



The Montessori School Kingsley Inc.

Student Code of Conduct



1. VERSION MANAGEMENT

Version	Date Published/Reviewed	Changes	Author	Date Reviewed by Students
1	2024	Reviewed Keeping Version Management Moving Forward	Principal & Students	December 2024

When reviewing the Staff Code of Conduct, reference should be made to the Example Code of Conduct, published by the Australian Human Rights Commission, as well as the National Child Safe Organisation Principles.

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2. INSPIRATION

We draw inspiration from Dr Maria Montessori's philosophy, recognising the inherent worth and capabilities of every student. Through our Student Code of Conduct, we strive to provide a nurturing and respectful atmosphere that promotes self-discovery, independence, and a lifelong love for learning.

"Free the child's potential, and you will transform [them] into the world."

- Dr Maria Montessori

This quote emphasises the belief that each student possesses immense potential and that education should aim to unlock and cultivate that potential. By embracing this principle, we commit to creating an environment that fosters growth, encourages exploration, and empowers students to become active contributors to society.

3. INTRODUCTION

At The Montessori School Kingsley, we recognise the paramount importance of maintaining a positive and respectful learning environment for our students. The Student Code of Conduct serves as a guiding framework to ensure that all students understand and adhere to the expected standards of behaviour within our school community.

We believe in fostering a supportive and inclusive atmosphere where every student takes responsibility for their actions and actively collaborates with their peers. By upholding this Code, we aim to create a safe and nurturing environment that promotes academic excellence, personal growth, and mutual respect among all members of our school community.

4. SCOPE

The Student Code of Conduct serves as a guideline for expected behaviour for all students at The Montessori School Kingsley.

Our school is dedicated to fostering a respectful learning environment that is safe, positive, and supportive for everyone, including students, staff, volunteers, and visitors. This Code applies to all students, outlining the conduct expected of them while at school, participating in school-related activities, or representing the School.

One of the key principles of this Code is that student actions should never bring the School into disrepute, regardless of whether these actions occur within or outside of school activities.

In essence, this Code aims to create a safe and pleasant school environment where learning thrives, and where the School's reputation and property are protected. It also encourages students to develop independence, self-discipline, and consideration for others.

By adhering to this Code, students contribute to maintaining a positive and respectful atmosphere that allows for optimal learning experiences for all.

5. DEFINITIONS

TERM	DEFINITION
Academic Integrity	Refers to honest and ethical conduct in academic pursuits. It includes the principles of originality, honesty, and responsibility in one's academic work. Students are expected to produce their own work, properly cite sources used, avoid cheating or plagiarising, and follow the rules and guidelines set by the School to ensure fair and ethical academic practices.
Bullying	Repetitive and intentional aggressive behaviour that occurs within a power imbalance. It can take various forms, including physical (hitting, pushing), verbal (name-calling, teasing), relational (spreading rumours, excluding others), and cyber (using technology to harm, intimidate, or harass). Bullying is distinct from normal conflicts or disagreements due to its repetitive nature and power imbalance between the individuals involved.
Code	The Student Code of Conduct
Confidentiality	Refers to the expectation that information shared in certain situations will be kept private and not disclosed to others without permission. In the context of reporting incidents, students are encouraged to maintain confidentiality when sharing sensitive information with teachers or school authorities. This helps create a safe environment where individuals feel comfortable reporting concerns or seeking support.
Cyberbullying	Involves using electronic communication tools, such as social media, email, or messaging platforms, to harass, intimidate, or harm others. Examples of cyberbullying behaviours include spreading rumours online, sending threatening messages, sharing private or embarrassing information without consent, or creating fake profiles to deceive or harm others. Cyberbullying can have severe emotional and psychological consequences for the victims.

Harassment	Involves unwanted behaviour that targets an individual based on protected characteristics such as race, gender, religion, or disability. It includes any conduct that creates a hostile, intimidating, or offensive environment for the person being targeted. Harassment is a form of discrimination that disregards an individual's dignity and rights.
Inclusion and Diversity	Refers to creating an environment where all individuals, regardless of their background, culture, abilities, or identities, feel valued, respected, and included. Diversity recognises and embraces the differences among people, including but not limited to race, ethnicity, gender, religion, sexual orientation, and disability. Inclusion and diversity promote acceptance, understanding, and equal opportunities for all members of the School community.
Plagiarism	Refers to the act of using someone else's work, ideas, or words without giving proper credit or attribution. It includes copying or paraphrasing someone else's work without acknowledgement, presenting it as one's own, or submitting work that has been entirely created by someone else. Plagiarism undermines academic integrity and honesty.
School	The Montessori School Kingsley.
Values	Developed by our board in collaboration with focus groups consisting of past and current families, staff, and life members, our values are deeply held beliefs and principles that guide our thoughts, actions, and decision-making.

6. VALUES

We hold high expectations for our students to embrace and uphold our School values. These values serve as the guiding principles that shape every aspect of our educational community, from our daily interactions with students to the development of our curriculum, planning of excursions, and strategic decision-making.

- **Peace: Maintain a calm, harmonious, and courteous environment; therefore, students should:**
 - Strive to resolve conflicts peacefully, using calm and respectful communication.
 - Actively contribute to a harmonious and supportive classroom atmosphere.

- **Community: Be an engaged school community that is connected by shared values and advocacy of pure Montessori methods; therefore, students should:**
 - Actively participate in classroom activities, follow instructions given by their teachers, and work collaboratively with their classmates.

- **Respect: Demonstrate grace and courtesy to all students, staff, families and the wider community; therefore, students should:**
 - Treat all students, staff, volunteers, and visitors with courtesy, tolerance, and respect.
 - Use kind and polite words when communicating with others, acknowledging their feelings and opinions.
 - Respect the privacy and human dignity of other students, including their personal space and belongings.
 - Interact with peers and others in a positive and considerate manner, ensuring their health, safety, and wellbeing.
 - Avoid causing physical or emotional harm and refrain from engaging in bullying behaviour.
 - Refrain from offensive conduct or using offensive language on or near school premises or during school activities.
 - Avoid using language, gestures, or conduct that may offend, harass, bully, or unfairly discriminate against any student, teacher, volunteer, or visitor.

- **Integrity: Take an ethical and sincere approach to everything we do; therefore, students should:**
 - Conduct themselves honestly and comply with school policies: Students should demonstrate honesty and integrity in their academic work, completing assignments independently and acknowledging the ideas of others.
 - Follow school rules and policies, respecting their teachers' authority and meeting the School's expectations.
 - Respect the belongings of others: Students should not take or use anyone's property without permission, showing respect for the personal belongings of their peers and the School community.
 - Provide truthful and accurate information: Students should refrain from using or providing false or misleading documentation or information to gain an unfair advantage or benefit.
 - Be honest and transparent in their actions.
 - Avoid plagiarism and academic misconduct.
 - Submit their own work, giving proper credit to sources used in their assignments.
 - Not engage in any form of cheating, including plagiarism or other academic dishonesty.

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7. ATTENDANCE AND PUNCTUALITY

Students must stay on school grounds unless they have obtained prior approval from the School. This guideline ensures the safety and security of students while maintaining an organised and supervised learning environment.

Attendance is an important contributor to a student's academic and social development. Regular and consistent attendance allows students to fully engage in the learning process and reap the benefits of their education.

It's crucial that students arrive at school on time as it allows them to prepare themselves for the day's routine and ensures they don't miss out on any important instructions or activities.

8. STUDENT DRESS CODE

The School values and celebrates student individuality and uniqueness, which is why we do not have a school uniform policy. We believe in allowing students the freedom to express their personal style and preferences through their clothing choices. However, it is important that students understand the principles of respect and appropriateness when it comes to their attire.

- Clothing should be clean, modest, and in good condition.
- Clothing should not display offensive or inappropriate images, messages, or symbols.
- Students should avoid clothing that promotes violence, discrimination, or illegal activities.
- Revealing or excessively tight clothing should be fine as long as excessive skin isn't exposed.
- Clothing should be suitable for a school environment and should not disrupt or distract from the learning process.
- Footwear should be safe and appropriate for the activities and conditions within the School premises.
- As per the School Sun Protection Policy, the School has a No-Hat-No-Play Policy, which means that students must wear a broad-brimmed, legionnaire or bucket style hat that shades their face, nose, neck and ears when they are outside.

9. STUDENTS' HAIR

Students with long hair (hair that extends past the shoulders) are encouraged to tie their hair back or secure it in a way that prevents it from falling onto their faces. This practice serves two important purposes:

1. **Prevention of the spread of nits:** By keeping long hair tied up, students minimise the risk of lice infestations and the spread of nits within the School community. Tying back hair helps maintain a hygienic environment and supports the wellbeing of all students.
2. **Facilitation of better learning:** When students' hair is not obstructing their faces, it promotes better concentration and engagement in the learning process. Having a clear line of sight and an unobstructed view of classroom materials and the teacher enhances students' ability to actively participate and absorb information effectively.

10. STUDENTS' RIGHTS

We recognise and uphold the rights of our students, ensuring that they have:

- The right to feel safe within the School: We prioritise the physical, emotional, and psychological wellbeing of our students. We maintain a secure and nurturing environment that fosters a sense of safety and promotes their overall development.
- The right to learn in a positive environment to the best of their ability: We are committed to providing a positive and inclusive learning environment where each student has equal opportunities to thrive academically, intellectually, and creatively. We support their individual learning styles and create an atmosphere that encourages growth, curiosity, and academic excellence.
- The right to be treated with respect by other students and school staff: We expect all members of our school community, including students and staff, to treat each other with dignity, kindness, and empathy. Respectful interactions are fundamental to our school culture, where differences are celebrated, and inclusivity is embraced.
- The right to be listened to: We value the voices and perspectives of our students. We encourage open communication and actively listen to their thoughts, concerns, and ideas. Through meaningful dialogue, we empower our students to have a sense of agency and actively contribute to their educational journey.

These rights form the foundation of our commitment to creating an environment where students feel safe, valued, and heard. By upholding these rights, we ensure that every student can fully engage in their learning, develop self-confidence, and build positive relationships within our school community.

11. STUDENTS' RESPONSIBILITY

Students have an important responsibility to uphold within our school community. We expect them to:

- Act respectfully and cooperatively with others: Treat peers and school staff with kindness and empathy to foster a harmonious learning environment.
- Use polite and respectful language: Communicate in a courteous and considerate manner, mindful of the impact of words on others.
- Respect the learning needs and differences of others: Embrace diversity, create an inclusive environment where everyone feels valued.
- Take responsibility for learning: Show dedication, work consistently, and complete tasks to achieve academic success.
- Avoid smoking, alcohol, and drugs: Refrain from engaging in these behaviours at school and during school-related activities.
- Respect property: Treat others' belongings with care, and refrain from damaging or vandalising any property.
- Use school property responsibly: Handle equipment, buildings, and grounds with care, and maintain cleanliness.
- Avoid involvement in misconduct: Do not encourage or participate in inappropriate behaviour among peers.
- Maintain honesty and integrity: Do not cover up misconduct, conceal evidence, or engage in dishonest practices.
- Refrain from publishing or displaying material promoting misconduct: Avoid sharing content suggesting or endorsing inappropriate behaviour.

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12. STUDENT USE OF SOCIAL MEDIA

All School students are expected to adhere to the School's Student Code of Conduct while engaging in social media activities.

Students must respect the dignity and privacy of other students within the School community. Therefore, the following actions are strictly prohibited on social media:

- Posting, viewing, or distributing pornography, including sexting.
- Engaging in online harassment or bullying.
- Participating in outing or exclusion of individuals.
- Spreading slander or engaging in defamation.
- Engaging in cyber stalking.
- Masquerading or assuming false identities.

Reporting Incidents:

Students should promptly report any incident involving the prohibited actions listed above to their teacher or the Principal. Reporting ensures that appropriate action can be taken to address the situation and support those affected.

Responsible Communication:

- Students must refrain from disparaging or making adverse comments about the School, other schools, School business matters or activities, its employees, or fellow students through social media channels.
- It is important to recognise that any comment or post made by a student that brings the School's reputation into disrepute or defames another member of the School community may result in disciplinary action, including the possibility of termination of enrolment.

13. BREACH OF THE STUDENT CODE OF CONDUCT

13.1. Reporting Breaches

Students are strongly encouraged to report any breaches of the Code of Conduct to a staff member. It is important to emphasise that when reporting, the student's name will be kept confidential unless required by law. Students should feel reassured that they will not face any negative consequences for making a report.

By reporting breaches of the Code, students contribute to maintaining a safe and respectful school environment. Their willingness to speak up helps to address issues and ensure that appropriate actions are taken. The school values the courage and integrity shown by students who come forward to report any violations of the Code, and their confidentiality and wellbeing will be prioritised throughout the reporting process.

13.2. Consequences for Breaches

The School is committed to ensuring a fair and equitable process for addressing breaches of the Student Code of Conduct. The following principles will guide the response to such breaches:

- **Clear communication:** Students will be informed about the nature of the alleged breach in a manner that allows them to clearly understand the nature of the issue.
- **Thorough investigation:** Disputed matters will be fully investigated, taking into consideration all relevant facts and perspectives.
- **Opportunity to respond:** Students involved in the alleged breach will be given a reasonable opportunity to respond to the allegations or complaints, ensuring their side of the story is heard and considered.
- **Reasonable and consistent action:** The investigator and decision-maker will act reasonably and consistently with the School's Problem Behaviour Policy, ensuring that the response aligns with established guidelines and principles.
- **Proportionate response:** The School's response to a breach will be proportionate to the nature of the breach, taking into account the severity of the incident and any mitigating factors. The aim is to ensure a fair and appropriate outcome.
- **Avenue for appeal:** Students will have the right to appeal the outcome of the process if they believe it to be unfair or disproportionate. The school will provide an avenue for students to present their case and seek a review of the decision.

Acknowledgement of Student Code of Conduct

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

Student Signature

Date

Principal's Signature

Date

The original will be kept on file and a signed copy will be given back to the student.

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