

## RIGHTS AND RESPONSIBILITIES STATEMENT

Help for non-English speakers

## STAFF RIGHTS AND RESPONSIBILITIES

Rights	Responsibilities
To be treated with respect and courtesy from students and parents at all times	To follow communication guidelines when communicating with students and staff
To feel safe and free from harassment or intimidation at all times	To treat students in a way that develops self-esteem and to communicate positively with parents and peers
To be able to teach and perform duties without interruptions and disruptions	To inform parents of students academic and social progress at regular intervals throughout the semester.
To have instructions listened to and followed by students	To inform parents of disciplinary measures taken as per student code of behaviour is breached
To implement the Student Code of Conduct	To provide updates on student progress if requested by parent
To feel supported by other staff, parents and students in achieving learning goals and implementing the Student Code of Conduct	To inform parents of late submission of work, if homework is not submitted regularly, or their child is at risk of not passing
To be informed of relevant legislation and School Policies that they need to comply with	To mark roll as required, so parents can be alerted if student absent or leaves school without permission
	To inform parents if child becomes unwell or is injured during school hours – as determined by Sick Bay officer or Principal Class
	To inform parents with at least 1-2 weeks' notice of upcoming excursions and information sessions unless there are exceptional circumstances.
	To alert parents i2.4 565..7 (si)-etl.2 240.36 32.4 56titstt

## COMMUNICATION

To embed our shared Rights and Responsibilities in our College community, we will communicate our Rights and Responsibilities by:

- display signage that promotes our Rights and Responsibilities in our school
- publishing in our College newsletter
- publishing our Rights and Responsibilities in our staff handbook, student diary and enrolment/transition packs.
- discussing our Rights and Responsibilities with students in the classroom, meetings and assemblies
- including our Rights and Responsibilities prominently on the College website
- including our Rights and Responsibilities documentation on the intranet and Compass
- promoting our Rights and Responsibilities documentation through social media.

## RELATED DET POLICIES AND RESOURCES

The following DET policies are relevant to this Student Wellbeing and Engagement Policy:

- [Attendance](#)
- [Student Engagement](#)
- [Child Safe Standards](#)
- [Supporting Students in Out-of-Home Care](#)
- [Students with Disability](#)
- [LGBTIQ Student Support](#)
- [Behaviour - Students](#)
- [Suspensions](#)
- [Expulsions](#)
- [Restraint and Seclusion](#)

## RELATED KEYSBOROUGH SECONDARY COLLEGE POLICIES

- Bullying Prevention Policy
- Curriculum Framework Policy
- Duty of Care Policy
- Keysborough Secondary College Annual Implementation Plan
- Keysborough Secondary College Annual Report
- Values and Philosophy Statement
- Wellbeing and Engagement Policy

## REFERENCES

- [Student Engagement Policy Guidelines](#)
- [Disability Standards for Education](#)
- [Charter of Human Rights](#)
- [Safe Schools](#)
- [Equal Opportunity Act](#)
- [Education and Training Reform Act 2006](#)
- [Education and Training Reform Regulations 2007](#)
- [VIT Teacher Code of Conduct](#)
- [Ministerial Order No. 1359](#)
- [Ministerial Order No. 1125](#)

## POLICY REVIEW AND APPROVAL

Policy last reviewed	January 2024
Person Responsible for Policy Development	Accountabilities Assistant Principal
Consultation	Student Representative Groups PCO
Approved by	College Principal
Next scheduled review date	December 2026