



## Appendix 1

### Student Code of Conduct

The Student Code of Conduct outlines the expected standard of behaviour for students attending OakTree College. These are based on the College's core values of fairness, empowerment, deliberate and purposeful actions, industriousness and inclusivity.

Students are expected to adhere to the Student Code of Conduct.

#### 1. Rights of Students

The College recognises that students have the right to:

- An education without interference or disruption from other students;
- A safe, secure and clean learning environment where they can fully develop their abilities, interests and ambitions;
- Feel their property will be safe at all times;
- Be treated with consideration and respect.

#### 2. Responsibilities of Students

Demonstrate preparedness for learning.

- Arrive on time and remaining in class until the scheduled end of class time.
- Return from breaks on time.
- Notify the College if unable to attend scheduled classes.
- Provide a note from a parent/doctor on return to school following an absence.
- Use class time productively, participate in class work and complete assigned work.
- Comply with any reasonable and clear instruction of any staff member.
- Put away electronic devices when instructed to by teachers or staff.

Demonstrate respect for others.

- Treat other people with respect regardless of their race, religion, sexual preference or gender.
- Follow all instructions given by teachers and staff without conflict seeking clarification where necessary.
- Allow other students to learn and teachers/staff to teach and work in an environment free from disruption.
- Respect the rights, educational opportunities and property of others.

Demonstrate self-awareness and self-management.

- Follow the Internet and ICT Use Agreement in relation to all IT devices including school laptops.

- Behave cooperatively and appropriately in class, in common areas, on the College grounds and during external events or excursions.
- Wear clean, neat and respectable casual clothes and appropriate footwear.
- Always speak to others in a respectful and civil manner.
- Accept the consequences of your behaviour.

### **3. Students Must Not:**

- Eat or drink in classrooms, the auditorium or outside in the car park, students must remain in the student outbreak area or the kitchen;
- Use mobile phones during class to take or make phone calls or send text messages;
- Harass, bully, vilify, threaten, or abuse staff or students either verbally or through written or digital communication;
- Use offensive language (swear words);
- Attend classes under the influence of drugs or alcohol;
- Participate in physical violence, intimidation or provocation to violence;
- Use the College IT system, including emails, to circulate any derogatory or inappropriate content or messages;
- Engage in bullying, including cyber bullying, fighting, intimidation, harassment or religious/racial vilification;
- Engage in inappropriate physical contact;
- Bring any illegal, illicit or forbidden items to college including alcohol, cigarettes or e-cigarettes, illicit drugs or use these on site or on excursions;
- Be in possession of weapons, such as knives or guns;
- Damage equipment, furniture or facilities at the College;
- Deliberately access, display, download or send unacceptable or illegal material e.g. (racist, sexist, violent, anti-social, obscene or pornographic);
- Use another person's ideas, writing or inventions as their own and fail to acknowledge the source (plagiarism);
- Exchange or share their work with one or more students and claim it as their own individual effort (collusion).

### **4. Consequences of Breaches of the Code of Conduct**

If a student acts in breach of the expected behaviour standards, the College will institute a staged response, consistent with the College Behaviour Management policy. Student bullying behaviour will be responded to consistently with the College's Anti-Bullying and Anti-Harassment Policy. Students will always be provided with an opportunity to be heard.

Student disciplinary procedures will be implemented. The procedures that may be applied include:

- warning a student that their behaviour is inappropriate,
- withdrawal of privileges,

- referral to the Executive Principal,
- restorative practices,
- behaviour reviews and behavioural contracts,
- suspension,
- expulsion.

The student's enrolment may be suspended or withdrawn at the discretion of the Executive Principal following the implementation of these procedures.

The Executive Principal has the right to consider invoking a suspension at any stage of the procedure if the incident is considered serious enough. Students must accept the consequences of any breaches of the Student Code of Conduct.

Details of all relevant policies, rules and consequences are published on the College website and in the Student & Parent/Guardian Handbook.

I, \_\_\_\_\_ have read and understood the above code of conduct and agree to abide by this code during my enrolment at OakTree College.

(Student Signature) \_\_\_\_\_ Date \_\_\_\_\_

(Parent, carer or guardian Signature) \_\_\_\_\_ Date \_\_\_\_\_



## Parent Code of Conduct

The Parent Code of Conduct outlines the expected standard of behaviour for parents, carers or guardians of students attending OakTree College. These are based on the College's core values of fairness, empowerment, deliberate and purposeful actions, industriousness and inclusivity.

Parents, carers and guardians are expected to adhere to the Parent Code of Conduct.

### 1. Rights and Obligations of Parents, Carers or Guardians

The College recognises that parents, carers or guardians have:

- The right to expect that their children will be educated in a safe learning environment in which there is care, courtesy and respect for the rights of others;
- A right to be informed about the academic progress and emotional, psychological and physical wellbeing of their child during enrolment at the College;
- An obligation to assist the College in its efforts to maintain a positive teaching and learning environment by supporting the College in its implementation of this Student Code of Conduct and the Student Behaviour Management Policy;
- An obligation to enter into a written agreement (the Enrolment Agreement) in which they recognise their obligation to uphold and support the Student Code of Conduct.

Parents, carers or guardians will:

- Always behave respectfully and courteously towards all students, staff and other parents, carers or guardians;
- Support the safety and wellbeing of students attending the College including Child Safe and other health and welfare initiatives;
- Comply with reasonable requests and directions from the College leadership and senior members of staff;
- Raise concerns about student behaviour or student welfare with the Executive Principal, Assistant Principal or another staff member;
- Make reasonable efforts to ensure that their child complies with the College policies and procedures including the Student Code of Conduct, Anti-Bullying and Anti-Harassment, Student Behaviour Management and Internet Use policies;
- Use the College procedures for raising and resolving a grievance or complaint;

- Inform the Executive Principal of any changes to emergency and other contact details, including changes to social or support workers, medical conditions, mental health or special needs as applicable;
- Engage with College communication platforms to assist the educational needs of the student;
- Encourage students to attend the College consistently and on time;
- Raise matters of concern with College staff as early as possible in order that these are addressed effectively;
- Be responsible for the timely payment of any tuition fees or costs; raise any concerns about payments as soon as they are apparent;
- Refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification;
- Refrain from activities, conduct or communication including social media to bully or criticise individual people associated with the College or to undermine the authority of the College.

## 2. Consequences of Breaches of the Code of Conduct

The College expects that it will have the co-operation of parents, carers or guardians in adhering to the code. A serious breach, as determined by the Executive Principal and endorsed by the College Board, may result in prohibiting access to the College or the termination of student enrolment.

I, \_\_\_\_\_ have read and understood the above code of conduct and agree to abide by this code during my enrolment at OakTree College.

(Parent/Guardian/Carer Signature) \_\_\_\_\_ Date \_\_\_\_\_