



Community Code of Conduct Policy

Policy Statement

Heritage College promotes values that are in keeping with the Christian ethos and the School's Mission. All students, parents, teachers and staff have the right to be safe and feel safe in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. This includes behaviour that may be considered anti-social.

This Code of Conduct provides members of the Heritage College Community with guidelines for the effective development of positive relationships within the School Community and assists in promoting the values that are in keeping with the School's Mission.

Background

The Heritage College Community Code of Conduct is intended to provide members of the School Community with guidelines for the effective development of positive relationships within the School Community and, as expressed in the introduction, to assist in promoting the values that are in keeping with the School's Mission.

This document is then essentially a guide for all members of the Heritage College Community about the standards of behaviour which are acceptable in the School environment or when attending any official, religious, social, sporting, or any activity relating to the School in any location where the School is represented.

Although guardians, step-parents, relatives, friends and supporters at the school are not party to the School's Enrolment Agreement, this Community Code of Conduct is also a guide to them about expected standards of behaviour.

Guiding Principles

The following are the principles, which provide the framework for this Code of Conduct:

- All members of the school community are treated with respect and dignity
- Responsible citizenship involves appropriate participation in the civic life of the School Community. Active and engaged persons are aware of their rights and also accept responsibility for protecting their rights and the rights of others.
- Members of the School Community are expected to use non-violent, non-confrontational means to resolve any conflict.
- Insults, disrespect and other hurtful acts disrupt learning and teaching in the School Community, and are in direct contradiction of the School's Mission and Values. Members of the School Community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterised by respect and civility to others.

Parents play an important role in the education of their children and have a responsibility to support the efforts of the Heritage College staff in maintaining a respectful learning environment for all students. Parents fulfil this responsibility when they:

- show an active interest in their child's school work and progress;
- communicate regularly with the School;
- ensure their child is neat, appropriately wearing School uniform and prepared for School;
- ensure their child attends School regularly and on time;
- are familiar and supportive of the School Handbook and the Heritage College Community Code of Conduct;
- cooperate with staff in dealing with disciplinary issues.



Standards of Behaviour

As a minimum, all members of the School Community are expected to demonstrate respect and civility as a responsible citizen. As a minimum all School Community members must:

- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat everyone with dignity and respect at all times, especially where there is disagreement;
- respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the legal and moral rights of others;
- show proper care and regard for School property and the property of others;
- take appropriate measures to help those in need;
- Avoid spreading negative comments and false or malicious rumour about the school, staff, students or other parents whether in general or private conversation, via social media networks or other social or digital means of communication;
- raise any grievance with the School through the appropriate forum and treat such matters as confidential;
- respect persons who are in a position of responsibility; and
- respect the need for others to work in a learning and teaching environment.

General Conduct

Heritage College **Community members are expected to:**

- support the Principal and Heritage College staff in the development of a Christ-centred learning community based on the Seventh-day Adventist School ethos;
- support the School's Policies;
- acknowledge that the Principal is responsible for implementing the School's Policies;
- work with the School to deal promptly with areas of concern;
- sign in and out in the visitors register during school office hours whilst on site;
- treat all members of the Heritage College Community with respect and courtesy, and
- acknowledge and affirm successful individual and School achievement.

Physical Safety

In particular, all School Community members must not:

- use any object (whether as a weapon or otherwise) to threaten or intimidate any other person or;
- cause injury to any person by the use of any such object;
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs
- Inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression;
- repeatedly behave towards another person that causes them harm or to fear for their safety, such as stalking or harassing them.

All School Community members must:

- where possible, attempt to resolve conflict directly with the persons involved in a polite, positive and respectful way
- Seek staff assistance, if necessary, to resolve conflict peacefully.

Co-Curricular Activities

This part of the Heritage College Community Code of Conduct deals specifically with attendance at co-curricular activities, which include sports events, off campus excursions and musical and theatrical performances. The following are statements of principle with which Heritage College Community members are expected to comply:

- Remember, young people are involved in extra and co-curricular activities principally for their enjoyment;
- Young people should always be encouraged to abide by the rules;



- Young people should be taught that honest effort is as important as victory, so results are accepted without undue disappointment;
- Turn defeat into victory by helping young people work towards performance improvement and good sportsmanship. Never ridicule or yell at a person for making a mistake or for losing;
- Remember, young people learn best by example. Applaud good performance by all participants of the school team and opposing team;
- Do not publicly question the referee's or official's judgement and never his/her honesty;
- Support all efforts to remove verbal and physical abuse from co-curricular activities;
- Recognise the value and importance of volunteer coaches, managers and officials. They give of their time and resources to provide recreational activities for all students; and
- Do not approach a referee or official at any stage during or immediately after an event, except in appreciation.

Responsibility for Invited Community Members

Any School Community member who invites a relative, friend, supporter, carer or other person to be present at any Heritage College related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code of Conduct.

Breach of this Code of Conduct

The consequences to a member of the School Community for breaching this Code of Conduct will be determined by the Principal and may include one or more of the following:

- The School may ban any member of the School Community from attending any Extra -curricular activity;
- The School may ban any member of the School Community from being on the School grounds in general;
- The School may direct that any parent may only communicate with members of staff through a nominated School representative;
- where appropriate, report any unlawful, threatening or harassing behaviour to the police;
- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent; and
- The School may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

Evaluation

Ratified by Heritage College School Council February 2017