

## LS Code of Conduct - Students Policy

*It is essential that staff are familiar with this and take responsibility for assisting in its enforcement*

This Code of Conduct is one of the means by which Living School will achieve its aims on behalf of all the community who work and study here.

The School on the one hand, and individual students on the other, have justifiable expectations of each other, including:

- Students have a **right** to expect that the School will provide a secure, nurturing environment to learn in; the School has a **responsibility** to provide this.
- The School expects students to behave in a way which will contribute to such a safe, **friendly environment**; it cannot condone nor tolerate behaviour which undermines this principle.

## RIGHTS AND RESPONSIBILITIES

All learners have rights. With these rights come responsibilities. To function collectively, we all must accept and strive to excel in our relationships. Our behavior, our values, and our acceptance of the following responsibilities nurture our supportive, caring and safe culture.

| RIGHTS                                                                                                           | RESPONSIBILITIES                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To be treated with dignity and respect.                                                                          | To treat staff, students and visitors with consideration and respect.<br>To respect the rights of others to work free of distractions.<br>To move around the school in an appropriate manner.<br>To display behaviours which, at the school and in public, bring credit to oneself and the school. |
| To feel secure in an environment free from negative actions from others and from harmful substances and objects. | Not to bring to school substances which are harmful to health and items which have the potential to cause injury.<br>Not to hurt or cause harm to others.<br>To share with others a compelling desire to give of one's best.                                                                       |
| To study, work and pursue activities in pleasant, well-kept surroundings with a focus on sustainability.         | To strive for excellence by giving my personal best efforts.<br>To not take food away from the eating areas.<br>To remain within the boundaries of our school's allocated areas.<br>To recycle any waste appropriately.<br>To not bring any plastic bottles onto campus unless for recycling.      |
| To have belongings treated with care.                                                                            | To respect the property and belongings of others.<br>To treat school property with respect, and to care for our resources.                                                                                                                                                                         |
| To be communicated with clearly, politely and respectfully.                                                      | To communicate with others clearly, politely and respectfully.<br>To welcome guests to our school with manners.<br>To treat the viewpoints of others with respect.                                                                                                                                 |

Our Collective Code of Conduct will be most effective in nurturing a caring environment. Where behaviour is not in accordance with our Code, it should be called out and dealt with promptly and appropriately. With everyone's co-operation in striving for high standards, it will become a code which will not need enforcing, but by which the whole community can happily live and work together.

To this end, **our community's culture is developed over time.** Our emphasis is on empowering the positive attitudes that nurture a collective mindset.

The code identifies the following areas:

#### *1. RESPECT FOR THE RIGHTS OF OTHERS*

*Students are expected to respect the rights, needs and feelings of others. In return, they can expect such consideration to be shown to them. Everyone must act in a way which promotes the dignity, health and safety of others.*

In particular, no-one should initiate or be expected to tolerate:

- Bullying, intimidation, teasing or ostracising (verbal or physical);
- the use of language which is offensive;
- offensive use of electronic communication.

Public displays of intimate behaviour between students may cause offense to others and are therefore not appropriate.

#### *2. THE SCHOOL ENVIRONMENT*

*It is everyone's right to have a safe, clean and comfortable place in which to work. Looking after the environment is the responsibility of us all.*

- Interfering with School facilities causes inconvenience and discomfort to others.
- Dropped rubbish causes our environment to be untidy and unhealthy. Rubbish bins are provided and should be used.
- Matches and lighters must not be brought on to the School campus. Smoking (this includes vaping), is forbidden at all times on the School campus, on the way to school, on school expeditions and when representing the School.
- Food and drink should only be consumed in designated areas and at appropriate times.
- Students should be responsible for helping to keep the campus clean and tidy. This will assist and support staff in their work.

#### *3. COURTESY*

*Courtesy is an important part of our daily lives. It costs nothing but shows our respect for each other and makes life more pleasant for everyone.*

Courtesy involves, for example: speaking politely, listening carefully, doing as requested, making visitors welcome, not interrupting conversations, not pushing. **These are not rules, but simply positive ways of behaving towards each other.**

Examples of courtesy would be:

- Addressing each other by name whenever possible;
- Using polite language such as 'Excuse me', 'Please', and 'Thank-you';
- Apologising if you accidentally hurt or inconvenience someone;
- Having the correct equipment and appropriate materials for each lesson;
- Entering a room quietly;
- Apologising and giving a reason if you are late;
- Showing respect for other people's views and opinions and not ridiculing their mistakes;
- Packing away your lesson materials only when asked to do so;
- Doing as requested by a member of staff;
- Shaking hands and looking at the person;
- Not using offensive or obscene language.

#### 4. MOVEMENT

*For safety reasons everyone must take care when moving around our campus. Some times our pathways and staircases get crowded.*

Students should:

- Take particular care in the vicinity of younger students.
- On staircases, give way to visitors and other adults, and help anyone whose hands are full.

#### 5. PERSONAL PROPERTY

*Everyone should take responsibility for looking after their own property. It is recommended that items of significant monetary or personal value are not brought into school.*

- Students must not interfere with other students' property in any way. This will be viewed very seriously.
- Items such as personal audio systems and mobile phones must not be used during school hours unless approved by the teacher on duty as part of the learning experience.
- Clothing and personal items should be clearly marked with the student's name.
- VALUABLES MUST NOT BE LEFT UNATTENDED.
- If there is any damage to or theft of property, it should be reported promptly to the Office.

#### 6. ATTENDANCE AND PUNCTUALITY

*Absence of even one day will cause students to miss lessons and lose out on essential teaching. Students must avoid being absent unless they are unwell or have some other legitimate reason to miss school.*

- Students must register daily with the Office.
- Students are expected to be punctual.
- A student who is absent for any reason must either bring a note explaining the absence to the teacher on the first day back, or his/her parents should communicate with the School Office with an explanation.

- Teachers should be informed by parents in advance of any appointments (e.g. medical/dental) during school time. Whenever possible, appointments should be made out of school time.
- Students arriving late should register with the Office, who will record late arrival.
- If parents are seeking to take a child from the school during the day, the parent must see the Office for an exeat and present the exeat to the teacher caring for the child.

## 7. LEAVING THE CAMPUS

*The School takes very seriously the responsibility it has for students whilst in session. We need to know who is on the campus at all times.*

- Students may only leave the campus during the day with the permission of a teacher.
- Any student leaving the campus, must sign out with the Office prior to departure, and sign in when they have returned.

## 8. PERSONAL APPEARANCE

*The School recognises the need for tidy, safe and comfortable attire on our campus.*

- Students are responsible for their personal appearance and are expected to take pride in it.
- Students may wear casual clothes appropriately – however, we do not condone logos or statements that are offensive.
- Students are responsible for how they dress; however, students must wear clothing that is reasonable and adheres to our school's good standing.
- Footwear and clothing must ensure safety is a priority.

## 9. OUT OF SCHOOL, REPRESENTING THE SCHOOL, AND TRAVELLING TO AND FROM SCHOOL

*Each member of the School represents the whole community and must strive to maintain the high reputation that Living School enjoys.*

Good behaviour and appropriate attire and language are expected at all times when representing the School at events, taking part in expeditions, trips or travelling to and from School.

## ACKNOWLEDGEMENT

I \_\_\_\_\_ have read, understood and agree to comply with the terms of this Code of Conduct.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Dated