

PETERBOROUGH HIGH SCHOOL

Code of Conduct 2017

At Peterborough High School we aim to provide a safe and supportive learning environment where positive relationships and cooperation between students, parents and staff support the rights of all students to learn and teachers to teach. This Code of Conduct covers all school activities and spaces.

Our **school values** are:

Learning and Improvement, Equity, Optimism, Resilience and Celebration

We expect students will:

Attendance		
Expectations	Range of Responses to Irresponsible Behaviour	Range of Responses to Responsible Behaviour
Be punctual and attend all home groups Be punctual and present at all scheduled lessons Provide notification of absences in diaries or via phone Attend school unless for a valid reason Sign in at front office on arrival if late Sign out and in at the front office if leaving and returning during the school day for approved reason eg medical appointment, approved home study	Parents notified via Sentral SMS, letter and phone contact Attendance contracts negotiated for students identified with attendance and lateness issues Detention set for half of lunch Attitude and Achievement Report Single Referral process	Positive comments in diaries and on reports Positive feedback from staff Students up to date with their work are eligible to access extra-curricula activities
Learning		
Expectations	Range of Responses to Irresponsible Behaviour	Range of Responses to Responsible Behaviour
Follow teacher instructions at all times Show a willingness to learn and work by striving to complete all tasks Be prepared and fully equipped for lessons Allow others to learn and work without disruption	Isolation within the classroom Removal from the classroom to buddy class Extra lessons set to make up lost time Sentral Incident reports level2/3 to record events Daily lesson checks implemented by Coordinator Attitude and Achievement Report Academic Achievement Reports sent home to parent Parent/caregiver interviews requested Contracts implemented by Coordinators Single Referral process Suspension/exclusion (if persistent or continuous particularly post compulsory)	Positive comments in diaries and on reports Positive feedback from staff Certificate presentation at assemblies & presentation nights Eligible to access to extra-curricula activities
Movement		
Expectations	Range of Responses to Irresponsible Behaviour	Range of Responses to Responsible Behaviour
Move about the school responsibly, safely and quietly during class time	Restricted or no yard access at breaks Extra lessons to make up lost time Suspension /exclusion	Positive comments in diaries and on reports Positive feedback from staff Certificate presentation at assemblies & presentation nights Eligible to access to extra-curricula activities

Safety		
Expectations	Range of Responses to Irresponsible Behaviour	Range of Responses to Responsible Behaviour
Act safely and leave work areas in a tidy, workable state Use tools and equipment safely and for the purpose they are intended Stay in bounds and allocated areas Walk bikes, scooters and skateboards in school grounds at all times Vehicles including motor cycles to be parked in the street	Restricted class and/ or yard access at breaks Attitude and Achievement Report Denied access to the bus if bus incident Exclusion from practical classes - buddy class assigned Probation periods set for access to practical classes Suspension/exclusion	Positive comments in diaries and on reports Positive feedback from staff Certificate presentation at assemblies & presentation nights Eligible to access to extra-curricula activities if attendance rate is high
Communication		
Expectations	Range of Responses to Irresponsible Behaviour	Range of Responses to Responsible Behaviour
Treat everyone with respect Ask for permission before leaving the classroom/work space/school grounds Use the diary to record homework and notes between parents and the school No mobile phone use during class time unless permitted by teacher for learning tasks (refer Mobile Phone Procedure)	Daily lesson checks implemented by Coordinator Attitude and Achievement Report Restricted or no yard access at breaks Access denied to the bus Removal from the classroom to buddy class Extra lessons set to make up lost time parents notified by diary note post or telephone	Positive comments in diaries and on reports Certificates of Achievement and Commendation Eligible to access to extra-curricula activities
Treatment		
Expectations	Range of Responses to Irresponsible Behaviour	Range of Responses to Responsible Behaviour
Treat everyone with respect Harassing behaviours include <ul style="list-style-type: none"> • physical • sexual • verbal (inc swearing) • racial • cyber • bullying • inappropriate personal space including holding hands, kissing, hugging 	Daily lesson checks implemented by Coordinator Attitude and Achievement Report Restricted or no yard access at breaks Denied access to the bus if bus incident Removal from the classroom to buddy class For persistent and continuous offences referral to counselling/support services Restricted privileges Single Referral process Suspension /exclusion	Positive comments in diaries and on reports Positive feedback from staff Certificate presentation at assemblies & presentation nights Eligible to access to extra-curricula activities
Respect for Property		
Expectations	Range of Responses to Irresponsible Behaviour	Range of Responses to Responsible Behaviour
Keep our school environment free of litter, graffiti, vandalism and theft Recycle cans/bottles and drink cartons	Repair or replace damage/loss Attitude and Achievement Report Denied access to the bus if bus incident Police report Suspension/exclusion	Positive feedback from staff Eligible to access to extra-curricula activities
Drugs, other Illegal Acts and Prohibited Items		
Expectations	Range of Responses to Irresponsible Behaviour	Range of Responses to Responsible Behaviour
Keep the school drug free by not bringing or being under the influence of alcohol, cigarettes or prohibited drugs onto the campus (refer to medication policy) Energy drinks, chewing gum drinks loaded with sugar and caffeine, and excess soft drinks are banned	Suspension Police notified if prohibited drugs involved Exclusion (if repeated) Refer to Intervention Matters Prohibited items are confiscated and given back at the end of the day for first offence, confiscated and picked up by parent/caregiver for subsequent offences	Positive feedback from staff Eligible to access to extra-curricula activities

Definitions:

Exit procedures:	Removal of a student from the classroom to a study class for a set period of time until level 3 form is complete.
Level responses:	Level 1 & 2 operate within a teacher's class Level 3 operates outside the teacher's class but still within the school Beyond Level 3 operates outside of the school and may include suspension
Lesson Check:	The Lesson Check is negotiated by the Year Level Coordinator including the number of weeks. The student is required to present the Lesson Check to the subject teacher at the beginning of each lesson. At the end of the lesson the teacher comments, rates the student's performance and then initials it. At home group the next morning the student presents to home group teacher for discussion and signing. The Lesson Check is taken home for signing and discussion at the end of the 5 day check. If the student manages to meet these conditions consistently over the period negotiated the Lesson Check procedure is lifted by the Year Level Coordinator. Failure to meet the conditions of the Lesson Check on any one day has the consequence of detention that needs to be completed either on the day or the following day. Continuous breaches will be referred to the principal.
Detention:	Lunchtime detention for half of lunch. Students sit 'on the wall'. Parents/caregivers notified.
Attitude and Achievement Award:	Implemented and coordinated by the year level coordinator. Teachers comment on the attitude and achievement of the student in their subject areas.

Procedures:

The **Code of Conduct** is distributed to families as part of the enrolment pack.
Home group teachers outline the Code of Conduct at the beginning of each year.
Home group and Classroom teachers display the Code of Conduct in their classrooms and outline the code with students on a regular basis.
Specialist teachers will have additional Codes of Conduct for specialist teaching areas including the Trade School for the Future, Design and Tech, Home Ec, Arts, Music and PE.

Behaviour management will consist of teachers using strategies including reminding students of the rules, refocussing their attention, relocating them to a more appropriate position in the class, providing them with a short period of 'timeout', or setting additional work/activity to be completed in their own time.

Levels of response:

Level	Action	Documentation	Conditions
1	Teacher provides rule reminder and refocusses student attention Teacher relocates student within the class	Record on Sentral	current lesson
2	Teacher isolates student for a period of 5 - 10 minutes as a "Time Out"	Level 2 to be completed on Sentral Notes in diaries or personal contact to parent/caregiver.	current lesson

Exit procedures apply when the student's behaviour becomes inappropriate, is repeated and is disrupting teaching and learning in the classroom.

Level	Immediate Action	Student	Documentation	Signed by	Contract
3	Suspension from subject for a maximum of 3 days	Reports to another teacher (buddy class) until form has been completed and signed by parent/guardian, student and teacher – maximum of 3 days from incident Returns to class after student has negotiated with the teacher	Level 3 Form (Yellow) records. Incident report on Sentral. <ul style="list-style-type: none"> the incident the appropriate behaviour that should have occurred the contract negotiated with the teacher to return to the class 	Teacher Year Level Coordinator Parent/ Guardian	On-going In line with Behaviour Code

Level 3 notes:

- It is the responsibility of the student in their own time to arrange meetings and negotiate the completion of the level 3 procedure with the teacher and coordinator.
- Failure to complete the level 3 procedure within the 3 days will result in actioning the suspension procedure. The completion of the level 3 procedure becomes part of the re-entry to school process.
- Responses incurred beyond level 3 will mean a student loses the right to attend camps, excursions, sporting events and other extra-curricular activities for 10 weeks from the start of the suspension.

Associated Documents:

School Discipline Policy March 2007 DECD Web page
 Response and Levels of Behaviour DECD Webpage
 Procedures for Suspension, Exclusion and Expulsion of Students from Attendance at School June 2013 DECD Webpage
 Intervention Matters Policy DECD Webpage
 PHS Mobile Phone Procedure

