

COMMUNITY RESPONSIBILITIES STATEMENT

Good Shepherd Lutheran College (**College**) is a P-12 community endeavouring to live out its mission statement on a day-to-day basis:

Good Shepherd Lutheran College exists to provide quality Christian education in a caring environment.

As with any community there is an expectation for members to carry out their responsibilities appropriately and for the good of the community. This Community Responsibilities Statement outlines some of the responsibilities for members of the College community, including staff, parents and students. The responsibilities listed are not definitive or exhaustive but are an attempt to remind us of the roles we have in assisting each other to achieve the College's mission.

Staff and students are obvious members of our College community, so too are parents and guardians of students. The strength of the partnership between a student's home and the College will be a strong determinant of the benefits a student will receive while being a member of our Good Shepherd community.

Staff

Students

College staff should:

- Create trusting relationships with students.
- Regard the education of students as the primary goal of teaching.
- Recognise and promote the worth of each individual as a unique creation of God.
- Provide an environment which promotes the physical, emotional, social, intellectual and spiritual wellbeing of all students.
- Base teaching on the best theoretical and practical knowledge and knowledge of each student's development.
- Encourage students to reach their potential.
- Protect the student's right to privacy and confidentiality.

Parents and Families

College staff should:

- Establish a relationship based on courtesy, mutual trust and open communication.
- Respect family privacy and treat information with an appropriate level of confidentiality.
- Respect parents' and guardians' rights of inquiry, consultation and information with regard to their children.
- Respect the uniqueness and characteristics of each student's family background.
- Seek constructive and positive communication in regard to conflicts and their resolution.

Colleagues

College staff should:

- Support and assist colleagues in the performance of their professional duties and responsibilities.
- Build an atmosphere of trust, respect and candour.
- Create a non-discriminatory work environment.
- Support colleagues in defending their legitimate personal, professional and industrial rights.

Profession

College staff should:

- Act within the educational and wider community in a way which enhances the status of the profession.
- Update and improve effective learning and teaching strategies.

Community and Society

College staff should:

- Develop in students the Christian values of respect for others, freedom, equality, integrity, participation and the pursuit of truth.
- Promote co-operation among all agencies and professionals working in the best interests of students and families.
- Provide a professional service which is responsive to the needs of the community.
- Develop by precept and example, a respect for laws and policies which protect and promote the wellbeing of students, families and the community.

The Employer

College staff should:

- Be truthful when making statements about qualifications and competencies.
- Observe contractual commitments.
- Promote actively the improvement of school/institutional policies.
- Provide a high standard of professional service.
- Be loyal to the Principal.

Parents

Parents and legal guardians have the following responsibilities:

- Comply with all relevant College policies and procedures, including the Community Code of Conduct.
- Provide a caring and supportive home environment so children can reach their full potential.
- Create and maintain supportive relationships with the school based on courtesy, open communication and mutual respect. Abuse and inflammatory communication will not be tolerated.
- Ensure the College is fully advised of the student's social, emotional, behavioural, educational, learning, psychological, physical, medical and health needs, and any other needs both upon application for enrolment and during enrolment. This obligation also extends in regard to any applicable court orders.
- Ensure children are correctly dressed for school and only attend the College while in good health.
- Provide children with the necessities for the school day including a healthy lunch or a suitable alternate arrangement.
- Notify the College of a student's absence or illness.
- Be aware of the College's requirements regarding homework completion, uniform and student and community behaviour.
- Support the College in word and action and as agreed to in their Enrolment Contract.
- Assist students to receive maximum benefits through their involvement with the College by:
 - ✓ Providing a quiet work area at home;
 - ✓ Showing an interest in children's work; and
 - ✓ Helping with developing orderly work habits and time management.
- Seek constructive and positive communication in regard to conflict resolution.
- Become involved with P & F and its activities.

Students

Students have the following responsibilities:

- Comply with all relevant College policies and procedures, including the Student Code of Conduct
- Create and maintain positive relationships with all students, teachers and non-teaching staff.
- Complete homework, activities and assignments by the required time.
- Care for the property of self, others and school, and the natural environment.
- Share with parents any information provided by the school.
- Wear the correct uniform in an appropriate manner at all times.
- Treat others in a polite, respectful and courteous manner.
- Contribute to community life and become involved in school activities and events.

Governing Body

The College Council is the College's Governing Body. The College Council has the following responsibilities:

- Ensure the College maintains a strong "Lutheran Education" ethos.
- Determine and clarify policy which will enable the College to fulfil its aims and objectives.
- Provide Gospel-centred leadership at all times.

FOSTERING A COMMUNITY OF RESPECT (BEHAVIOUR MANAGEMENT POLICY)

Good Shepherd Lutheran College (**College**) aims to provide a safe and orderly environment for students, staff and family. The aim of this Behaviour Management Policy is to foster a whole-of-school positive climate for learning and personal development that is aligned with our College context, Lutheran ethos and commitment to a restorative approach.

Within our College community a special relationship exists between administration, teachers, students and their parents or guardians as partners in the whole education process. Each party needs to recognise the rights and responsibilities of being a member of the Good Shepherd community.

This Behaviour Management Policy applies to all members of the College community, including students and parents, guardians and carers of students.

While they are not listed in this Behaviour Management Policy, throughout the College, there are various behaviour management strategies and programs which cater for student's age and level of maturity.

Aims

In order to Foster a Community of Respect to create a Positive Climate for Learning and Personal Development, the College aims to:

- provide, as a foundation, an array of learning opportunities to develop personal and social competence to maximise educational opportunities and outcomes for all students;
- strategically maintain and develop healthy relationships within the school community at all times;

- support processes for maintaining a positive learning environment within the classroom as well as a harmonious, peaceful and safe playground;
- encourage students to acknowledge and learn from their mistakes, reconcile and resolve problems;
- recognise and learn to manage the underlying causes of behaviour; and
- facilitate repair processes using restorative processes and language.

Expectations

Students whose behaviour does not conform to the Behaviour Guidelines should expect to be part of the restorative and disciplinary processes used by the College.

College Administration

The College administration should:

- provide an orderly environment for work and play;
- provide appropriate personnel to take on stated responsibilities with the student body;
- implement, maintain and review policies in the area of Pastoral Care, Behaviour Management, Restorative Practices, Uniform Code, Code of Conduct;
- support the policies and the implementation of such policies;
- provide a structured referral system to deal with student choices; and
- be consistent and fair in all undertakings.

Teachers

Classroom teachers should establish a positive learning environment in their classrooms by:

- Setting clear expectations for classroom and playground interactions and relationships, and establish clear consequences.
- Creating positive relationships between students and teachers through a variety of in-class strategies (e.g. 'circle time').
- Implementing a variety of proactive, school-wide strategies that enhance the personal and social competencies of students.
- Displaying general school expectations and class-negotiated expectations in the classroom.
- Using restorative language (For example, What has happened?, What were you thinking?, Who has been affected?, What can we do to fix things up?) when addressing the choices students make.
- Taking responsibility for tracking and recording an individual child's classroom actions.
- Contacting parents when appropriate and necessary.
- Referring and re-directing students needing further reflection on inappropriate interactions or actions.
- Where necessary, working with Learning Enrichment Coordinator/s to establish/monitor Individual Support Plans for children who are experiencing difficulty.
- Directing any students on Individual Support Plans to the relevant Head of Students and Learning Enrichment Coordinator and inform other teachers as necessary.
- Liaising with College leaders and referring students for further support when necessary.

Students

Students of the College are required to:

- comply with all relevant College policies and procedures, including the Student Code of Conduct;
- positively support and actively uphold the College's Mission Statement;
- make optimum use of educational activities within and outside of the classroom by being at the right place, at the right time, with the right materials for productive work;
- respect the rights of others to also derive maximum advantage from the educational opportunities provided by the College by being cooperative and supporting quality learning;
- display self-respect in terms of appearance and behaviour by following the requirements of the school dress code, displaying good manners and behaving appropriately at all times and in accordance with the Student Code of Conduct;
- display respect for others and build a sense of community by developing positive relationships and using appropriate language and behaviour at all times, including showing respect to other members of the College and wider community, school facilities and resources;
- recognise the need for a safe and healthy environment by following the school's Anti- Bullying Policy and by adhering to the College's Workplace Health and Safety policy; and
- affirm and support those who are disadvantaged both in our community and the wider community by resolving conflict peacefully.

Parents/Guardians

Parents and guardians are required to:

- comply with all relevant College policies and procedures, including the Community Code of Conduct;
- provide a supportive environment for work to be done at home;
- encourage a disciplined approach to learning from an early age;
- support the various policies of Good Shepherd; and
- discuss matters of concern with their child/ren.

STUDENT CODE OF CONDUCT

Good Shepherd Lutheran College (**College**) is a community based on the values of the Christian faith. The value of each member of our community is exemplified by the way Christ treated all people. The Bible shows Christ as the one who gives dignity, respect and self-worth to all, regardless of our differences. Good Shepherd Lutheran College aims to model this in the way we treat each member of our community.

This Student Code of Conduct applies to all students currently enrolled at Good Shepherd Lutheran College. This Student Code of Conduct applies to conduct on College grounds, while attending College events both on and away from the College grounds, while travelling to and from the College and College events, while using social media and applies to any other conduct that occurs outside of College hours or off the College campus that may otherwise affect or be attributed to the College.

In addition to this Student Code of Conduct, all students are required to comply with all of the College's policies and procedures, as implemented and varied from time to time.

In this Student Code of Conduct, 'College staff' includes all College employees, contractors and volunteers.

Code of conduct

The Student Code of Conduct is derived from the main principles of **respect for yourself, others and the community**, and forms the basis of how all students are expected to conduct themselves in their day-to-day activities at the College.

As students of the College, every opportunity is to be taken to put into practice the values and principles in the Student Code of Conduct. This includes through Students engaging in the following:

- complying with all of the College's policies and procedures as implemented and amended from time to time, including this Student Code of Conduct;
- regular daily attendance;
- punctual arrival to the College and classes;
- moving promptly between lessons and to lessons after breaks;
- participating in the College's spiritual, sporting, cultural and academic programmes;
- cooperating with teachers and all other staff, and supporting a positive learning environment;
- caring and being supportive to other students so that they are free of harassment and feel valued in this community;
- completing all homework and set tasks;
- meeting deadlines for assessment; and
- developing sound study habits and striving to achieve the highest possible work standards.

Respect for Yourself

As a valued member of the College community you have unique gifts and abilities. Some of these you already know of and some you are yet to discover. Students are required to demonstrate the value of respect for yourself by:

- participating in the classroom and engaging in all lessons and learning opportunities provided by the College to the student;
- looking after your personal hygiene and being appropriately dressed and groomed in accordance with the College's expectations and policies;
- taking care of your physical health;
- maintaining a balanced mental well-being;
- developing good standards in language and manners;
- keeping yourself well organised; and
- appropriately and respectfully voicing your convictions.

Respect for Others

Everyone has the right to be loved and respected as valuable members of the community. This includes the need to live and work in a safe environment, where differences are accepted and celebrated.

Students must demonstrate the value of respect for others by:

- communicating and interacting respectfully and appropriately with all students, College staff, parents, members of the community and other visitors to the College;
- listening to teachers to while in the classroom and all other College events and activities, whether these occur in the College campus or off campus;
- complying with directions issued to you by the College and teachers;
- modelling positive behaviours and practices for all other students;
- valuing the ideas, opinions and efforts of all others, including parents, teachers and College staff;
- supporting and encouraging younger and less able members of your community;
- protecting others from all forms of abuse and bullying;
- respecting and protecting all property;
- caring for and co-operating with your peers; and
- showing appreciation and respect for those who care for you.

Students must not:

- engage in violent, abusive, disrespectful or any other offensive or dangerous behaviour;
- bully, intimidate, undermine, threaten or harass (including verbally, emotionally, sexually and physically) any other student or person;
- engage in dishonest behaviour or academic misconduct, including engaging in any conduct that may constitute cheating or plagiarising;
- refuse to comply with a direction provided by a College staff member;
- photograph or record a College staff member, another student or any other community member, unless specifically directed to by a College staff member for the purposes of an academic activity;
- post a photograph or recording of a College staff member, another student or any other community member on social media or any other public digital forum or page;
- breach another person's privacy or disclose another person's confidential information; and
- use any illicit or illegal drugs, alcohol or tobacco products or attend the College while under the influence of any of these substances.

In relationships between male and female students, regardless of the nature of the relationship, students are required to avoid engaging in:

- obsessive or exclusive behaviour;
- meetings which are not held in an open environment or in an environment that is outside of teacher supervision; and
- inappropriate physical contact.

Respect for the Community

A community only functions effectively with the positive input of each member. By working together toward common goals, we can help each other to grow, learn and mature. Students must demonstrate the value of respect for the community by:

- keeping the College grounds and the wider community clean and tidy;
- promoting the College and its values through your positive behaviour;
- maintaining the College's facilities in good working order;
- being courteous and friendly to teaching, administration and auxiliary staff, other students, parents and visitors; and
- maintaining good uniform and grooming standards both on and off campus.

Out of bounds areas

To ensure the safety of students, the following areas are out of bounds and may not be accessed by students:

- anywhere off the College campus during the school day;
- building and works storage areas including new lawns, gardens, muddy patches, dirt mounds & construction areas;
- car parks and roadways;
- rooms or facilities unattended by teachers; and
- the dam and maintenance sheds.

If a student accesses any of these areas, the student will be directed to immediately leave the area.

Prohibited items

The following items must not be brought on to the College grounds:

- chewing gum, bubble gum etc;
- alcohol, tobacco products, drugs, vape equipment of any form matches / lighters of any kind;
- electronic games;
- unwholesome or pornographic literature or images in any format;
- items for trading or selling;
- large amounts of money;
- weapons of any kind;
- toys, trinkets, charms, dolls, etc; and
- any other illegal or dangerous item or any other item that has the capacity to endanger the health and safety of a student or any other person.

If a student brings one of these items onto the College grounds, the College will immediately confiscate the items. Depending on the item, this item may be returned to a student's parent or guardian, handed into the police or destroyed.

Where the College reasonably suspects that a student has brought one of these items onto the College grounds, the College may search the student's property or locker.

Restrictions also apply to the use of mobile phones while on the College grounds. Please refer to Responsible Use of Personal Electronic Devices Policy.

Non-compliance

Students should report any incidents of non-compliance with this Student Code of Conduct to a teacher.

If a student fails to comply with this Student Code of Conduct, the College will take disciplinary action against the student. The disciplinary action that the College may take against the student includes, but is not limited to:

- confiscation of prohibited items and property;
- a warning;
- exclusion from a College event or activity;
- withdrawal;
- suspension;
- termination of enrolment.

COMMUNITY CODE OF CONDUCT

Introduction

Good Shepherd Lutheran College (**College**) aims to provide an environment that is respectful to all members of the community. All members of the community have an important role in maintaining a safe College environment.

This Community Code of Conduct applies to all parents, guardians, and carers of students enrolled at the College (**Community Members**). This Community Code of Conduct applies to behaviour and conduct on College grounds, at College events, and in any communication or interaction related to the College community, whether in person, online, or via any other means.

This Community Code of Conduct outlines the expectations for Community Members in supporting a safe, respectful, and inclusive learning environment. This policy aims to foster positive partnerships between the College and Community Members, ensuring that all interactions reflect the College's Lutheran values and commitment to the wellbeing and development of every student.

In this Community Code of Conduct, 'College staff' includes all College employees, contractors and volunteers.

Code of Conduct

Communication

The College expects that Community Members will always uphold the College values and the College's Lutheran ethos in all communications.

When communicating with the College, College staff, College students or other Community Members, whether this communication is verbal, in writing, online or in any other form, Community Members must:

- Use respectful and polite language.
- Not use aggressive, abusive or hostile language.
- Not attempt to intimidate, harass, threaten or bully any other person.
- Not defame the College, College staff, College students or another Community Member.
- Listen respectfully to the other person and not attempt to interrupt, undermine or dismiss the other person.
- Use constructive and respectful language when raising any concerns with the College, raising a complaint or providing any feedback.

Where a Community Member wishes to discuss a matter with the College, the Community Member must contact the College by email. If a Community Member wishes to discuss a matter with the College in person, the Community Member must contact the College to arrange an appointment before attending the College to discuss this matter.

Where a Community Member wishes to discuss a matter regarding a College student, the Community Member must approach the College to discuss this matter first. The Community Member must not directly discuss this matter with the College student involved or the student's parents or guardians in the first instance.

Community Members must ensure that timely communication is made with the College regarding student absences, health matters, or any other relevant issues that the College needs to be made aware of.

College attendance

Where a Community Member is invited or has the College's permission to attend the College or a College event or activity, the College expects Community Members to comply with this Community Code of Conduct when attending the College or the event or activity.

When attending the College or attending a College event or activity, whether or not this occurs on or off the College campus, Community Members must:

- Comply with the College's expectations regarding communication outlined in this Community Code of Conduct.
- Comply with all of the College's policies and procedures, including those policies and procedures regarding health and safety.
- Comply with all lawful and reasonable directions issued by the College and College staff.
- Not photograph, film, record or take any other digital recording of a College staff member, College student or other Community Member without the express consent of the person depicted and, in the case of a College student, the student's parents/guardians.
- Not engage in violent behaviour and must not assault any other person.

Social media use

The College acknowledges the benefits of social media use to discuss College matters. However, the College expects that all Community Members uphold the College's values and the College's Lutheran ethos when using social media.

When using social media related to the College, whether this is in engaging with a College account on social media, independently posting about the College on social media or utilising an independently organised social media group related to the College, Community Members must:

- Comply with the College's expectations regarding communication outlined in this Community Code of Conduct.
- Not post any defamatory, offensive, inappropriate or otherwise damaging material or comments regarding the College, College staff, College students or other Community Members.
- Not post photographs, videos or audio of the College, College staff, College students or other Community Members without the express consent of the person depicted and, in the case of a College student, the student's parents/guardians.
- Respect the privacy of the College, College staff, College students and other Community Members by not revealing any confidential or private information or any other information that a reasonable person would expect to be kept private and confidential.
- Comply with any other College policies regarding social media use.

Non-compliance

Where a Community Member fails to comply with this Community Code of Conduct, the College may take disciplinary action, including but not limited to issuing a direction to not attend the College or terminating enrolment.