



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

If you require access to this policy in a language other than English, please contact the Principal's office on 9016 2000

## Rules of the School

### PREAMBLE

Penleigh and Essendon Grammar School acknowledges that every member of its community has certain rights and responsibilities. A positive school environment can be realised when these rights and responsibilities form the basis of the behaviours of its students.

These rights and responsibilities are stated in the school's Statement of Behaviour.

**our behaviour**

Each member of the Penleigh and Essendon Grammar School community must behave in a way that reflects an understanding of individual rights and responsibilities.

<b>You have the right to</b> feel safe and be respected	<b>You have the responsibility to</b> respect the beliefs, needs and backgrounds of others act and speak respectfully believe in yourself and stand up for others understand and follow the school rules
<b>You have the right to</b> a supportive and positive environment	<b>You have the responsibility to</b> work and play cooperatively for the benefit of all create and maintain positive relationships care for property and possessions care for the environment
<b>You have the right to</b> experience academic, social and recreational opportunities	<b>You have the responsibility to</b> help create an inclusive, engaging learning and playing environment be dependable strive to achieve and allow others the same opportunity

The Rules of the School provide students with clear expectations about appropriate behaviours and practices to assist them in meeting the Statement of Behaviour. The Rules of the School should be read in conjunction with all the policies of the School.

## **RULES OF THE SCHOOL**

### **Mutual Respect**

To ensure that all members of the school community feel safe and respected, students are expected to treat fellow students, teachers and other staff members with respect and dignity at all times and they must comply with the requirements set out in the Policy of Mutual Respect.

Good manners and courtesy need to be practised when at school, when participating in school activities and when travelling to and from school.

Students must not interfere with the opportunity of other students to engage in academic, coeducational or social activities.

### **Church services**

To become familiar with Christian values and precepts, students are required to attend Uniting Church services organised by the school.

### **Academic progress and student engagement**

To gain an appreciation of the intrinsic value of education and knowledge, students must attend all classes and other school activities (whether during ordinary hours or not), which are designated as compulsory. Students must comply with the Attendance Policy.

To benefit from the opportunities provided, students are expected to engage to their ability in curricular and co-curricular activities.

Students must attend from the start of the school day and be punctual to all classes and activities.

Students must comply with the Progress and Promotion Policy.

### **Respect for the school, its property and property of others**

To help maintain a supportive and positive environment, students must show respect for their school environment and the traditions and symbols of the school.

Students should treat school property responsibly. It should be used only for the purpose for which it is made available.

A student may not have in his or her possession any other student's property without the owner's express permission.

Students are not permitted to enter or remain in any area of the school which has a restricted use unless expressly permitted by the Principal, Vice Principal, Head of Section or Year Level Coordinator.

### **School uniform**

To develop responsibility and respect for the school, students must be neat and tidy in appearance and wear the school uniform correctly when at school, participating in school activities and travelling to and from school.

### **Use of cyber space**

To help create a positive and safe cyber environment, students must use technologically assisted communications responsibly. Students must abide by the Statement of Cybersafety which is attached to the Policy of Mutual

Respect, and use the computer network responsibly as set out in the school's ICT Policy. Students must comply with the Electronic Devices and Communication Policy.

### **Illicit and undesirable substances**

To maintain personal health and support a safe environment, the presence of illicit or illegal drugs or alcohol on school premises is absolutely forbidden. The taking or provision to another of illicit or illegal drugs either on school premises, at a school activity or when wearing a school uniform is absolutely forbidden.

Students are forbidden from drinking alcohol, smoking any tobacco product, or vaping any product while at school, while attending any school activity or while wearing school uniform at any time or place.

### **Unacceptable behaviour**

School buildings and grounds are spaces used by the whole school community with the expectation that behaviour will be respectful of all users. Activities involving sexualised or intimate behaviour (whether perceived as consensual or not) are not appropriate and students must not engage in such behaviour anywhere within the School buildings or grounds, or while on camps, excursions or study tours, or while engaged in any other school activity.

### **Physical danger and violence**

To maintain personal health, students must not engage in activities which are deemed to be dangerous.

Students must avoid physical violence. Fighting, provoking fights and intimidation are not permitted.

Students may not bring weapons or dangerous implements to the school.

### **Additional information**

Students must comply with all of the school's policies and with teacher instruction. Policies can be found on the school's website.

Rules and procedures that are specific to a section are issued by the Head of Section and must be adhered to by the students of that section of the school.

It is a condition of the enrolment and continued attendance of a student at Penleigh and Essendon Grammar School that he or she be aware of the content of the Rules of the School and agree to abide by them.

### **Suspension and expulsion**

Penleigh and Essendon Grammar School reserves the right in its sole and unfettered discretion to expel or suspend from the school any student who has in the opinion of the Principal committed a serious breach of discipline or any serious breach or a series of breaches of the Rules of the School or has committed any other act (whether or not expressly specified in these Rules) which may damage the good order or reputation of the school. A decision to expel or suspend a student may be made without prior notice to the student or parents.

Additional information about expulsion or cancellation of enrolment is provided in the Responses to Negative Behaviour Policy.

Suspension and expulsion are subject to the procedures described in the Complaints and Appeals Policy for Students with some exceptions as set out in the Responses to Negative Behaviour Policy.

**Associated policies**

The Rules of the School should be read in conjunction with all the policies of the school including (but not limited to):

- Attendance Policy
- Complaints and Appeals Policy for Students
- Electronic Devices and Communication Policy
- ICT Policy
- Policy of Mutual Respect, and Behaviour Management
- Progress and Promotion Policy
- Statement on Cybersafety
- Responses to Negative Behaviour Policy.

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*Updated: October 2024*  
*To be reviewed: October 2026*