



**VICTORY**  
Lutheran College

# Code of Conduct

*At Victory Lutheran College, we proudly celebrate the strong, respectful and supportive partnerships that exist throughout our community. Interactions between students, families and staff are consistently positive and are built on a foundation of trust and collaboration. These strong connections are at the heart of our thriving College environment.*

We believe that powerful learning is best achieved when it is a shared journey. That is why we are deeply committed to working in partnership with families to create a learning environment where every student feels safe, valued and supported.

Together, as one team, we build strong, respectful relationships that nurture growth, wellbeing and a genuine excitement towards learning. Through open communication, mutual trust and shared goals, we support each student to thrive, not just at school, but in life.

This Code of Conduct reflects our shared responsibility for creating a positive, caring and respectful community. It guides how we support one another and work together to help our young people become confident, compassionate, and capable adults.

The **Code of Conduct** forms part of the Enrolment Agreement. Students and parents/carers are encouraged to read and understand the expectations set out in this document.

Thank you for partnering with us in building a positive, caring and connected community at Victory Lutheran College.



# Student Code of Conduct

*The College aims to provide clear guidelines to all students regarding the conduct expected of them whilst at Victory, engaging in activities or representing the College. Students are expected to uphold the College's values at all times.*

This **Student Code of Conduct** applies to all students enrolled at the College and applies in the following circumstances:

- Engaging in College activities
- Attending College functions or events
- Representing the College
- Face to face and online communications with the College and its staff
- Travelling to and from the College, as well as to and from off-site activities

## STUDENT EXPECTATIONS

At Victory Lutheran College, students are expected, to the best of their ability, to:

- Support the Christian ethos of the College
- Uphold the College's core values at all times and be respectful and supportive of the College's beliefs and values
- Attend the College during school terms. The College may ask a parent/carer for an explanation of absences to ensure care, safety and welfare of students and continuity of learning.
- Show respect to other students, their teachers, staff and other members of the College community
- Follow College and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Act in a courteous and respectful way that makes all members of the College community feel valued, included and supported
- Meet the College's Uniform Guidelines

Victory Lutheran College will take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

## STUDENT RIGHTS

All students have a right to:

- a safe College environment free from bullying and harassment
- access and fully participate in their learning
- be treated with respect by other students and staff
- express their views, set goals and self-advocate

The Principal and staff, using their professional judgement, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations.

To meet these expectations, students should adhere to the following principles to the best of their ability:

## RESPECT

Speak to other students, staff and community members with courtesy and respect.

Communicate and behave courteously, in both the physical and online environments.

Respect the privacy of students, staff and community members.

Act and work cooperatively with other students, teachers, and College staff.

Develop positive and respectful relationships.

Value the interests, ability and culture of others.

Respect the learning needs of other students.

All students are expected to keep their appearance neat and tidy and to always wear the agreed College uniform correctly, at the College, to and from the College and at all College events when required.

Students must show respect for:

- the property of the College, staff, contractors, visitors and other students
- College premises, including classrooms and the environment

## SAFETY

Model and follow College and class rules and expectations around behaviour and conduct.

Negotiate and resolve conflict in a respectful, calm and fair manner, seeking staff assistance if necessary.

Be aware of and take responsibility for how their behaviour and actions impact others.

Care for self and others.

Be safe and help others to make safe choices that do not hurt themselves or others.

Students have an obligation to speak up against bullying. If students do not feel safe to address bullying in the moment or engage with other students, they should approach a staff member who will help address the bullying behaviour.

# Student Code of Conduct

## ENGAGEMENT

Arrive on time and be punctual to all scheduled classes.

Engage fully in your learning by being prepared for, and participating in, all your scheduled classes and activities of the College, including listening respectfully in class and when attending Chapel and any kind of College assembly, activity, or event.

Understand your right to express your feelings or opinions and acknowledge that others also have a right to express their feelings or opinions, but that this expression must not involve the deliberate loss of dignity of any other individual.

Not disrupt the learning of others and make the most of educational opportunities.

Aspire and strive to achieve the highest standards of learning.

## ACCEPTABLE USE OF TECHNOLOGY AND SOCIAL MEDIA

As a Victory Lutheran College student, you must recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of your personal use of social media especially in circumstances when they can be identified as a student of the College.

- Your behaviour when using any form of technology or social media must be consistent with the values and expectations of the College.
- You must abide by the BYOD Acceptable Use Agreement.
- The privacy of students, staff and parents/carers must be recognised and respected at all times.
- The electronic sharing of inappropriate or explicit material either personal, or involving another person (people), is expressly forbidden and is illegal.

When using social media in any form, you must:

- act with integrity. You must not disparage the College's Christian teaching or act in a manner which is disrespectful or contradictory to the College's Christian ethos.
- be respectful to all community members and not bully, intimidate or harass other people.
- comply with the College's Student Use of Social Media Policy. You must not post on social media defamatory, offensive, inappropriate or other material that may damage the reputation of the College.
- never reveal confidential information relating to the College, or any other community member.
- not create accounts that hold themselves out to be affiliated with the College or authorised to speak or act on the College's behalf.
- not use social media to voice grievances about the College.

## UNACCEPTABLE CONDUCT

Students must seek to understand and accept personal responsibility for their actions.

As a Victory Lutheran College student, you must not:

- use language or engage in conduct which is likely to offend, harass, bully, exclude, unfairly discriminate against, or damage the reputation of any student, staff member or visitor, including the use of inappropriate or profane words or gestures and images;
- engage in any form of cyber bullying, cyber abuse or unethical online behaviour using any electronic or online platform or social media;
- engage in any form of physical or verbal violence, including fighting, assault or threats of violence;
- send or post unlawful, inappropriate, violent, harassing, offensive or explicit messages, photos or videos or otherwise any content which is contrary to the values of the College;
- touch, handle, push or otherwise physically or sexually engage with students or others in a manner which is not appropriate and may endanger the health, safety or wellbeing of that person;
- engage in behaviour that interrupts the work of any class or hinders teaching and learning opportunities;
- engage in theft or fraud or misuse the College's resources, brand and intellectual property;
- damage, misuse or steal property, equipment, materials or facilities.
- copy another person's work without acknowledgement – plagiarism of any form will not be tolerated;
- copy the work of another student (unless expressly permitted by a College staff member); or;
- in any College environment or in transit between College environments or between a College environment and home:
  - \* smoke, vape or possess any cigarettes or vapes
  - \* be intoxicated by or possess alcohol
  - \* be under the influence of or possess illicit drugs or harmful substances including misuse of aerosols
- have unsafe, dangerous or inappropriate equipment, materials or tools in your possession that could be used as weapons either at the College, while travelling to and from the College, while in College uniform or while involved in College activities off-site.
- Disclose the personal details of a student or staff member to another person without consent.

*In developing the Parent Code of Conduct the College recognises that parents/carers ultimately want the best for their children. However, the College is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff, parents/carers and members of the College community.*

The **Parent Code of Conduct** applies in the following circumstances:

- Visiting the College
- Engaging in College activities
- Attending College functions or events
- Representing the College
- Face to face and online communications with the College

This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of a parent's/carer's interactions with the College and the College community. Instead, it sets out general expectations. As such, this Code is intended to be practical, non-adversarial and non-legal.

## SUMMARY

In summary, the key expectations of parents/carers expanded on in the following pages are as follows:

### 1. Support the educational ethos and values of the College

Parents/Carers are expected to visibly support the educational ethos and values of the College, and role model responsible and safe behaviours for their children and others in the community to learn from.

### 2. Behave respectfully towards members of our community

Parents/Carers should behave respectfully at all times towards the College's staff (including employees, contractors and volunteers), students and other parents/carers.

### 3. Use technology and social media appropriately

Parents/Carers are expected to be respectful in their communication with others, be mindful of privacy and safety in publishing information online, and ensure confidential information is not shared without permission.

### 4. Be a responsible visitor and participant

Parents/Carers must respect the College's risk management procedures when visiting the College and attending College activities and events off-campus.

### 5. Raise grievances appropriately and productively

Parents/Carers should raise genuine grievances they may have about such matters in an appropriate, constructive and respectful forum.

## SUPPORT THE EDUCATIONAL ETHOS AND VALUES OF THE COLLEGE

Parents/Carers are expected to support the educational ethos and values of the College, model appropriate behaviours for their children to learn from, and work with the College as it educates and provides pastoral support to all students.

Parents/Carers can support the College and be positive role models by doing, for example, the following:

- Comply with the College's codes of conduct, directions policies, procedures, rules and regulations, and ensure their children do the same.
- Respect (and show to their children that they respect) that the College is inclusive and welcomes students from a variety of backgrounds, and with different needs.
- Respond to College communications (e.g. by completing forms and providing permissions in a timely manner) when requested to do so by the College.
- Encourage their children to actively participate in the life of the College, including in the classroom and the many sporting and extracurricular activities available (noting that some extracurricular activities will be compulsory).
- Support the College's commitment to developing a student's initiative, independence and sense of responsibility for their own lives and actions.
- Support the College's approach to student behavioural concerns, which can include a range of outcomes (including those which are educational, pastoral or disciplinary in nature).
- Be responsive to concerns raised by the College about their own child, including by being cooperative, providing information, and attending meetings when required.
- Raise grievances directly with the College, and in a timely manner.
- Keep the College informed about a child's needs (including but not limited to their behavioural, educational, personal, and physical or mental health needs). This includes providing updated medical information, family developments and other like information as it becomes available. However, parents/carers need to also appreciate that while the College will take into account any new information, and comply with its legal obligations, the College cannot necessarily accommodate every need.
- Keep the College informed about a child's parenting arrangements, including any court orders that may be in place. However, parents/carers should not involve the College in parenting disputes or expect the College to act as the go-between for estranged parents/carers.
- Recognise the damage that gossip can do within a College community, and avoid unconstructive commentary (including criticism, uninformed rumour or speculation) with other parents/carers or students, including on social media.

Parents/Carers are expected to be a role model for responsible and safe behaviours. This includes ensuring the health and safety of all members of our College community (including staff, students, parents/carers and alumni) and the wider community. Parents/Carers are expected to ensure that other individuals involved in their child's life, such as other relatives and carers, also comply with this Code.

or printed or online publication. In addition, no suggestion should be made that any such platform or material is operated or sanctioned by the College.

## BE A RESPONSIBLE VISITOR AND PARTICIPANT

Parents/Carers must respect the risk-management procedures when visiting the College.

Parents/Carers should immediately proceed to the Administration Office upon arrival to sign in and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the College only to:

- Attend an activity or event to which all members of the College community have been invited.
- Visit the College Uniform shop
- Drop off or pick up a child from the College

When visiting the College, or attending College activities and events, parents/carers should model appropriate and respectful behaviours and uphold the College's values. This includes:

- Demonstrating good sporting conduct and fair play when attending the College's sporting events.
- Complying with applicable occupation, student and workplace health and safety and risk management procedures.
- Complying with any reasonable directions given by the College's staff.
- Showing appropriate care and regard for the property of the College and others. Any damage should be promptly reported to the College.
- Dressing appropriately for the occasion.
- Not being under the influence of drugs or alcohol (and otherwise not engaging in the possession, sale or supply of the same at the College).
- Not smoking on the College premises or within the immediate College environment.
- Behaving lawfully on College grounds whether at events hosted by or connected to the College, whether conducted on site or otherwise.
- Ensuring that physical contact with students is appropriate given the age of, and relationship with, the student.
- Respecting the College's property and the property of other members of the College community (including staff, students and parents/carers).

When dropping off and picking up students from the College, parents/carers are expected to ensure the health and safety of all members of our College community, as well as the wider community, at all times.

Parents/Carers must comply with all traffic rules and any College traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely.

Parents/Carers must also comply with any government issued health orders or directions in response to any pandemics. This includes adhering to vaccination, social distancing and face mask requirements.

## BEHAVE RESPECTFULLY TOWARDS MEMBERS OF OUR COMMUNITY

The College expects that parents/carers will behave respectfully at all times towards other members of the College community. This applies not only to words used, but also to tone and body language, and similar expectations are embedded in the College's Code of Conduct for staff and students.

"Respect" is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not respectful:

- Rude or insulting behaviour, including passive-aggressive, intimidating or derogatory language.
- Bullying (including cyberbullying), intimidation, discrimination, sexual harassment, victimisation and child abuse. Please note that in addition to being a breach of this Code, such behaviour may also be unlawful.
- Actual or threatened aggression (verbal or non-verbal) or violence.
- Behaviour that causes a risk to a person's safety and wellbeing.
- Defamatory or disrespectful comments.
- Gossip, rumour, and innuendo.
- Raising one's voice, or using offensive language or actions, while communicating.
- Age-inappropriate language when communicating with or about children.
- Vexatious complaints.

## USE TECHNOLOGY AND SOCIAL MEDIA APPROPRIATELY

The expectations set out in this Code can also apply to the way a parent/carer uses technology and behaves online.

For example, parents/carers should:

- Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise College matters (or otherwise engage in disrespectful behaviour).
- Not take photos, videos or other recordings of a staff member or parent/carer without their consent, or of a student without their parent's/carer's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent/carer, student or other member of the College community online without express consent.
- Avoid publishing information which may bring the College (or any of its staff, students, parents/carers and other members of the College community) into disrepute. This may include an image or recording which shows a student in College uniform, or a member of the College community at the College or at a College activity or event, behaving inappropriately.
- Not communicate with students from another family outside of the College, including by email or on social media, without prior consent from that student's parent(s).
- Not discuss confidential or sensitive College matters, including in relation to grievances about a particular staff member or student, online.
- Obtain express permission to use the College's name or insignia in the title of any online website, forum or group,

# Staff Responsibilities

## AS PRINCIPAL & COLLEGE LEADERSHIP, WE WILL:

- work collaboratively to create a College environment where respectful and safe conduct is expected of everyone;
- behave in a manner consistent with the standards of our profession and meet core responsibilities to provide inclusive, safe and orderly environments;
- plan, implement and monitor arrangements to ensure the care, safety, security and general wellbeing of all students in attendance at the College is protected;
- identify and support students who are or may be at risk;
- do our best to ensure every student achieves their personal and learning potential;
- work with parents/carers to understand their child's needs and, where necessary, adapt the learning environment accordingly;
- actively seek feedback from parents/carers as required;
- respond appropriately when inclusive, safe or orderly behaviour is not demonstrated and implement appropriate interventions and sanctions when required;
- make known to parents/carers the College's communication and complaints procedures; and
- ask any person who is acting in an offensive or disorderly way to leave the College grounds.

## AS TEACHING & NON-TEACHING STAFF, WE WILL:

- model positive behaviour to students and parents/carers consistent with the standards of our profession;
- proactively engage with parents/carers about student outcomes;
- work with parents/carers to understand the needs of each student and, where necessary, adapt the learning environment accordingly;
- work collaboratively with parents/carers to improve learning and wellbeing outcomes for students with additional needs;
- communicate with the Principal and College Leadership in the event we anticipate or face any tension or challenging behaviours from parents/carers; and
- treat all members of the College community with respect.

# Complaints & Consequences

## RAISING GRIEVANCES - PARENTS/ CARERS

The College is committed to the education and wellbeing of each student. It is therefore critical that parents/carers are able to raise genuine grievances they may have about such matters in an appropriate, constructive and respectful forum.

The College's grievance-management procedures are set out in the Complaints and Conflict Resolution Policy and Procedure, found on the College website. This policy sets out how concerns and grievances may be raised with the College; who they should be raised with; and how the College will deal with these in a respectful and timely manner.

Parents/Carers with grievances should consult the Complaints and Conflict Resolution Policy and Procedure.

## STUDENT COMPLAINT PROCESS

You have a right to express your feelings and opinions including in matters where you want to raise a concern or complaint. When making a complaint to the College, you must behave in a respectful manner consistent with this Code of Conduct.

In the first instance, you should act to resolve a minor complaint by discussing the matter with the staff member concerned. If you do not feel you can raise the matter directly with the staff member concerned, you may approach your Connect Teacher, Classroom Teacher, Pastoral Care Leader, Head of School, the College Chaplain or a Wellbeing Mentor.

If you are not satisfied that the matter is resolved, you should refer to the Complaints and Conflict Resolution Policy and Procedures for guidance as to how to proceed.

You must not use social media to voice grievances about the College.

## CONSEQUENCES FOR BREACH OF THIS CODE

### PARENTS/CARERS

The Principal will have absolute discretion for deciding how to best respond to concerns about a parent's compliance with the Code.

Where the Principal considers that a parent/carer has breached this Code, the Principal may implement one or more of the following consequences (and not necessarily in any particular order):

1. A request that the relevant conduct immediately cease.
2. A written warning.
3. A parent/carer (or another relevant person) being banned from the College grounds, either for a particular period of time or permanently.
4. A parent/carer (or another relevant person) being excluded from College activities or events.
5. A requirement that a parent/carer (or another relevant person) only communicate with a nominated College representative.
6. Termination of the enrolment of a parent's/carer's child(ren).

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent/carer is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a parent's/carer's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include immediately concluding a meeting or phone call or demanding that a parent/carer immediately leave the College grounds (or a College activity or event).

### STUDENTS

When considering a breach of the Student Code of Conduct, the College aims at all times to be proportionate in its response, fair and consistent whilst appreciating that every situation also needs to be judged on its own merits.

In the first instance, the College will seek to resolve issues of behaviour and breaches of the Code through an emphasis on positive attitudes and behaviour in relationships. The College is committed to working in partnership with you to encourage you to accept responsibility for your actions, consider your behaviour towards others, and respect authority.

Where appropriate, the College prefers a response to student misbehaviour that is restorative, not punitive. However, any response must reflect the College's right to set and enforce student behavioural standards for the benefit of the College and all members of the College community (including by supporting the care, safety and welfare of all students).

Consequences following a breach of the Code can include verbal reminders, warnings, additional duties, detentions, suspension and expulsion. In addition, consultation with your parents/carers and student wellbeing may be required.

Breaches of this Code will be managed in accordance with the Student Behaviour Management (Discipline) Policy and the Suspension and Expulsion Policy

## RELATED POLICIES AND PROCEDURES

The College publishes several related policies and procedures that are available on the College website and/or on request. These include:

- Enrolment Agreement
- Code of Conduct
- Complaints and Conflict Resolution Policy and Procedures
- Privacy Policy
- Child Safe Code of Conduct
- Child Safe Policy
- BYOD Acceptable use Agreement
- Student Behaviour Management (Discipline) Policy and Procedures
- Harassment (Student against Student) Policy
- Bullying Prevention and Intervention Policy and Procedures
- Suspension and Expulsion Policy



## DOCUMENT ADMINISTRATION

This document will be reviewed every three years, or as required by legislation.

**Approved by:** College Board

**Published:** May 2025

**Review Date:** May 2028



**VICTORY**  
Lutheran College  
FOUNDATION TO YEAR 12

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