

Aitken College

COLLEGE CODE OF CONDUCT

Author	Date	Revised	Copies to:
KMF	2015		Principal Deputy Principal HOS

Introduction

Aitken College promotes values that are in keeping with the Christian foundation and ethos of the College and its Vision, Mission and Aims.

All Aitken College staff, students, parents, carers and visitors have a right to be treated with courtesy and dignity and to participate in a College community that is safe, secure, supportive and free from bullying, harassment, discrimination and violence.

Purpose

The Aitken College Code of Conduct sets clear standards of behaviour that are expected of all members of the College community in the school environment or when attending any College related function or activity.

Scope

This policy applies to all employees, Board members, students, parents, carers, families, relatives, visitors and invitees of Aitken College who, for the purposes of this policy, are considered members of the Aitken College community.

Guiding Principles

The following principles provide the framework for this Code of Conduct. Aitken College expects all members of its community to treat others with respect:

- As **Staff** members we model behaviours which recognise the equality of colleagues, students and parents with whom we interact. Our language and actions should be encouraging and sensitive, manifesting in outcomes that will not demean or lessen the value of those with whom we work. As teachers on staff, we recognise the power we have in the classroom and will not use this to intimidate or diminish the life experience of those we teach, despite the difficulties which we can expect in any relationships.
- As **Students** we acknowledge the role our teachers play in our education and will respect the guidance and the boundaries they set for us. Our

language and actions should be respectful of all whom we encounter at Aitken College, including our peers who may express different views and beliefs.

- As **Parents** we acknowledge the important role which Aitken College plays in the lives of our families. We accept that as part of positive role-modelling to our children we must deal respectfully with all teachers and staff and other parents and their families. We should act and speak in a manner which does not demean others, but rather holds the College in the highest regard, and seeks to support its ethos and vision.

Standards of Behaviour

All members of the Aitken College Community must:

- Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the school environment will not be tolerated.
- Respect diversity in people, their ideas and opinions and treat others fairly regardless of their race, place of origin, colour, ethnicity, religion, gender, sexual orientation, age or disability.
- Respect the legal and moral rights of others and treat them with dignity, civility and respect at all times, especially when there is a disagreement.
- Ensure that relationships with students are strictly in accordance with appropriate roles, avoiding favouritism, special treatment or discrimination.
- Show proper care and regard for school property and the property of others.
- Acknowledge and affirm success in individual and school achievement.
- Ensure that their personal behaviour does not encourage or contribute to the conduct of others.
- Ensure that the integrity of confidential, private and sensitive information is maintained at all times.

Aitken College community members must not:

- Use any object to threaten, intimidate or injure any other person.
- Verbally abuse, threaten or inflict bodily harm on any other person by any physical aggression or encourage others to do so.
- Be under the influence of alcohol, or be in possession of, under the influence of or provide others with illegal drugs.

Rules and Regulations

All members of the Aitken College Community must comply with College rules and regulations, including:

- Smoking is not permitted on the premises at any time.
- Traffic safety and car parking rules.
- All visitors, including parents, must report to Reception when entering the school (except during drop-off and pick-up periods).

Extra-Curricular Activities

College community members are expected to abide by the following principles when attending functions and extra-curricular activities, such as sporting and performing arts events:

- Students should be encouraged to abide by the rules.
- Students should be encouraged that participation, effort and enjoyment are as important as victory, so that results are accepted without undue disappointment.
- Spectators and audience should applaud effort and participation as much as achievement and success.
- Do not publicly question a coach or referee's decision or honesty.
- Ensure that appropriate respect and language are displayed at all times.
- Encourage students to be resilient when faced with disappointment.

Parental Support and Communication

Parents and carers play an important role in the education of their children and have a responsibility to support the efforts of the College in maintaining a safe and respectful learning environment for all students. They do this by:

- Communicating regularly with the school.
- Ensuring that their child is neat, dressed and groomed correctly for school each day.
- Ensuring that their child attends school regularly and punctually and that absence is reported promptly.
- Taking an active interest in their child's academic progress and homework and following up concerns when raised by teachers.
- Supporting the school in disciplinary matters.
- Disclosing fully and accurately any information required by the College in its enrolment process and committing to update this as required.
- Accepting that teachers and other staff may not be immediately available (especially at peak times) but will respond as soon as possible to communicated concerns and requests to meet.
- Attending parent information nights, parent-teacher interviews and Presentation Night.
- Not approaching students from other families with concerns about behaviour or friendship issues. It is not appropriate to discipline another parent's child on school grounds.

Vexatious Complaints

A vexatious complaint is a written or verbal report of alleged improper conduct made to an authority intending the report to be acted upon. Where there is a demonstrable absence of reasonable grounds for suspecting the improper conduct and the report is made to cause distress, these proven vexatious complaints will be considered a breach of this Code of Conduct.

Breach of this Policy

A breach of this policy may also involve a breach of other Aitken College policies, such as:

- Equal Opportunity Policy (incorporating Discrimination and Sexual Harassment)
- Anti-Bullying Policy
- ICT Acceptable Use and Agreement Policy

A breach of this policy will be dealt with by the appropriate Head of School or Deputy Principal. If the matter cannot be resolved it is then referred to the Principal who will make a final determination (Refer to the Aitken College Student and Parent Grievance Procedures Policy).

Consequences for breaching the Code of Conduct may include one or more of the following:

- The College may ask that a person leaves the premises or may ban a person from being on school premises.
- A parent may be directed to only communicate with College staff through a designated senior staff member.
- Serious or prolonged inappropriate conduct may result in the termination of an enrolment.
- Serious behaviour or criminal offence may involve the Police.