

# PORT MACQUARIE STEINER SCHOOL

## 2.2 STUDENT CODE OF CONDUCT

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<b>Reviewed date:</b> 11 <sup>th</sup> March 2018	<b>By:</b> Melodie Ayriss	<b>Next review due date:</b> March 2019
<b>Associated policies:</b>	4.2 PMQSS Child Protection Policy 1.1 PMQSS Student Enrolment Policy	
<b>Associated Laws:</b>	<i>Education Act 1990</i> <i>Children and Young Persons (Care and Protection) Act 1998</i> <i>Crimes Act 1900</i> <i>Privacy and Personal Information Protection Act 1998</i> <i>Health Records and Information Privacy Act 2002</i> <i>Commission for Children and Young People Act 1998</i>	

### INTENTION

To provide clear guidance to students and parents on the School's approach to acceptable behaviour to ensure that a positive and productive learning environment is maintained for all students.

### INTRODUCTION

A fundamental value of the School is care for each individual. Everyone cares for each other and takes responsibility for their own behaviour.

The safety and welfare of all students is of great importance to the School. We are committed to providing a learning and teaching environment where children are safe from harm and supported to learn and grow. This code of conduct is put in place in order to create this safe and supportive environment for all students.

### POLICY

#### 1. Code of Conduct for Students

In the areas below, these are the expectations of the students, to:

- treat all people and things with respect, including teachers, staff and all other people on the School premises or participating in excursions or events;
- follow all reasonable requests made by teachers;
- work quietly when requested and guided by the teacher;
- discuss any concerns personally and privately with the teacher in a polite manner;
- follow class procedures and rules under the guidance of the teacher;
- abide by the School's procedures and rules under the guidance of the teacher; and
- speak politely to all adults and other students.

It follows then that the following behaviours are not acceptable within the School:

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- swearing;
- teasing;
- stealing;
- lying;
- bullying;
- hurting, physically or emotionally; or
- harassment.

#### 2. Relating to Schoolwork

Students are expected to:

- co-operate in all class activities;
- make their best efforts with their work and to strive to complete all tasks; and
- participate and co-operate in all classes to the best of their ability.

#### 3. Caring for Their Environment

Students are expected to:

- understand that the classroom is for learning, study and work - the classroom is a quiet place unless otherwise instructed by the teacher for learning purposes;
- keep the classroom and their own area tidy;
- walk when inside the classrooms;
- care for and respect class property and the property of others;
- use class property appropriately and return borrowed items;
- stay within allotted boundaries in the playground; and
- treat the outdoors environment including all flora and fauna respectfully.

#### 4. Personal Belongings

It is an expectation of the School for students and their parents or guardians to understand that:

- books, toys and other items found to be inappropriate are to be placed in Schoolbags and are not to be returned to School;
- electronic games, MP3 players, mobile phones and age-inappropriate objects and literature are not allowed at School; and
- the School takes no responsibility for breakage or loss of unapproved items brought onto School grounds. Items used at School are carefully selected to support the educational aims of the curriculum, please refrain from sending children to School with books or toys from home.

#### 5. School Rules

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It is an expectation of the School for students and their parents or guardians to understand the following, that:

- food brought to school is healthy and with minimal or no packaging;
- if the child will not be attending school that day please notify the School by 9am. All half or full day absences require a note on return to school;
- the School is to be notified if a child has an infectious disease and requests that the child stay home for the appropriate time, generally 24 hours after symptoms have subsided;
- school begins at 8:50am and finishes at 2:50pm. Please aim for children to arrive a few minutes early in order for them to prepare their belongings and say goodbye;
- all children must be picked up by 3.15 pm otherwise after school care fees will occur. Please notify the School with a phone call if you are going to be unavoidably late, to avoid any undue concern caused to the teacher or student;
- students are required to wear simple, comfortable, weather appropriate clothing. No labels or branding, and black or overly distracting (ie glittery) clothing is to be avoided. Particularly in the younger years we recommend a change of clothes provided in school bags each day;
- covered shoulders for outside play are required. See the Handbook for the relevant year for details regarding our dress code;
- hats and shoes are required. Shoes need to be flat and supportive of the feet (thongs and slip-ons are not suitable for school); hats need to cover the ears and the back of the neck;
- jewellery if any, should be minimal; and
- hair needs to be tied back (if long) and regularly checked and treated for lice.

#### PROCEDURE(S)

##### 1. Consequences of Not Following the Code of Conduct

If behaviour or conduct is not consistent with this code of conduct, consequential action will be taken. The discipline is related to the nature of the breach, the age of the child and any previous related breaches. For serious or persistent breaches, parents will be contacted and may be asked to attend a meeting with the Class Teacher and or Head Teacher.

The following actions are examples of techniques used within the School for disciplining and supporting the students. The Class Teacher or other relevant staff may:

- speak with the student about their behaviour, help them to seek creative solutions to abide by the School's rules and request that they modify their behaviour;
- speak to the whole class about behaviour and expectations of behaviour, and about possible solutions for ongoing issues;

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- model appropriate behaviour for the students to develop an understanding of the standard that is required of them; and
- give two warnings with specific explanation of why the warnings have been given. A third warning from the same teacher will result in a note being sent home with the student for the parent to sight, sign and return to the Class Teacher the next School day. Parents or guardians are asked to speak to their child about this behaviour, and are invited to discuss any issues with the teacher in order to come to a mutually beneficial outcome.

In the case of very extreme behaviour or refusal to follow the directions of a Class Teacher (for no apparent reason) parents or guardians will be notified and may be asked to come and collect their child from School.

- The Class Teacher will request a meeting with the parent or guardian where a Teacher and Parent Meeting Record will be completed and kept on the student file.
- When this process happens more than three times, the Class Teacher, student and parents or guardians work under an agreement which is written by the Class Teacher or Head Teacher. The parent or guardian is asked to attend a meeting with the Class Teacher to discuss and agree to the terms of the agreement.
- In this situation, a Daily Communications Book may be used. This is a daily communication arrangement between the parent or guardian and the Class Teacher, with the student's knowledge (where appropriate) and cooperation.
- The Daily Communications Book will continue until there is a mutual agreement between the parent or guardian and the teacher.

Abusive language or actions may constitute an immediate need for an agreement. In this situation:

- the Class Teacher may speak to the parent or guardian at pick-up or a note will be sent home for parents or guardians to sight, sign and return to the Class Teacher; and
- the Class Teacher will request a meeting with the parents or guardians before the child returns to School.

If the agreement is not effective and a breach of the agreement occurs:

- the parent or guardian is contacted and may be asked to take the child home for the remainder of the day;
- the School will request a meeting with parent or guardian before their child returns to School; and
- the School may also choose to send a student home, who is not on an agreement, if for no apparent reason they refuse to take a direction or are out of control or being abusive.

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A third agreement in a year will result in the suspension of the student from the School for a period of time. In this situation:

- written notification to parents or guardians will be provided and return to the School will be under the conditions of an agreement, signed by the parents or guardians, the student (where appropriate) and the Class Teacher; and
- the School may also recommend parents or guardians seek professional counselling for their child in order to ascertain any underlying problems. More information on this process is included in the PMQSS Student Wellbeing and Pastoral Care Policy.

#### **RESOURCES**

Kindergarten Parent Handbook  
Teacher and Parent Meeting Record  
Daily Communications Book

#### **REVIEW**

This policy will be reviewed annually.