



# Karoonda Area School and Preschool

North Terrace  
KAROONDA SA 5307  
Principal: Michael Clark



Phone: (08) 85781120  
Facsimile: (08) 85781078

Courier: Murray Mallee  
E-mail: dl.0756.info@schools.sa.edu.au

## Code of Conduct

**Approved by: Governing Council**

**Date approved:**

**Next review date:**

**Evaluation will occur in consultation with all stakeholders.**

**Saved in:** K:\Clerical\Policies in Handbook\Code of Conduct – SBM quick guide 2020

### Code of Conduct - Students

The code of conduct is based upon the following principles:

- All children have the right to feel safe
- All children have the right to work and break without interference
- All children should be encouraged to be polite, courteous and well mannered
- All children to take emotional responsibility
- All children will be encouraged to exhibit pride in their school
- Teachers should expect to be able to teach in an atmosphere of order and cooperation

At Karoonda Area School it is expected that students will follow the school values of:

#### Respect

- Show courtesy and politeness
- Follow the reasonable requests of adults in the school promptly
- Value themselves and their attributes
- Respect other people
- Respect property
- Manage conflict when it occurs in ways that seek fair, non-violent solutions
- Accept that dangerous or violent behaviour is not tolerated

#### Honesty

- Cooperate with staff and each other
- Ask for assistance if unsure about the acceptability of a particular action or procedure
- Operate within the law

#### Success

- Maintain the school as a harassment free environment
- Maximise their own and others learning
- Be safe and ensure the safety of others
- Use established grievance procedures

### Code of Conduct - Staff, Parents and Community

Karoonda Area School values partnerships between the school and its local community. These interactions will be guided by the following principles:

- Parent/caregivers have an obligation to support the school in its efforts to maintain a productive teaching and learning environment
- Principal and staff have an obligation to implement the code of conduct fairly, reasonably and consistently.

#### Responsibilities

Everyone has the responsibility to ensure that the rights of all individuals are observed at all times. In developing our Code of Behaviour in line with the promotion of success orientated behaviour we believe in reinforcing the following values:

- **Respect**
- **Honesty**
- **Success**

#### All Children Are Able To Achieve Success

We are a success-oriented school. We believe in promoting, recognising and rewarding the successful achievement of all our students. Some of the ways in which we recognise this success are:

- Student Achievement certificates
- Praise
- Presentations
- Recognition Awards and Pink Slips
- Assemblies
- Class Meetings
- School Newsletter and local newspapers
- Effort Reports

## Minor Infringements

Examples of minor infringements against the school values in regards to self, community or environment are;

<b>Respect:</b>	impolite manners, niggling, put downs, inappropriate nicknames, littering, climbing fences, not sitting on chairs properly.	<b>Success:</b>	disruptive behaviour, making silly noises, not listening, not following instructions, not keeping on task, running around corners/on concrete/inside buildings, rough play – causing accidental hurting of another student.
<b>Honesty:</b>	not completing homework without an explanation from parent/caregiver, using other people's property without their permission.		

## Consequences For Minor Infringements

<b>Level 1:</b>	A student is reminded of the rule
<b>Level 2:</b>	Given one warning, and may be: <ul style="list-style-type: none"><li>➤ asked to talk about the incident</li><li>➤ practice the appropriate behaviour</li><li>➤ spend a short time reflecting on the behaviour</li></ul>
<b>Level 3:</b>	The student is asked to go somewhere else within the classroom or break/work (sit out/buddy class)
<b>Level 4:</b>	The student is removed from class to the front office and directed to a leadership team member until they are ready to return to class. Before returning to class the student may undergo counselling or mediation with the relevant staff member. A yellow slip will be completed (minor infringement section) by the class teacher and submitted to the leadership member for the school records. The student may also complete a MYTERN reflection sheet as a part of the counselling process. <ul style="list-style-type: none"><li>➤ Parent/Caregiver notified verbally by the appropriate staff member which is then verified through a diary signature on the proforma sticker which is completed and stuck in diary.</li></ul>

## Serious Infringements

Examples of serious infringements against the school values in regards to self, community or environment are;

<b>Respect:</b>	intentional swearing, speaking inappropriately to adults not following all reasonable requests of adults in the school promptly, vandalism of others', own and school property, refusal to attempt set tasks, repeated non completion of homework, going out of school boundary without teacher's permission.	<b>Honesty:</b>	lying, stealing, withholding information, not accepting responsibility for own actions.
		<b>Success:</b>	continuous serious harassment/bullying/teasing, fighting/hitting other people continuous disruptive behaviour dangerous play – throwing sticks, rocks, tackling and purposeful injury eg hurting of another student.

## Consequences For Serious Infringements - All serious infringements are to be documented.

### Level 1: Yellow Slip

- Student excluded from the class group for an extended period of time. Student will be placed with a leadership team member until they are ready to return to class. Before returning to class the student may undergo counselling or mediation with the relevant staff member. The student may also complete a MYTERN reflection sheet as a part of the counselling process.
- Parent/Caregiver notified verbally by the appropriate staff member which is then verified through a diary signature on the proforma sticker which is completed and stuck in diary.

### Level 2: Internal Suspension

- This level is reached after continuous Yellow Slips within a 10 week period as deemed by leadership or current serious infringements and inappropriate behaviour.
- Parent/caregiver notified verbally by the appropriate coordinator and verified by the appropriate documentation.
- Coordinator and relevant parties (eg teacher involved, student advocate) to meet to develop a plan to help the student change his/her behaviour.
- During Internal Suspensions there will be no contact with other students during work or break times, the student will complete work set by their teachers and the student is expected to catch up on work they have missed. The student will be supervised by the appropriate coordinator. The relevant coordinator will complete documentation as required by DFE policy.

### Level 3: External Suspension

- Where there is continued inappropriate behaviour and the previous strategies have not improved the behaviour, or if the Principal (or Coordinator) believes on reasonable grounds that the student has acted in a manner that threatens the safety and well being of members of the school community or the good order of the school the Principal (or Coordinator) shall place the student on "External Suspension" of between 1–5 days. The Principal (or Coordinator) shall decide whether separation time at school or at home gives the student the opportunities to best reflect on their behaviour choices and strategies.
- During External Suspensions the student will complete work set by their teachers and upon return to school the student is expected to catch up on work they have missed.
- In the case of sudden and extreme behaviour, the child will be placed on immediate Level 3 and emergency services may be contacted.
- Any illegal drug activity is immediately Level 3. The relevant coordinator will complete documentation as required by DFE policy.
- Where required parents/caregivers are telephoned by the Principal (or Coordinator) to come and take child home. Parents / Caregivers must arrange an interview with the Principal (or delegate) before the child will be permitted back into the school. The support of Regional Services personnel will be sought if relevant.

### Level 4: Exclusion

- Exclusion will only be used if the Principal believes the student's inappropriate behaviour is severe enough or frequent enough for a stronger response to be used. A student may be excluded for between 4 and 10 weeks or the remainder of the school term. The student returns to school after meeting with the parent/caregiver, Principal, teacher and Regional Support Personnel.

This Code of Behaviour has been negotiated and agreed upon, between students, staff and parents of the Karoonda Area School and fits into the framework of the DFE School Discipline Policy.

Parents/caregivers are to sign acknowledgment of school's behaviour code as part of the enrolment procedure