

DIMBOOLA PRIMARY SCHOOL

CODE OF CONDUCT

The Code of Conduct aims to foster a safe and healthy school culture in which the highest levels of achievement take place within a positive social environment. It is hoped that it will develop high standards of behaviour based on cooperation, respect and self-discipline and will promote positive, non-discriminatory relationships amongst the students. It has also been developed to provide a consistent approach to dealing with infringements of school rules.

The principles of our Code of Conduct are:

1. all individuals are to be valued and treated with respect
2. students have a right to work in a safe and secure environment where, without intimidation, bullying or harassment they are able to fully develop their talents, interests and ambitions
3. parents have a right to expect that their children will be educated in a safe and secure environment in which care, courtesy and respect for the rights of others are encouraged
4. teachers have a right to expect that they will be able to teach in an orderly and cooperative environment
5. parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment
6. principals and staff have an obligation to fairly, reasonably and consistently implement the Code of Conduct

ATTENDANCE

It is an expectation of the school that all children will be in attendance between 8.50am and 3.15pm each school day. Being punctual and fully prepared to begin each day is very important as this is a time for the delivery of instructions and sharing of news, notes and information.

It is also expected that if a child is absent, or will be absent, that a note or phone call will be supplied explaining the child's absence.

UNIFORM

- The school has a uniform and it is an expectation that all students wear it during school hours.
- School approved hats are compulsory and must be worn till the end of April and from the start of September each year when outside.
- Details of the school uniform are available from the front office.
- Stud earrings and sleepers, plus watches, are the only acceptable jewellery.
- If your child is out of uniform a note to explain why is required.
- Hair of shoulder length or longer should be worn tied back for Health and Safety reasons.

RESTORATIVE PRACTICES:

Dimboola Primary School uses a Restorative approach to dealing with disciplinary issues. This process allows for the victim to feel that they are being heard and also for the wrong doer to see the harm that they have caused to the person.

TO THE WRONG DOER:

What happened?
What were you thinking at the time?
What have you thought about since?
Who do you think has been affected by what you did? In what way?
How can you make things right?
How can you make sure this doesn't happen again?
Was it the right thing or the wrong thing to do?
Was it fair or unfair?
What exactly are you sorry for?
You didn't answer my question

TO THE VICTIM:

What happened?
What did you think when this happened?
How has this affected you? How does this make you feel?
What is the worst of it?
How can we make sure this doesn't happen again?

APPROPRIATE BEHAVIOUR

Staff will continue to provide positive reinforcement for students to consolidate acceptable behaviour. Methods of positive reinforcement are:

- Acknowledgement of acceptable behaviour
- Praise
- Privileges
- Stickers
- House points
- Extra play time
- Certificates
- Recognition at assemblies and through the school newsletter

INAPPROPRIATE BEHAVIOUR

Where an infringement of the school rules has occurred it will be dealt with in one of the following ways:

- A reminder of the school rules
- A verbal warning
- Apology (verbal and/or written)
- Loss of privileges
- Time out
- Removal from the area
- Yard Duty
- Sent to Leading Teacher
- Sent to Principal
- Parents informed
- Detention
- Internal suspension
- Suspension

DETENTIONS

A detention is a time period of 15 minutes during lunchtime or after school. It is a time to conference with the student about their behavior and/or the consequences of their actions. It can be a time for the student to reflect in isolation also and then discuss their thoughts at the end of the 15 minutes.

With all detentions the parents/guardians will be notified of the time for the detention. If it is not suitable another time will be negotiated.

Detention notices taken home and not returned the following day should be followed up with a phone call to the parents/guardians to enquire why the notice has not been returned.

Detentions will be recorded along with warnings and infringements.

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>

SCHOOL RULES WITH DETENTION CONSEQUENCES

RULE 1

CHILDREN ARE NOT PERMITTED TO LEAVE THE SCHOOL GROUNDS DURING SCHOOL HOURS FOR ANY REASON WITHOUT THE KNOWLEDGE AND DIRECT APPROVAL OF THEIR TEACHER.

- Contact police and parents, children returned to school, one unit of detention.

RULE 2

CHILDREN ARE TO STAY OUT OF CLASSROOMS AND PASSAGEWAYS DURING LUNCHTIME AND RECESSES UNLESS WITH A TEACHER

- Reminder about the rule
- Warning
- Detention

RULE 3

CHILDREN MUST NOT CLIMB TREES OR ANY PART OF THE SCHOOL BUILDINGS

- Reminder about the rule
- Warning
- Detention

RULE 4

CHILDREN MUST NOT FIGHT – RESTORATIVE PRACTICES APPLIED

- Reminder about the rule
- Warning
- Detention

RULE 5

CHILDREN MUST NOT DELIBERATELY LIE OR DISOBEY STAFF INSTRUCTIONS.

- Reminder about the rule
- Warning
- Detention

RULE 6

CHILDREN MUST NOT TEASE OR THREATEN OTHER CHILDREN

- First offence – oral apology
- Second offence – written apology, signed by parent/guardian.
- Detention

RULE 7

CHILDREN MUST NOT DELIBERATELY SHOUT OR CREATE UNDUE NOISE TO DISTURB OTHERS

- Reminder about the rule
- Warning
- Detention

RULE 8

CHILDREN MUST NOT SPIT, THROW STONES, STICKS, SAND, DIRT OR OTHER HARD OBJECTS.

- Warning
- Detention

RULE 9

CHILDREN MUST NOT PLAY IN AND AROUND BICYCLE RACKS, TOILETS OR GARDEN BEDS.

- Reminder about the rule
- Warning
- Detention

RULE 10

CHILDREN MUST NOT USE OBJECTIONABLE AND/OR UNACCEPTABLE BEHAVIOR

- Two detention units

MINOR INFRINGEMENTS

RULE 11

CHILDREN MUST NOT USE OBJECTIONABLE AND/OR UNACCEPTABLE LANGUAGE

- 10 – 20 words (teacher’s discretion) to be written in sentences and signed by parent/guardian, as well as an apology by the child.
- Counseling by teachers in Prep, Year 1 and Year 2.
- Restorative justice conversation.

RULE 12

CHILDREN MUST NOT BE CHEEKY OR ABUSIVE TO ADULTS eg teachers, helpers, canteen workers, etc

- Written apology to the adult concerned with parent/guardian’s signature added prior to delivery.

RULE 13

CHILDREN MUST NOT INTERFERE WITH OTHER CHILDREN’S ACTIVITIES OR GAMES

- First offence - remove from the area
- Second offence – yard duty

RULE 14

CHILDREN SHOULD LEAVE THE SCHOOL GROUNDS AS SOON AS POSSIBLE, UNLESS WAITING FOR TRANSPORT.

- Inform parents and remind children of the rule.

RULE 15

CHILDREN MUST REMAIN IN THE SHADED AREA UNTIL ALL FOOD WRAPPERS ARE PLACED IN THE BIN i.e. NO PAPER OUT OF THE SHADED AREA.

- Reminder of rule
- Yard duty for continual offenders

RULE 16

CHILDREN AT THE CANTEEN WILL FORM ORDERLY QUEUES AND USE ACCEPTABLE MANNERS AND BEHAVE APPROPRIATELY

- Reminder of rule
- No service for continual offenders

RULE 17

ALL CHILDREN MUST WEAR A SCHOOL BROAD BRIMMED HAT DURING SEPTEMBER TO APRIL OUTSIDE.

- Failure to do so results in the child remaining in the area under the shade mesh.

(See also Rule 5 Disobeying Staff Instructions)

MAJOR INFRINGEMENTS

RULE 18

CHILDREN MUST NOT INTERFERE WITH, TAKE WITHOUT PERMISSION, OR DAMAGE OTHER PEOPLE'S OR SCHOOL PROPERTY

- Repair, replace or return property in an undamaged condition. Parents notified and a written apology by the offender.

RULE 19

CHILDREN MUST NOT DISPLAY BAD CONDUCT DURING ANY EVENT WHEN NOT SPECIFICALLY UNDER THE GUIDANCE OF THEIR CLASSROOM TEACHER

- Unacceptable behaviour (Rule 10) 2 units of detention.
- Child withdrawn from current event/activity and to do written work under the supervision of the Principal or a Senior Teacher.
- Child excluded from the next similar event/activity and to do written work under the supervision of the Principal or a Senior Teacher.

RULE 20

CHILDREN MUST NOT DISPLAY BAD SPORTS CONDUCT

- Warning
- Exclusion from a future sporting activity
- Parents/guardians notified for continual offenders

RULE 21

CHILDREN MUST NOT SCRIBBLE, DEFACE OR WRITE GRAFFITI ON WORKBOOKS, FOLDERS OR ANY SCHOOL MATERIALS INCLUDING SCHOOL FACILITIES, SCHOOL HATS AND SCHOOL UNIFORMS.

Students to clean, remove, cover or replace affected items.

ITEMS BANNED

The following items are considered inappropriate and at times a danger to themselves and/or other children and are therefore banned from the school.

Aerosol cans, thongs, singlet tops, drop earrings or 'spikes' or 'spacers' that can cause injury, make up, chewing gum, matches, cigarettes, knives, offensive magazines/books/images, T-shirts with offensive slogans or wording, glass containers, dangerous substances or items.

NB *Mobile phones are not banned but at the same time they are not encouraged. Mobile phones and any other electronic equipment need to be handed to the classroom teacher for safe guarding during school hours.*

The school will not accept responsibility for any items of personal property brought to the school.