



John Paul College

Unity | Christ | Learning

## College Community Code of Conduct

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### Ethical Statement

The Code of Conduct outlines the College's commitment to a safe, accepting and disciplined environment within which young people prepare to be active and reflective global citizens with a disposition to excellence in lifelong learning.

John Paul College has a strong sense of community because we are committed to holding ourselves to a higher standard than is expected by the general public. This Code of Conduct that we adopt and for which we hold ourselves accountable, sets an example for our students and our community.

### Intent

This College Community Code of Conduct sets clear standards of behaviour which are expected of members of the College Community in the College environment or when attending any College related function or activity at any other location.

The Code specifies the consequences for any member of the College Community who does not comply with these standards of behaviour.

### Scope

For the purpose of this Policy 'College Community' comprises the board members, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers, contractors and invitees of the College, when in the College environment or when attending any College related function or activity at any other location.

Parents/guardians and students agree to be bound by the College Community Code of Conduct when parents/guardians sign the Application for Enrolment with the College. Although other members of the community are not a party to the enrolment agreement, this College Community Code of Conduct is a guide for them about expected standards of behaviour. Refer also to the *Guidelines for Mutual Respect* for an overarching view of expectations for students.

### Guiding Principles

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

- Responsible citizenship involves appropriate participation in the civic life of the College. Active and engaged members of the Community are aware of their rights but, more importantly, accept responsibility for protecting their rights and the rights of others.
- Insults, disrespectful and hurtful acts are disruptive and are a direct contradiction of the College's Mission and Values.
- Members of the College Community have a responsibility to develop and maintain an environment where conflict and difference can be addressed in a manner characterised by respect, civility and dignity.
- John Paul College values Love, Fairness, Contribution, Mutual Respect, Acceptance, Unity, Freedom, Responsibility, Truthfulness and Loyalty which underpin our learning community. (Source: *What We Believe*)

### The Roles of Parents and Guardians

Parents and guardians 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. This responsibility is fulfilled when they:

- Show an active but non-invasive interest in their child's school work and progress;
- Communicate regularly with the College
- Demonstrate respectful communication with teachers and other College employees;

- Help their child be neat, appropriately dressed and prepared for school, respecting the requirements for personal grooming;
- Ensure that their child attends school regularly and punctually;
- Promptly report to the College their child's absence or late arrival;
- Become familiar with this College Community Code of Conduct and rules and expectations pertaining to behaviour;
- Encourage and assist their child in following the standards of behaviour;
- Work in partnership with the College in dealing with disciplinary issues involving their child; and
- Support the co-curricular programme provided for the benefit of the students including commitment to and responsibilities for appropriate behaviour.

### **Standards of Behaviour**

It is expected that members of the College Community:

- Support the College in the development of a Christ-centred learning community;
- Accept that the use of swearing, derogatory terms, sexual jokes, innuendo and other inappropriate language in the College environment or around students will not be tolerated;
- Understand and comply with the expectations regarding the appropriate use of technology and associated devices;
- Support the College's intent with regards to positive and productive use of Social Media;
- Ensure that their relationships with students are strictly in accordance with appropriate roles and that favouritism and special treatment are avoided;
- Ensure that physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise;
- Respect and comply with all applicable Commonwealth and State laws;
- Demonstrate honesty and integrity;
- Respect diversity in people, their ideas and opinions 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 all members of the community and beyond and treat them with dignity, civility and respect at all times, and especially when there is a disagreement;
- Seek staff assistance, if necessary, to resolve conflict peacefully;
- Show proper care and regard for College property and the property of others;
- Take appropriate measures to help those in need;
- Support the policies of the College;
- Work with the College to deal promptly with areas of concern; and
- Acknowledge and affirm success in individual and College achievement; and

College Community members must not:

- Use inappropriate language in any school-related context;
- Use any object (whether as a weapon or otherwise) to threaten or intimidate any other person;
- Cause injury to any person by the use of any such object;
- Verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so; or
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception is when, in the normal course of events, the College provides or permits hospitality to members or guests of the College Community in keeping with appropriate legal and hospitality regulations.

### **Co-Curricular Activities**

College Community members are expected to comply with the following principles when attending co-curricular activities:

- Young people are involved in 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. Accept a win or a loss with good grace.

To honour this, the following guidelines apply:

- 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 a game, match or competition;
- Young people learn best by example. Applaud good performance by all participants, not just that of your own child, in an activity;
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion;
- 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, coach or official at any stage during or immediately after an event, except in appreciation. Respect their decisions and teach participants to do likewise.

Parents are urged to recognise their child's obligations to his/her team group, and ensure these obligations are met. This also applies in Homestay circumstances.

### **Friends of Groups**

The support groups are sub-groups of the Parents and Friends Association and operate to enhance particular activities within the College community by providing support and additional funding for equipment or resources for those activities.

Funds raised by a Friends of Group must be made available for resources for that activity.

Annual fund-raising plans should be drawn up in association with the coordinator of the activity so that all monies are accountable, dates booked on the College Calendar and events agreed as appropriate for the College and that activity and approved by the Principal.

Support group finances will be audited with the Parents and Friends Association annual audit.

All activities undertaken should be done so with the approval of the Principal in association with the coordinator of the activity.

Guidelines for Friends of Groups are available from the Parents and Friends Association.

### **Responsibility for Guests**

Any College Community member who invites a relative, friend, supporter, carer or other person to be present at any 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. It is also important that their welfare and overall experience whilst on campus be a priority.

### **Breaches of this Code of Conduct**

The consequences to a member of the College Community for breaching this Code of Conduct will be determined by the Principal in accordance with the John Paul College Complaints Policy and may include one or more of the following:

- The Principal may ban any member of the College community from attending any co-curricular activity;

- The Principal may ban any member of the College community from being on the College grounds in general;
- The Principal may direct that any parent may only communicate with members of staff through a nominated College representative;
- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the Principal may terminate the enrolment of the child/ren of that parent; and
- The Principal may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

**Right of Appeal**

Outcomes of any decision, made by the Principal under this Code of Conduct, including consequences as a result of breaches, may be appealed.

The appeal to the Board of Directors must be in writing and contain full details of all relevant documentation regarding the situation.

**Policies to be Viewed in Conjunction with this Code of Conduct**

Guidelines for Mutual Respect

Parent Responsibilities and Code of Behaviour (Co-curricular Handbooks)

Student Responsible Use (Technology)

Student Social Media Use

Code of Conduct – John Paul College Staff and Members of the Board

Refer also to specific expectations in College Handbooks