



APPENDIX B: COMMUNITY CODE OF CONDUCT

CONTEXT & DEFINITIONS

Narre Warren South P-12 College recognises the importance of the partnership between schools and parents to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, ensuring inclusive, safe and orderly environments for children and young people.

This Code of Conduct sets out our behavioural expectations of all members in this school community, including the principal, all school staff, parents, students and visitors. It respects the diversity of individuals in our school community and addresses the shared responsibilities of all members in building safe and respectful school communities.

Discrimination, sexual and other forms of harassment, bullying, violence, aggression and threatening behaviour are unacceptable and will not be tolerated in this school.

Our Code of Conduct acknowledges that parents and school staff are strongly motivated to do their best for every child. Everyone has the right to differing opinions and views and to raise concerns, as long as we do this respectfully and as a community working together.

The leadership of Narre Warren South P-12 College will:

- Work collaboratively to create a school environment where respectful and safe conduct is expected of everyone.
- Ensure compliance with the Child Safe Standards
- Behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments.
- Plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the school is protected.
- Identify and support students who are or may be at risk.
- Do our best to ensure every child achieves their personal and learning potential.
- Work with parents to understand their child's needs and, where necessary, adapt the learning environment accordingly.
- Respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required.
- Make known to parents the school's communication and complaints procedures.
- Ask any person who is acting in an offensive or disorderly way to leave the school grounds.

Members of the Narre Warren South P-12 College Community, including all staff, students, parents, visitors and volunteers will:

- Model positive behaviour to the school community.
- Treat other members of the school community with respect.
- Support school staff to maintain a safe and orderly learning environment for all students, including compliance with the Child Safe Standards
- Utilise the school's communications policy to communicate with the school

THE DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT WILL:

- Provide support and advice to principals to equip them to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools to manage and respond to challenging behaviour of students, parents and staff.
- Provide practical guidance and resources to support schools respond to and prevent bullying and promote cyber-safety and wellbeing.
- Provide access to evidence based resources and strategies to increase student safety, wellbeing and engagement.
- Provide schools with practical and legal support as required.
- Provide parents with practical guidance and resources to resolve conflicts with the school.

Unreasonable behaviours

Behaviours that are considered inappropriate on and adjacent to school grounds or in relation to school business and that do not uphold the values of this Code of Conduct include, but are not limited to, when a person:

- is rude, aggressive or harasses others
- sends rude, confronting or threatening letters, emails or text messages
- is manipulative or threatening
- speaks in an aggressive tone, either in person or over the telephone
- makes sexist, racist or derogatory comments
- inappropriately uses social media as a forum to raise concerns/make complaints against the school
- Is physically intimidating, e.g. standing very close.

Consequences

The College Principal is responsible for determining what constitutes reasonable and unreasonable behaviour.

Unreasonable behaviour and/or failure to uphold the values of this Code of Conduct may lead to further investigation and the implementation of appropriate consequences. This may include, but is not limited to:

- utilising mediation and counselling services
- alternative communication strategies being applied
- Formal notice preventing entry onto school premises or attendance at school activities. Written notice will follow any verbal notice given.
- an intervention order being sought
- informing the police which may result in a charge of trespass or assault

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENTS HAVE THE RIGHT TO:	STUDENTS HAVE A RESPONSIBILITY TO:
<ul style="list-style-type: none"> • Be treated fairly and with respect • A safe and secure environment that is free from bullying and harassment • Be listened to when explaining themselves in a clear and civil manner • Be valued as members of the College Community • Exemplary role models in the form of all College staff • Participate fully in the educational programs of the College • A Teaching and Learning program that is designed to meet their learning needs • Regular feedback in relation to their academic progress • Access support services provided by the College • Access to the College network services with reference to the Acceptable Use agreement • College facilities that are free from litter, graffiti and other damage 	<ul style="list-style-type: none"> • Treat all school leaders, staff, students and other members of the community with respect at all times. • Abide by all College policies including, but not limited to: <ul style="list-style-type: none"> ○ Attendance Policy ○ Anti-Bullying Policy ○ Digital Devices Policy ○ Student Engagement & Wellbeing Policy ○ Student Code of Conduct (Appendix A) ○ Uniform Policy • Not bully or harass other students (including cyber-bullying) • Report instances of bullying behaviour • Speak clearly and in a civil manner when discussing behavioural matters with College staff • Behave in a positive manner that contributes to the learning of fellow students and enables teachers to teach in an atmosphere of cooperation • Follow any reasonable and clearly communicated instructions given by teachers • Take responsibility for their learning and conduct while at the College, travelling to and from the College; and while on any College events. • Arrive at school punctually, prepared for and in the correct uniform for the activities of the day. • Seek support from their teachers to facilitate their learning and development • Respect and not deface College facilities, including computer hardware, software, systems and networks

TEACHER RIGHTS AND RESPONSIBILITIES

TEACHERS HAVE A RIGHT TO:	TEACHERS HAVE A RESPONSIBILITY TO:
<ul style="list-style-type: none"> • Expect students to follow reasonable and clearly communicated instructions given in the performance of their duties • Expect that students observe all classroom and College rules and expectations as documented in the Student Code of Conduct • Expect that they will be able to teach in an orderly and cooperative environment • Expect students to be punctual and regular in attendance • Expect students to be prepared for class, including correct equipment and homework • Use their discretion in the application of rules and consequences in relation to the Student Engagement Policy • Be informed, within privacy requirements, about matters relating to students that will affect the teaching and learning program for that student • Receive respect and support from the College community 	<ul style="list-style-type: none"> • Fairly, reasonably and consistently implement the Student Engagement Policy • Treat all members of the College community with respect, fairness and dignity • Use positive reinforcement and encouragement to develop a growth mindset in their learners • Develop positive and productive working relationships with students • Know how students learn and how to teach them effectively • Know the content they teach • Plan and assess for effective learning • Create and maintain safe, secure and challenging learning environments inclusive of upholding the Child Safe Standards • Be punctual and prepared for class • Develop a range of teaching resources and strategies to engage students in effective learning • Provide students with accurate and timely feedback on their learning progress • Keep parents and guardians informed on student progress and learning • Accurately mark class attendance in a timely and consistent manner • Implement all other College policies where relevant (e.g. the Anti-Bullying policy) • Access wellbeing and referral services when required

PARENT/GUARDIAN RIGHTS AND RESPONSIBILITIES

PARENTS/GUARDIANS HAVE A RIGHT TO:	PARENTS/GUARDIANS HAVE A RESPONSIBILITY TO:
<ul style="list-style-type: none">• Expect that their children will be educated in a safe, secure environment in which care, courtesy and respect for the rights of others are encouraged• Expect communication and participation in their child's education• Expect a positive and supportive approach to their child's learning	<ul style="list-style-type: none">• Promote positive educational outcomes for their children by taking an active interest in their child's educational progress and by modelling positive behaviours• Ensure their child's regular and punctual attendance• Engage in regular and constructive communication with school staff regarding their child's learning.• Support the school in maintaining a safe and respectful learning environment for all students inclusive of upholding the Child Safe Standards• Build positive relationships with members of the school community• Ensure students have the appropriate learning materials and uniform• Promote respectful relationships• Treat all school leaders, staff, students and other members of the community with respect at all times.



COMMUNITY CODE OF CONDUCT AGREEMENT

I agree to meet the expectations of parents stated in the Code of Conduct and acknowledge the possible consequences of failing to uphold the values of the Code of Conduct.

..... Signature Parent (or relevant person)

..... Print name

..... Date

..... Signature Parent (or relevant person)

..... Print name

..... Date

I on behalf of all teaching and non-teaching staff agree to take all reasonable steps to ensure the safety, security, health and wellbeing of all students, staff, parents and visitors to the school and that I meet the expectations stated in the Code of Conduct.

..... Signature Principal

..... Print name

..... Date

I agree to meet the expectations of students stated in the Code of Conduct and acknowledge the possible consequences of failing to uphold the values of the Code of Conduct.

..... Signature Student

..... Print name

..... Date