

# CODE OF CONDUCT POLICY

## OVERVIEW

At Castlemaine Steiner School & Kindergarten (CSSK) we care for each other. We believe that each child has the right to learn without being interrupted by other children.

*Also refer to CSSK Positive Behaviour Policy, Appendix 3 - School Rules*

### Rights and Responsibilities

#### School Community

Every member of the school community has a right to fully participate in an education environment that is safe, supportive and inclusive and be treated with respect and dignity, free from all forms of discriminatory behaviour, harassment, bullying, vilification, violence, intimidation, abuse and exclusion.

Every member of the school community has a responsibility to participate and contribute to a positive learning environment

#### Students

All students have the right to learn and socialise without interference or intimidation in a safe and secure environment with the opportunity to offer ideas, opinions, knowledge and experiences of the educational process.

All students have the responsibility to be prepared to learn and explore their full potential while respecting the rights of others.

#### Staff

All staff have the right to work in an atmosphere of order and co-operation and use their professional discretion to resolve conflicts within the wider framework of school policies and procedures.

All staff have the responsibility to build positive relationships with students as a basis for engagement and learning, to use and manage school resources to create a stimulating, safe and meaningful learning environment and treat all members of the school community with respect, fairness and dignity.

#### Parents

All parents have the right to know their children are in a safe, happy learning environment where they are treated fairly.

All parents have the responsibility to build positive relationships with members of the school community and ensure students attend school and have the appropriate learning materials.

## STUDENTS

CSSK provides behaviour guidelines for children in school (Class 1 –8).

At our school we care:

- for *ourselves*,
- for *each other* and
- for the *school environment*.

The following behaviours are not acceptable:

- swearing

- teasing
- stealing
- lying
- bullying (being mean to other people)
- hurting -bodies or feelings
- harassing (annoying people on purpose)

Children are expected to behave at school, as follows:

BE POLITE at school, or on camps, excursions or events.

- If you have a problem, talk to the teacher about it.
- Obey class rules.
- Obey School rules.
- Join in all class activities.
- Always do your best with your schoolwork.
- If you take any work home, bring it back as soon as possible.
- Be prepared and on time for all lessons.
- Join in all lessons and do your best.

### **CARE FOR THE SCHOOL AND THE CLASSROOM**

- The classroom is for learning and work –no rough games or running inside classrooms.
- Keep the classroom and your own area tidy.
- Walk inside –wear slippers in class during terms 2 and 3.
- Care for class belongings and the belongings of others.
- Use class belongings properly and return the things you use to the right place.
- Stay within your class boundaries in the playground.

### **PERSONAL BELONGINGS**

Do not bring toys, pets or electronic devices to school except on special designated days or if your Class Teacher allows. If toys are brought to school you will be asked to put them in your schoolbag to take home (*Please refer to CSSK Mobile Phones – Acceptable Use Policy for further information*) If they are brought to school again they will be looked after by the teacher and returned to parents.

### **TRAVELLING TO AND FROM SCHOOL BY BUS**

- Show good manners on the bus.
- Stay in your seat until you get off the bus.
- Obey the bus rules.

### **SCHOOL RULES – PARENTS PLEASE NOTE**

*Refer to relevant CSSK Policies for further clarification.*

**Food-** Ensure that food brought to school is healthy with minimal packaging.

**Attendance** - If your child is not attending school that day please notify the school by 9.00am. Please note that any long-term absences require Class Teacher and Principal approval prior to the absence

**Illness** - please notify the school of any infectious diseases and exclude your child from school for the appropriate time.

**Punctuality** - school begins at 8.45am and finishes at 3.25pm

- All children must be picked up by 3.45pm.
- There is no supervision after this time.
- Please ensure your children abide by the School's Dress Code - Comfortable, plain clothing suitable for the weather. Covered shoulders for outside play and covered midriff.

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|                                 | <ul style="list-style-type: none"> <li>• Hats (from Sept. to May) and shoes are required. Shoes need to be flat and supportive of the feet (thongs or slip-ons are not suitable for school); hats need to be the designated school hats.</li> <li>• Jewellery should be minimal.</li> <li>• Hair needs to be tied back (if long) and regularly checked and treated (if necessary) for lice.</li> </ul> <p><b>WHAT HAPPENS IF THE CODE OF CONDUCT IS NOT FOLLOWED?</b></p> <p>If behaviour is not consistent with the CSSK Code of Conduct, disciplinary action will be taken. The discipline is related to:</p> <ul style="list-style-type: none"> <li>• the nature of the problem</li> <li>• the age of the child, and</li> <li>• whether there have been similar problems before.</li> </ul> <p>For more information, see <i>CSSK Positive Behaviour Policy</i></p> <p><b>NOTE:</b></p> <p>The school expressly prohibits the use of corporal punishment in disciplining students/children attending the school.</p> <p>The school does not sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at the school.</p>  |
| <p><b>TEACHERS</b></p>          | <p>All Teaching Staff must abide by the <i>Victorian Institute of Teaching Code of Conduct and Ethics</i>.</p> <p><a href="http://www.vit.vic.edu.au/media/documents/imported-files/spl/Code-of-Conduct-2015.pdf">http://www.vit.vic.edu.au/media/documents/imported-files/spl/Code-of-Conduct-2015.pdf</a></p> <p>The Code of Conduct has been developed for and by the Victorian teaching profession. It identifies a set of principles, which describe the professional conduct, personal conduct and professional competence expected of a teacher by their colleagues and the community. It is based on the values set out in the accompanying Code of Ethics, namely</p> <ul style="list-style-type: none"> <li>• Integrity</li> <li>• Respect</li> <li>• Responsibility</li> </ul> <p>and draws on the Victorian Institute of Teaching’s Standards of Professional Practice, and Codes of Conduct for teachers developed by schools and other registration authorities.</p> <p>We demonstrate our <b>integrity</b> by:</p> <ul style="list-style-type: none"> <li>• acting in the best interest of students</li> <li>• maintaining a professional relationship with students, parents, colleagues and the community</li> <li>• behaving in ways that respect and advance the profession.</li> </ul> <p>We demonstrate our <b>respect</b> by:</p> <ul style="list-style-type: none"> <li>• acting with care and compassion</li> <li>• treating students fairly and impartially</li> <li>• holding our colleagues in high regard</li> <li>• acknowledging parents as partners in the education of their children.</li> </ul> <p>We demonstrate our <b>responsibility</b> by:</p> <ul style="list-style-type: none"> <li>• providing quality teaching</li> <li>• maintaining and developing our professional practice</li> <li>• working cooperatively with colleagues in the best interest of our students.</li> </ul> |
| <p><b>PARENTS/GUARDIANS</b></p> | <p><b>Purpose</b></p> <p>This Code of Conduct for Parents and Guardians is developed on reasonable community</p>  |

expectations of behaviour encompassing mutual tolerance, respect and personal safety of all with the goal of making Castlemaine Steiner School & Kindergarten (CSSK) a safe and pleasant environment within the professional setting of an independent Steiner School.

**Overview**

CSSK is dedicated to providing a caring, nurturing and safe teaching and learning environment for the benefit of the students, staff, and parents and guardians of all our families. Within the wider educational and in context of CSSK’s ethos, policies and practice, we strive for supportive and harmonious outcomes. Violation of law and non-adherence to CSSK’s ethos, policies and practice will not be tolerated.

CSSK anticipates that parents and guardians will:

- support the School ethos and values
- show an active interest in their child's schooling and progress
- cooperate with the school and demonstrate behaviour that achieves the best outcomes for your child
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern your child
- use appropriate channels of communication for reasonable, constructive criticism for situations when parents are dissatisfied with the quality of teaching and learning, the quality and management of pastoral care, the timely follow up of issues and concerns, or the assistance and service they have received from CSSK
- demonstrate safe respectful behaviour toward other parents and guardians
- never approach a student(s) in the school grounds or during a school related activity to intervene in personal disputes
- use the processes and procedures in the *CSSK Complaints & Grievance Policy* for complaints and grievance resolution

**Consequences of Unacceptable Conduct**

CSSK expects its entire staff to deal professionally, competently and courteously with all parents and guardians, including during those exceptional transactions where parents and guardians violate the staff’s inherent right to be treated with civility and respect. CSSK will however reserve the right to:

- Limit the physical access to the school or school activity.
- Limit the communication with staff.
- And if no resolution can be reached, terminate the enrolment contract for those parents and guardians who are involved in repeated situations concerning verbal intimidation, vexatious comments, escalating anger, abusive language or physically threatening behaviour.

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| <b>Date Implemented</b>                          | 20.03.17  |
| <b>Author</b>                                    | Danilo Paglialonga  |
| <b>Approved By</b>                               |   |
| <b>Approval Authority (Signature &amp; Date)</b> | <i>B. J. Dodd</i> 20.03.17                                      |
| <b>Date Reviewed</b>                             | 20.03.17  |
| <b>Responsible for Review</b>                    | Principal   |
| <b>Review Date</b>                               | 20.05.18  |
| <b>Ammendments</b>                               | 08/08/19 – Reference to CSSK Mobile Phone Acceptable Use Policy |



# CASTLEMAINE STEINER SCHOOL & KINDERGARTEN

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Please complete this form and return it to your child's teacher

\_\_\_\_\_ I/We (parent/guardian) acknowledge that I/we have read the CSSK Code of Conduct

\_\_\_\_\_ I/We have discussed it with my/our child and agree to abide by the Code of Conduct and to support my/our child in abiding by it.

Name.....(Parent/Guardian)

Signed: .....(Parent/Guardian)

Date: .....

Name.....(Parent/Guardian)

Signed: .....(Parent/Guardian)

Date: .....

Comments: