

Code of Conduct Policy

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- 1.1. The School community has high expectations of students and they are encouraged to develop a passion for learning and a sense of respect for themselves and others.
- 1.2. The School is committed to providing a safe and nurturing learning environment that recognises and caters for the different academic, artistic, cultural, health and pastoral needs of students. The School's aim is that students will behave appropriately and courteously at all times and to conduct themselves in a manner that the School considers upholds the reputation and the orderly functioning of the School and its activities. Students will be self-disciplined, resilient, self-confident, creative, passionate and compassionate individuals, who will have developed beyond their expectations and care for each other.
- 1.3. Suspension and/or expulsion of a student may occur as a result of any activity, including that of parent/guardian/relative that the School considers inappropriate or brings the reputation of the School, including Marilyn Rowe House, into disrepute.
- 1.4. Students are encouraged to observe classes through the viewing windows, however, please be reminded that hallways are thoroughfares for general use. Quietness in corridors during class instruction is appreciated.
- 1.5. Students are expected to complete all academic assignments, including VCASS (where appropriate), by the due date. Failure to do so may result in suspension from all dance classes until all due work is completed.
- 1.6. Students are to address members of the staff by their title and surname.
- 1.7. Students have the responsibility to:
 - a) Attend school regularly and punctually.
 - b) Participate positively and cooperatively in the educational opportunities presented by the School in both academic and specialist areas.
 - c) Respect the rights of others to learn.
 - d) Respect the individuality of others regardless of race, religion or gender.
 - e) Behave at all times in a manner which shows regard for their own and others safety.
 - f) Respect their personal health and comply with the legal prohibitions associated with the use of cigarettes, alcohol and other drugs.
 - g) Care for their own property and respect the property of fellow students and of the School.
 - h) Hand in work on time.
 - i) Inform teachers of subject related difficulties.
 - j) Care for their environment and assist in keeping the School clean and tidy.
 - k) Place the highest value on honesty in their dealings with teachers and with each other.
 - l) Follow appearance, dress and uniform requirements in all parts of the program.
- 1.8. It is expected that students attending VCASS demonstrate responsible behaviour at all times when moving between the Primrose Potter Australian Ballet Centre and VCASS. It is mandatory to cross the roads using the traffic lights. As a further safety precaution, students should remain on the VCASS side of the road when travelling to and from the Australian Ballet Centre and aim to move between campuses in the company of other students.
- 1.9. Students travelling to VCASS by tram are advised to use stop 18 or stop 20 and walk a block to the VCASS.
If students do not follow this recommendation and alight from Tram stop 19, they must

then walk to the footpath and wait for the road to clear. DO NOT WALK IN FRONT OR BEHIND THE TRAM.

- 1.10. Parent(s)/Guardian(s) of students under 18 years of age, agree to students travelling without staff supervision between the Australian Ballet Centre and VCASS.

2. EVENTS AND FUNCTIONS

- 2.1. At various times throughout the year, students may be invited as an ambassador to attend functions held at the School. At these functions and while on School premises, no student, including those over 18 years, is to consume alcohol.
- 2.2. All students must not possess, consume, or be under the influence of alcohol or non-prescriptive drugs at any time while enrolled in the School. This prohibition covers both School-arranged events (e.g., theatre attendance, performing tours, School functions, field trips) and private functions. The consequences for non-compliance can include suspension and/or expulsion from the School. This rule applies to all students, including those over 18 years of age.
- 2.3. The School believes that social events outside the School are essentially the responsibility of parents/guardians. However, there are circumstances in which the name of the School is tarnished, even though the function or event is supposedly private and regarded by some as beyond the School's jurisdiction.
- 2.4. Such instances include but not limited to 'gatecrashing', excessive consumption of alcohol and inappropriate behaviour. The Director reserves the right to treat these matters as though they had happened at School and invoke penalties that range from warnings to expulsion from the School.
- 2.5. There are also some occasions during the year when the School accepts responsibility for student social activities. Examples of the latter category include instances when the School is acting 'in loco parentis' for boarders during term time or when the School organises dinners throughout the year to celebrate co-curricular activities.
- 2.6. All social events must conform to the laws of the State. The Liquor Control Reform Amendment Act 2011 was adopted by the Victorian Government on 1 November 2011, making it illegal to supply a minor with alcohol without the consent of the minor's parent or legal guardian. The maximum fine for breaching this law is currently \$7,000.
- 2.7. The School does not advocate 'before and after' parties. The School will not allow anyone arriving at a School event intoxicated to remain at the function. Parents will be contacted and asked to collect their child if he/she is intoxicated. Similarly, anyone consuming alcohol at the function/venue will be asked to leave the function. There are quite specific laws on the serving of alcohol to those under 18 years of age. Experience across many schools has shown that all too often 'After' parties get out of control. 'After' parties are discouraged strongly by the School and, if held, must be the responsibility of all parents and an adequate presence of adults is essential.

3. PROGRESSION/MONITORING/PROBATION/TERMINATION OF STUDY

- 3.1. There is no rite of passage from one-year level to the next.
- 3.2. The After School Programme concludes at Level 3 and completion of Level 3 does not lead to automatic enrolment in the Full-Time Programme.
- 3.3. After mid-year assessments and end-of-year examinations, if there are concerns with progress of a student in any level they may be placed on monitoring for the following

semester. Families of students placed on monitoring will be contacted by the School. The student will receive feedback in the middle of the semester and again after the semester assessments. Students may be placed on monitoring at other times as indicated by the Director.

- 3.4. Probationary periods are utilised throughout the School to assess student suitability for continued enrolment. On entry to the School all students are automatically on probation for a minimum of 6 months, during which time students in Levels 3-8 must successfully complete a formal assessment. Students in Levels 1 & 2 are monitored during Terms 1 and 2.
- 3.5. In addition, probationary periods may be arranged for individual students at any time throughout the course, at the discretion of the Director.
- 3.6. To be considered for the next level, students must pass all practical, and where applicable, academic subjects. In particular, the classical ballet module must be passed at a standard that is acceptable to progress to the next year of enrolment. Where a student has been unable to sit an examination, this may be rescheduled in the new year. In these circumstances, progression into the next level is at the discretion of the Director and artistic staff.
- 3.7. The School reserves the right to terminate the enrolment of students who, in the opinion of the Director and staff, are not progressing towards a professional career in classical ballet. There are many factors to be considered when assessing suitability for progress through the Training Programme. In some cases, it may be considered in the best interests of a particular student, even those who have passed all examinations, to repeat a year level or to discontinue at the School.
- 3.8. Students who seem unlikely to develop careers in dance and music would be better served to continue their studies in a non-specialist school.
- 3.9. Regular reviews of student progress follow clear guidelines, these reviews include counselling and support.
 - 3.9.1. The first year for all new students is probationary and during this time their progress will be thoroughly reviewed and parents advised.
 - 3.9.2. All students are expected to show ability and willingness to continually develop their talent in their specialist areas in order to maintain their place in the school. This includes all aspects of their specialist studies.
 - 3.9.3. Students must show that they are willing and able to take advantage of the complete package of education and training that is offered by the school.
 - 3.9.4. Communication with parents indicates progress
 - 3.9.5. Interviews with parents and/or student
 - 3.9.6. Student counselling as to the best options for their future studies.
 - 3.9.7. Support for students within the School until such time as they move to their new setting if this is deemed to be necessary.
- 3.10. It is essential that a student leaving the School meet with the Student Counsellor or Registrar to complete the Student Exit procedures. These procedures serve to provide appropriate support and guidance to students, ensure appropriate communication with parents/guardians, ensure the return of all ABS and VCASS property on loan to student, and track student destinations.

4. PERFORMANCES

- 4.1. The Australian Ballet School is fortunate to have an extensive repertoire of works by acclaimed national and international choreographers. The choice of repertoire is the responsibility of the Director and approved by the Board of Directors.
- 4.2. The casting reflects the professional standard required and is made entirely at the discretion of the Director, staff and/or choreographer; therefore, not all students will necessarily be cast or included in the School's productions/performances.
- 4.3. Casting for performances offers equality of learning opportunity to the students in any given group, there is no equality of outcome – the choreographer/repetiteur/artistic staff decides which students are most suitable for the parts.
- 4.4. The choreographer/repetiteur has full control over casting decisions, and again, there should not be an expectation that all students will necessarily be cast or included.
- 4.5. The School's public performances are opportunities for senior students, supplemented as per the particular repertoire, by selected students in other levels.
- 4.6. All students must attend the full schedule of rehearsals at the School if included in any School performance. Rehearsals are mandatory for the preparation of all performances. Non-attendance at classes and/or rehearsals during a rehearsal period may result in exclusion from performances.
- 4.7. While it is important to manage injuries and illness, missing classical class is not an option if students have rehearsals to attend. Therefore, students will not be allowed to participate in rehearsals unless they have done most, if not all, of their timetabled classical class prior to rehearsal.

5. MEDIA, PROMOTIONAL ACTIVITIES

- 5.1. Students may be asked to participate in media interviews, photos or filming as part of the promotional activities of the School.
- 5.2. All media/promotional activities are overseen by the School's Marketing and Communications Department at the approval of the Director.
- 5.3. Students are accompanied at all times by a member of staff when participating in media/promotional activities.
- 5.4. While editorial approval is not always guaranteed, the School works to present its activities and students in the best possible light.
- 5.5. Parents of students aged less than 18 years of age are asked to give consent for their child to appear, as required, in promotional materials for the School by signing the *Handbook Declaration* (contained in the Student Detail Information via CareMonkey).
- 5.6. If a parent or student is approached by the media please ensure that you contact the School's Marketing and Communications Department 03 9669 2819 before speaking with any media representatives.