



CODE OF CONDUCT GUIDELINES AND PROCEDURES

***FIRST WE REACH THEM,
THEN WE TEACH THEM***

Our Vision

*To be a learning community
where everyone learns in a safe
and supportive environment*



ALINJARRA PRIMARY SCHOOL

33 NORTHUMBERLAND AVENUE
ALEXANDER HEIGHTS
PERTH WA 6064

Phone: 9342 3388
Fax: 9247 4763

OUR VISION



To be a learning community where everyone learns in a safe and supportive environment.



This will be achieved when staff:

- Share common beliefs about learning and teaching
- Encourage positive behaviour through consistent use of the school's code of conduct
- Set a positive example to students of appropriate behaviour
- Fostering positive relationships by encouraging trust, mutual respect, tolerance and conflict resolution.

This will be achieved when students:

- Are engaged in learning and strive to achieve to their potential
- Are respectful of themselves and others
- Are respectful of the school environment
- Demonstrate and embrace the values articulated in the Western Australian Values of Schooling (Guiding Principles for Western Australian Schools)

This will be achieved when parents / guardians:

- Support the school
- Display positive role modeling
- Communicate with the school
- Are partners in their child's learning and behaviour management



Our school and classroom expectations are based upon the following four Rights, shared by all:

1. Everyone has the right to teach and learn without interruption
2. Everyone has the right to be treated courteously and respectfully
3. We have the right to a clean and safe environment
4. We have the right to have our property respected by others



Consequences

<i>Response or consequence</i>	<i>Behaviours</i>	<i>Relevant 'Right'(s)</i>
Participation in end of semester Good Standing Reward	Maintained Good Standing status through adherence to the school's four rights	<ol style="list-style-type: none"> 1. Everyone has the right to teach and learn without interruption 2. Everyone has the right to be treated courteously and respectfully 3. We have the right to a clean and safe environment 4. We have the right to have our property respected by others
Merit certificate, nomination for token draw, nomination for Good Standing draw, Faction points, in-class reward	Awarded by the classroom teacher to an individual for: <ul style="list-style-type: none"> - exemplary behaviour or work - improvement - commitment - volunteering assistance - other achievements as determined by the teacher 	<ol style="list-style-type: none"> 1. Everyone has the right to teach and learn without interruption 2. Everyone has the right to be treated courteously and respectfully 3. We have the right to a clean and safe environment 4. We have the right to have our property respected by others
Teacher initiated response (eg warning, isolation within the classroom)	Classroom disruption, inattention, low level lack of respect of others or property	<ol style="list-style-type: none"> 1. Everyone has the right to teach and learn without interruption 4. We have the right to have our property respected by

		others
<p>Teacher initiated response (*Buddy class, detention or parent notification)</p> <p><i>*Appendix 1: Buddy Class referral</i></p>	<p>Persistent classroom disruption, inattention, low level lack of respect</p>	<p>1. Everyone has the right to teach and learn without interruption</p>
<p>Isolation within the yard, restricted play, walk with duty teacher or other appropriate consequence (eg sent back to walk if running on verandah)</p> <p>Directed to undercover area</p>	<p>Throwing food or objects</p> <p>Aggressive behaviour or harassment of others</p> <p>Disregard for safety of others (eg running on paths)</p> <p>Not wearing hat</p>	<p>2. Everyone has the right to be treated courteously and respectfully</p> <p>3. We have the right to a clean and safe environment</p>
<p>Admin referral* (stages of loss of Good Standing initiated)</p> <p><i>* Appendix2: Admin referral form</i></p> <p>Admin referral (red card)</p>	<p>Hurting others</p> <p>Bullying</p> <p>Lack of respect towards staff</p> <p>Persistent inappropriate behaviour / consecutive or multiple Buddy Room referrals</p> <p>Theft</p> <p>Damage to property</p> <p>Fighting</p> <p>Classroom or playground critical incident</p>	<p>1. Everyone has the right to teach and learn without interruption</p> <p>2. Everyone has the right to be treated courteously and respectfully</p> <p>4. We have the right to have our property respected by others</p>

Reward System

Children will be encouraged to respect and follow the school rules. This goal will be fostered by positive interaction between staff and students, giving the students responsibility to develop leadership skills, a sense of accomplishment and self-esteem.

Class Rewards

At the discretion of the teacher and as the need arises. Any form of positive rewards is to be encouraged. Examples are listed.

- Points
- Faction points
- Raffles
- Stickers
- Free time
- Show work
- Computer time
- Class certificates
- Class jobs
- Notes and cards
- Others that may be appropriate (Definitely no lollies, sweets etc)

School Rewards

- Merit awards
- End of term rewards
- Playground tokens
- End of year awards
- Token lottery
- Notes and cards sent home
- Stickers and praise from others- Principal, Deputies, other teachers
- Letters of Commendation



Buddy Room Process

Classroom management of misbehaviour is at the teacher's discretion but is underpinned by the expectation that positive efforts are made to change the child's behaviour prior to exercising the Buddy Room procedure.

The Buddy System operates when a child continues to misbehave after a teacher has used Low Key Responses and given the child choices to encourage them to behave in an appropriate manner.

The following is the procedure to be implemented once the Buddy Room stage is reached.

- The child takes their work and is accompanied to the Buddy Class
- The child completes the assigned work (with limited teacher assistance)
- If the child misbehaves in the Buddy Class, the child is referred to Admin and remains for the session
- If a child is to be removed for a second time in one day, s/he is sent to a member of the Administration Team.



Red Card (Emergency)

The teacher will send a Red Card to the office for situations requiring an immediate response. This usually relates to a student who is:

- Posing a threat to the safety and well being of other students
- Posing a threat to the safety and well being of a teacher
- Posing a threat to his/ her own safety
- At risk of damaging property

A Red Card sends a message of High Priority to the Administrative Team and will evoke an immediate response.

There may be times when the teacher is required to physically restrain or handle a student.

In circumstances where this need occurs, regulation 38 needs to be considered.

Room

Assist

Weapons In Schools

Alinjarra Primary School prides itself on remaining abreast of current Department of Education policy requirements. As such the staff have incorporated the following information to ensure we remain current in our response to serious breaches of our “Code of Conduct”.

“Incidents involving weapons should be dealt with as a serious breach of discipline and students suspended immediately as per the *School Education Regulations 2000 43(1(b))*.

Under the Weapons Act 1999 ‘it is an offence to carry or possess a weapon; purchase, sell or supply a weapon; and/or manufacture a weapon.’

Where the weapon is deemed to be prohibited or controlled, principals must contact police immediately. The incident must also be entered on the Department’s incident notification system. Prohibited weapons are any item that has no other purpose other than as a weapon such as firearms, spray weapons, flick knives or switch blades.

Controlled weapons include those used in the practice of a martial art, sport, act or similar discipline such as swords, machete or spear guns.”

Extract from CEO Instruction: Weapons in Schools.
Effective from 29th March 2010



Appendix 1



ALINJARRA PRIMARY SCHOOL

Buddy Room Referral Slip

Student Name: _____ **Room:** _____

Comment:

Teacher: _____ **Date:** _____

Appendix 2



ALINJARRA PRIMARY SCHOOL

Admin Referral Slip

Student Name: _____ **Room:** _____

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Class B.M.P. has been followed

Buddy room

Serious Breach

Comment:

Teacher: _____

Date: _____