



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 all behaviours. Consequences of student behaviours which are unacceptable to the well-being of the college community and can include verbal reminders, warnings, additional duties, 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 interaction with staff, other students, parents, and the wider College community. 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 and communicating with members of our community (including staff, parents and other Students).

STUDENT CONDUCT

1. Students are required to:

- 1.1. treat all Students, staff, contractors, volunteers, parents and visitors to the college with courtesy and respect;
- 1.2. express themselves in a virtuous 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. listen to and act on progress reports from teachers and other staff members;
- 1.10. comply with any reasonable direction given by a staff member of the College;



POLICY_POL1.8_Student Code of Conduct

- 1.11. meet assessment criteria to the best of their ability;
- 1.12. take advantage of decision making opportunities;
- 1.13. wear the college uniform at College and at all College events when required;
- 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;
- 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 kind of College assembly, activity, presentation, class event, or public meeting.

2. Students must not:

- 2.1. use violence of any kind at any time;
- 2.2. interrupt or disrupt a teacher, staff member or volunteer whilst classroom instructions or learning activities are taking place;
- 2.3. raise their voice when speaking to other Students and staff;
- 2.4. discipline or reprimand another Student;
- 2.5. bully or harass students, staff, contractors, volunteers, and visitors to the College;
- 2.6. 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;
- 2.7. smoke cigarettes or attend the college whilst under the influence of alcohol or illicit drugs;
- 2.8. deliberately exclude another student or treat a student differently to other Students;
- 2.9. speak to other Students in a derogatory or offensive manner;



POLICY_POL1.8_Student Code of Conduct

SOCIAL MEDIA

- 2.10. post a photo or video recording of staff on social media without the individuals' consent;
- 2.11. post a photo or video recording of a student on social media without obtaining consent from the Student's parent beforehand;
- 2.12. intimidate, undermine, threaten, bully or harass other students;
- 2.13. disclose the personal details of a student to another person without consent; or
- 2.14 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 social media especially in circumstances when they can be identified as a Student of the College.

1. When using social media, Students must:

- 1.1. respect a person's personal environment and must not harass other people online;
- 1.2. act with integrity;
- 1.3. not use social media to voice grievances about the college;
- 1.4. make reasonable efforts to ensure that they comply with the College's Social Media Policy;
- 1.5. be respectful to Students, staff, contractors, volunteers and parents;
- 1.6. not create accounts that hold themselves out to be affiliated with the College; and
- 1.7. never reveal confidential information relating to the college, staff members, contractors, volunteers, other parents, and/or Students at the College.
- 1.8. Students must not post on social media 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 to the eSafety Commissioner any post on social media that breaches this requirement.

RESPONSIBILITY

The Principal has overall responsibility for this policy, which is administered by the Deputy Principal and Teaching staff.

BREACH OF POLICY

- a) Where a student member breaches this policy, Trinity Lutheran College may take disciplinary action.
- b) In some cases, outside agencies and/or the police may need to be informed.



POLICY_POL1.8_Student Code of Conduct

<p>MAKING A COMPLAINT</p>	<p>c) Students should report any cases of behaviour in breach of the Student Code of Conduct to a teacher or staff member in confidence.</p> <p>d) Any person may notify the Principal of a possible breach of the Student Code of Conduct.</p> <p>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.</p> <p>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 extra-curricular programs, suspension from the college grounds for a period of time, or termination of enrolment. Any decision made under this clause will be made in line with the College's Behaviour Management Policy.</p> <p>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.</p> <p>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.</p> <p>i) In accordance with applicable legislation, the Police or Department of Human and Health Services will be informed of any unlawful breaches of the Student Code of Conduct.</p> <p>When making a complaint to the College, Students are required to act in a manner consistent to the Student Code of Conduct.</p> <p>Disputes between Students and the College are dealt with on an individual case basis. The normal procedure is through the College's Grievance Policy. If a student is unable to resolve a grievance, he or she may seek resolution through discussion with the Wellbeing Coordinator, Deputy or Principal or their representative.</p>
<p>RELATED DOCUMENTS</p>	<ul style="list-style-type: none"> • Privacy Policy. • Enrolment Agreement, including the Enrolment Terms and Conditions. • Grievance Policy/Procedure.

RECORD OF IMPLEMENTATION

<p>Contact officer</p>	<p><i>Eloise Beveridge (Principal)</i></p>
<p>Approved by</p>	<p><i>Executive Leadership</i></p>
<p>Ratified by</p>	<p><i>Trinity Lutheran College Council</i></p>
<p>Authorization</p>	<p><i>Trinity Lutheran College Council authorizes this policy for publication and implementation having considered relevant legislation and/or operational requirement of users.</i></p>
<p>Tracking</p>	<p><i>Ratified 27/8/2020.</i></p>
<p>Review Date (3 year cycle or as required by legislation)</p>	<p><i>2023</i></p>