

# **STUDENT CODE OF CONDUCT**

## **PURPOSE**

Ivanhoe Primary School believes in providing opportunities for all students to become life long learners and global citizens. The supportive school community is committed to empowering students to maximise their potential and take responsibility for their learning.

## **VALUES**

Ivanhoe Primary School is committed to:

- Providing an educational program that challenges, engages and inspires students.
- Developing high levels of competency in Literacy, Numeracy and Information, Communication and Technology.
- Preparing students to make a positive contribution as thinking participants in the global community.
- Providing a technology enriched environment to prepare children for the future.
- Fostering respect, empathy, tolerance and acceptance of others.
- Promoting student health and wellbeing.
- Building each student's resilience and self esteem.
- Providing opportunities for students to develop their artistic, creative, physical and technological talents.
- Creating a model of sustainable practices.
- Promoting a strong, supportive partnership between staff, students and the school community.
- Supporting staff members to deliver best teaching practice.

## **SCHOOL RULES**

- **Care for and respect ourselves and others**
- **Follow the teacher's instructions immediately**
- **Keep hands, feet and objects to ourselves**
- **Look after our property**

## **EXPECTATIONS AND RESPONSIBILITIES**

<b>Student Expectations</b>	<b>Student Responsibilities</b>
<p data-bbox="248 663 555 696"><i>Students can expect to:</i></p> <ul data-bbox="300 741 766 1733" style="list-style-type: none"><li data-bbox="300 741 766 808">• feel safe in an orderly and co-operative environment at school</li> <li data-bbox="300 927 766 1178">• learn in an encouraging environment without intimidation, bullying or harassment where the school curriculum fosters academic, social, emotional, physical and personal development</li> <li data-bbox="300 1256 766 1323">• be treated with respect and valued as an individual</li> <li data-bbox="300 1442 766 1476">• have problems resolved fairly</li> <li data-bbox="300 1666 766 1733">• be assisted to set academic and personal goals</li></ul>	<p data-bbox="826 663 1262 696"><i>Students have responsibilities to:</i></p> <ul data-bbox="877 741 1362 1711" style="list-style-type: none"><li data-bbox="877 741 1362 853">• conduct themselves in a responsible and considerate manner</li> <li data-bbox="877 927 1362 994">• allow others to learn without interference</li>  <li data-bbox="877 1256 1362 1368">• behave in a considerate and tolerant manner in accordance with the school rules and values</li> <li data-bbox="877 1442 1362 1554">• report incidents quickly and accept decisions made in accordance with school policy</li> <li data-bbox="877 1637 1362 1711">• set achievable goals and regularly reflect on their progress</li></ul>

# **BULLYING & HARASSMENT**

*Students have the right to be in a secure environment.*

*All forms of bullying / harassment are not tolerated at  
Ivanhoe Primary School.*

## **Implementation of School Rules**

### **Implementation Policy**

- All teachers are required to follow the student management procedures to ensure a consistent standard of behaviour throughout the school.
- Positive behaviour will be promoted.
- A high level of importance will be placed on ensuring all children are aware and regularly reminded of the school's discipline procedure (*School Rules and Consequences*).
- Classroom rules / consequences are to be exactly the same as the "*School Rules and Consequences*".
- Each classroom will be provided with a "*Class Record of Behaviour*" book.
- "*Class Record of Behaviour*" book is to be taken to specialist classes by a responsible monitor. Incidents that occur during specialist lessons must be entered into the behaviour book.
- The "*Class Record of Behaviour*" book will be used to record positive behaviour as well as recording and tracking inappropriate behaviour, which will be addressed immediately.
- "*Yard Duty Behaviour*" folder will be in place for recess and lunch breaks.
- Ivanhoe P.S. teachers will reinforce the message that inappropriate behaviour is not acceptable and that clear, consistent consequences will be enforced if school rules are broken.
- Detention will be supervised by the Principal / Assistant Principal.

## **In the Classroom**

***Teachers need to use their own discretion and use professional decisions as to whether steps need to be skipped.***

Steps to be followed for students breaking school rules in the classroom:

1. Inappropriate behaviour will result in the following sequence:
  - Verbal warning and reminded of school rules.
  - Name recorded on board, in class behaviour book.
  - Dot next to name.
  - Two dots next to name and 10 minutes detention.
  - Three dots next to name and 20 minutes detention.

In the event that the behaviour continues to significantly disrupt the rest of the class then child may be removed from the classroom.

2. Complete two Detention Notification Forms (held in office "Behaviour Management" folder)
  - Forward one to the Principal / Assistant Principal and record behaviour in School Behaviour Discipline Book.
  - Send Detention Notification letter home to parents.
3. Parents need to acknowledge and sign the Detention Notification letter and return it on the following school day. If the acknowledgement slip is not returned the following day the teacher who gave the detention must ring the parents to confirm the acknowledgement of the detention.
4. Individual behaviour contracts may be introduced for children who consistently break school rules. This will be done in consultation with the Principal / Assistant Principal, class teacher and parent/s.
5. If a child receives three detentions within a month then the parents will be contacted by the Principal or Assistant Principal to discuss further disciplinary action within a behavioural management plan.
6. If a child's behaviour is deemed to be other than breaking the school rules and more defined as bullying or harassment then the procedures in those particular policies should be followed.

## ***Teacher Guidelines***

Teachers are required to implement the following guidelines:

- Yard duty and detention sessions are not to be used to discipline students who do not complete homework. This is the responsibility of the teacher concerned.
- Teachers who assign students to yard duty or work inside at recess must supervise it themselves. Students must be supervised in groups of two or more. If there is only one child the teacher must supervise the child outside the classroom.

- Where possible, consequences should be enforced on the day inappropriate behaviour occurs. Exceptions to this will be in the instance of:
  - Detention
  - Individual behaviour contract
  - Exclusion from specific events
  - Suspension
  - If required, seek counselling from appropriate agencies

### **In the Yard**

Steps to be followed for students breaking the school rules in the yard:

1. Verbal warning.
2. Name in yard duty folder and time out.
3. Yellow card system. Child sent to office with yellow card and child removed from the school yard for serious inappropriate behaviour.
4. If necessary, yellow card sent to office to obtain additional assistance.

### ***Working Party Date: 2008***

Sue Jones  
Melanie Blyton  
James Kelly  
Heather Boyd

Rhonda Harvey  
Gayle Dorman  
Jo Darby

Mary Mascara  
Tracy Leung-Harris  
Margaret Tai

## **ATTENDANCE**

### **Arrival**

School begins at 9 am and all children should be here at 8.55 am.

### **Punctuality**

If children arrive after 9 am it can be very disruptive to the class program. Late children must report to the office to obtain a late pass before proceeding to the classroom. The late pass must be handed to the teacher.

### **Dismissal**

Once children arrive at school they are not permitted to leave school until 3.30 pm unless accompanied by their parent/guardian. Early dismissals must be signed for at the office.

### **Absences**

Children are required to attend all scheduled school days in the term according to DEECD dates. To help the school meet its legal responsibilities, all absences must be explained by either a note to the class teacher on the day of return or a telephone message to the office with the following information;

- Child's name
- Class
- Absence date
- Explanation
- Parent/guardian signature

Absences are routinely monitored and it is a duty of the school to seek clarification of the absence.

## **RELATED POLICY DOCUMENTS**

This document is intended to provide an overview of Ivanhoe Primary Schools approach to educating and implementing our Student Code of Conduct and should be read in conjunction with the following policy documents:

- Anti-Bullying including Cyber Bullying
- Anti Harassment
- Equal Opportunity

***Parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.***

(ref 2.2.5 Directorate of School Education 1994 Guidelines for developing Student Code of Conduct)

Parents are encouraged to contact the school at any time with queries concerning their child. Classroom teachers are most familiar with your child's daily routine hence parents should make an appointment with the classroom teacher to discuss concerns and questions. If these concerns warrant further investigation or assistance then the Vice Principal or Principal will be consulted.