



COLLEGE POLICY

STUDENT CODE OF CONDUCT

VERSION
4.2

Document and Version Management

Version Number	Approval Date	Reviewed by	Amendment Details	Review Date
1.0	March 2018	Principal	Created	October 2018
2.0	November 2019	Deputy Principal (Students)/ Head of Primary	Inclusion of explicit statement and including College Rules in the document	November 2020
2.1	September 2020	Principal	Minor formatting	November 2021
3.0	February 2021	Dean of Secondary/Dean of Primary/Principal	Inclusion of Good Standing Policy	August 2021
4.0	September 2021	Dean of Secondary	Minor formatting, removal of discipline/abuse definitions, Good Standing clarified and extended down to Year 7	November 2022
4.1	April 2022	Dean of Secondary	Changes in definition of Satisfactory Behaviour and changes to Loss of Good Standing	April 2023
4.2	April 2023	Principal	Reviewed and accepted	November 2026

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STUDENT CODE OF CONDUCT

This Code sets out Kingsway Christian College's expectations of students with respect to their academic and personal conduct.

College Values

All students should be aware of the College Values and strive to uphold them.

Value	Student Commitment	How
Transformation	To personal transformation and becoming more Christlike in all you do	<ul style="list-style-type: none"> ➤ Displaying commitment to learning ➤ Changing to become a better person ➤ Exploring the Christian faith and what that means for my own spiritual journey
Service	To the service of others as modelled by Christ	<ul style="list-style-type: none"> ➤ Helping younger year groups to feel a sense of belonging in the College community ➤ Looking for ways to be helpful to those around me ➤ Serving in areas outside of the College such as charities, church and community groups
Collaboration	To working together in achieving our mission	<ul style="list-style-type: none"> ➤ Participating in classroom activities and discussions ➤ Working together to make our College a great place to be. ➤ Considering the ideas and opinions of others. ➤ Including others when there are big decisions that need to be made
Holistic	To the holistic development of our students, staff and our community	<ul style="list-style-type: none"> ➤ Doing my best working in all areas of school e.g. in the classroom, in the playground, with my teachers and my friends. ➤ Displaying a balanced commitment to academic, social, physical, emotional and spiritual health ➤ Being involved in areas of the College outside of the classroom
Relationships	To developing authentic and supportive relationships	<ul style="list-style-type: none"> ➤ Making an effort to care for those around me ➤ Speaking well of teachers and friends ➤ Allowing others to help me when I need it.

Integrity	To knowing and doing what is right and behaving in a way that sets an example for the community around us	<ul style="list-style-type: none"> ➤ Following through on promises including completing all given tasks by their due date ➤ Being the same person in public as in private and always to be honest to self and others ➤ Having a <i>What would Jesus do?</i> attitude
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Student Code of Conduct

The Code provides the structure by which students are encouraged to develop the College values. It relates to student behaviours and sets expectations that the College has for its students in the following key areas:

- Academic conduct
- Equity, respect and fairness
- The use and care of College resources
- College reputation.

The Code

Students have an obligation to inform themselves of all College policies affecting them, such as:

- The Discipline Policy
- Bullying and Harassment Policy
- Acceptable User IT Policy
- Homework Policy
- Assessment and Reporting Policy
- Mobile Phone Policy
- Social Media Policy
- Uniform Policy
- College Rules (APPENDIX 1 of the Student Code of Conduct)

Students are to commit themselves to uphold the spirit of the Code and accept that their conduct reflects on Kingsway Christian College.

1. Academic Conduct

Students are expected to:

- Conduct themselves honestly and in compliance with College policies.
- Not engage in plagiarism or any other form of academic misconduct.
- Actively participate in and contribute to the learning process.
- Refrain from behaviour which would interrupt the work of any class or hinder the learning opportunities of other students.
- Be punctual and attend all classes.
- Submit assessment tasks on time, unless unforeseen or exceptional circumstances arise.
- Avoid any action or behaviour that would unfairly advantage or disadvantage either themselves or another student.
- Ensure the proper use of copyright material.
- Ensure their activities are conducted safely and do not place others at risk of harm.

2. Equity, Respect and Fairness

Students are expected to:

- Treat all College staff, other students, and visitors to the College with courtesy, tolerance and respect.
- Respect the rights of others to be treated equitably, free from all forms of discrimination, bullying and harassment, including sexual harassment.
- Respect the rights of others to express their views and not engage in behaviour that could reasonably be considered to be offensive to others.
- Not engage in any form of cyber bullying or cyber abuse.
- Not to send inappropriate, offensive or explicit text messages, photos or videos.
- Not to engage in any form of abuse, corporal punishment or other degrading types of behaviour when dealing with anyone on or off College grounds.

3. The Use and Care of College Resources

Students are expected to:

- Use and care for all College resources, such as buildings, equipment and grounds, information and communication technology resources, in a responsible manner.
- Not engage in behaviour that causes damage to College property.
- Report any damaged College property to a staff member as soon as possible.

4. College Reputation

Students are expected to:

- Show pride in the achievement of themselves and the College.
- Ensure their actions or inactions as a student do not harm, or bring into disrepute, the College's reputation or good standing.
- Demonstrate appropriate standard of behaviour in transit to and from the College.
- When wearing College uniform, dress in accordance with the Uniform Policy whenever in public or on College grounds.
- Remain on College grounds during the entire school day unless otherwise approved.

Discipline

In cases where students engage in conduct contrary to the expectations of this Code, staff will refer to College policies relevant to the breach, such as the Discipline Policy, when deciding what sanctions to impose.

Students should appreciate that serious offences such as assault, theft, wilful damage and other unlawful activities are highly likely to attract suspension or expulsion. In cases where a student breaks the law, the matter will be reported to the Police in addition to any action taken by the College.

For minor breaches of the Code of Conduct students will receive a warning asking them to rectify their behaviour. This warning may take the form of a verbal reminder of the expected behaviour or an official written warning. Suspension is likely for consistent minor breaches as set out in the Discipline Policy.

Matters of Concern

Any student concerned about the health, safety or wellbeing of another student should present their concerns to a member of staff they feel comfortable with. All complaints will be handled according to the Complaints Policy.

In situations where the student would prefer to remain anonymous they can use the Szymie website: <https://www.szymie.com.au/>. Reports made using this resource are forwarded to relevant College leaders including Heads of Students.

Good Standing for Secondary Students

What is Good Standing?

All students commence their time at KCC with Good Standing status. A student in Good Standing is one who demonstrates ongoing commitment to living out the College Values as described in this Code.

Maintaining Good Standing:

Students have a responsibility to:

- Maximise attendance and be punctual to all classes.
- Complete all course work and assessments.
- Bring notes explaining absences and hand to Form Teacher immediately on return if parents have not responded to the text messages sent from administration.
- In the event of an absence, catch up on all work missed in a time negotiated with the class teacher.

As a minimum standard then, maintaining Good Standing requires:

- Satisfactory attendance and punctuality
- Completion of all work and assessments
- Satisfactory behaviour

Satisfactory attendance is deemed to be full-time attendance at a class when normal classes are in operation. An absence is deemed to be unsatisfactory if it is unexplained or the explanation, in the view of the teacher and/or Head of Students, is inadequate or inappropriate.

The **work and assessment requirement** is that students, in accordance with the school assessment schedule and teacher expectations, complete all assessment procedures/tasks and other required work for each course.

Satisfactory behaviour means following the standards as described and explained in College policies. Students should whole heartedly strive to behave in ways that demonstrate their

understanding of, and commitment to, the College Values. Adopting the attitude of 'how much can I get away with' is not congruent with the Values.

Loss of Good Standing

At the discretion of the Dean of Secondary, a student will lose their Good Standing status when they consistently refuse to behave in line with the expectations of the College Values, or when their enrolment is in jeopardy for any other reason. As a guide, a student should expect to lose their Good Standing status when on 3 or more occasions they:

- Are absent from class without satisfactory explanation.
- Do not complete course work or assessments without satisfactory explanation, or,
- Receive a Send Out or seriously breach this Code.

A student who loses Good Standing is ineligible to represent the College in any capacity, attend camps, excursions or extra-curricular activities including sports carnivals, interschool fixtures, Cadets or any other College social event.

A student leader who loses Good Standing must stand down from his/her role with immediate effect. At the point in time when Good Standing is reinstated, the student is able to reapply to their Head of Students for the leadership role. Any such reappointment is at the discretion of the Dean of Secondary.

Reinstating Good Standard Privileges

Good Standing privileges may be reinstated at the discretion of the Dean of Secondary after:

- All absences are satisfactorily explained with a note from a parent/guardian and ongoing attendance is in line with agreed expectations; and/or
- All missed work on assessments is completed or demonstrated to the relevant course teacher within the agreed time; and/or
- The behavioural issue is satisfactorily resolved, and ongoing behaviour is in line with the agreed expectations (such as daily completion of a work card)

International Students

International Students have specific conditions relating to intervention. Under the National Code 2018, it is imperative that:

- A copy of the student's individual progress reports for achieving improvement are forwarded to the Homestay Guardian and parent/s and/or agent by arrangement.
- The student's individual academic achievement will be monitored by the relevant Head of Students who will liaise with the Heads of Learning Area and the Associate Dean of Secondary. Records of student response to intervention strategies will remain on the International Students Register.
- The student completes the course within expected duration of study (course progression)
- The College will monitor, record and assess the course progress of each International Student for the course in which the student is currently enrolled.

For International Students, satisfactory course attendance is deemed as meeting the requirements below:

- A minimum of 80% attendance of scheduled course contact hours.
- Student attendance is checked and recorded daily and assessed regularly by the Head of Students.
- Attendance will be recorded and calculated over each semester.
- Late arrival to school will be recorded and will be included in attendance calculations.
- All absences from school should be accompanied by a medical certificate, an explanatory communication from the student's carer or evidence that leave has been approved by the Principal.
- Any absences longer than 5 consecutive days without approval will be investigated by the Head of Students.
- Students at risk of breaching Kingsway Christian College's attendance requirements will be counselled and offered any necessary support when they have 3 unexplained absences during any assessment period.

COLLEGE RULES

The Values Charter clearly articulates behaviours expected to be displayed by all members of the College community. By adhering to the Charter, students, staff and parents are able to reflect the organisational culture that Kingsway Christian College aspires to. Behaviours specifically expected of students according to the Charter are listed at the beginning of this Code (page 4) and provide the benchmark for students to follow.

In addition to the Values Charter, the following rules are provided for students to clarify behaviours that are not permitted within our community.

Harmful Behaviour

Students must not:

- Disrupt or hinder any College activities.
- Do anything which may bring the College into disrepute, such as making or publishing false or misleading statements relating to the College, College staff or other students
- Touch, bully or sexually engage with students or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person.
- Engage in any form of physical or verbal violence including fighting, assault or threats of violence.
- Engage in any form of cyber bullying or cyber abuse, such as sending inappropriate, offensive or explicit text messages, photos or videos interfere with anyone else's belongings or with anyone else's person.

Dishonest Behaviour

Students must not:

- Engage in stealing or taking or using without permission any property of any person or possessing property which is stolen or taken without permission.
- Use false or misleading documentation or information for the purpose of obtaining a benefit or advantage for any person.
- Present anyone else's work as if it were your own.

Unsafe Behaviour

Students must not:

- Be in a classroom, workshop, auditorium or gymnasium etc., unless accompanied by a teacher.
- Possess, store or use on College premises any weapon, explosive materials, fireworks, dangerous chemicals or biological agents or other dangerous thing.
- Walk or move around the College in a manner that makes others feel unsafe or unwelcome in that place.
- Enter the Café during and/or between periods unless specific permission is given by a

teacher.

- Be on College grounds without wearing suitable footwear, including before and after school.
- Play big ball games in the courtyards or around the classrooms. Big Ball games may only be played on the oval.
- Play big ball games or use play equipment before or after school unless under the direct supervision of a teacher.

Disrespectful Behaviour

Students must not:

- Cause physical or emotional harm to any person or bully any person.
- Engage in violent or threatening behaviour including by using threatening or abusive language.
- Conduct themselves in an offensive manner or use offensive language, on or near College premises or whilst engaged in College activities.
- Engage in conduct which is likely to offend, harass, bully or unfairly discriminate against any student, teacher, contractor or visitor.

Alcohol and Drugs

Students must not:

- Consume or distribute alcohol or any illegal drugs on College property or during a College organised event.
- Smoke or consuming alcohol or illicit drugs at College, on College excursions, in transit between College and home or otherwise while wearing College uniform.
- Attend College, social, sporting or other functions as a representative of the College whilst under the influence of alcohol, illicit drugs or other substances harmful to health.

Property

Students must not:

- Damage, destroy, endanger, vandalise, put at risk, pollute or obstruct any College property or any property of any member of the College staff.
- Enter, occupy, use or interfere with any College property or enable any other person to do so, without authorisation from the College.
- Steal or misuse College resources or fraudulently use College resources.
- Use heaters, fans or air conditioners without teacher permission.

General

Students must not:

- Disobey a reasonable direction given by a College staff member.
- Incite, persuade, conspire with or assist any other person to engage in misconduct.
- Attempt or threaten to do anything which is misconduct.

- Be party to any cover-up of misconduct or the destruction, concealment, alteration or withholding of any evidence of misconduct or otherwise conceal the identity or whereabouts of any person who is alleged to have engaged in misconduct.
- Publish or display material which could be understood by a reasonable person as indicating that somebody intends to engage in misconduct.
- Take food onto the oval, into the Auditorium or into the gymnasium at any time.
- Play on oval at morning recess if they are in the Primary school as this is out of bounds.
- Chew gum in the College at any time.
- Enter teachers' offices as they are out of bounds to all students unless under supervision of an appropriate staff member.

Attendance

Students:

- Shall be punctual and attend all of their classes as timetabled for the day.
- Who are absent must provide an explanation from their parents or guardians.
- Must not leave the College grounds during the day except when on a school excursion.
- Who arrive after 9am to school must sign in at main reception before proceeding to class.
- Who wish to leave early need to have a parent sign them out at Reception before taking them from class.
- Who feel ill must tell their class teacher who will arrange for them to see the nurse and parents will be contacted.
- May not attend class unless they are wearing the correct uniform.
- Who do not have the correct school uniform must report to Heads of Students at the start of the Form period.