



**Emmaus
Christian
School**

Code of Conduct - Student

Student Welfare Policy SW1-6

Access Level - Public
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Student Welfare Policy SW1-6: Code of Conduct - Student

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Version	Date	Notes
1.0	Sept 2016	Prepared by Emmaus Leadership Team (Executive)
1.1	January 2017	Merged with technology agreements & new format by W.Morris
1.2	March 2017	Updated by Erik Hofsink
1.3	April 2017	Updated by W.Morris from review by Exec, merged Secondary & Primary policies
1.4	August 2017	Addition of damage to school property by W.Morris & C.Kruger
1.5	Nov 2017	Update new school structure, hair policy
1.6	July 2018	Update to new template and logo by W.Morris
1.7	March 2019	Updated from review by executive
1.8	Feb 2021	Edit BYOD, remove reference to lockers, from Exec review

Related Policies & Documents

- SW 1-5 Student Behaviour Expectations Policy (including suspensions & exclusions)
- SW 1-7 Anti-Bullying Policy
- GEN 2-0 Dispute Resolution Policy
- FINANCE FORM 1 – iPad Rental Agreement form
- FINANCE FORM 2 – Significant Property Damage Notification Form



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Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

Values

1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instil in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

Emmaus families sent a weekly Bulletin about what's happening at Emmaus in the coming week. Once a month, a more elaborate Newsletter is sent out to staff and parents. Staff will be requested to supply items for these publications at various times. Bulletins and Newsletters are emailed to parents and loaded onto the school's website.



Introduction

The aim of this Code is to ensure that the school is a safe and effective place in which learning takes place; that students develop self-discipline and consideration for others; and that the property and reputation of the school is protected.

The purpose statement of the school, “Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God,” will come about as each student, with God’s help, fulfils his or her responsibilities with integrity, and respects the rights of others in the school and community.

The important things are living right with God, peace, and joy in the Holy Spirit. Anyone who serves Christ by living this way is pleasing God and will be accepted by other people. So let us try to do what makes peace and helps one another. (Romans 14:17b-19)

Student Responsibilities

<p>General Behaviour:</p> <ol style="list-style-type: none"> 1) Be aware of rules and expectations – ask for clarification if unsure. 2) Obey all school rules. 3) Maintain a neat appearance; wear full school uniform, including sports uniform when required. 4) When free dress is encouraged, wear clothing that is modest, sun-safe and sensible. 5) Behave safely and courteously; also travelling to and from school. 6) Uphold the reputation of the school by behaving appropriately when wearing school uniform, or engaged in off-campus school activities. 7) Students are not permitted to possess or smoke cigarettes; possess, use or be under the influence of alcohol or non-prescribed drugs, or other substances harmful to health whilst wearing school uniform or engaged in any off-campus school activities. 8) Chewing gum is not permitted. 	<p>Behaviour toward Others:</p> <ol style="list-style-type: none"> 1) Show respect at all times for teachers, other school staff and visitors to the school. 2) Treat other students, and other student’s work and things, with dignity and respect. 3) Respect the learning needs of other students. 4) Do not disrupt class activities or impede others’ learning. 5) Behave in a manner which does not endanger the health and safety of yourself or others. 6) Respect the authority of members of staff. 7) Report any dangerous activity to the teachers. 8) Report any incidents of bullying; cooperate with staff in investigation of disciplinary cases. 9) Accept correction in a respectful manner. 10) Cooperate and assist teachers in running a safe school for all students. 11) Be willing to make restitution when wrongdoing has occurred.
<p>Attitude toward Property:</p> <ol style="list-style-type: none"> 1) Care for property belonging to yourself, the school and others. 2) Remain out of the buildings during recess and lunchtime, unless supervised by teacher or authorized staff member. 3) Follow all safety rules, such as: <ul style="list-style-type: none"> • do not climb on buildings, trees or unsuitable equipment; • do not run inside or where there are many people about. 4) Play safely in designated areas. 	<p>Attitude toward School and Learning:</p> <ol style="list-style-type: none"> 1) Attend every school day, unless legally excused. 2) Be in class on time, with all materials and ready to learn. 3) Take responsibility for your own learning: complete work set by teachers promptly and to the best of your ability, including homework and other assignments. 4) Take full advantage of the opportunities offered by the school. 5) Ensure all school communications are delivered to parents. 6) Follow instructions.



Some Specific Areas

- **Out of Bounds** - Students must remain in school grounds during school hours unless given teacher permission.
- **Chewing gum, soft drinks or energy drinks** such as Mother, Red Bull, etc. are not to be brought to school, and children are to consume sweet food in moderation.
- **Smoking, drinking alcohol, using non-prescribed drugs, hugging/kissing/courting** is not permitted.
- All **language** is to be positive, courteous and encouraging to all members of the school community. Disrespect, swearing, lying and put-downs are not acceptable.
- **Food/drink** are not allowed on the school oval or in the gymnasium and library
- Students may not ride **bikes** in the courtyard, on the oval or through the car park. The bicycle racks are out of bounds during school time.
- **School uniform** is to be worn to and from School, on excursions, and on other formal and public occasions. Good appearance depends not only on uniform but also on clean shoes and hair. Students are not permitted to be seen smoking, drinking alcohol, hugging/kissing in school uniform in or out of school hours, on or off school property.
- **Hairstyles** are to be essentially modest; students' eyes should be clearly visible, hair is to be kept off the face.
 - All students with long hair must have it tied back.
 - Hair ties, pins, clips etc. should be in Emmaus blue, green, white, or the same as the hair colour.
 - Coloured hair is acceptable if it falls within the bounds of 'normal' hair colours.
 - Students are not allowed to wear facial hair and their faces need to be clean and shaved all the time.
 - No head covering other than the normal school hat.
- **Jewellery and Make-up:**
 - i. Only plain studs or sleepers earrings are allowed and must be in the lower earlobe only.
 - ii. No jewellery besides watches and ear rings are allowed.
 - iii. Students with severe allergies are expected to wear a medi-band showing their allergy.
 - iv. Primary students are not to wear visible makeup.
 - v. No Nail polish or fake nails permitted.
- All students are to behave in a responsible manner while **travelling to and from School** particularly when travelling on public transport (buses etc.) and whilst on school excursions.
- **Mobile phones, iPods, etc.**
 - **Primary (K-5):** phones and other electronic devices (excluding BYOD) are not to be seen or heard at school or they will be confiscated, First time: one day, Second time: one week.
 - **Secondary (Y6-10):** Phones are not permitted during class unless the teacher has given permission and supervises their use. Devices may be confiscated due to inappropriate use.



Network and Technology Use

Technology at Emmaus is provided for students' educational purposes. The goal of our School is to create and maintain a cyber-safe culture that is in keeping with the values of the School, and legislative and professional obligations.

The term '**network and technology**' includes, but is not limited to:

- Emmaus Wi-Fi network and internet access,
- Computers (such as desktops, laptops, tablets, iPods),
- Storage devices (such as USB memory devices, CDs, DVDs, iPods, MP3 players),
- Cameras (such as video, digital, webcams),
- all types of mobile phones, gaming consoles, video and audio players (such as portable CD and DVD players),
- any other similar technologies as they come into use.

I understand that if I bring a device onto school premises, that the school will not take any responsibility if it's lost, broken or stolen and that I must allow staff to access and check my device/s at any time.

I understand that any images or material on personal devices brought to school must be appropriate to the school environment.

I understand that the students are responsible for appropriate behaviour when using the School computer networks and technology, or any other network and technology when using the School's name or any name or image of a member of the Emmaus community.

Conditions of Use

As a student at Emmaus **I will:**

- **As a PRIMARY (K-5) STUDENT:** Use technology only with the **permission** and **supervision** of an Emmaus teacher (this includes before and after school and during recess or lunch time)
- **As a SECONDARY (6-10) STUDENT:** Use technology only with the **permission** of an Emmaus teacher
- Only access what the teacher has requested me to access
- Only publish work, images, messages or any other content using language that is positive and that doesn't make others feel uncomfortable or unsafe
- Immediately tell an adult if I see or receive something that is inappropriate or that makes me feel uncomfortable
- Respect the privacy of all students at Emmaus Christian School by keeping passwords private
- Only access my own work
- Make no attempt to access inappropriate material

As a student at Emmaus **I will not:**

- Do anything to break, damage or change the school's technology (including reconfiguring ipads and/or disconnecting or removing cables or other parts of the network or technology)
- Give out personal information such as my surname, address, telephone number or photo of myself, parents or any person while on the internet
- Post inappropriate or silly pictures of myself or others in uniform



- Pretend to be someone else when communicating
- Break copyright law by using material from other people's work or websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher
- Use the internet or technology to make other people feel uncomfortable or unsafe
- Take or use images (including photos and recordings) of people without their permission
- Download anything without permission

BYOD expectations and responsibilities

Students participating in the Bring Your Own Device (BYOD) program are expected to conform to the following:

1. Bring a BYOD device that:
 - Has a big enough screen for viewing and creating content, a minimum of 10" (25cm) but not too big as the device can then get bulky and unwieldy.
 - Has long battery life, the device should last the length of a school day, provided it is fully charged at the start of the day, around 6 hours.
 - Has a keyboard and touchpad/mouse are requested. (Tablets are not recommended as they have proven to be fragile and slower to enter data on.)
 - Has Wi-Fi capability and access to an internet browser.
2. iPods, Smart Phones and tablets **are not allowed** as BYOD devices due to the limited size of their screen and rules regarding phone use during school hours.
3. The devices will be brought to and from school each day by the students.
4. The devices are for educational purposes and will not be accessed at recess and lunch without written permission from a staff member.
5. Students will ensure that the device's battery is charged and ready for use.
6. Students will not allow others to use their devices.
7. The devices are to be covered by the owner's insurance in case of damage or loss.
8. The devices are the responsibility of the owner and Emmaus Christian School will not be responsible for any damage or loss.
9. Students are to ensure that all apps are closed at the beginning of the day.
10. BYOD are to be used for educational purposes and things only accessed that teachers have requested (There will be spot checks where the student may be asked to show which apps/ web pages they have open).
11. BYOD are to be in a sturdy case, free from any form of inappropriate graffiti, stickers or markings other than the student's name. Head of School's discretion applies.
12. Social media is not to be accessed (such as facetime, messaging, Facebook, Instagram etc. during school hours).
13. BYOD's must be brought to all classes and students are to ensure that they are stored safely at Recess, Lunch and during Sport. For Primary students: in their classroom, for Secondary Students: In their classroom or school bag.
14. Be aware that all material on the device is subject to review by School Staff if requested.
15. Students will adhere to Emmaus's Student Network and Technology Agreement.
16. Students will accept consequences outlined if they breach the use of the device.



Care of School Property

As a student at Emmaus:

- I will take care of and use school property in an appropriate and correct manner.
- I understand that any damage I cause to school property will need to be reported to my Head of School as soon as possible.
- I understand that any significant damage (deliberate or repeat accidental) that I cause will be investigated. If deemed necessary, my parents will be informed and monetary compensation will be sought. Compensation for damages will be administered by the Business Manager.
- I understand that a possible consequence of me causing damage to school property may also require me to undertake community service tasks within the school as a way of making amends. My Head of School will negotiate with my parents to determine a fair arrangement.

Breach of Student Code of Conduct

Breach of the Code of Conduct will have consequences. Behaviour that infringes on the safety of others will not be tolerated. This includes:

- Harassment, bullying, illegal or anti-social behaviour of any kind
- Dangerous activities and violence
- Intimidating behaviour
- Cyber bullying

The School Principal and staff members accept their obligation to fairly, reasonably and consistently enforce the requirements of the Student Code of Conduct. It is school policy to advise parents of all serious or persistent breaches of school rules. See Behaviour Expectations Policy.

Action that may be taken where the Code of Conduct is Breached

Wherever possible, action is aimed to assist the student to achieve **self-discipline**, and to assist with problems which may underlie the unacceptable behaviour. Where appropriate, action is taken as a direct consequence of the misbehaviour.

In general, teachers will deal with instances of unacceptable behaviour in the classroom; cases of persistent or extreme misconduct may be referred to section coordinators. Heads of School are responsible for the general overview of discipline.

Disciplinary action may include:

Discussion:

- With student, and/ or parents, Referral to school Student Wellbeing Coordinator

Setting of tasks:

- Service to the school in line with the infringement



Detention:

- Part or all of a recess and/or lunch

Withdrawal:

- Exclusion from a school activity,
- Restriction to certain parts of the school grounds

ICT Restrictions:

- Access to and use of ICT equipment restricted or removed as deemed appropriate.
- PERSONAL BYOD confiscated and returned when a parent comes to collect it

Cost of repair:

The school may bill the student for all or part of the cost of repair, or replacement

Suspension and Exclusion

See SW 1-5 Behaviour Expectations Policy

Students Rights

Every Student has the right to:

- Be safe and to feel secure in school
- Learn
- Develop their God-given talents, interests and ambitions positively without intimidation
- Work to the best of their ability
- Be treated with respect by other students and school staff
- Be listened to

Complaints

Any decision of the School, with which a student, or his or her parents, does not agree, may be reviewed by following the procedure set out in

'GEN 2-0 Dispute Resolution Policy' (available on our website).

Note:

The Student Code of Conduct may be varied at any time by the Principal in consultation with the leadership team.



