



## POLICIES AND PROCEDURES

Policy Name	Student Code of Conduct
Constructed /Reviewed by:	Executive
Review:	Last Review: 2023, 2025 Next Review: 2027

### 1. Definitions and Scope

This Student Code of Conduct applies at all times when Students are within the **School environment** of Yarra Valley Grammar (the **School**).

The School environment is any physical, online or virtual place used during or outside School hours that is made available or authorised by the School. This includes:

- the School campus;
- online and virtual School environments including email, intranet systems, software applications, collaboration tools and online services; and
- other locations provided by the School through a third party, such as camps, homestay accommodation, delivery of education and training such as registered training organisations, TAFEs, non-school senior secondary providers or another school (work experience); or
- sporting locations, excursions, competitions and other events.

A breach of this Student Code of Conduct may require the School to activate one or more consequences in its [Behaviour Management Policy](#), including termination of enrolment.

### 2. The Learning Environment

To enable all Students access to a positive learning environment, Students must:

- be punctual to class;
- bring to each class all the necessary materials (books, stationery, computer, etc.);
- wait outside the classroom in an orderly fashion;
- remain in their seats unless instructed to move around the room;



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- not make unnecessary noise or comments in class;
- be courteous and polite;
- not leave the classroom without permission; and
- acknowledge that full attendance at School is a legal requirement. Any unauthorised absence from School is therefore unacceptable.

### 3. Respect for Others

The School wishes to maintain a respectful environment for all. The School has established a [Bullying, Violence, Harassment and Discrimination Policy](#). With this in mind, Students must:

- accede to any reasonable teacher request or instruction;
- treat everyone with respect, courtesy and dignity;
- be polite and respectful to people at all times, including being respectful of the diversity and individual differences of others who may be Aboriginal or Torres Strait Islander, have a disability, be from a culturally and/or linguistically diverse background, be unable to live at home, by an international Student, or be lesbian, gay, bisexual, trans and gender diverse, intersex and queer (LGBTIQ+);
- listen respectfully and be open of other people's point of view, including not interjecting or speaking over others whilst someone is speaking;
- act in a polite and considerate manner at School and in public places, including public transport;
- respect the rights of others to be safe in the School environment;
- communicate with Parents in a respectful manner in person and on-line;
- respect the privacy of others; and
- refuse to be involved in bullying incidents and, if bullying occurs where and when they are present, if possible, take some form of preventative action.

Students must not at any time:

- use violence of any kind;
- speak to, or about, other Students in a derogatory or offensive manner;
- speak to, or about parents or staff in a derogatory or offensive manner;
- cheat or act in a dishonest manner;
- engage in conduct which is a breach or a law or regulation or otherwise involves the risk of an unacceptable danger of harm to any person, including themselves;
- deliberately exclude another Student or treat a Student differently from other Students; or
- bully other Students (see the [Bullying, Violence, Harassment and Discrimination Policy](#)).



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### 4. Safety Within School Grounds

The School supports a safe physical School environment. To ensure safety, students must not:

- run in any School area other than on ovals and in designated playing areas;
- throw any missile or projectile;
- climb trees or onto the roof of any building;
- bring into the grounds any items likely to be a danger to themselves or others;
- engage in any reckless behaviour likely to cause injury or discomfort;
- enter a room, the gym or swim area without a teacher being present unless given express permission to do so;
- consume alcohol, smoke, vape or take illegal drugs at School or on their way to or from School or attend the School whilst under the influence of alcohol or illicit drugs;
- enter areas designated as out of bounds unless given permission from a teacher. These include but are not limited to: grounds and maintenance shed, staff car parks, staffrooms, teachers' offices;
- cross roads or board buses without observing directions from the teaching staff and the safety and traffic regulations;
- drive motor vehicles to school without the Head of Senior School's permission, or take other Students as passengers without written parental permission;
- leave the School grounds during school hours without following the procedure stipulated in the [Attendance and Absenteeism Policy](#); or
- ride bicycles/skates/skateboards/motor scooters within School grounds.

### 5. Personal Possessions and School Property

It is important that members of the School community respect the property of others, therefore Students must:

- be responsible for the security of their belongings and, in particular, their valuables;
- not leave money and other valuables unattended in clothing or School bags and, in particular, in change rooms, on School grounds or at other venues;
- clearly mark all articles of clothing and property brought to School with the owner's name;
- not borrow personal or School property without authorisation;
- show respect for the property of others, including the property and environment of the School itself. Students who wilfully contribute to the damage or loss of another's property may be asked to contribute to the cost of replacing that property;
- not tamper with emergency and safety equipment such as fire extinguishers and alarms;



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- report damage to School property to the Head of School; and
- not interfere with or borrow other Students' or School property without permission. This includes opening others' lockers or tampering with locks.

#### 6. Personal Appearance

Students are asked to present themselves neatly when wearing the School uniform. Appropriate wearing of the uniform is expected as [per Junior School Uniform – Wearing Requirements](#) and [Secondary School Appearance and Uniform Statement](#).

#### 7. Respect for the physical School Environment

Students must:

- sustain a School environment which is hygienic and aesthetically pleasing;
- always use rubbish receptacles and avoid littering;
- not vandalise the School or create any graffiti;
- not eat in buildings, unless permission has been granted by a member of staff;
- not spit;
- remain on pathways and in designated areas when outside class;
- not damage landscaped areas; and
- not use chewing gum and bubble gum in the School environment.

#### 8. Appropriate Use of Technology

The School rules regarding the use of computers, the School Network and any other online or virtual space are outlined in the [IT Acceptable Use Policy \(Students\)](#) and [Mobile Phones and other Electronic Devices Policy \(Students\)](#). The use of the School's technology and associated devices must be in line with this Policy.

Other parts of this Code of Conduct **do** apply to Students' behaviour online. For clarity, the [Bullying, Violence, Harassment and Discrimination Policy](#) also applies to Students' behaviour online.

#### 9. Consequences of a breach

Any person may notify the Principal of a possible breach of this Code.



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Students must report any behaviour in breach of the Code to a teacher or staff member. Students will be taken seriously and responded promptly and thoroughly if they raise a concern or complaint regarding a breach of this Code.

The Head of School or their representative will investigate the complaint to determine whether there has been a breach of the Code or other School policy. If satisfied that a breach has occurred, the Head of School or their representative may implement disciplinary action against the Student in line with the School's [Behaviour Management Policy](#).

If a Student or their parents are unhappy in the application of this Code, they should raise the issue in accordance with the procedure set out in the School's [Complaints and Grievance Policy](#).