STUDENT CODE OF CONDUCT
WATTLE PARK PRIMARY SCHOOL

Name:_____________________________________

Class: ____________________________________

Year: ______________________________________

Teacher: ___________________________________
Wattle Park Primary School is a Learning Community.

We achieve this through a focus on the following ‘norms’ or ‘ways of treating each other’.

Respect
Encourage
Value
Care
Challenge
To be Responsible
Dear Students

The best way to ensure that Wattle Park Primary School continues to be a happy and successful school is to make sure that all our students feel safe and happy. Every now and again it is a good idea to take the time to think about the really important things in life and realise the crucial role that each of us has in determining the culture at Wattle Park Primary School.

As a student at Wattle Park Primary School you have certain rights that need to be upheld – rights that ensure you are seen as an individual and that your side of the story is always heard.

As a very important member of the school community you also have certain responsibilities. These responsibilities really help make Wattle Park Primary School a fantastic school.

Like all organisations Wattle Park Primary School also needs to have rules – rules that are fair, understood and followed. As a student at Wattle Park Primary School it is your responsibility to follow these rules – not because you will get into trouble if you don’t but because you understand the importance of these rules in keeping everyone safe and happy.

I enjoy coming to Wattle Park Primary School each day. I need your help to make sure our school is a happy and safe place for everyone.

Please read this booklet very carefully with your parents. Think about the three R’s – Rights, Responsibilities and Rules and help me make each year at school very, very happy and successful for all our students.

When you have read and discussed this booklet please sign and return it to school within the next few days.

Warm Regards

Gayle Cope

Principal
STUDENT RIGHTS

A right is something which belongs to you and cannot be taken away by anyone. Your classmates and teachers have the same rights. Here are some important rights.

You have a right to:

- **Be an individual at school**
  This means that you should not be treated unfairly because you are tall or short, boy or girl, or because of the time it takes for you to solve a problem.

- **Be respected and treated with kindness at school**
  This means that others should not laugh at you or make fun of you, or hurt your feelings. No one should embarrass you in front of other children or make you feel uncomfortable.

- **Express yourself**
  This means that you may talk freely about your ideas and feelings, at the appropriate time.

- **A safe school**
  This means that your school should provide safe classrooms and equipment as well as rules to ensure your safety at school.

- **Tell your side of a story**
  This means that you may tell your side of the story if an incident arises.

- **A comprehensive curriculum**
  This means that your school should provide programs for you in English, Maths, The Arts, Science, Humanities, Health & PE, Technology and a Language Other Than English (LOTE).

- **Support from teachers in dealing with personal matters**
  This means you have a right to confidentiality if you speak to a teacher.
STUDENT RESPONSIBILITIES

There are some things you should do without being told. Some of these things you do for yourself and some of these you do for others.

You have a responsibility to:

- **Come to school:**
  This means that you come to school every day, on time, unless you have a special reason to be absent.

- **Take care of property:**
  This means that you look after your own things, take care of school property and respect the property of others.

- **Obey School Rules:**
  All the rules are in this book and displayed at school.

- **Practice personal cleanliness:**
  This means you must be clean and practise healthy habits.

- **Behave in a quiet, considerate and courteous manner when at school and on excursions:**
  This means that you behave in such a way that your teachers and the school can be proud of you as a student.

- **Help with your learning:**
  This means that you work with your teachers and parents by telling them what you need to know and what you’d like to learn.

- **Remember safety rules and good manners when using email and internet:**
  More information about these can be found in this booklet.

- **Take messages home:**
  This means that you must take all notices and information home to your parents.

- **Complete your assignments:**
  This means that you do your best with your class work and homework and hand them in on time.
EXPECTED BEHAVIOURS

It is expected that all members of our school community will work towards maintaining a happy and supportive environment for everyone.

All expected behaviours relate to:

a) treating people with respect and kindness

This means that students are expected to:

- speak courteously and respectfully one at a time
- follow the teacher’s instructions promptly
- respect people’s personal space
- only touch other people’s possessions with their permission
- arrive on time for lessons and assemblies
- play friendly, cooperative games
- be courteous to visitors
- report any incident or accident to the teacher
- be exemplary in every way on excursions
- confine all digging activities to the sandpit areas.

b) health and safety

This means that students are expected to:

- move around the school in a calm manner
- keep their desks, lockers, pegs and all areas clean and tidy
- stay in appropriate areas
- use equipment appropriately
- bring healthy rather than junk food to school
- take all rubbish home
TRUANCY

- Absences that cause concern to a teacher are reported to the Principal and Student Wellbeing Coordinator.
- When a student is missing from class, or believed to be truanting, the Principal or Assistant Principal (AP) is told.
- The Principal or AP will call for the student and take reasonable action to locate the student and return him/her to the class or take other action as warranted.

No staff member will leave their class or the grounds in search of missing children without the authority of the Principal or AP.

Parents will be notified.

Police will be notified ...

DEECD emergency service will be notified 03 9589 6266.

SUSPENSION

DEECD Guidelines state:

"A student may, by, Order of the Chief Executive given with the approval of the Minister, be excluded from a state school where the student –

- Behaves in such a way as to constitute a danger to the physical and emotional health of any staff member or student
- Consistently and deliberately fails to comply with any lawful order of a principal or teacher
- Is in such condition as to be offensive, or dangerous to the health of any staff member or student
- Consistently and deliberately behaves in a manner that interferes with the educational opportunities of other students"."
THE NORMS AT WATTLE PARK PRIMARY SCHOOL WILL BE SUPPORTED THROUGH THE FOLLOWING PROCESSES:

• Praise, reinforcement and acknowledgement of appropriate behaviour
• Special responsibilities including monitors in the classroom
• Special activities
• Negotiated recognition or feedback
• Regularly being addressed through Class Meetings
• Being displayed in the classroom
• Visited (and revisited) through literature

IF AN ISSUE OCCURS THE FOLLOWING STRATEGIES WILL BE UTILISED:

• Teacher investigating issue with student
• The teacher will document the incident and if necessary notify their Team Leader.
• If this continues the principal class team will be notified and a Think Sheet Activity will be introduced and the incident documented. The Think Sheet will be sent home for the parent/guardian’s signature. Parents will be contacted.
• If the behaviour continues the parent/s/guardian/s will be contacted (after discussion with the Team Leader).
• An Individual Learning Improvement Plan (ILIP) focussed on their behaviour may be developed.
• The school’s guidance officer may be involved.

Additional support strategies such as the following may be implemented:

• Monitoring and providing feedback to students on their behaviour.
• Involving parents and care givers to assist with modifying behaviour.
• Implementing procedures set out in DEECD guidelines which Incorporate Discipline Procedures, 1994 and Ministerial Order Discipline of Students.
SCHOOL RULES/EXPECTATIONS

- We don’t allow bullying or discrimination.
- We stay in our school grounds during school hours and only leave with a teacher’s permission.
- We use the paths and keep off the garden areas.
- We keep away from parked cars.
- We stay outside buildings at recess and lunch times and only enter when we have a teacher’s permission.
- We use the designated entry and exit doors.
- Play safely on our playground equipment.
- We make sure that sticks, stones and other hard objects are not thrown.
- We keep out of trees (except the Twisty Tree and only to the height marked).
- When eating food outside we make sure we’re sitting down.
- If we’re late to school we must be signed in at the office by our parent/guardian. Our parent/guardian must sign the late book and fill out late pass which needs to be taken to my classroom teacher.
- We go to the toilet in pairs and fill out the ‘Toilet Book’ before we go.
- We play in a safe way at all times.
- If we’re not collected after school by 3:45 we go to the school office.
- We can enter our rooms at 8.50 when the music sounds.
- We come to school after 8.45 a.m. (but before 9.00 a.m.) unless we’re in O.H.S.C.
- We leave dangerous or expensive items at home.
- We make sure we take all our rubbish home.
- We make sure that swearing doesn’t occur at school.
- We ask a teacher’s permission if we need to get a ball out of reach.
- We leave chewing gum at home.
The following pages outline our school norms that are a focus for our level. You’ll see a number of activities we’ve completed which demonstrate how the norms ‘live’ in our class.
Respect
Encourage
Value
Care
Challenge
To be Responsible
Wattle Park Primary School

ICT Student Code of Conduct 2014

**Definition:** Information and communications technologies – ICT is an umbrella term that includes any communication device or application, including: radio, television, cameras, mobile phones, computer and network hardware and software and so on, as well as the various services and applications associated with them, such as videoconferencing, online gaming and social networking sites.

Students access ICT both at home and at school and we therefore acknowledge the importance of a partnership between parents and the school in encouraging appropriate use of ICT.

- I agree to treat people with respect both online and in person.
- I will not use ICT to bully, harass or harm others.
- I will not be a bystander to cyberbullying – if I know something, I will tell a teacher or a trusted adult.
- I agree to use ICT equipment at Wattle Park Primary School in a responsible manner.
- I will only use the technology as part of my education and I will only access information that is useful to me in my studies.
- If I find myself on unsuitable webpages or receive information, messages or images that make me feel uncomfortable I will immediately tell my teacher or a trusted adult.
- I will always check with my teacher before publishing any work on the Internet, sending an email or downloading files.
- I will not publish material from other people’s web sites unless I have permission from the author of the material.
- I will not bring ICT devices or storage devices (USB’s, CD’s etc.) from home, unless approved by the school. 3G enabled devices are not to be brought to school.
- My password is my private information. I won’t share my password with my friends or access accounts or files that are not my own.
- I understand that not following the rules will mean that I will lose ICT access rights for a period of time determined by my teacher, the Principal/Assistant Principal. My parents will be notified.

**Student’s Name:** ________________________________________________________________

**Student’s Signature:** __________________________________________________________

**Date:** _________________________________________________________________________

**Parent /Guardian Agreement**

I agree to allow my child __________________________ to use ICT at Wattle Park Primary School for educational purposes in accordance with the ICT Acceptable Use Policy and the ICT Student Code of Conduct as listed above. I have read and discussed the above with my child.

**Parent /Guardian Signature:** __________________________________________________________

**Date:** _________________________________________________________________________
WATTLE PARK PRIMARY SCHOOL DRESS CODE

The wearing of school uniform is for all students except where an exemption is given by School Council.

The uniform will consist of a combination of items from the designated uniform list. Including:

- Summer school dress (girls) in Term 1 and 4, Winter tunic or divided skirt in Terms 2 and 3.
- School windcheater (hooded), bomber jacket or rugby jumper (Green for Foundation to Year 4, Black for Years 5 and 6)
- Black shoes or runners (enclosed footwear is required)
- White socks are to be worn.
- Wattle Park polo top. Green shorts or long pants.
- Green tights for female students from Foundation to Year 6 inclusive. Only Year 5 and 6 students may wear black tights due to the black and green bomber jackets.
- Leggings are not part of the uniform for female students.
- Bike pants may be worn under uniforms as long as they are not visible.
- A legionnaire, bucket or slouch hat is to be worn for outside play from September to April
- Students without a hat will be directed to and must remain in the designated shaded area.
- A smock is needed for art classes and it is strongly recommended that this be of thick fabric or waterproof nylon to prevent paint penetration.
**HEAD LICE**

- While it is parents who have the primary responsibility for the detection and treatment of head lice on their children, the school will assist by offering: up-to-date information, access to a screening process and by alerting parents of lice when detected.
- Consistent with Health (Infectious Diseases) Regulations 2001, the principal will ensure that the parents of any student found to have live lice are informed that their child is to be excluded from attending school until appropriate treatment has commenced.
- The principal will also provide parents of students found to have live lice with information about head lice treatment and prevention.
- Upon their return to school, parents of excluded students must present the signed declaration (‘Action Taken Form’) indicating that appropriate treatment has commenced.
- The class that is affected is sent a ‘Parent Communication – Action Required’ note which they must return, signed, stating that they have either checked their child’s hair that night or treated it. The slips must be returned to class teacher within 24 hours.
- A reminder will go out in 7 days from the initial note to recheck their child’s hair and seven days after that.
- The notices will be sent home on colored paper.

*We thank you for your support on this area.*
ABSENCE PROCEDURES

If your child is away from school you must provide a note for the absence.

If you know your child will be away for a week or more please send a note to your classroom teacher/principal.

LATE TO SCHOOL

‘It’s not cool to be away from school’ is one of the Department of Education and Early Childhood Development’s initiatives. The focus is on students being at school and on time.

If your child is late (any time after 9.00) you must accompany your child into the school and the main office. There is a Late Register and a late pass need to be completed. Take your child to their classroom and pass the note to the teacher.

Again, thank-you for your support.
SIGNATURE PAGE:

Student’s Name: __________________________________________

Student Signature: _________________________________________

Date: _____________________________________________________

Parent /Guardian Agreement

I have read and discussed the information contained within this booklet and will support Wattle Park Primary School in its actions.

Parent /Guardian Signature: __________________________________

Date: _____________________________________________________