

Believe - Achieve - Succeed



ELLERTON PRIMARY SCHOOL

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CODE OF CONDUCT

OFFENCE & RESPONSE	EXPLANATION
Level One offence	Talking inappropriately in class, interrupting others' learning, impulsive disobedience, eating at inappropriate times, walking around inappropriately during lessons, pranks, inattention, sloppy work, impulsive/disruptive movement, impulsive speech that is cheeky, hurtful or demeaning to another, dishonest, constantly late for class, leaving the classroom without permission, not ready in the line at the end of break, homework not done or incomplete.
Response	Level One offences are dealt with by the class teacher. Single offences elicit correction. Repeated offences elicit parent involvement and a strategy for forming a new habit.
Level Two offence	A <i>pattern</i> of impulsive disobedience, continued untruthfulness, profanity, speech that is <i>intentionally</i> disrespectful, hurtful or demeaning, less serious acts of aggression such as pushing, tripping or punching on the arm, throwing small classroom items (pencils, scissors, books, pritt, etc.) in the room in any way, laughing at the mistakes of others.
Response	Level Two offences are generally handled by the class teacher but may include counsel of the disciplinary committee. Parents will be notified, and a record made on the child's file. Repeated offences elicit parent involvement and a strategy for forming a new habit. At this stage, a member of the disciplinary committee may opt to mentor a child with whom they sense an affinity
Level Three offence	Deliberate/defiant disobedience, refusal to do assigned work, deliberate deception, talk which is sexually perverse, graphically violent or sadistic, threatening talk, bullying or victimisation, stealing, outbursts of anger, leaving the school property, destruction of property, more serious acts of aggression such as throwing multiple punches, kicking, or striking with an object.
Response	Level Three offences are immediately referred to the Principal and the disciplinary committee, and the learner/s may be suspended for the remainder of the day. Parents are contacted and consulted as to response. Multiple offences with a lack of repentance <i>will</i> result in expulsion.
Level Four offence	Any act of violence which has the potential to cause permanent harm, vandalism, violation of civil or criminal laws, use of possession of cigarettes, alcohol or illegal drugs, sexual immorality (including pornography) and threatening harm with and a weapon or any other means.
Response	Level Four offences are immediately referred to the Principal and the disciplinary committee and will result in immediate suspension and probably expulsion. Parents are contacted for an immediate meeting with the Principal.

CODE OF CONDUCT: ADULTS

Adult example has a profound effect on the attitudes of children. Thus, *all adults* involved in the school activities of Ellerton Primary are expected to maintain a standard of personal conduct consistent with the modelling of positive discipline. These expectations include:

1. Demonstrate consistent care for persons; treating all with kindness, respect, and generosity; never engaging in any behaviour (including verbal and non-verbal body language) which would damage, disrespect, or demean another person, whether child or adult.
2. Use positive instructional language (PIL) to articulate what we want rather than what we don't want, eg 'walk' rather than 'don't run'.
3. Diligently fulfil all tasks related to one's responsibilities, maintaining a high quality of work, honesty, and integrity.
4. Be careful and gracious in speech, avoiding any profane speech and never making a public statement (in any medium, including e-mail) regarding the school or any member of the Ellerton community which can be considered injurious to the reputation of another person or the school.
5. Avoid all illegal activities including illegal drug use, theft, vandalism, and fraudulent activity.
6. Avoid activities destructive to relationships such as outbursts of rage, shouting, violence, stealing, lying, or cheating.
7. Be moderate and appropriate in the consumption of alcohol, avoiding drunkenness and never giving alcohol or tobacco products to a minor.
8. Protect the dignity of human sexuality and the virtue of chastity by:
 - a. Avoiding all forms of lewd speech, including base jokes, sexual innuendo, and inappropriate sexually explicit talk.
 - b. Never viewing, possessing, distributing, or fostering the use of pornographic material, including but not limited to print, video and audio.
 - c. Never advocating or participating in immoral sexual activity (defined as any form of touching or nudity for the purpose of sexual arousal during school hours).
 - d. Never engaging in any physical contact or verbal expression with another person (adult or child) which could be interpreted as being an inappropriate display of affection and thus emotionally abusive, confusing, or scandalous.

We expect our learners to	<ul style="list-style-type: none"> - be kind, considerate, helpful, polite and friendly to everyone including visitors - be respectful to learners, teachers, support staff,
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	<p>volunteers and visitors</p> <ul style="list-style-type: none"> - show self-discipline by doing their very best at all times - take responsibility for inappropriate behaviours or mistakes made - use words to build others up by showing compassion - value the rights of others as being as important as their own - show honesty in all interactions - maintain the school values during all activities
Our learners are not allowed to	<ul style="list-style-type: none"> - miss any classes or sports without permission - ignore or disobey parents, teachers or the school prefects who are helping us - backchat, use inappropriate facial expressions - destroy school property - borrow, use or take things that don't belong to them without asking - tell lies, cheat or let people think things that aren't true - play rough games that hurt others on purpose - go into "out of bounds" class and school areas unless with permission to do so - use a cell phone during the school day (unless given permission to do so by the school staff) - tease or bully anyone by hurting them (hitting, pinching, pulling hair or kicking, spitting), name calling, making fun of or laughing at them - bring inappropriate toys or books to school - bring cigarettes, alcohol, drugs, inappropriate pictures or weapons to school
<p>ONCE OUR LEARNERS HAVE BEEN DISMISSED, THEY ARE NO LONGER UNDER OUR SUPERVISION NOR ARE THEY OUR RESPONSIBILITY. PARENTS ARE EXPECTED TO MAKE THE NECESSARY AFTER SCHOOL ARRANGEMENTS.</p>	

PROBLEM AREA	LEARNER RESPONSIBILITY	PARENT RESPONSIBILITY	SCHOOL RESPONSIBILITY
ATTENDANCE	Arrive before 07h45. Do	Ensure children arrive at	Ring the bell. Teach the

	not leave the school grounds without permission. Be on time for all classes.	school on time. Teach children the importance of punctuality and commitment to all arrangements. Attend meetings on time. Keep appointments made or communicate any changes in a timely fashion.	importance of being punctual. Allow sufficient time to move between classes.
APPEARANCE	Reasonable, neat hairstyles that do not interfere with learning. Braids to be natural colour and tied away from the face. Only small gold/silver studs or sleepers in girls' ears. No other jewellery, make-up, nail polish etc. Always wear the full school uniform appropriate for the season. Maintain a clean, neat school appearance. Only the school uniform specified is allowed.	Follow the school guidelines re the appropriate school attire so that your child is dressed correctly at all times and for all seasons. Only the school uniform specified is allowed. Supply the correct uniform so that your child can dress suitably for school. Make sure your child is well groomed. Keep the school uniform in a good condition. Do not supply non-uniform items (hats, tracksuits etc) Label all items.	Make expectations clear during the school assembly or via school displays. Expect uniform code to be followed. Encourage learners to take care of themselves.
COMMUNICATION	Take home notices. Return them within the stipulated time. Write down and keep an accurate homework diary. Have it signed daily. Bring a letter if absent from school at any time or for any length of time. Be honest, responsible, compassionate,	Return reply slips. Check and sign homework diaries and support your child to complete it. Discuss with your child the necessity and responsibility of being the contact between home and school. Provide letters when necessary. Read sms's sent. Check D6 regularly.	Create a stimulating, inspiring and intellectually challenging learning environment to help learners engage and use their time sensibly and productively. In managing behaviour, we manage learning and vice versa

	disciplined and respectful in all communication.	Respond to the class teacher's broadcasts, messages, letters, phone calls. Keep appointments made or communicate any changes in a timely fashion. Teach your child to be honest, responsible, compassionate, disciplined and respectful in all communication.	
CONDUCT	Follow the school's Code of Conduct so that you know what is expected of you.	Read the school Code of Conduct with your child. Impress upon your child that the school is a place to learn. Encourage them to focus their attention on learning during class time and take a break to relax and play during playtime. The school will adopt a policy of NO WORK NO PLAY if necessary to support learning. Support the staff in helping learners develop a sense of self-discipline and responsibility towards themselves and those in charge.	Create a stimulating, inspiring and intellectually challenging learning environment to help learners engage and use their time sensibly and productively, in managing behaviour, we manage learning and vice versa.
TREATMENT OF OTHERS	Show respect to your school, the staff and classmates.	Help children develop a sense of respect for themselves and others. Teach your child effective behaviour strategies such as "walk away, ignore/discard unhelpful comments,	Provide a safe and secure environment for learners. Encourage learners to approach teachers for help. Be vigilant, encouraging effective coping strategies.

		praise others' efforts, empathise, persevere, build friendships, negotiate	
BELONGINGS	Care for school facilities. Clearly mark all items. Only use other people's possessions with their permission. Bring money in a clearly marked envelope. Ensure that no valuables are brought to school.	Teach children respect for property. Ensure that your child's possessions are clearly labelled. Support the idea that touching or taking what doesn't belong to the child is wrong. Provide appropriate sums of money to spend at the tuckshop.	Investigate cases of theft or tampering with other's property. Include discussions about possessions in Life Skills.
SCHOOL GROUNDS	Keep the playground and bathrooms clean. Respect our school environment such as trees, outdoor furniture, canopies, green area, playground equipment etc	Encourage your child to respect all school property at all times.	Keep the school grounds in a condition that is safe and secure for all. Keep school facilities clean and healthy environments.

Complete the following after reading through the Code of Conduct and discussing the contents with your child.

LEARNER NAME & SURNAME: _____

PARENT NAME AND SURNAME: _____

PARENT SIGNATURE: _____

DATE: _____