

STUDENT CODE OF CONDUCT AND DISCIPLINE GUIDELINES

1. Introduction

██████████ is committed to providing a safe and supportive environment for all students and staff. The processes to be followed in settling any concerns are based on the ideals of respect for all and procedural fairness.

Our aim is to ensure that each and every girl within our Junior Years Program can flourish and develop her talents and skills. Our approach to discipline is based on the underlying principles of self discipline and self respect which, when responsibly exercised, promote a genuine concern for the person and property of others and contribute substantially to the development of a responsible and co-operative community. This system is built on our School Values and the Student Code of Conduct outlined in this document, and reproduced in the Junior Years Handbook.

Parents, students and staff have a right to respectfully raise concerns regarding discipline matters and have them addressed in a timely manner by an appropriate member of staff.

Issues will be managed objectively and with sensitivity and will be dealt with on a case by case basis.

2. Outcomes

The desired outcomes of these discipline guidelines are:

- to have a clear process for dealing with discipline matters
- to have all students, staff and parents informed of and understand the processes to be followed
- to implement any necessary changes designed to bring about better educational, pastoral or administrative practices that lead to a clear understanding of the guidelines.

3. Continuous Improvement

These guidelines and procedures will be reviewed regularly to maximise effectiveness. This will be determined in part by a reduction in the number and type of discipline issues and expressed satisfaction with the processes involved.

4. Student Code of Conduct

The Student Code of Conduct articulates the rights and responsibilities of students, with the aim to enhance self discipline and respect for the rights of others within an environment which maximises the opportunity for all students to strive for excellence.

Rights of students include:	Responsibilities of students include:
Be treated justly, respectfully and as individuals.	<ul style="list-style-type: none"> • Be courteous, respectful and well mannered at all times. • Make responsible and thoughtful choices. • Use polite and respectful language. • Be truthful, fair, caring and considerate through actions and behaviours at all times.
Be provided with a range of learning experiences in well managed environments that meet individual needs. Have all work expectations made clear. Receive timely, respectful and constructive feedback from teachers.	<ul style="list-style-type: none"> • Participate actively and positively in learning in all classes. • Respect the rights of others to learn in the classroom environment by not engaging in disruptive behavior. • Complete all assigned learning tasks on time and to the best ability. • Complete all assigned tasks with respect to intellectual property. • Use technology in an appropriate manner (refer to the Communication Technologies Policy). • Be punctual at all times. • Share required information with parents and/or guardians.
Have all personal property respected.	<ul style="list-style-type: none"> • Show respect for the property and the environment of the School and others.
Be provided with a selection of challenging and enjoyable co-curricular activities.	<ul style="list-style-type: none"> • Participate actively and positively in School events.
Feel safe and secure.	<ul style="list-style-type: none"> • Inform an adult if feeling sad or frightened. • Inform an adult of hurtful or harmful behaviour.
Benefit from the opportunities that exist from membership of the School community.	<ul style="list-style-type: none"> • Participate in a range of opportunities that exist from the membership of the School community.

5. Staff Procedures

Each class develops their own Learning Studio rules with guidance from their teacher. These rules are displayed in the Learning Studio and placed on the eVI Parent Homepage.

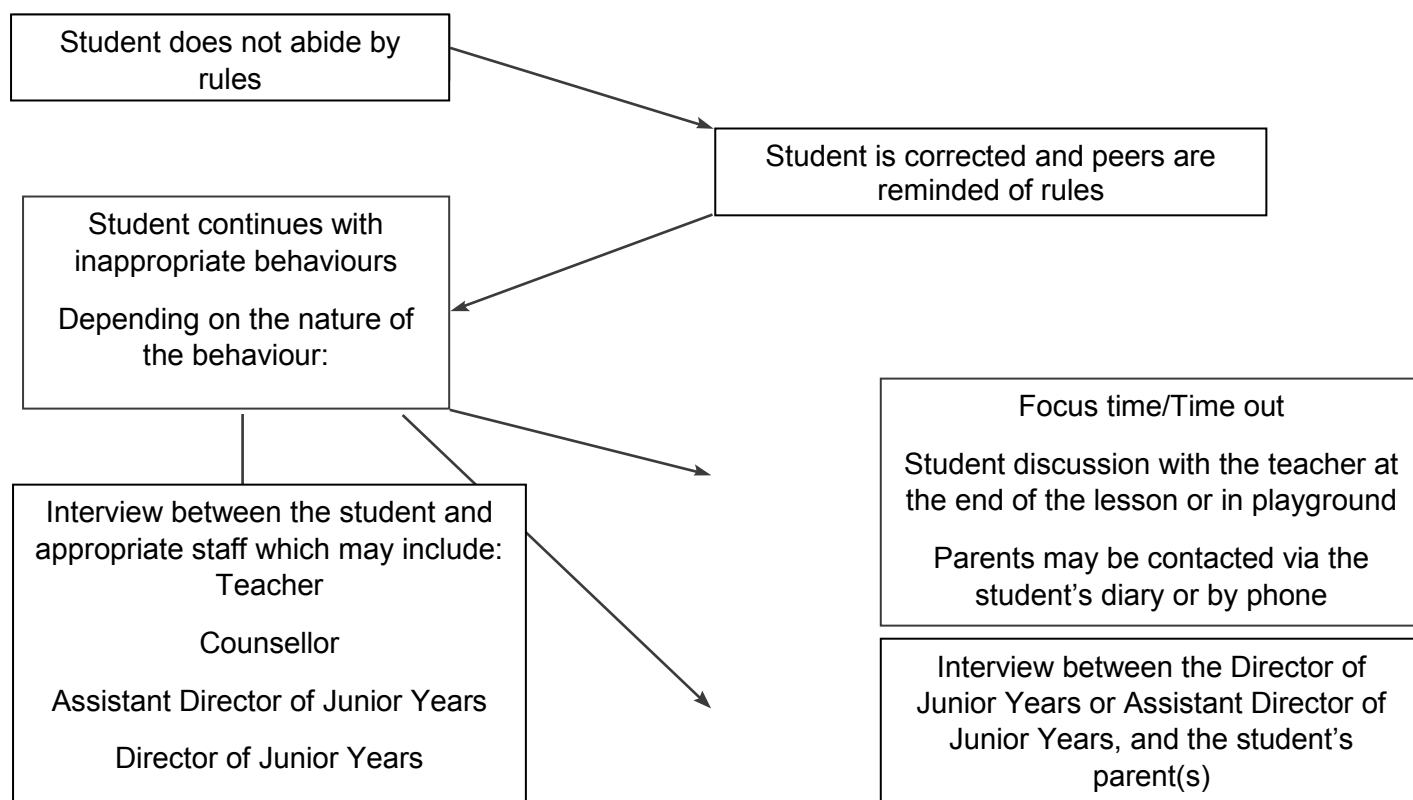
Playground behaviour rules are reproduced in the Junior Years Staff Handbook and the Handbook for Junior Years Parents, and are relayed to the students by the staff.

- We play fairly together and look after one another
- We treat everyone with respect
- We allow other children to play their own games
- We are polite to everyone
- We are kind and helpful
- We care for our playground

All students are expected to abide by the Student Code of Conduct published in the Junior Years Handbook and School Diary.

Note that Specialist Teachers working in the Junior School will report misbehaviours to the student's Learning Studio Teacher.

The consequences for not following any of the studio or playground rules will be dealt with using the following procedures:



6. Administration of these Guidelines

The School Values and the Student Code of Conduct provide a framework to be adhered to and implemented by the [redacted] community.

Families will receive a copy of the [redacted] Student Code of Conduct and Discipline Guidelines.

Parents will sign a document to acknowledge understanding and agreement with the Guidelines.

Studio and playground rules will be implemented consistently and fairly.

Co-operation and communication between parents, students and staff is integral to achieving a co-operative and safe environment.

Parent Form

[redacted] Student Code of Conduct and Discipline Guidelines

I _____ have read the [redacted] Student Code of Conduct and
(insert name here)
Discipline Guidelines and I understand and agree with the principles embodied in it. I will discuss it with my child as appropriate and attempt to work with the School to ensure that it is carried out successfully.

Signed:

Name:

Relationship to child: Parent / Guardian

Dated:

Approved by Principal	Commencement August 2010	Review Date October 2015	Next Review October 2017
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