

# Code Of Conduct 2026

At LCDC, we are committed to providing a welcoming, safe and nurturing environment for all students and families.

LCDC is more than a dance school. It is a community built on respect, teamwork, integrity and accountability. We believe in teamwork before solos, community before ego, and behaviour that reflects the values of our dance family both inside and outside the studio.

This Code of Conduct applies to all students, parents, guardians, extended family members, staff and volunteers. By enrolling at LCDC, all parties agree to uphold these standards.

A summarised version of this Code, designed for students (supplied on page 5) is displayed throughout the studio. This document is the complete and binding version.

## Student Code Of Conduct

Students must:

- **Respect & Behaviour**
  - Always demonstrate respect to teachers, staff, adjudicators, volunteers, parents, and fellow students.
  - Always use appropriate language. Swearing, verbal abuse, intimidation or disrespectful behaviour will not be tolerated.
  - Refrain from bullying or harassment of any kind, including exclusion, group chat behaviour, online commentary or social media conduct.
  - Serve as positive role models to younger students.
  - Represent LCDC with integrity at competitions, performances, school and public events.
- **Commitment & Integrity**
  - Attend classes regularly unless ill, injured, or in a genuine emergency.
  - Honour commitments made to LCDC, including rehearsals and performances.
  - Attend classes prepared and ready to learn.

- Be honest with teachers regarding illness, injury or capacity to participate.
- Work equally hard on personal improvement and team success.
- Studio Standards
  - Arrive at least 5 minutes before class commencement
  - Present in correct uniform, neat and tidy, with hair secured appropriately.
  - Mobile phones must be switched off or on silent and are not permitted in studios unless authorised.
  - No food, chewing gum or drinks (other than water) are permitted in studios.
  - Toilet facilities are not to be used as social gathering areas.
  - Changing must occur in designated areas only.
  - Respect studio property and help maintain a clean, safe environment.
  - No smoking, vaping, alcohol or drug use is permitted at or near LCDC premises.
- Online & Social Media Conduct
  - Online behaviour is considered an extension of studio behaviour.
  - Any online harassment, negative commentary, recording or distribution of studio material without permission is a serious breach of this Code.
  - Students must adhere to the LCDC Social Media Policy at all times.

## PARENT, GUARDIAN & FAMILY CODE OF CONDUCT

Parents and family members must:

- Respect & Professional Conduct
  - Demonstrate respect toward teachers, staff, students, adjudicators and other families at all times.
  - Follow the direction and professional advice of LCDC staff.
  - Model appropriate behaviour for all students under 18.
  - Refrain from public criticism of students, teachers, adjudicators or other studios — whether in person or online.
  - Do not approach adjudicators, event officials or backstage personnel on behalf of students.
- Communication
  - Direct all communication through official LCDC channels only
  - Refrain from contacting staff via personal phone numbers, personal email or private social media accounts.
  - Allow reasonable time for responses, recognising the operational demands of a multi-studio dance centre.

- Ensure they remain informed by reading all official correspondence.
- Student Support
  - Support their child's effort and development rather than focusing solely on outcomes or roles.
  - Recognise that participation is a privilege and opportunities are earned through commitment, behaviour and readiness.
  - Ensure siblings are appropriately supervised on the premises and during online classes.

## TEACHER & STAFF CODE OF CONDUCT

All staff must:

- Professional Standards
  - Provide high-quality, prepared and safe instruction in every class.
  - Maintain punctuality, reliability and professional presentation.
  - Refrain from any behaviour that may bring LCDC into disrepute.
  - Follow all ACT Government regulations and safeguarding guidelines.
- Student Welfare & Safety
  - Prioritise physical safety, injury prevention and emotional well-being.
  - Ensure physical contact is professional, appropriate and educationally justified.
  - Follow medical advice regarding injured students.
  - Report any concerns regarding student safety or well-being to the Directors immediately.
- Fairness & Integrity
  - Provide opportunities aligned with students' abilities, readiness, and commitment.
  - Encourage students with honest and constructive feedback.
  - Avoid favouritism and uphold fairness in casting and performance allocation.
  - Only recommend products or services that genuinely benefit students.
  - Maintain confidentiality regarding student matters.
- Studio Presentation
  - Ensure studios are left clean and orderly at the end of each class.
  - Return props, mats and equipment to designated storage areas.
  - Ensure devices are placed on charge where required.
  - Assist in maintaining a professional and welcoming environment.

## Zero Tolerance Statement

LCDC operates under a zero-tolerance approach to:

- Bullying or harassment
- Abuse or intimidation
- Discrimination of any kind
- Online misconduct
- Behaviour that compromises student safety or studio culture

Behaviour outside the studio, including online behaviour, that impacts the well-being of students or the reputation of LCDC will be addressed under this Code.

## Disciplinary Procedure

LCDC reserves the right to interpret and apply this Code of Conduct at its discretion in the best interests of student safety, studio culture and organisational integrity.

Breaches may result in the following:

- First Formal Warning
  - In-person meeting with student and parent (where applicable).
  - Written outline of expectations and improvement timeframe.
- Second Formal Warning
  - Formal meeting and written notice.
  - Temporary restrictions may apply (e.g., exclusion from performances or supervised participation).
- Final Warning
  - Final written notice with a defined improvement period.
  - Continued restrictions where appropriate.
- Immediate Dismissal
  - Serious misconduct may result in immediate termination of enrolment or employment without progression through all warning stages.
  - No refunds will be issued for dismissals due to behavioural breaches.

## Final Statement

By enrolling at Lisa Clark Dance Centre, all students, parents and staff agree to uphold this Code of Conduct and contribute to a respectful, supportive and safe dance environment.

Together, we protect the culture and community that make LCDC special.

## - STUDENTS - Code of Conduct

A Code of Conduct is a set of rules that tells you how to behave in a certain place, like school or dance class. It helps everyone know what is expected so that we can all get along, stay safe, and have fun. Following the Code of Conduct means showing respect, being kind, and taking care of each other and our surroundings.

<b>1</b>	<ul style="list-style-type: none"> <li>• I'm wearing the correct uniform.</li> <li>• My hair is in a bun for ballet, or neat and tidy for other classes.</li> <li>• I'm not wearing anything that could be distracting like necklaces or big earrings.</li> </ul>
<b>2</b>	<ul style="list-style-type: none"> <li>• I will respect my teachers in class. This means not backchatting or rolling my eyes, and anything else that might be disrespectful.</li> <li>• I will raise my hand when I have a question.</li> <li>• I will follow my teacher's instructions</li> <li>• I will be honest with my teachers about any injuries, feeling sick, or not wanting to participate.</li> </ul>
<b>3</b>	<ul style="list-style-type: none"> <li>• I will respect my peers and other students at LCDC.</li> <li>• I will respect my peer's right to learn and concentrate in class, and not be disruptive.</li> <li>• I respect my peers, no matter their abilities. I will remember that everyone is equal and has an equal right to be safe and happy at LCDC.</li> <li>• I will remember that sometimes my actions or words might be hurtful to someone, even if I don't mean it that way. If that happens, I know I should clear it up.</li> <li>• I will treat my peers how I want to be treated by them.</li> <li>• I will respect the personal belongings of my peers and not take, use or borrow anything belonging to someone else without their consent.</li> </ul>
<b>4</b>	<ul style="list-style-type: none"> <li>• I know that the minute I am at LCDC, I am part of the community and will represent LCDC in the best light.</li> <li>• I know that when I'm at LCDC, I should behave appropriately, remembering there are lots of young students and parents around. This means being careful with my language and talking about appropriate things in public spaces.</li> <li>• I will respect the LCDC premises and its property - not climbing on furniture, graffiti, picking at walls, etc.</li> <li>• I will clean up my mess after myself so my area is clean for the next person.</li> </ul>
<b>5</b>	<ul style="list-style-type: none"> <li>• I understand that if I do not follow this Code of Conduct, my teachers may need to let me know in private and that my parents will be contacted.</li> <li>• I understand that if, after my parents have been contacted, I continue to not follow the Code of Conduct, there might be future consequences.</li> </ul>