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All She Can Be®
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STUDENT CODE OF CONDUCT - MIDDLE & SENIOR YEARS

1. RATIONALE

The Glennie School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students at the School. The Student Code of Conduct, in the Middle and Senior Years, is a reflection of the Mission Statement of the School and the expectation that students will uphold the School's core values of compassion, courage, integrity and respect at all times. It provides fair and consistent standards of behaviour and facilitates the development of responsible self-discipline amongst students.

2. OBJECTIVES

The Glennie School Student Code of Conduct sets clear standards of behaviour which are expected of all students in the School environment or when attending any School related function or activity at any other location.

The Code specifies the consequences for any student of the School community who does not comply with these standards of behaviour.

3. PRINCIPLES

The following principles provide the framework for the Student Code of Conduct:

- Responsible citizenship
- Respect for self, others and the environment
- Independence of thought and action
- Integrity and honesty
- Care and compassion for all members of the community

When determining disciplinary action, the following factors are taken into consideration:

- The age and stage of development of the student
- The physical, social, emotional and psychological wellbeing of the student
- The legal rights and responsibilities of the staff, students and the School

4. RIGHTS AND RESPONSIBILITIES

Students of The Glennie School have the right to:

- Be treated with dignity, respect and compassion
- Feel safe and supported
- Learn in a quality, positive, clean environment
- Voice an opinion appropriately
- Develop positive relationships with others in the school community
- Be actively involved in the education process
- An individual faith and worship

Students of The Glennie School have a responsibility to:

- Respect the authority of the School
- Uphold the good reputation of the School
- Contribute to a positive School culture, which involves pride in self and School
- Be accountable for one's own actions
- Act with integrity by being honest, responsible and authentic
- Wear the School uniform with pride
- Be inclusive and value diversity
- Be respectful, fair and compassionate towards others
- Communicate appropriately and seek to build and maintain positive relationships with all members of the School community
- Ensure that behaviour contributes positively to the opportunity for a quality education for all students
- Engage in the learning process
- Report inappropriate behaviour or concerns to the appropriate person (this may include any member of staff and/or Student Protection Officers)

5. BREACH

Breaches of the Code include (but are not limited to):

- Seriously undermining the Christian ethos and values of the School
- Consistently and deliberately failing to comply with School rules or any lawful order of the Principal or a staff member
- Engaging in behaviour that is offensive or dangerous to the physical or emotional health of any staff member or student
- Consistently and deliberately interfering with the educational opportunities, efforts or endeavours of other students
- Participating in unlawful conduct

The consequences to a student for breaching the Student Code of Conduct will be in accordance with the Behaviour Management Procedures (Appendices I and II) and should include the following:

- Minor incidents (Level 1) should be handled by the teacher in charge
- Significant incidents (Level 2) should be handled by the teacher in conjunction with the Head of House; Head of House will notify parents
- Serious incidents (Level 3) should be handled by the Head of House in conjunction with the Head of Middle and Senior Years; Head of Middle and Senior Years will notify parents
- Most serious incidents (Level 4) should be handled by the Head of Middle and Senior Years in conjunction with the Principal; the Principal will notify parents
- All behavioural incidents are to be recorded in SEQTA: Heads of House should record incidents and relevant conversations and retain these on file
- Appropriate monitoring and follow up should take place to ensure lasting positive outcomes
- Copies of any letters sent home should be filed in the student file which is stored in the Principal's Office and attached to their SEQTA file

6. RELATED POLICIES

[Student Protection in Anglican Schools Policy](#)

[Cybersafety Policy](#)

[Anti-Bullying and Harassment Policy](#)

[Student Smart Device Policy](#)

[Community Code of Conduct](#)

7. QUESTIONS

If you have any questions regarding this policy, please contact the Head of Middle and Senior Years in the first instance, alternatively you may email businessoffice@glennie.qld.edu.au, or telephone (07) 4688 8888.

8. PUBLICATION AND REVIEW DATE DETAILS

October 2019

Review by October 2020

APPENDICES

I. BEHAVIOUR MANAGEMENT PROCEDURES - DAY SCHOOL YEARS 7 – 12

Incident Level	Staff Directly Responsible	Possible outcomes / options	Information Passed to
<p>Level 1 Minor Incident</p> <p>Examples:</p> <ul style="list-style-type: none"> • Talking in class • Inattentive in class • Failure to complete or attempt set work • Inappropriate language • Minor insolence • Minor infringements of school rules • Failure to honour school commitments 	<p>Situation to be handled by the teacher or non-teaching member of staff</p>	<ul style="list-style-type: none"> • Verbal warning • Loss of minor privileges • Set tasks / grounds duty • Logical consequences • Verbal/written apology 	<ul style="list-style-type: none"> • For multiple events inform Head of House who may inform parents
<p>Level 2 Significant Incident</p> <p>Examples:</p> <ul style="list-style-type: none"> • Insolence • Defiance • Wilful disobedience • Deliberately missing class • Bullying – first offence • Damaging or defacing the property of others • Abusive or threatening behaviour • Repeated lack of commitment to school activities 	<p>Situation to be handled by the teacher or non-teaching staff member in conjunction with Head of House</p> <p>Head of Middle and Senior Years must be notified</p>	<p>As above and /or:</p> <ul style="list-style-type: none"> • Detention(s) • Monitoring via weekly report after discussion with Head of Middle and Senior Years and/ or Principal • Loss of privileges • E.g. representing the school or attending socials • Referral to counsellor • Community Service 	<p>Head of House notify any/all if applicable:</p> <ul style="list-style-type: none"> • Principal • Head of Middle and Senior Years • Parents • Chaplain • Head of Boarding • Counsellor/Health Centre • Tutor teacher
<p>Level 3 Repeated or Serious Incident(s)</p> <p>Examples:</p> <ul style="list-style-type: none"> • Gross defiance or insolence • Ongoing or serious misbehaviour • Stealing • Bullying • Deliberate cheating • Possession of alcohol and/or cigarettes 	<p>Situation to be referred to and handled by the Head of House in conjunction with the Head of Middle and Senior Years. Principal must be notified.</p>	<p>Interview with Head of Middle and Senior Years or Principal and at their discretion any of:</p> <ul style="list-style-type: none"> • In-school suspension • Suspension • Probationary Enrolment • Community Service 	<p>Principal notifies any/all if applicable:</p> <ul style="list-style-type: none"> • Head of Middle and Senior Years • Parents - phone first (letter and/or interview may follow) • Counsellor/Health Centre • Chaplain • Head of Boarding • Tutor teacher
<p>Level 4 Most Serious Incidents</p> <p>Examples:</p> <ul style="list-style-type: none"> • Serious physical assault • Repetition of serious incidents • Unlawful behaviour • Possession of illegal substances • Possession and use of alcohol and cigarettes • Possession of implements of harm intended to cause harm 	<p>Situation to be referred to the Principal and the Head of Middle and Senior Years by the Head of House or contact staff member.</p>	<p>As above and at the discretion of the Principal:</p> <ul style="list-style-type: none"> • Request for parents to collect student immediately • Exclusion from The Glennie School • Police involvement (if applicable) 	<p>At discretion of Principal notify any/all if applicable:</p> <ul style="list-style-type: none"> • Parents (immediate contact) • Head of Middle and Senior Years • Head of House • Chaplain • Counsellor/Health Centre • Head of Boarding (if applicable)

Examples are non-prescriptive. **NB classification is at the discretion of the Principal or their delegate**

II. BEHAVIOUR MANAGEMENT PROCEDURES - BOARDING YEARS 7 - 12

Incident Level	Staff Directly Responsible	Possible outcomes / options	Information Passed to
<p>Level 1 Minor Incident</p> <p>Examples:</p> <ul style="list-style-type: none"> • Uncooperative behaviour • Untidiness • Minor insolence • Inappropriate language 	<p>Situation to be handled by Boarding supervisor or contact staff member</p>	<ul style="list-style-type: none"> • Verbal warning • Loss of minor privileges • Set tasks/grounds/dorm duties • Verbal/written apology • Natural consequences 	<ul style="list-style-type: none"> • Senior Resident • Head of Boarding
<p>Level 2 Significant Incident</p> <p>Examples :</p> <ul style="list-style-type: none"> • Insolence • Defiance • Vandalism • Persistent breaking of rules • Lack of respect for others • Abusive and threatening behaviour • Bullying – first offence 	<p>Situation to be handled by Boarding supervisor or Senior Resident</p> <p>Head of Boarding must be notified</p>	<p>As above and/or</p> <ul style="list-style-type: none"> • Loss of privileges • Grounding (from organised activities) • Possible Referral to counsellor • Community Service 	<p>Head of Boarding notifies any/all if applicable:</p> <ul style="list-style-type: none"> • Principal • Head of Middle and Senior Years • Parents • Counsellor/Health Centre • Head of House • Chaplain
<p>Level 3 Repeat or Serious Incident(s)</p> <p>Examples :</p> <ul style="list-style-type: none"> • Absent without official leave • Repeated misbehaviour or insolence • Repeated bullying • Possession of alcohol and cigarettes 	<p>Situation to be handled by Senior Resident and Head of Boarding</p>	<p>Interview with Principal or Head of Middle and Senior Years and at the their discretion any of:</p> <ul style="list-style-type: none"> • Suspension • Probationary enrolment • Discussion with parents 	<p>Principal or Head of Middle and Senior Years notifies any/all if applicable:</p> <ul style="list-style-type: none"> • Head of Middle and Senior Years • Parents - phone first (letter and/or interview may follow) • Counsellor/Health Centre • Chaplain • Head of House • Boarding staff
<p>Level 4 Most Serious Incidents</p> <p>Examples :</p> <ul style="list-style-type: none"> • Possession of Illegal substances • Possession and use of alcohol and cigarettes • Possession of implements of harm intended to cause harm • Unlawful behaviour • Repetition of serious offences • Serious physical assault 	<p>Situation to be handled by Head of Boarding and referred to Principal and Head of Middle and Senior Years</p>	<p>As above and at the discretion of the Principal:</p> <ul style="list-style-type: none"> • Request for parents/guardians to collect student immediately • Exclusion from school • Police involvement (if applicable) 	<p>At discretion of Principal notify any/all:</p> <ul style="list-style-type: none"> • Parents (immediate contact) • Head of Middle and Senior Years • Head of House • Chaplain • Counsellor/Health Centre • Boarding staff

Examples are non-prescriptive. **NB classification is at the discretion of the Principal, Head of Boarding or their delegates**

III. **ACADEMIC DETENTION**

Academic detentions are held after school every Wednesday from 3.30pm - 4.30pm in AD23. Detentions will take priority over all other commitments. If the student has a concern about the time of an allocated detention they should be referred to the Head of Middle and Senior Years before the detention date.

There are a number of reasons why it may be necessary to give a student a detention. It is best for the class teacher or the contact teacher to deal with issues themselves before considering a detention.

- Failure to submit a draft (Senior Years)
- Failure to submit an assessment item on time (Senior Years)
- Repeated failure:
 - to work in class
 - to complete homework
 - to bring appropriate materials to class

Heads of Department are responsible for supervising detentions and must follow the following procedure:

Open the Pastoral Workspace in SEQTA

1. Choose the Qualitative tab
2. Change the date range to today's date
3. Choose After School Detention on the Types drop down, then click the green Go button on the far right
4. The list of students will appear. Tick both the P (Present) tick box, if the student was there. If the student is absent, tick the RF (requires follow up)

Students are to bring appropriate material. They are to work in silence during the detention period.

Follow up steps for the Assistant to the Middle and Senior Years include:

1. Thursdays, follow steps 1-4, making sure the date range covers the previous Wednesday
2. Use the Copy into SIP feature, add to Details that the student missed the detention and reset for the following week. Send email notification to the student and the teacher and Head of Middle and Senior Years

Repeated non-attendance will be managed through the Behaviour workflow by the Head of Middle and Senior Years.

IV. COMMUNITY SERVICE

Community Service involves students giving a minimum one hour of their time to work with a chosen area of the School. This is at a time convenient to both the student and supervisor within the chosen area. Community Service may be given for a number of reasons by the Heads of House. These reasons include:

- Three uniform infringements in a semester
- Incorrect uniform outside of school grounds
- Misuse or inappropriate use of computer
- A Level 2 or 3 incident as outlined in the Behaviour Management Procedures

The process students follow to complete Community Service is:

1. A student is notified of a Community Service consequence via an email generated from SEQTA
2. Student meets with Head of House
3. Student negotiates an area within the School in which they would like to give time
 - PAC
 - GOSS
 - Outside Hours School Care
 - Sport
 - Chapel
 - Art Room
 - Science laboratories
 - Library
 - IT
 - Other e.g. pool, Junior School, Gym etc. – to be negotiated
4. Student makes contact with the supervisor within the chosen area and a day and time for Community Service is agreed upon
5. Student informs Head of House of these details and obtains their signature on the Community Service slip
6. On completion of Community Service, student obtains signature of supervisor
7. Student returns form to Head of House