

## School Community Code of Conduct

Southern Montessori Education Centre Inc.

Version	Approved By	Date	Maintained By	Next Review
3	Board of Governors	May 2021	Governance	May 2024

### Introduction

The vision of Southern Montessori Education Centre Inc (the Centre) is to enable students to become future leaders and problem solvers contributing to a more peaceful and sustainable world. To achieve this vision, we promote responsibility, respect, civility and academic excellence in a safe and welcoming learning and teaching environment.

All community members play a valuable role in the life of the Centre and 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 compromise the safety or wellbeing of others or oneself.

### Scope

This Code of Conduct applies to all students, parents (including guardians, carers, step-parents) volunteers and visitors (including preservice teachers, contractors, allied-health workers, extended family etc) whether they are on school property or at school authorised events or activities at any other location.

This School Community Code of Conduct outlines the type of practice we require all adults working and volunteering in our centre to follow. It covers all forms of communication whether written, spoken or through social media. It outlines the Centre's expectations and is not intended to comprehensively address every situation but acts as a guide.

The School has in place a Code of Conduct for Staff that specifically deals with matters related to staff in their employment with the Centre.

These guidelines to be read in conjunction with the Child Protection Curriculum.

### Guiding Principles

- All members of the community are responsible for the safety and wellbeing of children and young people who engage with the Centre.
- All members of the community are to be treated with respect and dignity.
- Responsible citizenship involves appropriate participation in the civic life of the school community. Active and engaged citizens are aware of their rights, but more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the 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.
- Community members will comply with all school policies and procedures.

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## General Expectations of Conduct

### STUDENTS

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves, for others and for the responsibilities of citizenship through acceptable behaviour. Respect and responsibility are demonstrated when a student:

- comes to school prepared, on time and ready to learn
- shows respect for themselves, for others and for those in authority
- refrains from bringing anything to school that may compromise the safety of others
- follows the established rules and takes responsibility for his or her own action.

### PARENTS

Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment for all students. This necessitates abiding by the School Community Code of Conduct and ensuring that their child does likewise. Parents fulfil this responsibility when they:

- show an active interest in their child's school work and progress
- communicate honestly about student needs, such as medical, psychological or learning needs
- communicate regularly and respectfully, but not excessively or inappropriately with the centre staff
- ensure their child is appropriately dressed and prepared for school on a daily basis
- ensure that their child attends school regularly and on time
- report absences or late arrivals to the school promptly
- agree to and support Centre behaviour policies including the School Community Code of Conduct
- encourage and assist their child in following the rules of behaviour

## Student Issues

Community members are expected to:

- discuss issues or concerns about the School, staff or students using correct school procedures
- work with school staff in managing disciplinary issues involving their child.
- allow staff to teach, investigate, supervise and manage students without interference.

Please note, no parent should directly approach another parent's child with a concern. This should be managed by communicating with the Principal and/or the child's teacher.

## Standards of Behaviour

**All members of the community are expected to behave with respect, civility and in the manner of a responsible citizen when on school grounds or when attending school events. As a minimum, all community members must:**

- respect and comply with all applicable Commonwealth and State laws and regulations
- respect and comply with the Centre's policies
- demonstrate honesty and integrity
- respect differences in people, their ideas and opinions
- treat one another with dignity, courtesy and respect at all times, but especially when there is disagreement

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- 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
- respect persons who are in a position of authority
- respect the need of others to work in an environment of learning and teaching
- support the Principal and School staff in the development of a Montessori learning community
- communicate respectfully with the Principal and staff, whether by email, phone, letter or face to face and expect respectful communication in return.

If a member of the Centre community feels that the General Guidelines for the Centre community are not being met, please refer to the procedures outlined in the 'Positive Grievance Resolution Policy'.

## Physical Safety

### WEAPONS

All community members must not:

- be in possession of any weapon, including but not limited to firearms;
- use any object (including body parts) to threaten, intimidate or cause injury to another person.

### ALCOHOL AND DRUGS

All community members must not:

- be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception(s) is when, in the normal course of events, the School is providing hospitality to members or guests of the community and is in keeping with appropriate legal and hospitality regulations (refer to Drug Policy).

### VERBAL AND PHYSICAL AGGRESSION

All community members must not:

- use language to frighten or intimidate another person
- inflict or encourage others to threaten or inflict bodily harm on another person by any physical aggression
- Community members should seek staff assistance, if required, to resolve conflict peacefully.

## Extra-Curricular Activities

When attending or participating in school activities, members of the community are expected to support the following principles:

- Students are involved in school activities primarily for their enjoyment. They are expected and encouraged to play by the rules and to behave appropriately. Spectators should reinforce a healthy, positive attitude towards the activity.
- Spectators should behave respectfully and courteously towards all students, teachers, coaches, referees and officials.

## Consequences

The consequence for breaching this Code of Conduct will be determined by the Principal. As a consequence of a breach, the member(s) of the community may be:

- banned from attending any school activity; and/or

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- banned from being on the School grounds; and/or
- directed to restrict communications with members of the teaching staff through a nominated school representative; and/or
- informed that the enrolment of the student of the member(s) is terminated (in an extreme, multiple or prolonged breach). The determination to terminate the enrolment of a student is the responsibility of the Board. Refer to Clause 7 of the Centre’s Constitution.

The Centre may take such other steps as it may in its reasonable discretion determine appropriate, according to the nature of the breach. The member of the community has the right to appeal the Centre’s decision, as per the Centre’s Grievance Policy.

The Centre recognises that the vast majority of interactions with the community are overwhelmingly positive and productive. The Centre is very grateful for the ongoing support and partnership with the Centre community in the care and education of our students.

Police will be involved for the following:

- possession of a weapon, including, but not limited to firearms;
- trafficking in drugs or weapons;
- robbery;
- use of a weapon to cause bodily harm, or to threaten serious harm;
- physical assault causing bodily harm requiring professional medical treatment;
- sexual assault;
- providing alcohol and/or drugs to minors.

Police may be involved, as required, and conditions for returning to school will be imposed following:

- uttering a threat to inflict serious bodily harm;
- bullying and/or intimidation
- possession of illegal drugs and substances;
- acts of vandalism causing extensive damage to centre property or property located on school premises.

Parents will be involved if a student:

- behaves in a manner that contravenes this policy.

## Related Policies and Documents

This policy is to be read in conjunction with the Centre’s:

- Drug Policy and Management Guidelines
- Dealing with Difficult Situations Policy
- Child Protection Policy
- Positive Grievance Resolution Policy
- Code of Conduct for Staff
- ICT Policy

Document History and Version Control Table			
Version	Date Approved	Approved By	Brief Description
1	2014	Board of Governors	Creation of original document

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2	Sept 2018	Board of Governors	Review ratified at Board
3	May 2021	Board of Governors	Review ratified at Board

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