neatly and dress in accordance with the student dress code.</p>	
<p>What you should do</p>	<p>What you should NOT do</p>
<ul style="list-style-type: none"> Be clean, act clean. Eat and drink healthily, be active in breaks. Observe the school specific "health rules". Wear the school uniform as required. Attend to matters of personal grooming as required. 	<ul style="list-style-type: none"> Share drink bottles or swap food
<p>Re: Personal and school property</p>	
<p>Students will show due respect for personal property, whether their own or that of others and for property belonging to the school.</p>	
<p>Students will use property and goods for the purposes intended and in accordance with the general principles for conduct.</p>	
<p>What you should do</p>	<p>What you should NOT do</p>
<ul style="list-style-type: none"> Take good care of personal property; be careful with property that belongs to other students or that belongs to the school. Use bins to dispose of rubbish; pick up rubbish and dispose of it in bins to keep the buildings and grounds tidy. Keep desks and lockers tidy; open and close them appropriately. Use ICT facilities positively for learning and communicating. 	<ul style="list-style-type: none"> Deface, scribble on or graffiti personal property, property that belongs to other students or school property.
<p>Re: Being active participants in the school</p>	
<p>Students will promote the good name and reputation of the school.</p>	
<p>Students will aim to be aware of the various policies and procedures that are in place for different areas of the schools' operation and will endeavour to align themselves with these.</p>	
<p>Students will encourage each other to engage in positive conduct; they will extend warnings when they observe conduct that doesn't accord with the principles as outlined and they will report conduct of others that seriously interferes with their foundational rights and the rights of others to be engaged in learning in a safe place.</p>	
<p>What you should do</p>	<p>What you should NOT do</p>
<ul style="list-style-type: none"> Know how your school and class works; be familiar with rules and policies that help to maintain good order and positive working environment. Be involved and engaged in your learning programme. Help to make the school a great place to learn. 	<ul style="list-style-type: none"> Bring the school in disrepute by making false or misleading statements relating to the school. Send or post inappropriate, offensive or explicit text messages, photos or videos involving the school.



<ul style="list-style-type: none">• Speak positively and encouragingly about your class, your teacher and your school.• Report matters that infringe on your ability or the ability of others to function well in the school.	<ul style="list-style-type: none">• Conduct yourself in an offensive manner or use offensive language on or on the way to the school premises and while engaged in school activities.
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Breaches of the Student Code of Conduct:

Breaches of the Student Code of Conduct will be dealt with in accordance with the school's Discipline Policy and Procedures.

Breaches will be considered to be:

- Minor breaches
- More serious breaches
- Serious breaches.

Breaches will incur consequences. Minor breaches may be dealt with by way of speaking to and warning students; more serious and serious breaches will involve punishments and may also require restitution and resolution to be undertaken.

Repeated instances of breaches will be dealt with more seriously and may incur heavier consequences, as it is expected that students will respond to discipline exercised and correct their conduct.

On no occasion will corporal punishment or degrading punishment of any kind be inflicted.

Reporting Breaches of the Student Code of Conduct:

Students are encouraged to speak to one another in relation to breaches of the Student Code of Conduct.

Where other students' conduct impacts seriously on their personal safety, health and wellbeing or where there is blatant disregard for warnings and admonitions mutually issued, students must report this by way of:

- speaking directly to (one of) their teacher (s) about it.
- telling their parents and having their parents speak directly to a teacher or the principal.
- reporting the matter by way of a text message (phone number) or email (email address) to the school; for follow up purposes texts or email messages must bear the name of the person reporting the breach(es).

Students who report breaches will be appropriately protected by the school. Their name will not be made public unless required by law, and, in as much as the school can control this, they will not suffer any consequences by making a report.