



### POL1.8 Student Code of Conduct

#### INTRODUCTION

Trinity Lutheran College is committed to ensuring a safe and harmonious environment of learning and community. We aim to provide an open, welcoming, inclusive and safe environment for all members of the College Community.

Students should understand that there are consequences which flow from negative behaviours and poor choices. Consequences of student behaviours which are unacceptable to the wellbeing of the College community and can include verbal reminders, warnings, detentions, suspension, and expulsion. In addition, consultation with parents and student counselling may be required. A breach of this Student Code of Conduct may require the college to implement its Restorative Practices Flow Chart. When considering a breach of the Code of Conduct, the College aims to be fair and consistent whilst appreciating that every situation also needs to be judged on its own merits.

All members of the college community are encouraged to accept responsibility for their own actions, consider their behaviour towards others, and respect authority. The college community's expectations about standards of behaviour are drawn from the Lutheran teachings on which the college is founded.

This Code of Conduct is intended to provide a set of general principles and guidelines to guide students in their behaviours and choices, including when online and in virtual platforms. It applies to all students currently enrolled at the college, herein after referred to as “students”.

This Student Code of Conduct outlines the way in which the college requires Students to conduct themselves when attending the college campus, participating in college activities (both on and off campus) and interacting with all members of our community.

#### STUDENT CONDUCT

##### 1. Students are required to:

- 1.1. treat all Trinity Lutheran College community members with courtesy and respect;
- 1.2. express themselves in a respectful and responsible manner;
- 1.3. value the individual differences of others;
- 1.4. listen and be open to other peoples' point of view;
- 1.5. utilise services available at the college in an appropriate manner;
- 1.6. take advantage of learning opportunities;
- 1.7. cooperate with the teaching processes inside the classroom;
- 1.8. seek assistance from others as required;
- 1.9. take on feedback provided by teachers and other staff members;
- 1.10. comply with any reasonable direction given by a staff member of the College;
- 1.11. meet learning goals and assessment criteria to the best of their ability;
- 1.12. take advantage of decision making opportunities;
- 1.13. wear the college uniform as per the College Uniform Guidelines while at the College and for all College events, as specified;
- 1.14. uphold the reputation of the college by observing an appropriate standard of behaviour when wearing College uniform and observe appropriate personal hygiene standards;
- 1.15. respect the property of other students, staff and of the College;
- 1.16. be punctual and attend all classes;
- 1.17. comply with all safety policies and procedures in place at the College;
- 1.18. uphold the College's core values at all times;



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### ONLINE PLATFORMS

- 1.19. speak to other students, staff, contractors, and volunteers with courtesy and respect;
- 1.20. communicate with other students, staff, contractors, and volunteers in a clear, friendly and open manner;
- 1.21. respect the privacy of other students, staff, contractors, and volunteers; and
- 1.22. listen respectfully in the classroom and when attending any College activity or event.

#### 2. Students must not:

- 2.1. use violence or aggression of any kind at any time;
- 2.2. discipline or reprimand another student;
- 2.3. bully or harass students, staff, contractors, volunteers, and visitors to the College;
- 2.4. 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 unless under direction for an academic task;
- 2.5. carry or use smoking products and paraphernalia including but not limited to e-cigarettes, tobacco and non-tobacco products while on campus.
- 2.6. Carry, use or attend the college whilst under the influence of alcohol or illicit drugs;
- 2.7. deliberately exclude another student or treat a student differently to other students or speak to other students in a derogatory or offensive manner;
- 2.8. post a photo or video recording of staff in an online platform without the individuals' consent;
- 2.9. post a photo or video recording of a student in an online platform without obtaining consent from the student's parent beforehand;
- 2.10. intimidate, undermine, threaten, bully or harass other students;
- 2.11. disclose the personal details of a student to another person without consent;
- 2.12. bring weapons or unsafe, dangerous or inappropriate equipment, materials or tools to the college.

Students recognise the potential for damage to be caused, directly or indirectly, to the college and others because of their personal use of online platforms especially in circumstances when they can be identified as a Student of the College.

#### 3. When using an online platform (including all forms of social media), Students must:

- 3.1. respect a person's personal environment and must not harass other people in an online or virtual space;
- 3.2. act with integrity;
- 3.3. not use online platforms to voice grievances or reveal confidential information about the college, fellow students, staff or the College community (including volunteers and contractors);
- 3.4. make reasonable efforts to ensure that they comply with the College's Digital Code of Conduct and BYOD agreement;
- 3.5. be respectful to Students, staff, contractors, volunteers and parents;
- 3.6. not create an identity or user profile that is affiliated with the College in any way; and
- 3.7. Students must not post on any online or virtual platform defamatory, offensive, inappropriate, or other material that may damage the reputation of the college. This includes not disparaging the College's Christian teaching or acting in a manner which is disrespectful or contradictory to the College's Christian ethos. Students understand that the college may remove or report



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	<p>to the eSafety Commissioner or Police any reference that breaches this requirement.</p>
<b>RESPONSIBILITY</b>	<p>The Principal has overall responsibility for this policy, which is administered by the Deputy Principal and Teaching staff.</p>
<b>BREACH OF POLICY</b>	<ul style="list-style-type: none"> <li>a) Where a student member breaches this policy, Trinity Lutheran College may take disciplinary action.</li> <li>b) In some cases, outside agencies and/or the police may need to be informed.</li> <li>c) Students should report any cases of behaviour in breach of the Student Code of Conduct to a teacher or staff member in confidence.</li> <li>d) Any person may notify the Principal of a possible breach of the Student Code of Conduct.</li> <li>e) The Principal or Deputy or their representative will investigate the complaint to determine whether there has been a breach of the Student Code of Conduct or other policy.</li> <li>f) If satisfied that a breach has occurred, the Principal or Deputy or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, exclusion from college programs, suspension from the college grounds for a period of time, or termination of enrolment.</li> <li>g) The college reserves the right to vary disciplinary procedures for a particular misdemeanor by weighing the interests of individual students against those of the wider College community.</li> <li>h) 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 College's Grievance Policy.</li> <li>i) In accordance with applicable legislation, the Police or Department of Families, Fairness and Housing (DFFH) and or the eSafety Commissioner will be informed of any unlawful breaches of the Student Code of Conduct.</li> </ul>
<b>MAKING A COMPLAINT</b>	<p>When making a complaint to the College, students are required to act in a manner consistent to the Student Code of Conduct. In the first instance students and parents are encouraged to make their complaint to the relevant staff member.</p> <p>Disputes between students and the College are dealt with on an individual basis through the College's Grievance Policy.</p>
<b>RELATED DOCUMENTS</b>	<p>POL3.1 Privacy Policy  POL1.2 Dress Code_Students  POL1.3 Mobile Phones  POL1.1A Grievance Policy_Parents/Guardians  POL1.5 Discipline that Restores  POL5.1 Enrolment Policy  College Uniform Guidelines</p>

### RECORD OF IMPLEMENTATION

<i>Contact officer</i>	<i>Eloise Beveridge (Principal)</i>
<i>Approved by</i>	<i>Executive Leadership</i>
<i>Ratified by</i>	<i>Trinity Lutheran College Board</i>



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<i>Authorization</i>	<i>Trinity Lutheran College Board authorises this policy for publication and implementation having considered relevant legislation and/or operational requirement of users.</i>
<i>Tracking</i>	<i>Ratified 27/8/2020 Updated &amp; ratified 16/11/2021</i>
<i>Review Date (3 year cycle)</i>	<i>2024</i>