

CODE OF CONDUCT

This document is to be read in conjunction with the Building Respectful and Safe Schools (DEECD)

Date Revised	October 2019
Next Revision Date	October 2022
Authoriser	Principal

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PURPOSE

- To develop a Code of Conduct to ensure a safe, happy environment for all members of the school community. North-Eastern Montessori School's aim is to encourage each child to achieve self-direction,
- self-control, self-motivated learning and self-confidence and to develop the concept of rights and responsibilities.

Broad Guidelines

- The Behavior and Guidance in a Montessori classroom is achieved by providing freedom (of choice and movement in particular) within a well-defined set of guidelines.
- The child's intellectual, physical, social and emotional development will be most effective if the school and family work together in harmony.
- Positive intervention strategies are used to address inappropriate behaviour, that is, a non-punitive approach.
- It is recognised children achieve social maturity at different stages.
- We encourage respect for one's self, respect for others, and respect for property (including the environment) to be basic principles of behaviour to be practiced by all members of our school community.

The Code of Conduct includes:

- rights and responsibilities of parents
- rights and responsibilities of staff
- rights and responsibilities of students
- consequences of any infringement of the Code of Conduct

Implementation

The Code of Conduct is accessible for all community members on the School's website. Upon commencement at North-Eastern, community members are expected to read and understand their rights and responsibilities and to uphold these at the School.

Evaluation

This policy will be considered successful when:

- The School Community understands their role in the successful implementation of the Code of Conduct
- Positive, cooperative and supportive behaviour in the School Community is considered the norm.

RIGHTS OF THE PARENTS

The parents have the right to:

- 1.1 Expect that the school is providing education according to the North-Eastern vision and mission statements
- 1.2 Have access to relevant information on Montessori Philosophy from the Principal and Staff
- 1.3 Expect an educational program based on the methods and philosophy of Maria Montessori
- 1.4 Be treated with respect by all members of the School Community
- 1.5 Have interactions with staff that are free from bias or preference
- 1.6 Expect that all staff show an interest in and concern for their child's education and pastoral care
- 1.7 Expect that their child will be appropriately supervised at all times
- 1.8 Seek support from the school where appropriate
- 1.9 Expect that a reasonable behavior guidance policy which recognises the rights and responsibilities of both the students and staff and other members of the community will be implemented
- 1.10 Expect confidentiality regarding their child or personal issues
- 1.11 Feel confident they will be consulted in a timely understandable and sensitive manner
- 1.12 Have their perspectives considered when decisions are made which have an impact on the education or wellbeing of their child
- 1.13 Support from and access to the Principal and Staff through appropriate channels
- 1.14 Access the School Grievance Policy if issues remain unresolved
- 1.15 Have opportunities for making a contribution to discussions within the School Community
- 1.16 Take an active role as a PVMSA member
- 1.17 Have access to the ratified minutes of PVMSA General Meetings

RESPONSIBILITIES OF THE PARENTS

The parents have the responsibility to:

- 2.1 Inform themselves about the Montessori Approach via the Parent Education Sessions
- 2.2 Respect the philosophy of the school and support staff decisions
- 2.3 Be aware of and support the School Code of Conduct
- 2.4 Encourage their child to behave appropriately, be responsible and self-disciplined
- 2.5 Ensure the child attends regularly, arrives punctually
- 2.6 Dress the child appropriately for the work of the day and have a change of clothes at school
- 2.7 Supply a broad brimmed hat for Sun smart months
- 2.8 Show an interest in their child's learning
- 2.9 Use accepted etiquette and courtesy when invited into a classroom and respect that it is a learning space
- 2.10 Book an appropriate time to discuss issues with the child's education and pastoral care with staff members concerned
- 2.11 Inform the School of anything important that may affect their child's progress at school
- 2.12 Keep the child home if unwell or contagious
- 2.13 Support the School through school events, working bees, working groups, or School Board participation
- 2.14 Interact with all members of the North-Eastern community free from bias or preference
- 2.15 Be aware of school policies and support their implementation
- 2.16 Be discreet in their discussion about school issues, classrooms or staff in the hearing of their children and respect confidentiality
- 2.17 Make all communications with staff fair, considered and responsive
- 2.18 Read all correspondence issued by the school and respond accordingly within appropriate time frames
- 2.19 Respect and support Board decisions

RIGHTS OF STAFF

The staff has the right to:

- 3.1 Expect that the School Vision, Purpose, Philosophy and Cultural Values are followed
- 3.2 Be treated with respect by parents, colleagues and students
- 3.3 Have interactions with the School Community free from bias or preference
- 3.4 Have access to the ratified minutes of PVMSA General Meetings
- 3.5 Support from and access to the Principal and Staff via the appropriate channels, ie. The Line of Reporting
- 3.6 Have their perspectives considered when issues arise
- 3.7 Access the School Grievance Policy when issues are unresolved
- 3.8 Professional development in Montessori and current educational thought and relevant topics
- 3.9 Work in a healthy, safe, inclusive and clean environment
- 3.10 Participate in the formulation and implementation of relevant school policies
- 3.11 Expect that parents respect the philosophy of the school and support staff decisions
- 3.12 Expect parents to be discreet and confidential in their discussions about school issues, or any member of the School Community in the hearing of their children
- 3.13 Expect that the School will operate in accordance with the Code of Ethics

RESPONSIBILITIES OF STAFF

Staff have the responsibility to:

- 4.1 Implement the School Vision, Purpose, Philosophy and Cultural Values
- 4.2 Be a positive role model at school and in the community and respect confidentiality at all times
- 4.3 Keep abreast of developments in Montessori education and current educational thought and issues
- 4.4 Continually work towards the improvement of student learning outcomes according to the Montessori National Curriculum, Victorian Curriculum and Early Years Learning Framework
- 4.5 Interact with students without displaying bias or preference
- 4.6 Make decisions in each student's best interests
- 4.7 Provide appropriate supervision of students at all times, uphold best practice and maintain the appropriate records
- 4.8 Maintain a stimulating, prepared classroom environment following Montessori principles
- 4.9 Maintain an ordered and professional working environment - e.g. learning environments, pigeonholes, staffroom, storerooms
- 4.10 Communicate with and support the Principal, Business Manager and members of leadership via the appropriate channels, ie. The Line of Reporting
- 4.11 Interact with all members of the North-Eastern community free from bias or preference
- 4.12 Adhere to school policies and procedures
- 4.13 Consider parents' perspectives when making decisions which have an impact on the education or wellbeing of a student
- 4.14 Communicate with parents in a discreet and confidential manner about school issues or any member of the School Community with professionalism and not in the presence of children
- 4.15 Communicate with parents in a timely, understandable and sensitive manner
- 4.16 Take appropriate action when responding to parental concerns and document accordingly
- 4.17 Demonstrate collegiality by:
 - treating each other with courtesy and respect
 - valuing the input of their colleagues
 - using appropriate forums for constructive debate on professional matters

- sharing expertise and knowledge in a variety of collaborative contexts
- respecting different approaches to teaching
- providing support for each other, particularly those new to the profession
- sharing information relating to the pastoral care of students

RIGHTS OF STUDENTS

Students have the right to:

- 5.1 Feel safe at all times
- 5.2 Feel supported by all staff
- 5.3 Be educated according to the School Vision, Mission, Philosophy and Values statements
- 5.4 Have their individual programs planned that meet their developmental and educational needs
- 5.5 Be accepted as an individual and to have their opinions and perspectives heard
- 5.6 Have interactions with staff that are free from bias or preference
- 5.7 Be spoken to respectfully in all communications with staff, adults and other children
- 5.8 Have decisions made in their best interests
- 5.9 Be treated with respect by staff, peers and all adults in the school community
- 5.10 Expect their personal property is safe from theft or destruction
- 5.11 Choose stimulating and challenging work from within the prepared environment
- 5.12 Work without unnecessary distractions
- 5.13 Have access to a well maintained and stimulating outdoor environment
- 5.14 Have appropriate areas to play on hot or wet days

RESPONSIBILITIES OF STUDENTS

Students have the responsibility to:

- 6.1 Behave in a safe, courteous manner at all times and to help others do the same
- 6.2 Demonstrate respect and tolerance
- 6.3 Respect classroom materials, use of furniture and other people's property
- 6.4 Help care for the prepared environment
- 6.5 Respect the work area of other students and allow them to work without disturbance
- 6.6 Seek permission if leaving the class for any reason, including choosing to work outside during class time.
- 6.7 Use the indoor environments and outdoor environments respectfully
- 6.8 Seek permission to access any room from appropriate staff with a good reason – under the supervision of staff
- 6.9 Stay within the boundaries of the designated play areas and of the school property at all times
- 6.10 Follow SunSmart procedures

CONSEQUENCES OF INFRINGEMENT OF THE CODE OF CONDUCT

The rights and responsibilities set out in this document for the Staff, Students and Parents of North-Eastern are considered important for our school community. Any infringement of these is considered to be inappropriate behaviour and unacceptable at North-Eastern.

Parents

Any infringement of Parents rights and responsibilities would initially be handled with the Staff and Principal and ultimately through the Grievance Procedure.

Staff

Any infringement of Staff rights and responsibilities would initially be handled with the Principal and ultimately through the Grievance Procedure.

Students

The intent of this Code of Conduct is to ensure a safe, supportive environment for all members of the school community.

The expectations of behaviour for the students, as written in this Code of Conduct, will be introduced to the students via classroom discussion, and class agreements. Discussion will always be appropriate to the student's level of development.

Through discussion, the students will understand that certain behaviour is dangerous, inappropriate and therefore unacceptable at our school. Dangerous and/or unacceptable activities include any behavior which could be harmful to oneself, the environment or to another individual.

It is expected that these discussions would be supported by the parents and continued at home if necessary.

Students will be told the consequences of inappropriate behaviour and will understand the following procedure will be taken:

1. A conference and mediation with the individuals concerned to reach an agreed resolution.
2. If the behaviour becomes ongoing, parents will be notified by the appropriate staff member and a meeting set up to establish a behaviour management plan.
3. When a course of action has been agreed with parents and the class teacher monitoring meetings will take place until both sides are satisfied that there is an improvement in behaviour.
4. If the behaviour still continues, a meeting will be set up with the parents, staff member and Principal. At this meeting it may be appropriate to recommend intervention by professional agencies.

5. After consultation with parents and/or professional agencies there has been no significant improvement in behaviour, or if parents fail to follow through with the agreed program then, a suspension will occur.
6. Suspension will be for an appropriate length of time as deemed by the Principal.
7. If all of the above steps prove to be ineffective, then the Principal has the right to ask the child to leave the school.
8. In the event of extremely dangerous behaviour, the Principal has the right to make appropriate alternative decisions according to the circumstances.

DEFINITIONS

Montessori Principles

Refer to the Vision and Values section of the Parent Handbook (distributed to all families and available from the School website at northeastern.vic.edu.au)

Bullying

Refers to when an individual or individuals act in a deliberate and systematic manner to make another person or group of people feel unsafe and/or powerless.

Please Note

The word **Bullying** is not used frequently. It is only used when it has been agreed that certain behavior warrants this label

