

DSM Policy

Student Code of Conduct

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



1. Overview

Deutsche Schule Melbourne (the School) helps students to realise their individual potential and become creative and confident participants in the global community. DSM is committed to ensuring a safe and harmonious environment of learning and community.

Policies on behaviour provide a framework on which to build a secure, happy and orderly environment for the enjoyment and benefit of each student. All members of the School community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority. This expectation supports compliance with Child Safe Standard 4: Families and communities are informed and involved in promoting child safety and wellbeing. The School community's expectations about standards of behaviour are drawn from the ethos on which the School is founded and Ministerial Order 1359- the Child Safe Standards.

2. Introduction

Students should understand that there are consequences which flow from all behaviours. Consequences of student behaviours which are unacceptable to the safety and well-being of the School community can include verbal reminders, warnings, completing a Behaviour Reflection sheet, additional duties and detentions, suspension and expulsion. In addition, consultation with parents and student counselling may be required.

In implementing the Student Behaviour Management Policy and Child Safe Standards, the School aims at all times to be fair and consistent whilst recognising that every situation also needs to be judged on its own merits.

At DSM we aim to provide an open, welcoming, inclusive and safe environment for all to support compliance with Ministerial Order 1359, with the Child Safe Code of Conduct addressing the below standards in particular:

Child Safe Standard 1: To establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

Child Safe Standard 2: Child safety and wellbeing is embedded in organisational leadership, governance and culture.

Child Safe Standard 5: Equity is upheld and diverse needs respected in policy and practice.

Child Safe Standard 9: Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

Child Safe Standard 11: Policies and procedures document how the organisation is safe for children and young people.

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This Student Code of Conduct applies to all students currently enrolled at the School, from this point forward referred to as “Students”.

This Student Code of Conduct outlines the way in which the School requires Students to conduct themselves when visiting the School, participating in School activities and events and communicating with members of our community (including Students, staff and parents).

3. Purpose

This Code of Conduct is intended to provide a set of principles and guidelines to guide students in their interaction with staff, other students, parents and the wider School community. The Code is written in line with the School’s values and strategic directions, as well as to support compliance with Ministerial Order 1359- Child Safe Standards.

4. Scope

This Policy applies to all student members of the School.

5. Guiding principles

Our aim is to encourage in our students:

- (a) DSM’s values of respect, trust, kindness, honesty and patience;
- (b) consideration for others;
- (c) a responsible attitude to personal safety;
- (d) tolerance, respect and inclusivity
- (e) show appreciation for cultural diversity
- (f) the ability to act independently when appropriate rather than succumb to peer pressure;
- (g) accountability for their own words and actions;
- (h) conduct that brings credit to the School;
- (i) pride in their appearance and that of the School; and
- (j) diligence and punctuality in their attendance at classes and in completion of set tasks.

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6. Acceptable conduct

6.1 Students are required to:

- (a) treat all Students, staff, contractors, volunteers, parents and visitors to the School with courtesy and respect;
- (b) express themselves in a virtuous and responsible manner;
- (c) value the individual differences of others;
- (d) listen and be open to other peoples' point of view;
- (e) utilise services available at the School in an appropriate manner;
- (f) take advantage of learning opportunities;
- (g) cooperate with the teaching processes inside the classroom;
- (h) seek assistance from others as required;
- (i) listen to and act on progress reports from teachers and other staff members;
- (j) meet assessment criteria to the best of their ability;
- (k) take advantage of decision making opportunities;
- (l) wear the school uniform at School and at all School events when required;
- (m) uphold the reputation of the School by observing an appropriate standard of behaviour when wearing School uniform and observe appropriate personal hygiene standards;
- (n) respect the property of other Students, teachers and of the School;
- (o) be punctual and attend all classes;
- (p) comply with all safety policies and procedures in place at the School;
- (q) uphold the School's Values of respect , trust, kindness, honesty and patience at all times;
- (r) speak to other Students, staff, contractors, and volunteers with courtesy and respect;

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- (s) communicate with other Students, staff, contractors, and volunteers in a clear, friendly and open manner;
- (t) respect the privacy of other Students, staff, contractors, and volunteers; and
- (u) listen respectfully in the classroom and when attending any kind of School assembly, activity, presentation, class event, or public meeting.

6.2 Students must not:

- (a) use violence of any kind at any time;
- (b) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- (c) raise their voice when speaking to other Students and staff;
- (d) discipline or reprimand another Student;
- (e) bully or harass Students, staff, contractors, volunteers, and visitors to the School;
- (f) take a photo or video recording of another student unless the parent of the Student is present at the time and consents to the photo or video recording being taken;
- (g) smoke cigarettes or attend the School whilst under the influence of alcohol or illicit drugs;
- (h) deliberately exclude another Student or treat a Student differently to other Students;
- (i) speak to other Students in a derogatory or offensive manner;
- (j) use racism towards students, staff, school community members, or towards any racial or ethnic group
- (k) post a photo or video recording of another Student on social media without consent;
- (l) post a photo or video recording of a Student on social media without obtaining consent from the Student's parent beforehand;
- (m) intimidate, undermine, threaten, bully or harass other Students; disclose the personal details of a Student to another person without consent; or
- (n) bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to the School.

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7. When using social media

- 7.1 Students recognise the potential for damage to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a Student of the School.
- 7.2 When using social media, Students must:
- (a) respect a person's personal environment and must not harass other people online;
 - (b) act with integrity;
 - (c) not use social media to voice grievances about the School;
 - (d) make reasonable efforts to ensure that they comply with the School's ICT Policy;
 - (e) be respectful to Students, staff, contractors, volunteers and parents;
 - (f) not create accounts that hold out to be affiliated with the School;
 - (g) never reveal confidential information relating to the School, staff members, contractors, volunteers, other parents, and/or Students at the School; and
 - (h) not post on social media defamatory, offensive, racist, sexually inappropriate, or other material that may damage the reputation of the School.

8. Making a complaint

- 8.1 Students should report any cases of behaviour in breach of the Student Code of Conduct to a teacher or staff member in private.
- 8.2 When making a complaint to the School, Students are required to act in a manner consistent to the Student Code of Conduct.
- 8.3 Disputes between Students and the School are dealt with on an individual case basis. The normal procedure is through the class teacher. If a Student is unable to resolve a grievance he or she may seek resolution through discussion with the Principal or their representative.
- 8.4 The School reserves the right to vary disciplinary procedures for a particular misdemeanour by weighing the interests of individual Students against those of the wider School community.

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9. Consequences of a breach

- 9.1 Any person may notify the Principal of a possible breach of the Student Code of Conduct.
- 9.2 The class teacher or their representative will investigate the complaint to determine whether there has been a breach of the Student Code of Conduct or other policy.
- 9.3 If satisfied that a breach has occurred, the class teacher or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, exclusion from extra-curricular programs, suspension from the School grounds for a period of time, or termination of enrolment.
- 9.4 If a respondent 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 Grievance Policy.
- 9.5 In accordance with applicable legislation, the Police or Department of Human and Health Services will be informed of any unlawful breaches of the Student Code of Conduct.

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