



# **Meadowglen Primary School**

## **Student Code of Conduct 2008**

*(incorporating the discipline and behaviour policy )*

### **Dignity and Respect Statement**

*The Department of Education and Training is committed to providing safe and supportive work environments where diversity is valued and everyone is treated with respect, fairness and dignity.*

*Discrimination, sexual and other forms of harassment, bullying, violence and threatening behaviour are unacceptable.*

*All employees, students, parents and visitors in schools and other DE&T workplaces are expected to act accordingly.*

*The Department (which includes schools) and school councils will act to ensure that the safety, security, health and wellbeing of all employees, students, parents and visitors in schools and other DE&T workplaces are protected.*

### **Our vision at Meadowglen P.S is:**

**For children to become thinkers, life long learners and valuable members of society.**

### **Our Mission at Meadowglen P.S:**

**At Meadowglen Primary School, we are committed to providing a high quality, inclusive education that develops the whole child, in a learning environment that is caring, safe, supportive and stimulating.**

**At Meadowglen Primary School we believe all students and staff have the right to work in a secure and orderly environment. We also believe parents have the right to expect that their children will be educated in a purposeful and safe environment in which the principles of care, courtesy and respect for the rights of others are valued.**

### **Aims:**

- 1. To provide a safe, happy and secure environment for all children, so that they may achieve their full potential.**
- 2. To develop within the Meadowglen School Community, the 'You Can Do It' foundations of Organisational Skills, Persistence, Self Confidence and Positive Social Skills (Getting Along) Self Discipline, Responsibility and Respect for others.**
- 3. To communicate clear and consistent expectations of appropriate behaviour to students, parents and teachers through the Code of Conduct document, which is issued to all families upon enrolment.**

**Meadowglen's values: Achievement, Cooperation, Excellence, Friendship, Respect & Responsibility.**

4. To provide a school environment where health, safety and well-being is a prime consideration.
5. To promote and encourage the following 6 values and accompanying behaviours (as identified by the children), recognizing that these qualities are important values required throughout life.

VALUES	BEHAVIOURS
ACHIEVEMENT	Setting goals, trying something new, completing a task, taking chances, self belief, reaching your own goals and reaching your full potential.
CO-OPERATION	Working together cohesively and effectively to achieve common goals, working as a team, achieving goals as a group, listening to each other, getting along with others, compromising, respecting someone's ideas.
EXCELLENCE	Striving to achieve to the best of your ability and beyond, trust in yourself, working to the best of your ability, keep trying even if it is hard.
FRIENDSHIP	Harmonious relationships with others based on common values and interests, trusting and appreciating each other, getting along, being considerate, sharing common values, forgiveness, co-operation, respect, trust.
RESPECT	Treating yourself, others and property with care and consideration, looking after things and people nicely, being nice.
RESPONSIBILITY	To be relied upon by others, and accountable for the consequences of our actions, be honest.

6. To encourage in children, an understanding that there are consequences for appropriate and inappropriate behaviour.
7. To provide children with strategies to resolve difficult situations amongst themselves (through classroom programs, including – “Assertive Discipline” – Canter. “Friendly Schools and Families”. “Healthy Relationships” – Brunskill. “St.Lukes Strength Cards”. “Personal Safety Program”- Children’s Protection Society & “You Can Do It” - Bernard )
8. To recognize and celebrate the efforts of self and others.
9. To develop in our students, skills and strategies that will encourage them to be thoughtful leaders / team members.

### Student Rights and Responsibilities

Everyone has the right to feel emotionally and physically safe in the school environment.

### Responsibilities

- To behave in a safe and responsible manner.
- To encourage and support each other in work and fair play.
- To take care of equipment and show respect for our environment.
- To report any dangers or potential dangers to teachers.

Meadowglen’s values: Achievement, Cooperation, Excellence, Friendship, Respect & Responsibility.

**Everyone has the right to work in a friendly, pleasant and stimulating school environment.**

**Responsibilities**

- To work and play without disturbing others.
- To have a positive attitude toward all school activities.
- To show good manners when addressing others.
- To be cooperative, caring and considerate.
- To follow school and classroom expectations.

**Everyone has the right to learn and to experience regular success in their learning.**

**Responsibilities**

- To take care of classroom equipment.
- To take responsibility for their own belongings.
- To complete set work on time and work to the best of their ability.
- To listen to others ideas and opinions. ( everyone has a right to be heard )
- To work in a positive manner and to allow others to work without interruption.

**Everyone has the right to have their individual differences respected by others, be they race, religion, culture or sexuality.**

**Responsibilities**

- To offer opinions, and to listen willingly.
- To treat others as we wish to be treated.
- To understand that bullying is not tolerated in our school environment.

**Teachers Rights and Responsibilities**

**All teachers have a right to teach, with the cooperation of parents, colleagues and students in a safe and pleasant environment.**

**Responsibilities**

- To provide a positive, safe, creative and stimulating environment.
- To encourage children to respect both classroom and school ground expectations.
- Provide the children and parents with important and relevant information, which may affect the child's learning.
- To perform their duties in a professional manner.

**Meadowglen's values: Achievement, Cooperation, Excellence, Friendship, Respect & Responsibility.**

- To work with colleagues as a cooperative team with common goals.
- To plan and teach effectively.
- To consistently implement 'The Student Code of Conduct'

### Parents Rights and Responsibilities

Parents have a right to expect that their children receive a comprehensive curriculum in a positive, welcoming, cooperative, safe and stimulating environment. Regular progress reports on their children, will be provided by the school.

### Responsibilities

- Provide the school with important and relevant information that may affect their child's learning and behaviour.
- Ensure that their children attend school as legally required and provide the reason for any absences from classes, preferably in writing.
- Support the school's expectations and policies.
- Encourage children to accept school expectations and policies.
- Encourage and support their child and assist their child's education to the best of their ability.

### Meadowglen Primary School Expectations

- Children will behave according to our agreed school values.
- Children will treat everyone with respect, recognizing and respecting individual differences, be they physical, mental or cultural – NO BULLYING (physical, verbal, sexual or cyber), NO SWEARING, NO HARASSMENT OF A SEXUAL, RACIAL OR RELIGIOUS NATURE, NO SPITTING, TEASING, KICKING or HITTING others.  
*Please note: It is unlawful for students to vilify other students on the grounds of race or religion. As outlined in Racial and Religious Tolerance Act 2001*  
*Also refer to Department of Education & Training Victoria Sexual Harassment Policy and Procedures*
- Children should not bring to school, valuables such as expensive toys, skateboards, mobile phones and jewellery. (Private property brought to school by students is not insured and the Department of Education and Early Childhood Development does not accept any responsibility for any loss or damage.)
- Children who are late will report to the office preferably with an adult, and be signed in.
- When moving around the school, children will not disturb other classes.
- Only authorised children are to leave the school grounds, accompanied by a parent or guardian who has previously signed the 'sign out' book in the office.
- Children will follow their classroom expectations, as outlined in each classroom's Discipline & Behaviour plan, negotiated by the children and classroom teacher at the beginning of each year.

Meadowglen's values: Achievement, Cooperation, Excellence, Friendship, Respect & Responsibility.

- Children will not interfere with other people's property.
- Children will wear the school uniform at all times. Children must bring a note if out of school uniform.
- Children will keep our school clean by placing litter in the bins provided.
- Climbing on fences, trees, power boxes and the gazebo is not allowed.
- Children will use the designated first aid doors when entering the school for emergency treatment, after seeing the yard duty teacher.
- Meadowglen hats will be worn outside at all times during terms 1 and 4.
- Children will not bring weapons (real or toy) to school.
- Children will move around school, during classroom time in twos - **STAYING TOGETHER & BEHAVING APPROPRIATELY.**
- Children may not leave the classroom without permission.
- When the music begins at the end of morning and lunch recesses, children will stop playing and move to their appropriate location.
- Children will be lined up outside their appropriate classroom when the bell rings.
- Students in Grades 3 – 6 will follow the 'Information Technology Student Code of Conduct.' (This will be distributed as required during the year by Mr Vivarini)
- In the case of property damage or loss, families may be asked to reimburse the school.
- Children will play safely, keep hands and feet to themselves and speak in a calm and friendly voice.
- Children will play in designated play areas only.
- The front of the school between the car parks and the covered ways between the portables will be quiet areas.(no ball games, running or excessive noise)

OUR SCHOOL VALUES	OUR CLASSROOM EXPECTATIONS
RESPECT	Be kind to each other. Be nice to each other. Always use your manners. Show respect to people and property. Listen carefully and follow instructions. Listen while others are talking. Treat each other with respect. Treat others the way you would like to be treated.
FRIENDSHIP	Include people rather than excluding them. Take care of our friends, play nicely and try and make new friends. Be friendly and polite to each other. Everyone has the right to feel safe and happy.
RESPONSIBILITY	Be safe and responsible in the classroom. Always tell the truth. Take responsibility for your own behaviour. Be responsible and consider others. Look after our things responsibly.
ACHIEVEMENT	Try your best at all times. Complete 5 star quality work. Be well organised and hand all work in on time. Be persistent and show confidence. 5 star quality listening at all times. Have a neat and organised work space.
CO-OPERATION	Be co-operative. Co-operate and get along with everyone. Share and get along with others.

**Meadowglen's values: Achievement, Cooperation, Excellence, Friendship, Respect & Responsibility.**

<b>EXCELLENCE</b>	<b>Complete 5 star quality work. Try your best at everything you attempt. Be persistent, confident and organised with your work.</b>
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### **Going to and from school**

**When you leave home, make sure you come straight to school. Perhaps you can arrange to meet a friend to walk with. You will have time to play at school, so don't play on the way. Once in the school gate, you must not leave without permission.**

**Use the crossings safely. Obey the crossing supervisor and remember to watch carefully before you cross the street.**

**GO STRAIGHT HOME** when the bell rings to leave at the end of the day, unless you are attending After School Care or Grade 6 Sport training. If you always walk home with someone else, meet them at a pre arranged spot at school. If they don't turn up in a few minutes come to the school office and have an announcement made.

**If your parents pick you up at the end of the day, make sure you know where to meet them and BE THERE.** If your parents don't turn up to meet you at the end of the day, go straight to the office and someone will look after you. When the Crossing Supervisors come inside, you must come inside too. There will always be staff members at the office to look after you.

**Remember, don't talk to strangers and if you feel unsafe, look for a SAFETY HOUSE sign or go to a shop and ask for assistance.**

### **Excursions**

**When you leave the school for excursions, camps and sporting events you have a responsibility to show other people that Meadowglen Primary School is a great school.**

**Make sure that you are looking neat and clean and that you are wearing your school uniform.**

**Take your manners with you.**

**Please and Thankyou are words that everyone knows.**

**Stay with your group, it's no fun if you get lost.**

**Speak quietly and listen carefully. Remember that other people do not like to hear children yelling and screaming around them.**

## Lunchtime Detention Procedures

- *25 minutes duration. 1:25 to 1:50 each day as required.*
- *Room 7 to be used as detention room.*
- Reason must be related to misbehaviour, not for slow work due to learning difficulties. Reasons for the detention must be clearly described on the detention form. (Refer to the list below for the reasons for giving detention.)
- Teachers may assign work requirements for the duration of that detention. ( Some teachers may direct children to complete 'Think Sheets', which will be forwarded to classroom teacher to be read and filed. )
- Exceptional behaviour problems to be placed in Principal's or Assistant Principal's office.
- Roster of supervising teachers will be produced each term.
- Supervising teacher to check on attendance for the day and complete the bottom section of the detention form.
- Send notification via pro-forma to Assistant Principal's office ( name, grade, reason ) on day.
- Confirmation of attendance at the detention will be filed in Administration File (Asst. Principal's Office).
- The teacher who gives the detention will also sign and complete the notification to family. 'The notification for family' notice will be sent to the Assistant Principal, who will also sign and arrange for it to be sent home.
- The assistant principal will also maintain behaviour records that tracks repeat offenders / trends. Contact with principal, parents, school welfare officer and other agencies may be deemed necessary in some cases.
- Notice for parents to be sent home. Return signed by parent.
- At no time should there be one teacher/ one student detentions.

### Reasons for giving students detention

- Fighting ( putting someone in physical danger )

- **Throwing of dangerous items**
- **Putting someone else's safety at risk**
- **Verbal abuse of an extreme sexual, racial or violent nature**  
( detention given in consultation with the principal or assistant principal )
- **Bullying – physical, verbal, sexual, or cyber**
- **Vandalism – graffiti, wilful damage, etc.**  
( detention given in consultation with the principal or assistant principal )
- **Wilful disregard of a teacher's instruction**
- **Misbehaviour in detention or failure to attend without a valid excuse.**

*Detention should be a last resort for classroom misbehaviour*

**It is not appropriate to give a student a lunchtime detention for slow work or unfinished home work.**

### PROCEDURE

**If only one child is listed on detention, the detention session will be cancelled on that day and that child will complete his/her detention at the next detention session.**

1. **Seat children at separate tables if possible.**
2. **Assign work requirement for the duration of the detention. Direct children to complete 'Think Sheets' which will be forwarded to classroom teacher's pigeon - hole to be read and filed. (OPTIONAL)**
3. **No talk or movement from seats allowed.**
4. **Fill in forms.**
  - **Students with multiple detentions will have each detention ticked off on the detention form.**
  - **Any student who does not attend detention will have it noted on the detention form and be given an extra detention if appropriate.**
  - **Students with outstanding detentions will have their detention form placed back in the green tray in the Assistant Principal's office.**
  - **Students who have completed their detention will have their form placed in the Administration File.**

# SUSPENSION POLICY

## **Rationale:**

Meadowglen Primary School maintains high, but realistic expectations of student behaviour, outlined in the Student Code of Conduct handbook. Teachers go to great lengths to work with students to address issues in a calm, rational manner with logical consequences. The decision to suspend students occurs after extensive investigations into the matter and usually interviewing as many parties as practicable to provide the clearest possible understanding of the issue. It should be noted however that we do not require the student in question to admit their actions before we can form an opinion that suspension is a fair and appropriate consequence.

## **Aims:**

- To provide parents with protocols so they can best support the school when implementing consequences for student behaviour that does not meet the school's high expectations.
- To provide students with a clear message that suspension is implemented for serious misbehaviour and consequently can expect that extracurricular activities are seriously curtailed. Meadowglen Primary School expects that parents will support the school in its endeavour to have all students meet behavioural expectations and will support the school in implementing strategies for those students who do not.
- To provide support for the suspended student to demonstrate the agreed school values and expected behaviour.

## **Implementation:**

- Suspension must not be seen as 'a couple of days off school'. The school will provide work for the student and it is the responsibility of parents to ensure the work is completed.
- Whilst on suspension, the student must not enter or visit the school, or make any attempt to contact students during school hours, including before and after school. Nor is the student permitted to attend any school activity or function conducted off school grounds.
- Students returning after a suspension must attend a **Re-entry Conference** with a parent and a senior member of staff. At the re-entry conference, the school's behavioural expectations will be outlined with particular emphasis on what is required for improvement.
- On return to school the suspended student
  - will complete a behaviour log for a specified time in order to monitor behaviour
  - will be replaced in any positions of leadership/responsibility
  - will be excluded from participating in sport teams/representative teams for a specified time
  - will possibly be excluded from the camping program
  - will most likely be excluded from special events sporting teams e.g. athletics, basketball tournaments, hockey, etc
  - will most likely be excluded from excursions
  - will most likely be excluded from grade six graduation (if a grade 6 student), particularly if suspensions and/or inappropriate behaviour continues.

**The principal will make the final decision on all these matters**

**What works for you: a compilation of preferred classroom management strategies used at Meadowglen P.S.**



**Positive**

- Pupil of the week
- Stickers
- Lucky dip- Good behaviour in, Bad behaviour out
- House points
- Positive reinforcement - culture of the classroom
- Table \ team points
- Verbal praise
- Draw on kid's work
- Whole grade rewards
- Cool Book \ Raffle
- Happy face, sad face, grumpy face, clouds
- Draw attention to good behaviour
- Super Stars
- Monitor System
- 3 c `s care, consideration, and co- operation



**Negative**

- Body language- the look
- the stand
- the hips
- Hands on heads
- Time out: three strikes
- Isolation \ Separation
- Office. - Major issues
- Facial Expressions (Non- verbal)

- Apology
- Removed from situation
- Removal
- Detention
- Yell!
- Yard Duty
- Name on board
- Time - out slip
- Black Book – record of behaviour
- Remove child from group if continually disruptive
- Withdrawal room
- Count to 3 \ 3 chances
- 3 strikes and your out
- Contracts, individual
- Make up wasted time, warnings
- Time-out in the classroom and out of room; someone else's classroom
- Write out the rule \ right infringed



- Individual differences catered for
- Timing
- Consistency
- Responsible behaviour patterns mirrored
- Quiet but stern words
- Fairness
- Re- state
- Reason
- Re – direction
- Whatever ever the strategy is, be clear and consistent
- Making sure that you are sending a 'warm, fuzzy message by what you say or do
- Coloured timetable to record behaviour in teaching blocks
- Linking of rights with accompanying responsibility
- Use code of conduct book
- Be considerate
- Restate Expectations
- Positive reinforcement

## Reward



- Lolly jar-rewarding and behaviour
- Privileges \ out on time, monitors, messengers, e.g. chosen for special jobs
- Stickers or stamps
- Reward for desired behaviour e.g. game, pupil-selected activity
- House points
- Lucky Dip
- Stickers \ First out when the bell goes
- Positive rewards