

Mount Isa SCHOOL OF DANCE



CODE OF CONDUCT & POLICIES

Mount Isa School of Dance is committed to ensuring our school is a safe and secure environment, free of bullying and harassment of any member of the Executive, Staff or any MISD student, parent, or caregiver. Our Code of Conduct ensures all members of our dance community are treated respectfully and without discrimination. The guidelines have a specific focus on students, teachers, and parents and all are expected to comply and uphold them.

We have displayed posters in the dance classrooms, setting out our Core Values and expectations around behaviour. The themes addressed in these ties in with our Student Code of Conduct, so for clarity a copy of the posters has been included at the end of this document.

1.0 STUDENT CODE OF CONDUCT

- 1.1 For all students to be aware of the MISD Anti-Bullying, Student Wellbeing and Code of Conduct Policy.
- 1.2 To follow the MISD Core Values and Dancer expectations always, including listening to the teacher without interruption and not being disruptive or talkative in class.
- 1.3 To *regard* your teachers, classmates, and yourself.
- 1.4 To *respect* those around you and be courteous, compassionate, helpful, encouraging, and supportive of your fellow students.
- 1.5 To act with *humility* – be honest, humble, and understanding and treat others as you would like to be treated.
- 1.6 To not bully, harass, or intimidate other students.
- 1.7 To not deliberately exclude other students.
- 1.8 To not make fun of or laugh at another students dancing skills.
- 1.9 To not start rumours or create slander about other students or members of our dance community.
- 1.10 To never threaten another student or teacher with physical violence.
- 1.11 To have regular attendance and participate to the best of their ability, demonstrating effort and enthusiasm.
- 1.12 Demonstrate Etiquette: arrive to class on time; wear correct footwear and dancewear; have hair tied back neatly; no jewellery is to be worn (other than sleepers/studs). Jewellery should not be worn to the hall in the event it is misplaced.
- 1.13 Mobile phones should be kept in bags and placed on silent for the duration of the class.
- 1.14 Gum and food are not permitted during lessons. Water/water bottles are permitted. Snacks can be consumed in the foyer in between classes.
- 1.15 Dance Hall and toilets: treat the physical environment respectfully and clean up any mess made; place rubbish in the bin; report damage immediately to the teacher; do not touch air-conditioning control panels; do not handle concertina door; do not enter kitchen without permission of the teacher/Executive.

1.16 MISD will not take responsibility for any lost items, so do not bring precious items (toys/electronics/jewellery, etc) to dance classes.

1.17 Children are encouraged to go to the toilet prior to lessons to minimise class disruptions. This is particularly relevant to the younger grades.

Please note: Due to the age range and maturity of individual students we are aware their understanding and knowledge of these concepts will differ. It is the expectation of the MISD Executive that all parents discuss the Code of Conduct with their children to ensure the best possible understanding of the policy.

2.0 PARENT CODE OF CONDUCT

2.0 For all parents to be aware of the MISD Anti-Bullying, Student Wellbeing and Code of Conduct Policy.

2.1 For all parents to uphold decisions and recommendations as directed by the Executive.

2.2 For parents to support their children's understanding and compliance of the Student Code of Conduct.

2.3 To support the students to comply with the teacher's expectations and class rules.

2.4 To respect decisions made by teachers and not undermine their direction.

2.5 To conduct themselves in a manner that is respectful and courteous to all.

2.6 To not bully, harass, or intimidate members of our dance community.

2.7 Treat others how you would like to be treated.

2.8 For parents to be a role model for students' behaviour.

2.9 To not start rumours or create slander about members of our dance community.

2.10 To not incite drama or unrest amongst other parents/students.

2.11 To not under any circumstance interrupt dance classes in progress (including entering the classroom) unless there is an emergency. If you need to talk to a teacher, please wait until they are not taking a lesson, or about to take a lesson. Please message them or email/contact MISD on messenger if you have a query or want to arrange to speak to a teacher.

2.12 Must not enter kitchen without permission.

2.13 Must not instruct any child other than their own or one they have been delegated responsibility for to undertake any action, unless in the event of an emergency.

2.14 To be respectful in their discussions of other students enrolled at MISD.

2.15 To not act on behalf of MISD Executive or staff for any matter, unless explicitly delegated by MISD Executive to do so.

2.16 Ensure dance fees are paid by due date, or Executive will hold the right to terminate enrolment.

2.17 MISD does not take responsibility for students before or after their scheduled classes, this responsibility remains with the parent/caregiver to ensure their safety. Please consider this when dropping children off and collecting them in a timely manner. In the case of an emergency, please contact MISD as soon as possible to make arrangements.

2.18 Ensure students siblings are supervised at all times when they are on MISD grounds or buildings.

2.19 Parents are requested to park in allocated parking spots, and not in Disabled Parks if they do not have the correct permit; and to drive/park with caution in the carpark given children access the area.

3.0 TEACHER CODE OF CONDUCT

3.1 For all teachers (including student teachers and helpers), to be aware of the MISD Anti-Bullying, Student Wellbeing and Code of Conduct Policy.

3.2 For all teachers to uphold decisions and recommendations as directed by the Executive.

3.3 For teachers to explain their expectations and class rules to students to ensure the best possible teaching experience.

3.4 To promote teamwork and support students to achieve this.

3.5 To act as a positive role model to all students.

3.6 To conduct themselves in a manner that is respectful and courteous to students, parents, and Executive.

3.7 To support and encourage all students at all learning levels.

3.8 Ensure equity and fairness in decisions, ensuring all students feel safe and equal. To not intentionally favour students.

3.9 To not bully, harass, or intimidate students.

3.10 Treat others how you would like to be treated.

3.11 To not discuss students and/or teachers with other students and/or teachers.

3.12 To not make negative comments about other dance genres.

3.13 To monitor all student behaviour and shut-down any bullying, harassment or intimidating behaviour and report this to the Executive immediately.

3.14 To not start rumours or create slander about members of our dance community including Executive, students, and other teachers.

3.15 To abide by the MISD behaviour management plan that outlines how to deal with behavioural issues to ensure a fair response and management plan for all students.

If a problem should arise or a specific incident occur, students, teachers and parents are to contact the MISD Executive by directing an email to dancemountisa@gmail.com. All matters will be dealt with confidentially and investigated promptly.

4.0 CONSEQUENCES

Harassment, bullying and discrimination against students, teachers, or parents by any member of the MISD community is unacceptable. Any complaints regarding breaches of the Codes of Conduct by members of the MISD community will be taken seriously. In cases where a pattern of behaviour is observed, students, teachers, or parents may be issued with a suspension or in extreme cases be asked to leave MISD as per the Constitution.

Behaviour Management Policy

4.1 Upon witnessing, or being subjected to, any behaviour that does not follow the above Codes of Conduct during class, it is the expectation of the Executive that teachers will initially issue a verbal warning to students. If the behaviour is ongoing, the student(s) will be asked to sit to the side for the remainder of the lesson and parents and Executive are to be informed of the incident by the class teacher as soon as the class is finished (preferably by email to the dance email address). This will be recorded by Executive in the Behaviour Management database and if there are repeated and ongoing class disruptions, enrolment will be reviewed.

4.2 It is important to note that student conduct and classroom behaviour will be considered when students are selected to represent the school – whether this be in our Performance groups, participating in our Student Teacher Program or being selected for a role during our end of year concert.

5.0 SOCIAL MEDIA POLICY

When using ALL forms of social media (including but not limited to Facebook, Instagram, Snapchat etc) all students, parents/guardians must abide this Social Media Policy.

5.1 Students and parents may not photograph, video or record any material in classes or concert rehearsals without the teacher's permission.

5.2 Where permission has been given to record a class/routine for rehearsal purposes, use of that recording has been authorised for that purpose only and under no circumstances should it be posted on any Social Media platform

5.3 As is always instructed in our concert introduction, parents may not photograph, video or record any material during our end of year performances. A professional videographer will be employed by MISD and copies of performances made available to families at a reasonable cost.

5.4 Under NO circumstances are any photos or video footage to be taken in toilets.

5.5 Bullying/harassment of any kind over social media **will not** be tolerated and may result in termination of students' enrolment.

5.6 Students, parents/guardians and teachers should not post inappropriate matter to any forms of social media regarding any student, teacher, or dancing genre.

5.7 For our senior students - taking photos/videos of other students without their permission is absolutely not acceptable; no photographs or video are to be taken in class without teacher permission; no photos or videos are to be placed on social media without the permission of all students featured and the class teacher.

5.8 During parent viewing classes, on exam days or at our concert photoshoot parents have traditionally been allowed to photograph/video their child for family archives. Naturally other students might be photographed/filmed in the process. For various reasons, some parents/guardians may not be comfortable with this and may withhold permission for their child to be photographed. Therefore, the following will now apply to ALL still photos and video taken during these activities:

- * Photos and video are for your own personal use.
- * Photos may only be posted online after permission has been given by the parents/guardians of every child in the photo in writing.
- * If a child's class teacher features in the photo, please ensure they also give permission for their image to be posted.

5.10 Failure to abide by the above may result in disciplinary action.

Please note that on enrolment with MISD all parents agree to a media release which permits their child to be photographed/filmed by MISD or its representatives during MISD activities including class, concert rehearsals, concert photoshoot and performances. This does mean your child's image may be posted to MISD Social media platforms (Facebook and Instagram) unless we receive correspondence from parents instructing otherwise.

Classroom Posters

