

R-12 Student Code of Conduct

This Code of Conduct is based on the school's values of Respect, Quality, Commitment and Diversity

Developed: 2013

Reviewed: 2016, 2019, 2021, 2022

Next review: Following DfE review

Context

- The Code's objective is the establishment and maintenance of a positive, safe learning environment which promotes and supports student responsibility and student learning. Students are responsible for their own behaviour and understand that behaviours, positive and negative, are a choice and lead to consequences.
- The Code recognises the unique nature of our student body, which consists of learners from all age groups, from a range of schools (each with their own Codes of Conduct) as well as learners from a wide variety of cultural, linguistic and educational backgrounds.
- The Code also recognises that all lessons are held after normal school hours across many different sites; and that in some sites teachers are supported by Teachers in Charge/Admin Support Persons, in other sites teachers are supported by other teachers, and in a very small number of sites teachers may be working in isolation.

Underlying principles

- The Code of Conduct emphasises the right of teachers to teach and students to learn in a success oriented environment, which is safe and free of bullying, harassment and discrimination.
- We see it as our responsibility to work together with students to develop a sense of good behaviour, care for others, for the classroom, the environment and every one's safety.
- The classroom teacher is responsible in the first instance for dealing with behaviour management issues and the school provides appropriate support structures to the staff, students and parents/carers to resolve serious disruptive or uncooperative behaviour that disrupts learning.

Expectations of staff:

- create a positive learning environment and ensure that the needs of all learners and staff are valued and respected
- treat all members of the School of Languages community with respect and consideration to allow positive relationships to be built
- ensure that all staff, students and parents/carers are familiar with this Code of Conduct
- inform parents/carers and relevant staff about students' learning and behaviour
- support students with positive strategies towards learning and their behaviour.

Expectations of parents/carers:

- ensure that your child follows the expectations of students outlined in this Code of Conduct
- develop and maintain contact with the school in relation to your child's learning and behaviour
- encourage and support your child to make positive choices about their learning and behaviour
- work with and support the school on behaviour issues.

Expectations of students:

These apply to all students, in all teaching centres before, during and after class (including recess).

Responsible, respectful and cooperative behaviour: respect for self and others

- respect the rights of others; and speak and listen respectfully
- be polite and always use good manners
- cooperate and follow instructions
- come to class appropriately dressed
- resolve conflicts appropriately
- keep our school free from bullying, harassment and violence (refer to the Bullying/Harassment Prevention Policy and Student Grievance Procedures*)
- switch off or mute mobile phones and personal devices before storing them in school bags
- Secondary students ONLY: use mobile phones and personal devices only for educational purposes as requested by the teacher (refer to the Mobile Phone and Personal Devices Policy*).

Respect for property

- do not eat or drink in classrooms (with the exception of drinking water)
- wait outside the classroom until the teacher/Admin Support Person arrives
- keep the school free from rubbish, graffiti, vandalism and theft
- leave rooms tidy (chairs and desks straight, rubbish in bins) at end of lessons
- do not interfere with equipment, or materials on display in classrooms
- treat grounds and car parks with respect and care.

Safety considerations

- move safely in all areas of the school
- remain within supervised areas at all times
- notify the school of any perceived hazards
- always wait in a well-lit area before and after class
- advise teacher/Admin Support Person if your ride home does not come as expected
- please notify the teacher/Admin Support Person of any visitors to the school
- alcohol, drugs and non-prescribed medication are strictly prohibited (refer to the Drug Policy*)
- smoking is not allowed on any school premises
- weapons of any kind, including pocket knives, are not permitted on any school premises.

*These documents can be found on the school web site: www.schooloflanguages.sa.edu.au

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Procedures for staff

A range of responses for irresponsible behaviour in the classroom and yard

For any incidents which may be drug related, please refer to the Drug Policy

Teaching Centres with an Admin Support Person	Other Teaching Centres	Teachers in Isolation
<ul style="list-style-type: none"> Teachers have the support of other teachers. The Admin Support Person supports teachers in dealing with inappropriate behaviour that occurs in class, before or after class or during breaks. 	<ul style="list-style-type: none"> Teachers have the support of other teachers. If a volunteer is working with the class they may be able to provide support in case of an emergency. 	<ul style="list-style-type: none"> If a volunteer is working with the class they may be able to provide support in case of an emergency.
<i>In the case of minor disruptive or uncooperative behaviour in class</i>		
<ul style="list-style-type: none"> Teacher warning ONE and remind students of their behaviour expectations. Teacher warning TWO and remind students of their behaviour expectations. Relocation of student within the class room. If the behaviour continues or is repeated in one lesson or a series of lessons, teachers are to discuss the behaviour and its effects on others with the student in a one to one situation, as soon as possible after the incident. It may be appropriate for the teacher to discuss the behaviour with parents/carers. In this case, discussions must be documented and the Line Manager informed in writing. If the behaviour still persists, it is regarded as on-going. 		
<i>In the case of ongoing disruptive or uncooperative behaviour in class</i>		
<ul style="list-style-type: none"> If the behaviour continues or is repeated in one lesson or a series of lessons, teachers discuss the student's behaviour, its effects on others and its consequences with the student in a one to one situation, as soon as possible after the incident. The Admin Support Person can assist in this process. Time out with the Admin Support Person. The teacher initiates a Student Withdrawal form and sends the student to the Admin Support Person, who will provide the necessary supervision and assist the student to complete the form. Teachers discuss the behaviour with parents/carers. In this case, discussions must be documented as soon as possible after the lesson. Teachers must inform the Line Manager of the situation and of all action taken, in writing. 	<ul style="list-style-type: none"> Teachers discuss the student's behaviour, its effects on others and its consequences with the student in a one to one situation, as soon as possible after the incident. The key teacher may be available to assist. The student may have time out in another teacher's classroom (Buddy Class) or with a volunteer in the classroom. The teacher initiates a Student Withdrawal form and sends the student to Buddy Class, where the teacher will provide the necessary supervision and the student will be asked to complete a Reflection Sheet. Do not send the student unaccompanied. Teachers discuss the behaviour with parents/carers. In this case, discussions must be documented as soon as possible after the lesson. Teachers must inform the Line Manager of the situation and of all action taken, in writing. 	<ul style="list-style-type: none"> Teachers discuss the student's behaviour, its effects on others and its consequences with the student in a one to one situation, as soon as possible after the incident. In classes with a volunteer the student may have time out with the volunteer in the classroom. The teacher initiates a Student Withdrawal form and the student completes the form with the volunteer. Teachers discuss the behaviour with parents/carers. In this case, discussions must be documented as soon as possible after the lesson. Teachers must inform the Line Manager of the situation and of all action taken, in writing.

<ul style="list-style-type: none"> • Contact may be made with the day school by the Line Manager. • The Line Manager may in some circumstances organise for the student to be placed on a behaviour contract. 	<ul style="list-style-type: none"> • Contact may be made with the day school by the Line Manager. • The Line Manager may in some circumstances organise for the student to be placed on a behaviour contract. 	<ul style="list-style-type: none"> • Contact may be made with the day school by the Line Manager. • The Line Manager may in some circumstances organise for the student to be placed on a behaviour contract.
<i>In the case of inappropriate behaviour before or after classes or during breaks</i>		
<ul style="list-style-type: none"> • Teacher warning and remind students of their behaviour expectations. • Relocation of student and discussion of the student's behaviour in a one to one situation. • If the behaviour persists or if the student responds in an uncooperative manner, send the student to the Admin Support Person and inform the Line Manager in writing. 	<ul style="list-style-type: none"> • Teacher warning and remind students of their behaviour expectations. • Relocation of student and discussion of the student's behaviour in a one to one situation. • If the behaviour persists or if the student responds in an uncooperative manner, other School of Languages teachers/volunteers will provide advice and support; and the Line Manager is to be informed in writing. 	<ul style="list-style-type: none"> • Teacher warning and remind students of their behaviour expectations. • Relocation of student and discussion of the student's behaviour in a one to one situation. • If the behaviour persists or if the student responds in an uncooperative manner, a volunteer (if present) will provide advice and support; and the teacher will inform the parent and Line Manager in writing.

<i>When irresponsible behaviour is severe or dangerous</i>		
<i>Teacher judgement is critical in either a one off incident (e.g. a fight) or continuing severe irresponsible behaviour</i>		
<ul style="list-style-type: none"> • In the case of an emergency the teacher should remain with the class, while the Admin Support person follows up outside of the classroom. • If behaviour is a threat to the safety of students and staff, teachers ask the Admin Support Person to ring home and parents/carers collect the student. • If behaviour is a threat to the safety of students and staff the Admin Support Person may call emergency services. • If emergency services are called, the Assistant Principal: Student and Staff Services must be called as soon as possible. • Teachers must inform the Line Manager of the situation and of all action taken, in writing. 	<ul style="list-style-type: none"> • In the case of an emergency the teacher should remain with the class(es), while another teacher/volunteer follows up outside of the classroom. • If behaviour is a threat to the safety of students and staff, teachers ring home and parents/carers collect the student. • If behaviour is a threat to the safety of students and staff the teacher may call emergency services. • If emergency services are called, the Assistant Principal: Student and Staff Services must be called as soon as possible. • Teachers must inform the Line Manager of the situation and of all action taken in writing. 	<ul style="list-style-type: none"> • In the case of an emergency the teacher should remain with the class, while a volunteer (where available) follows up outside of the classroom. • If behaviour is a threat to the safety of students and staff, teachers ring home and parents/carers collect the student. • If behaviour is a threat to the safety of students and staff the teacher may call emergency services. • If emergency services are called, the Assistant Principal: Student and Staff Services must be called as soon as possible. • Teachers must inform the parent and Line Manager of the situation and of all action taken, in writing.

Action to be taken by Line Managers

Line Managers provide support to teachers in line with this Code of Conduct. They can only take further action to support teachers on the basis of the information provided by teachers; and this may include:

- discussion with the teacher and a request that the teacher take further action
- contact with parents/carers
- contact and liaison with day schools
- discussion with volunteers (where appropriate) and the negotiation of support from them
- referral to the Assistant Principal: Student and Staff Services.

Line Managers are responsible for:

- reporting back to teachers on action that they have taken
- documenting their follow-up
- organising and monitoring behaviour contracts
- informing the Assistant Principal: Student and Staff Services of serious or potentially serious behaviour issues
- organising parent/carer meetings should these be necessary
- initiating the student withdrawal process.

Action to be taken by the Assistant Principal: Student and Staff Services

The Assistant Principal provides a further level of support for the Code of Conduct and this includes:

- being responsible for the implementation and monitoring of the Code of Conduct
- providing support to and liaising with Line Managers in relation to specific issues as requested
- ensuring that the Principal is informed of any relevant issue
- conducting parent/carers meetings if these are necessary
- deciding on the need to involve outside agencies
- reporting serious matters to the Department via IRMS.

Action to be taken by the Principal

The Principal has the final responsibility for management of student behaviour at the School. The Principal is responsible for:

- the internal suspension, under supervision of students
- the review or cancellation of enrolments
- informing the Education Director.