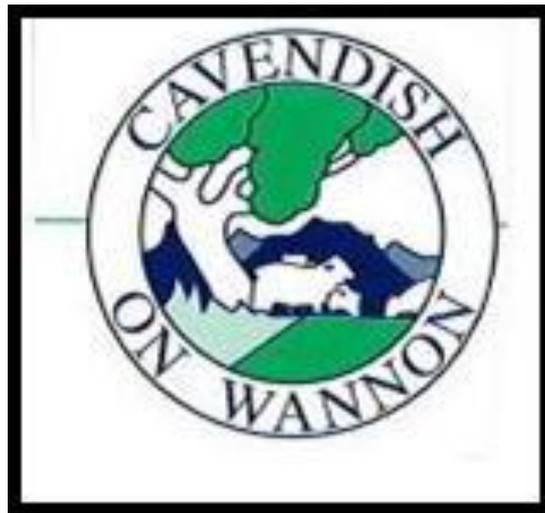


# CAVENDISH PRIMARY SCHOOL STUDENT CODE OF CONDUCT



**Revised November 2016**



*Cavendish Primary School is committed to Child Safety – We have a zero tolerance for child abuse.*

# STUDENT CODE OF CONDUCT

The Cavendish Primary School has adopted a Student Code of Conduct based on the principles:

- All individuals are to be valued and treated with respect.
- Students have a right to work in a secure environment where, without intimidation, bullying or harassment they are able to fully develop their talents, interests and ambitions.
- Parents have a right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- Parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.
- Teachers have a right to expect that they will be able to teach in an orderly and co-operative environment.
- Principals and staff have an obligation to fairly, reasonably and consistently implement the code of conduct.
- Children must be aware that there are consequences for unacceptable behaviour.
- Consequences of inappropriate behaviour are identified and set out in clear steps.

## **The Code of Conduct:**

- is consistent with the Department of Education and Training (DET) Guidelines including the Student Wellbeing Policy (*Students are better prepared for learning when they are healthy, safe and happy, therefore, student welfare is the responsibility of all staff working in a whole school context. Student learning cannot be separated from welfare.*)
- is a consistent, persistent whole school approach to behaviour where all staff assume responsibility for all students;
- is based upon the rights and responsibilities of students, teachers, parents and school visitors;
- encourages shared responsibility and co-operation between parents/guardians and teachers and students;
- aims to develop self-discipline and self-esteem and each person being responsible for their own actions.
- provides a process to follow in regard to unacceptable behaviour and all staff must follow these procedures.

## **Application of the Code or how the Code will be applied**

**Teachers should use the Code of Conduct at the beginning of each school year to outline and clarify expectations of behaviour for all members of the school community.**

- There will be regular reference to rules at assembly and in class and the reasons for these rules should be explained
- There should be a culture created of positive reinforcement and celebration of good behaviour.
- Each parent/guardian is to be given a copy of the Code of Conduct, so that the rights, responsibilities, expectations and consequences are understood by all parties.

## **SHARED RIGHTS**

- I have the right to be safe at school.
- I have the right to put my point of view.
- I have the right to have my property respected.
- I have the right to be free from cultural, sexual or physical discrimination.
- I have the right to be listened to.
- I have the right to be able to listen and learn.

## **SHARED RESPONSIBILITIES**

- It is my responsibility to help make this school a safe place and care about other people in it.
- It is my responsibility to uphold and practise the school's Code of Conduct.
- It is my responsibility to respect the rights of others.
- It is my responsibility to respect the property of this school and of other persons.

## **CHILDREN'S RIGHTS**

- I have the right to tell my side of the story.
- I have the right to be respected, care about myself and have others care about me.
- I have the right to do my work or play without interference.
- I have the right to take an active part in class discussions, express feelings, opinions and beliefs without fear of being put down.
- I have the right to know what is acceptable behaviour and the consequences of unacceptable behaviour.

## **CHILDREN'S RESPONSIBILITIES**

- I am responsible for my behaviour and my work.
- It is my responsibility to obey school rules and reasonable requests made of me by the teacher.
- It is my responsibility to tell the full story when requested to do so by the teacher.
- It is my responsibility to take care of my belongings.
- It is my responsibility to do my work and assignments.
- It is my responsibility to be the messenger between home and school.

## **TEACHERS' RIGHTS**

- I have the right to teach and learn in an orderly and safe environment.
- I have the right to be free from unnecessary disruption.
- I have the right to planning and preparation time.
- I have the right to administer the Code of Conduct.
- I have the right to seek job satisfaction.
- I have the right to administer appropriate Code of Conduct consequences when children are disrupting other people's right to safe movement, learning/teaching or communication.
- I have the right to be spoken to civilly.

### **TEACHERS' RESPONSIBILITY**

- I am responsible for honouring the rights of students, parents and other staff members in the school.
- I am responsible for the safety and well-being of children whilst in my care.
- It is my responsibility to inform parents of their child's academic, social, emotional and physical progress.
- I am responsible for communicating Code of Conduct problems to the Principal.
- I am responsible for respecting confidentiality.
- I am responsible for implementing school policy.
- I am responsible for the requirements associated with Mandatory Reporting.

### **PARENTS' RIGHTS**

- I have the right to be aware of the school rules and procedures of conduct.
- I have the right to be informed when my child makes a breach of the Code of Conduct.
- At appropriate times I have the right to make inquiries or seek information on any matter regarding my child's behaviour or academic progress.
- I have the right to feel confident that all reasonable care will be taken for my child's safety and well-being at all times.

### **PARENTS' RESPONSIBILITIES**

- It is my responsibility to teach my child appropriate behaviour.
- It is my responsibility to be aware of, discuss with my child and support the school's Code of Conduct.
- It is my responsibility to inform the school promptly of matters, which could affect my child's learning and behaviour.
- It is my responsibility to be supportive of my child with their home studies.
- It is my responsibility to attend parent/teacher interviews.

**Cavendish Primary School** prides itself on emphasising the positive aspects of each student's behaviour and achievements through such things as:

- Weekly Class Awards
- Recognition of Individual Achievement at Assembly
- Publication of Achievement in Newsletter
- Regular student displays
- Recognition of academic/sporting success
- Participation in cultural/ sporting and education activities
- Implementation of the "***Restorative Practices***"

## **RIGHTS, RESPONSIBILITIES & RULES**

A right can only be enjoyed when it is protected by the responsibility of the rest of the group.

These responsibilities can be expressed in the form of RULES:

RULES are made to focus our attention on our responsibility to protect our rights and our accountability for infringing or violating the rights of others.

### **Consequences**

- Teacher discusses and enforces the consequences of their behaviour by following the **Restorative Practices Script**.
- A **Restorative Practices Conference** may be required including all parties involved.

Using the conference script, offenders are asked these restorative questions:

- “What happened?”
- “What were you thinking about at the time?”
- “What have you thought about since the incident?”
- “Who do you think has been affected by your actions?”
- “How have they been affected?”

Victims can be asked these restorative questions:

- “What was your reaction at the time of the incident?”
- “How do you feel about what happened?”
- “What has been the hardest thing for you?”
- “How did your family and friends react when they heard about the incident?”

Finally the victim is asked what he or she would like to be the outcome of the conference. The response is discussed with the offender and everyone else at the conference.

- Child may be asked to apologise verbally and to record a written explanation to be read and signed by their parent.
- Parent notification made when deemed as an appropriate consequence.
- The school will keep a Code of Conduct book to record breaches of conduct code warranting parent notification.
- Principal to be informed where Parent notification is required. Where a student is beginning to build up a history of unsatisfactory behaviour, parents are to be notified with a view to negotiating an agreed approach to solving the problem.
- If behaviour issues are ongoing a behaviour management plan will be put in place and parents notified.
- If the offence continues or is extreme, parents are called in for an interview to discuss the child’s behaviour and consequences. Counselling to be arranged where necessary
- Suspension/expulsion procedures to be considered in line with DET guidelines

## **EXPECTATIONS/ ENVIRONMENT**

Students are expected to care for the school environment. Littering is not acceptable at school. Chewing gum is not acceptable at school.

The toilets, bicycle area and trees are not to be treated as play areas. The throwing of stones, gum nuts or other dangerous objects is not permitted.

Students are not to enter the school buildings at recess or lunch time without teacher permission.

Students will respect all school property and the personal property of others. Stealing or vandalising any property is unacceptable.

## **LANGUAGE**

Students are expected to use language that is socially acceptable. Language that is deemed offensive is not acceptable.

## **ATTENDANCE**

Any absence must be explained by a note or a phone call from the parent or guardian within three school days of the absence.

## **SCHOOL RULES**

### ***School***

School should be a calm and orderly environment. Running is not permitted inside the building.

### ***Classroom***

The classroom should be a calm and orderly environment

- Children arriving early to school may be working quietly in class or play outside (at the discretion of the teacher)
- Children may only use internet during recess/lunch times if teacher is in class to supervise
- If shoes are dirty or wet children may wear slippers or socks in class
- Bell times 9.00 a.m. for assembly  
11.00 a.m. Recess  
11.30 a.m. End of recess  
1.00 p.m. Lunch  
2.00 p.m. End of lunch break  
Jobs at 3.10 p.m.  
Bus assembly at 3.20 p.m.  
Dismissed 3.25 p.m.

### ***Toilets***

- Children can go to toilet as individuals
- No running on toilet ramp
- Children must wear shoes when going to toilet
- No food / drinks / games in toilet

### ***Cubby***

- No real food in cubby
- All children can access the cubby maximum of six children inside at a time
- Cubby toys must be returned to cubby at the end of every play.
- Cubby toys must remain in cubby vicinity

- Cubby for Grades P-3 children only

### ***Playground***

- All playground / structures / equipment are available to all students as long as it is safely used
- Art room / sports shed are not to be entered unless teacher gives permission
- Children can build cubbies but must not run around or use sticks dangerously

### ***Out of Bounds***

- Teachers' car park
- Outside school boundary
- Area behind the toilets/music room and staff room
- Around water tanks

### ***Playground***

- Hats must be worn in Terms 1 and 4. Non-compliance means time under the shaded roof area
- All food must be eaten in room or under the covered area - not the school grounds. Children must sit and eat.

## **Discipline**

Disciplinary measures may be used as part of a staged response to challenging behaviour in combination with other engagement and support strategies to address the range of factors that may have contributed to the student's behaviour.

Disciplinary measures that may be applied include:

- Restorative approach (e.g. repairing damage caused)
- Withdrawal of privileges
- Withdrawal from class activities for a specified period. Where appropriate, parents/carers will be informed of such withdrawals
- Detention
- Suspension (in-school and out of school)
- Expulsion

Discipline will be applied in a way that is proportionate to the behaviour and upholds procedural fairness

**Corporal Punishment is prohibited in all Victorian schools. Corporal punishment must NOT be used at the School under any circumstances.**

Suspension and expulsion are measures of last resort and may only be applied when the grounds for suspension and expulsion set out in the Engagement and Inclusion Guidance have been met.

Suspension and expulsion can only be approved by the principal and our school will follow the processes for applying these disciplinary measures set out in the Student Engagement Policy.

Information on grounds and processes for suspension and expulsion that our school will follow are available here:

<http://www.education.vic.gov.au/school/principals/participation/Pages/discipline.aspx>

**The School Code of Conduct was last ratified by School Council - November 2016**