

Purpose and Overview

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

*Please note: this document is subject to regular review and amendment.

At Aurora Southern Highlands Steiner School we care for each other.

At our school:

- Everyone cares for each other
- All creatures are cared for
- Everyone takes responsibility for their own behaviour

The following behaviours are not acceptable:

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

It follows then that in the areas below, these are the expectations:

- TREAT ALL PEOPLE RESPECTFULLY, including teachers, staff and all other people on the school's premises or participating in camps, excursions or events.
- Follow all reasonable requests made by teachers.
- Work quietly when requested by the teacher.
- Discuss any concerns personally and privately with the teacher in a polite manner.
- Follow class procedures and rules.
- Abide by the school's procedures and rules.
- Speak politely to all adults and other students.

COMPLETION OF SCHOOLWORK

- Co-operate with all class activities.
- Make your best efforts with your work and to complete all tasks.
- Do homework when required and hand it in on time.
- Arrive at class with the relevant work and materials e.g. library books, projects, sport clothing.
- Participate and co-operate in all classes to the best of your ability.

CARE FOR ENVIRONMENT

- The classroom is for learning, study and work - the classroom is a quiet place.
- Keep the classroom and your own area tidy.
- Walk inside the classrooms.
- Care for class property and the property of others.
- Use class property appropriately and return borrowed items.
- Stay within allotted boundaries in the playground.

PERSONAL BELONGINGS

- In the upper classes each student must have his or her own equipment stipulated by the Class Teacher at the beginning of each year/term e.g. pencils, pens, rulers etc.
- Books, toys and other items found to be inappropriate are to be placed in school bags and are not to be returned to school. If they return they will be confiscated for a period of time and returned to

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parents.

- Electronic games, MP3 players, mobile phones (unless given approval by the teacher) and age-inappropriate objects and literature are not allowed at school.

TRAVELLING TO AND FROM SCHOOL BY BUS

- Well-mannered orderly conduct on the bus.
- Remain seated at all times.
- Comply with bus regulations re food, drink and noise.

If behaviour is not consistent with the code of conduct disciplinary action will be taken. such action takes into account the age of the student, the nature of the breach and previous related breaches.

SCHOOL RULES – parents please note

- Food - Ensure that food brought to school is healthy with minimal packaging.
- Attendance – If the child will not be attending school that day please notify the school by gam. All half or full day absences require a note on return to school. Please notify the school prior to any long term absences.
- Illness – please notify school of any infectious diseases and exclude child from school for the appropriate time.
- Punctuality – school begins at 8:55am and finishes at 2.55pm
- All children must be picked up by 3.15 pm otherwise after school care fees will occur.
- Abide by the school's dress code. Comfortable, colourful clothing suitable for the weather. No labels larger than the size of a business card.
- Covered shoulders for outside play and covered midriff.
- 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 should be minimal.
- Hair needs to be tied back (if long) and regularly checked and treated (if necessary) for lice

WHAT HAPPENS IF THE CODE OF CONDUCT IS NOT FOLLOWED?

Disciplinary 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. The following actions are used within the Primary School for the disciplining of students:

- Speaking with the child about their behaviour, helping the child to seek creative solutions to abide by the School's rules and requesting the child modify their behaviour.
- Speaking to the class about behaviour and expectations of behaviour.
- Two warnings with specific explanation of why the warning has 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 are asked to speak to their child about this behaviour.
- In the case of very extreme behaviour or refusal to follow the directions of a class teacher (for no apparent reason) parents will be notified and may be asked to come and get the child from school.
- The class teacher will request a meeting with the parent.
- When this process happens more than three times the class teacher, student and parents work under an agreement. The parent is asked to attend a meeting with the class teacher to discuss and agree to the terms of the agreement. Placing the student on an agreement, requiring parent and child to sign a document agreeing to modify behaviour.
- A daily communications book may be used. This is a daily communication arrangement between the parent and the class teacher, with the student's knowledge and cooperation. The communication book continues until there is a mutual agreement between the parent and the teacher that is no longer necessary.
- Abusive language or actions may constitute an immediate need for an agreement. A note will be sent home for parent to sight, sign and return to the class teacher. The class teacher will request a meeting

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- with the parent before the child returns to school.
- The school may also recommend parents seek professional counselling for the child in order to ascertain any underlying problems.
- If the agreement is not effective and a breach of the agreement occurs, the parent 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 before the child returns to school. 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.
- A third agreement in a year will result in the child’s suspension from the school for a period.
- Written notification to parents will be provided. Return to the school will be under the conditions of an agreement, signed by the parents, the student and the class teacher.

Related Policies, Procedure, Forms, Guidelines etc.

- ASHSS Child Protection Policy
- ASHSS Enrolment Policy
- ASHSS Safe and Supportive Environment Policy
- ASHSS Student code of behaviour and discipline policy

Related Acts and Regulations

- Education Act 2013
- Children and Young Persons (Care and Protection) Act 1998
- Crimes Act 1900
- Privacy and Personal Information Protection Act 1998
- Health Records And Information Privacy Act 2002
- Commission for Children and Young People Act 1998

Evaluation and Review

This policy will be reviewed annually.

Ratification

This policy was ratified by the SHASE Board on _____.

Signed: _____

Date: ____/____/____

Chairperson