



*Learning for life*

# GEMS STUDENT CODE OF CONDUCT



# GEMS STUDENT CODE OF CONDUCT POLICY

<b>Audience:</b>	This <b>GEMS Christian Education Limited (GEMS)</b> Policy applies to: <ul style="list-style-type: none"> <li>• Emerald Christian College</li> <li>• Ontrack College</li> </ul>		
<b>Purpose:</b>	To facilitate a high standard of behaviour from all in the College community, ensuring learning and teaching in our college is prioritised, where all students are able to experience success and staff enjoy a safe workplace.		
<b>Scope:</b>	Students and parents/carers		
<b>Status:</b>	Approved		
<b>References:</b>	<ul style="list-style-type: none"> <li>• <a href="#">GEMS Foundation Statements</a></li> </ul>		
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>• <a href="#">GEMS Acceptable Use of ICT Services Policy</a></li> <li>• <a href="#">GEMS Acceptable Use of Personal Electronic Devices Policy</a></li> <li>• <a href="#">GEMS Alcohol, Tobacco and Drugs</a></li> <li>• <a href="#">GEMS Student Bullying</a></li> </ul>		
<b>Supersedes:</b>	N/A		
<b>Authorised by:</b>	GEMS Governing Body Chairperson	<b>Date of Authorisation:</b>	November 2023
<b>Review Period:</b>	Annually	<b>Next Review Date:</b>	November 2024
<b>Policy Owner:</b>	GEMS Governing Body		

## UNDERPINNING POLICY FOUNDATION

GEMS Christian Education Ltd. bases its governance and operations on Biblical truths and the teachings of Jesus Christ.

GEMS Christian Education Ltd. pursues the following strategic intentions towards its core purpose so that:

- Students will embrace the GEMS values of God, Excellence, Members and Service; discover who they are as individuals and pursue God's purpose for their lives.
- Employees will embrace the Core Values and personally display Christ to students by utilising stimulating, creative, innovative curriculum and teaching practices.
- Resource sustainability will continue to provide and maintain an outstanding and inspiring place of teaching and learning within an environment of seeking partnerships with the wider community.
- Culture is Christ-centred, driven by GEMS values and demonstrated by GEMS FACETS of Friendly, Appreciative, Compassionate, Encouraging, Truthful and Self-Controlled.

# STUDENT CODE OF CONDUCT

## 1. Policy Statement

- 1.1 GEMS is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents/carers and visitors.
- 1.2 The GEMS Student Code of Conduct sets out the responsibilities and processes we use in our colleges to promote a productive, effective whole-college approach to discipline.
- 1.3 GEMS whole college approach is used in all classrooms and programs offered through the college, including sporting activities and excursions. This enables GEMS to:
  - a) analyse and improve student behaviour and learning outcomes;
  - b) ensure that only evidence-based practices are used correctly by teachers to support students; and
  - c) continually support staff members to maintain consistent college and classroom improvement practices.
- 1.4 At GEMS we believe discipline is about more than punishment. It is a word that reflects our belief that student behaviour is a part of our college's overall teaching and learning approach. Our staff take responsibility for making their expectations clear, providing supportive instruction about how to meet them, and striving to use behavioural incidents as opportunities to re-teach.
- 1.5 The development of the GEMS Student Code of Conduct is an opportunity to explain methods to parents/carers and students and gain their support to implement a consistent approach to teaching behaviour. Doing everything we can do to set students up for success is a shared goal of every parent/carers and college staff member.
- 1.6 Any students or parents/carers who have questions or would like to discuss the Student Code of Conduct are encouraged to speak with the class teacher or make an appointment to meet with the Principal

## 2. GEMS Student Code of Conduct - Agreement

- 2.1 Both in and out of college, students and staff are expected to show respect for the Christian ethos of GEMS, aspire to our Learning for Life and adhere to the GEMS Student Code of Conduct.
- 2.2 People flourish when they feel safe and respected. GEMS students, staff and families agree to commit to doing their part to ensure we remain a safe and respectful community for all involved.
- 2.3 The reputation of the College is determined by the conduct of every individual in the College community, so it is important that each accepts responsibility for maintaining our high standards. Enrolment at the College implies acceptance by students and parents/carers and guardians of the GEMS Student Code of Conduct and GEMS Policies

## 3. GEMS Behaviour - Commitments

*I aim to develop a strong Learning for Life through upholding GEMS Community Commitments.*

- 3.1 Learning for Life is developed best within the College environment of respect and safety. Each member of our community is expected to act in a manner that allows others to feel respected and safe. This is shown in part by abiding by the College policies and procedures.
- 3.2 Our core belief at GEMS is that each child is unique and created in God's image. Therefore, each has an infinite value in the sight of God. As such, we each have the right to be valued as an individual and the responsibility to value and respect others.
- 3.2 At GEMS, students learn acceptable social behaviour, such as general courtesy, submission to leadership, teamwork and cooperation, in preparation for their future workplace.

## 4. Learning for Life Foundations

### 4.1 Faith

- Respect the ethos and mission of GEMS as a Christian organisation based on biblical values
- Participate in Chapel, Christian Studies, class devotions and other College-based, Christian-focused activities
- Be willing to learn about the Christian faith
- Accept the the choice of faith is a personal one that each individual has a right to choose for themselves

### 4.2 Integrity

- Follow classroom guidelines and College expectations
- Cooperate with staff and students
- Remain on the College grounds unless you are signed out at reception or on an official College excursion
- Place all litter in the appropriate bin
- Bubble gum and chewing gums are not permitted

### 4.3 Compassion

- Support others by helping and encouraging them
- Show courtesy to all, including visitors
- Act in a safe manner for yourself and other
- Allow others the opportunity to learn
- Play sensibly and safely
- Respect others in the community, including all staff members

### 4.4 Courage

- Actively set learning and personal goals
- Work hard both in lessons and in your own time to achieve these goals

### 4.5 Question

- Ask questions to seek understanding in a polite and respectful manner
- Seek help when you are struggling to understand an instruction, a task or a learning goal

### 4.6 Create

- Be sure to have a go and put the effort in to succeed
- Follow safety procedures when using College equipment
- Take care of equipment and facilities

### 4.7 Communicate

- Use polite and decent language at all times
- Seek to resolve conflicts peacefully
- The use of earphones and headphones is only allowed when required for specific academic purposes

### 4.8 Improve

- Accept responsibility for your mistakes and work to correct them
- Arrive for lessons on time and be prepared; wait for the teacher in two lines
- Arrive for lessons prepared to work
- Focus on learning during lessons
- Respect the rights of others to learn
- Complete homework on time
- Seek help when you find learning difficult

4.9 While these guidelines encourage a desirable pattern of conduct based on Christian values, it is necessary to state clearly that the following are strictly prohibited at GEMS Christian Education Limited, including all College events and travel:

- a) blatant disrespect and defiance;
- b) swearing, blasphemy or the use of offensive or inappropriate language;
- c) bullying - See Item 9;

- d) physical violence or threats of physical violence;
- e) sexual harassment, threat or assault - see Item 9;
- f) intimate or sexual behaviours
- g) theft;
- h) deliberate vandalism - defacing or damaging the College or any other property;
- i) possession of obscene, explicit or objectionable;
- j) possession of items or material prohibited by Queensland law;
- k) possession of any dangerous object eg. inflammable materials, or aerosols;
- l) possessing, consuming, selling or distributing alcohol, tobacco, e-cigarettes, illicit drugs or related instruments whilst at College, attending College-related activities or representing the College both formally and informally (Refer to our Alcohol, Tobacco & Illicit Drugs Policy); and
- m) access offensive, pornographic, illegal or any other material which may be considered ungodly.

4.10 These actions are considered significant breaches of community expectations and are immediately referred to the Executive Principal.

4.11 Consequences may include withdrawal of enrolment from the College

4.12 GEMS Christian Education reserves the right to report relevant matters to the Police when it is deemed that a crime may have been committed or when legally required to do so.

## 5. GEMS Uniform Expectations

*I accept that the uniform is an important part of our College identity and will uphold the standards outlined in the Uniform Policy.*

5.1 Emerald Christian College has a primary uniform and secondary a formal uniform and a sports uniform. The allocated days for each uniform type are detailed in the Uniform Policy. (Please refer to our Uniform Policy for our rationale, allocated days and uniform requirements).

### 5.2 All In Uniform, All The Time

5.2.1 The college maintains a policy of the correct uniform worn by all students all the time.

5.2.2 Teachers will carry out regular uniform checks and if students are found to be wearing an incorrect aspect of the uniform, they will be sent to the Administration Office immediately to have the uniform corrected.

5.2.3 Where possible, the College may correct the uniform, providing the required item is available to borrow.

5.2.4 The parent/carer will be charged the cost if items are not returned.

5.2.5 If the required uniform is not available to borrow, the College may provide the following three options:

- a) the item is purchased;
- b) the correct uniform is brought to the College by a parent/carer for the student to change into;  
or
- c) the student is sent home until correctly dressed in College uniform.

5.2.6 If our records show a student has borrowed items of clothing numerous times, parents/carers will be contacted to discuss the College expectations and advised if appropriate consequences will be issued. It is a condition of enrollment that parents/carers provide students with adequate uniforms to ensure they are able to attend college appropriately dressed.

### 5.3 All Or Nothing

No matter where you are, when you are in your uniform, you are representing GEMS; therefore, you need to wear it fully to the standard outlined. Wearing only part of the uniform or wearing it incorrectly is not allowed.

#### 5.4 **Protect Yourself**

Part of the College Uniform is the hat. Students are required to wear a College hat when in the sun. Students without a hat are not allowed to be in the sun.

#### 6. **College Attendance**

*I am committed to my schooling and being an active College community member.*

6.1 I will:

- a) attend college every day unless prevented by extenuating circumstances such as illness;
- b) be present for all test and examination dates;
- c) not be absent from college in order to study, complete homework or assignments;
- d) attend compulsory College functions when required e.g. Presentation Night, sporting carnivals;
- e) ring a note from a parent/carer or ask them to call the absentee line when absent;
- f) be on time to classes and activities;
- g) notify the teacher when at college but not in class; and
- h) go to First Aid if unwell or injured during the college day and will not contact my parents/carers directly to pick me up.

6.2 The GEMS acceptable attendance threshold is 90% across each term. Students with significant medical conditions or extenuating circumstances (such as family holidays) are not included in this threshold, at the discretion of the Principal.

#### 7. **Using College Transport**

*When I use buses as college transport, I understand that I am responsible for ensuring I am safe and respectful*

- Wait to enter the bus in an orderly and safe manner
- Wear your seatbelt at all times
- Remain seated at all times while the bus is moving to
- Be respectful and courteous to others, including the bus driver
- Follow the instructions of the bus driver
- No eating or drinking on the bus
- Avoid communicating with people outside the bus either verbally or by signs or gestures
- Wear your shoes at all times, keeping your shoes off the seats
- No throwing objects on the bus
- Keep all body parts inside the bus
- Wait until the bus has fully stopped before getting out of your seat
- After leaving the bus, wait for it to drive away before crossing the road
- In case of an emergency or breakdown, follow the driver's instructions
- If returning to college after swimming, you must dry off before boarding the bus
- Voice level should not distract others, especially the driver

#### 8. **Secondary Assessment Policy**

*I am committed to completing my college work and meeting my assessment due dates to the best of my ability, following the Secondary Assessment Policy*

##### 8.1 **Plagiarism**

8.1.1 Plagiarism is academic theft, using another person's work and presenting it as one's own work. Material which is copied must be acknowledged or the student's work will be considered to be plagiarised.

8.1.2 Plagiarism will incur penalties according to the relevant Secondary Assessment Policy and may affect the assessment result depending on assessment task criteria.

##### 8.2 **Examination Conditions**

8.2.1 No verbal or non-verbal communication of any kind should occur between students.

8.2.2 No borrowing of equipment is permitted.

8.2.3 Violation of examination conditions will be treated as cheating, with relevant discipline, according to the Behaviour Management Policy.

### 8.3 **Late, poor or non-submission of draft assessment task**

8.3.1 If a student fails to submit a draft by the due date, the classroom teacher will assign detention (or detentions) and contact the parent/carer. The student will be required to complete a draft during these detentions. The draft submission will be collected and forwarded to the appropriate class teacher at the end of the detentions.

8.3.2 If a student fails to attend detention, the Head of Secondary will be notified and follow up with the student and parent/carer.

### 8.4 **Non-Submission of Final Assessment task**

8.4.1 In circumstances where students are enrolled in a subject but do not submit a final response to an assessment (other than unseen examinations), and where evidence of student work:

- provided by the student for the purposes of authentication during the assessment preparation period is available, teachers make judgements based on this; and
- was not provided by the student on or before the due date as specified by the College and no other evidence is available. 'Not-Rated' (NR) will be entered in TASS, and for senior students this is also entered into the QCAA Student's Profile, or within the appropriate College reporting deadline.

8.4.2 In circumstances where a student's response is judged as 'NR', the student will not meet the requirements for that subject.

8.4.3 In a situation where students do not submit a final assessment, parents/carers will be notified by the classroom teacher, and a meeting with the classroom teacher, the Head of Secondary, the student and the parent/carer can be arranged.

## 9. **Zero Tolerance On Bullying, Harassment And Discrimination**

*I will support the right of every person in the College to feel safe, respected and free from intimidation and discrimination.*

9.1 GEMS defines bullying as an ongoing and deliberate misuse of power through repeated verbal, physical and/or perceived power against one or more persons who feel unable to stop it from happening.

9.2 The following behaviours do not constitute bullying however will still be followed up by the College:

- mutual arguments and disagreements (where there is no power imbalance);
- not liking someone or a single act of social rejection; and
- one-off acts of meanness, aggression, intimidation or violence.

9.3 Harassment is any unwelcome conduct, including comments, attention or contact by which a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated. Examples of harassment may include:

- Repeated unwelcome requests for social outings
- Offensive comments about a person's physical appearance, dress or private life
- Explicit jokes, intrusive questions, messages or telephone calls
- Unnecessary familiarity
- Unwelcome physical contact

9.4 Sexual harassment is any unwelcome conduct of a sexual nature including comments, attention or contact by which a reasonable person would have anticipated that the person harassed would be offended, humiliated or intimidated. Sexual harassment can be verbal, physical, written or visual. Examples of sexual harassment may include:

- Repeated unwelcome requests for social outings or dates
- Offensive comments about a person's physical appearance, dress or private life
- Explicit jokes, intrusive questioning, messages or telephone calls

- Direct suggestions or subtle pressure for sexual favours
- Leering or unnecessary familiarity
- Unwelcome physical contact or sexual assault

9.5 Discrimination is the unjust treatment of someone because of their race, age, sex, disability, etc..

#### 9.6 **Student Response**

Report any incidents of bullying or harassment to a trusted staff member, Head of Department, Executive Membe.

#### 9.7 **GEMS Commitment**

- Bullying, harassment or discrimination will not be tolerated at the College
- Complaints will be fully investigated with sensitivity and discretion
- Consequences will be issued if bullying, harassment or discrimination is confirmed. When required, the College will refer the matter to the Queensland Police or to Child Safety Queensland

#### 9.8 **GEMS Response To Incidents of Bullying**

- Investigation
  - Interview of students
  - Collection of any further evidence and information
- Communication with parents/carers
- Counselling and/or education
- Disciplinary procedures
- Monitoring of behaviour
- Student who show a continues disregard to the College's zero tolerance policy of bullying, harassment or discrimination may have their enrolment terminated

### 10. **Acceptable Use Of Mobile Phones And Devices**

*I understand that technology can support my learning, and I will use it responsibly and productively.*

#### 10.1 **Mobile Phones and Smart Watches**

10.1.1 Students are not allowed to have a mobile phone or smart watch at college. If parents/carers wish for their child to carry a mobile phone while traveling to and from college, they are required to hand the device to the student services desk before college begins each day, for safekeeping. They may pick up their phone after college finishes for the day.

10.1.2 Students not following the above guidelines will have their mobile phones confiscated until the end of day. These can be collected from the Administration. If there are frequent infringements by a student, the College will keep the phone until a parent/carer is able to collect it.

10.1.3 If a student is feeling unwell, they need to contact First Aid and Administration so that the College is aware and can support the student. The college will then contact parents/carers if necessary.

10.1.6 Parents/carers are asked to contact the College Administration if they have a message to pass on to their child.

#### 10.2 **Laptops And Devices**

10.2.1 Electronic devices, whether owned by an individual or the College, should not be used in any manner or place that is disruptive to the normal routine of college.

10.2.2 Students should not use electronic devices or the College Wi-Fi/internet for non-college related purposes. Hotspots are not permitted.

10.2.3 While at college, students should generally use soundless features to avoid distracting others engaged in learning activities. Headphones should only be used for learning purposes.

10.2.4 Electronic devices must not be used in charging rooms or toilets or used in any situation that may cause embarrassment or discomfort to any student, a staff member of a visitor to the College.



- 10.2.5 GEMS accepts no responsibility for replacing lost, stolen or damaged electronic devices.
- 10.2.6 Students who use a College-leased laptop are required to follow the Laptop Leasing Program guidelines as laid out in the Conditions of Use.
- 10.2.7 Photos or video footage must not be taken of any student or teacher, selfies included, except with the permission of the teacher or student. It is also prohibited to upload photos or video footage of other people to social media websites or email photos/videos to others if doing so would embarrass, humiliate or cause discomfort to the subject of the photo/video or damage the reputation of the College.
- 10.3 Repeated infringements may result in the withdrawal of the agreement to allow the student to bring a mobile phone or electronic device to college.
- 10.4 Failure to comply with the expectations in this policy may result in an alleged serious incident being referred to the police for investigation. In such cases, the parent/carer or guardian will be notified immediately.

**END OF POLICY**

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