

# **STUDENT CODE OF CONDUCT**



## **VISION**

**We are called to provide an exemplary Catholic Education**

**Discipleship: With Christ as our light we aspire to nurture the whole person in a community centered on gospel values**

**Learning: We are committed to providing an education that empowers all to become life-long learners**



## A LETTER FROM THE PRINCIPAL

Dear Students

The best way to ensure that St Francis Xavier School continues to be a happy and successful school is to make sure that all our students feel safe and have a sense of belonging. At the start of the school year it is a good idea to take the time to think about the role that each of us have in determining a positive culture at St Francis Xavier Primary not only for ourselves but for each other.

As a student at St Francis Xavier Primary School you have certain rights that need to be upheld – rights that ensure you are seen as an individual, are safe, treated fairly and allow you to learn. As a very important member of the school community you also have certain expectations to meet. These expectations help make St Francis Xavier a fantastic school.

Like all organisations St Francis Xavier Primary School also needs to have rules – rules that are fair, understood and followed. As a student at St Francis Xavier 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 St Francis Xavier 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 carefully with your parents and think about how you can display our values and meet our school's expectations.

When you have read and discussed this booklet please sign the back page, remove and return it to your class teacher within the next few days.

Warm Regards

Mr Doyle





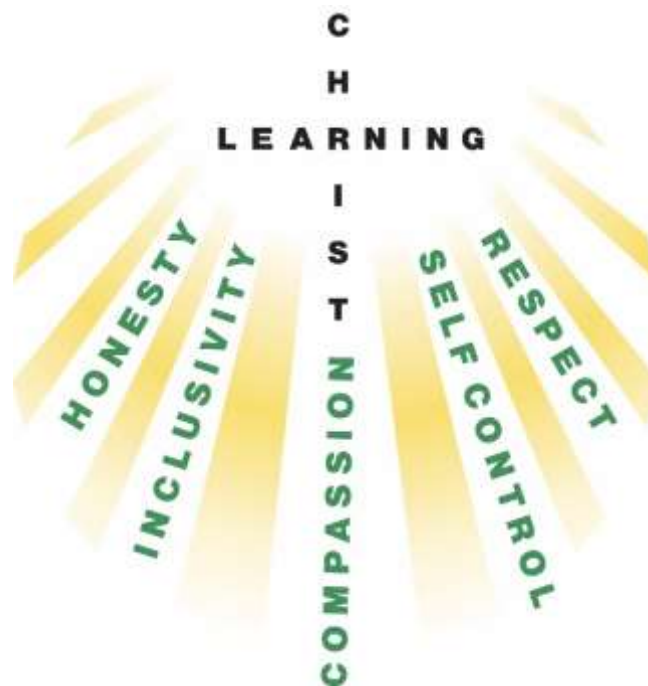
## **RATIONALE**

At St Francis Xavier Primary School we are committed to providing the best possible educational opportunities for all of our students, in an environment where all members of our community feel a sense of connectedness and belonging. Where quality teaching and learning maximises educational, social, emotional, physical and spiritual outcomes for all.

St Francis Xavier Primary School's Student Code of Conduct allows children to develop as Christian people in a safe, caring and supportive environment. It seeks to encourage behaviours centered on gospel values, while at the same time developing an awareness of the expectations we all share in being part of a Christian community. Through the implementation of this 'Student Code of Conduct', we are attempting to create a happy and safe school environment where all students can learn to their potential.

## **LEARNING THROUGH CHRIST**

To achieve our school vision we must always look to the example of our saviour Jesus Christ. We strive for excellence by learning through Christ and displaying values that he displayed in the Gospels. St Francis Xavier Primary School has identified five gospel values we consider important for all of our school community and these form the basis of our Student Code of Conduct.





## SCHOOL VALUES

Students, staff and parents strive for excellence for ourselves, others and the community by following Christ's example in the Gospels.

- **COMPASSION** - We show Compassion by:

- ~ Accepting our own gifts.
- ~ Helping, giving, comforting and encouraging.
- ~ Showing care for our school both inside and out.

- **HONESTY** – We show Honesty by:

- ~ Taking responsibility for our own actions.
- ~ Speaking up for what is right.
- ~ Considering our carbon footprint.

- **RESPECT** – We show Respect by:

- ~ Taking pride in our self and what we do.
- ~ Treating others as you would like to be treated.
- ~ Maintaining a clean, safe and healthy environment.

- **INCLUSIVITY** - We show Inclusivity by:

- ~ Taking advantages of opportunities to become involved.
- ~ Including others in all you do.
- ~ Being friendly and caring to others.

- **SELF CONTROL** – We show Self Control by:

- ~ Taking time to plan before you act or speak.
- ~ Being aware of situations and how others might be feeling.
- ~ Taking time to consider our actions and their impact.



## **EXPECTATIONS**

Everyone in our school community has the right to:

- **Feel safe**
- **Learn**
- **Be respected**
- **Be valued**

Our school runs smoothly and safely because we:

### **Before School –**

- ~ Proceed on arrival to the Undercover Area and remain seated there until dismissed (students are supervised from 8.10am - 8.30am).
- ~ Enter wet areas and classrooms in an orderly fashion once dismissed.
- ~ Remain in our classroom and ensure that we are organised with everything we need for the day before the bell goes.
- ~ Are at school on time and ready to learn.

### **Recess and Lunch Time –**

- ~ Remain seated while eating and drinking.
- ~ Clean up our rubbish and area before going to play.
- ~ Leave eating areas only once we are dismissed.
- ~ Listen carefully to the teacher during prayer and assembly time.
- ~ Run only on grassed areas.
- ~ Only eat our own food.
- ~ Always wear our hat whenever we are outside.

### **During Class –**

- ~ Be open to learning.
- ~ Respect class rules and student code of conduct.
- ~ Respect the rights of others and their property.
- ~ Communicate with others appropriately.

### **After School –**

- ~ Ensure that we have everything we need to take home.
- ~ Leave the classroom in an orderly and safe manner.
- ~ Collect our bag and move out of the corridor areas quickly and orderly.
- ~ Walk immediately to our appropriate school exit point.
- ~ Walk bikes out of school grounds.
- ~ Return to the school office if not picked up by **3.20pm** and parents are notified.





## POSITIVE BEHAVIOUR

For students displaying positive behaviour that is in line with the values in the Student Code of Conduct a number of different rewards can be given. The aim is to develop intrinsic rewards within the students as a way of promoting constructive and positive behaviour.

### In the Classroom

- 1) When a student's name is moved to the top of the behaviour recording ladder they receive a positive reward. Teachers in the classrooms will use a variety of reward systems throughout the year, such as praise, free time, time out early, raffle tickets, individual points such as dojo points and computer time.
- 2) Each class teacher can award values wrist bands for each of the school values included in the Code of Conduct. The student will receive a bookmark acknowledging that they have displayed that value and can wear the wrist band while at school. When a student has received all five bands they will be presented with the CHRIST Award at assembly. The award consists of a certificate and a Christ Band that they can keep and wear at school.
- 3) Each class teacher awards at least two merit awards to students who have worked hard to improve results or behaviour, or have achieved well at each fortnightly assembly.

### In the Playground

- 1) Teachers will praise and congratulate students or groups who are displaying the school values in the playground at assembly.
- 2) Teachers will award students with values tokens who are displaying the school values in the playground. These students will be congratulated at assembly. Students place their token in their faction box to add to the factions tally. The faction with the most tokens in the term receive an extra play and the overall winning faction at the end of the year receive the cooperative shield.

### Around the School

- 1) *Aussie of the Month* – At every fortnightly assembly a junior and a senior student are presented with the 'Aussie of the Month' Award. These students have been nominated by staff members for showing outstanding citizenship around the school in line with the Code of Conduct values.
- 2) *End of Year Class Awards* – Each class teacher awards three book awards at the end of the year presentation night. One of these awards is presented to a student in the class whose behaviour consistently displays the Code of Conduct values.
- 3) *Year 6 Citizenship, Christian Leadership & Overall High Achievement Awards* – These three awards are presented to students who over their time at SFX have displayed, at all times, exceptional behaviour that models the values outlined in the Code of Conduct and a high level of achievement in all Learning Areas. The Christian leadership award goes to a student who also involves themselves in the Church. These awards are presented with a book voucher and the student's names are put onto the school honour board.



# RESPONDING TO UNACCEPTABLE BEHAVIOUR

## Restorative Practice

Restorative Practices is a whole school approach to promoting resilience and aims to contribute to the building of positive relationships in school communities. It is focused on helping young people become aware of the impact of their behaviour on others through personal accountability and learning from a conflict situation. An important component of restorative practices is the focus on restoring relationships after harm has been done.

### A Restorative Approach:

- Encourages students to appreciate the consequences of their actions for others,
- Enables students to make amends where their actions have harmed others,
  - Requires students to be accountable for their actions,
  - Encourages respect for all concerned,
- Values the person while challenging negative behaviours, echoing St Francis' School Values.

### How Does it Work?

- The students involved agree that a conflict or issue has taken place and agree to try to fix things.
  - All those involved have a chance to tell their side of the story in a restorative chat.
- All those involved have a chance to say what they think should happen to fix the relationship.
- An agreement is reached between the students and relationships are healed where possible.
- The staff member involved facilitates the discussion but it is driven by the students. Agreements are decided upon wholly by the students.
  - Disciplinary procedures may still be involved depending on the incident.

### A Restorative Chat

Below is the 'script' that all staff at St Francis use when they are leading a Restorative Chat where two or more students are involved and a student has been harmed by another's behaviour.

#### To the person/s who caused harm:

We're here to talk about.....

Can you tell us what happened?

What were you thinking?

Was it the right/wrong thing to do?

Who has been affected/upset/ harmed by your actions? In what ways?

How has this affected you?

#### To the person harmed:

What did you think when it happened? What have you thought about since?

How has it affected/hurt/harmed you? What has been the worst thing?

What is needed to make it right/ to make you feel better?

#### To the person who caused harm:

Is that fair? Can you do that?

What else do you need to do to make things better? How can you fix this?

#### To the person harmed:

Is that okay / do you agree? Is that fair?

#### To both:

How can we make sure this doesn't happen again?

Is there anything I can do to help?

Is there anything else you would like to say?

Formally record agreement & congratulate them for working it out.

Arrange time to follow-up.

Meet again to see how things are going.



### A Restorative Chat

Below are questions all staff at St Francis ask when they are leading a Restorative Chat where two or more students have displayed unacceptable or challenging behaviour.

- ~ What happened?
- ~ What were you thinking at the time?
- ~ What have you thought about since?
- ~ Who has been affected by what you have done? In what way?
- ~ What do you think you need to do to make things right?

### CONSEQUENCES

- 1. Redirect Behaviour** - inform student of inappropriate behaviour using Affective Statements, remind student of the rules and / or appropriate behaviour to redirect them to behave appropriately.
- 2. First Warning** - use Restorative Chat to redirect behaviour.
- 3. Time Out** - remove student from the group for 5mins. Speak with the child privately about their behaviour and reminder of previous Restorative Chat, before returning to the group.
- 4. Time Out & Reflection Form** - student removed from group. Student to complete a "Classroom Reflection Form" which needs to be signed by the teacher before going home to the parent for a signature. This then needs to be returned to the teacher. Speak with the child privately about their behaviour, focussing on reflection answers, before returning to the group.
- 5. Time Out in Buddy Class** - if disruption continues student is sent to Buddy Class to complete work. Teacher to contact parents to discuss behaviour and request a parent interview.

### Severe Clause

- If a student's behaviour is of imminent danger to self or others or a major infraction of the Student Code of Conduct.
  - In the case of repeated negative behaviour after time out in a Buddy Class.
    1. Red emergency card is sent to the office for Leadership Team intervention.
    2. Leadership Team member will lead a Restorative Chat with the student, who will then complete a "Leadership Reflection Form".
    3. Student will remain in the office for the remainder of the day or receive a playtime detention.
    4. Leadership team member will contact parents to inform them of the child's behaviour and arrange a meeting.

### Recording of Student Behaviour

*Classroom:* Teachers in the classroom will develop rules, in consultation with the students, based on the Code of Conduct. They will have a visual recording system of student behaviour up in the classroom that contains the 5 consequence steps as well as reward steps. All productive and unproductive behaviour will be formally noted in the student records by the teacher and communicated to parents.

*Playground:* Any unacceptable behaviour on the playground will be dealt with by the supervising staff member using the same consequence steps. Behaviour will be recorded on an incident slip in the playground files and given to the classroom teacher.





### **Individual Student Behaviour Management Plans**

These plans are put in place for students who display repeated negative behaviour. After a period of observation and recording the class teacher will identify specific behaviours that need to be modified. Then after consultation with parents and school leadership team members, the teacher will meet with the student to explain the plan.

These plans are to follow the same steps outlined above in the school wide plan, but will be amended to focus on the specific identified behaviours.

## **BULLYING AND HARASSMENT**

We have a vision statement which challenges our whole school community to create a learning environment based on values. Each person is recognised as a unique individual bringing qualities and gifts to share. So we all have a right to be respected and a responsibility to respect others.

Therefore, as a community, we cannot tolerate bullying and harassment in any form. All members of our community are expected to ensure a safe and supportive environment which promotes and fosters positive self-esteem for all.

### **What is Bullying?**

Bullying is a repeated and unjustifiable behaviour:

- Intended to cause fear, distress and / or harm to another.
  - May be physical, verbal or indirect.
- Conducted by a more powerful individual or group.
- Against a less powerful individual who is unable to effectively resist.

### **Dobbing v Asking for Help**

About one half of children who are bullied do not tell anyone. Children often think that talking about a bullying situation is like “dobbing”. There is a difference between “dobbing” and “asking for help”.

“Dobbing” (getting someone into trouble): is when a person tries to get attention or to get someone else in trouble.

“Asking for help” (getting someone out of trouble): is when someone feels the situation is out of his or her control and he or she is unable to deal with it alone. If anyone sees someone else in this situation he or she should also ask for help.

**ASKING FOR HELP IS ALWAYS OKAY**

### **What To Do If You Are Bullied?**

- 1) Tell the person who is bullying to stop. State quite clearly that the behaviour is unwelcomed and offensive.
- 2) Do not react. Show the person that it does not upset you. The person bullying is then not encouraged and may stop.
- 3) Seek help. Talk about it with someone you trust. There is nothing so awful that we can't talk about it with someone.
- 4) Report it to a duty teacher, your class teacher or another staff member. If a teacher does not know about the bullying they cannot help you.
- 5) SPEAK UP!!!



### **What To Do If You Know Someone Is Being Bullied?**

- 1) Care enough to do something about it, whether it affects you personally or not.
- 2) Support the person being bullied.
- 3) Don't stand by and watch – get help.
- 4) Show that you and your friends disapprove of bullying.
- 5) If you know of bullying report it to a staff member – SPEAK UP!!!

### **What Will Happen If You Are Bullying Others?**

- 1) A restorative chat will be held between you, the victim and either your teacher or a member of the leadership team. Your parents will be contacted for a meeting and you will complete a Reflection Form
  - 2) If you persist in bullying you will again participate in a restorative chat along with the principal and your parents. You will receive a lunch time detention for reflection time.
  - 3) If you are found to be bullying again an 'In-school Suspension' will apply and a restorative meeting arranged between the principal and your parents.
  - 4) Further bullying will result in an 'Out of School Suspension'
- If physical bullying has occurred it will involve an immediate lunch time detention and restorative chat including parents.

## **The Important Role of Parents**

### **As Parents You Can Help**

- Be aware of signs of stress in your child, e.g. unwillingness to attend school, a pattern of illness, missing equipment, requests for extra money, damaged equipment or clothing.
- Take an active interest in your child's life and acquaintances. Build a positive and open relationship with your child.
- If your child is involved in bullying, he or she needs your confidence.

### **If Your Child Is Being Bullied**

- Encourage talking; it may be difficult but be patient.
- Try not to overreact, listen calmly and try to work out the facts. Keep an open mind, don't jump to conclusion, you have only heard one side of the story.
  - Give assurances that the situation will be changed.
- Assure your child that it happens to most people at some time. We learn to avoid it, cope with it or confront it.
- Reassure your child that it is not happening because there is something wrong with him or her.
  - Identify reasons why bullying is hurtful and explain that not responding helps stop the unwanted behaviour.
  - *Do not deal directly with the other children or their parents but work through and with the school.*
- Report the matter to a staff member, even if unsure of the extent of the bullying. The staff member / school is now alert to the possibility of a problem to monitor and investigate.
- Tell you child that physical or verbal retaliation on their part is not the answer. Practice with your child exactly what to say and do in situations that make them feel uncomfortable.
- Always try to work through the school in a calm and positive manner, but talk with your child about what you are doing and why. Children will often not want you to tell the school.



### **If Your Child Is Bullying Others**

- Make it clear that bullying for any reason is unacceptable.
- Help your child to understand the difference between assertive and aggressive behaviour.
- Make it clear that hurting or distressing another person unable to defend him or herself is a form of weakness and proves nothing.
- Explore the possibility that the child is seeking attention and love. Are there home or school situations that are contributing to the bullying? Sensitive discussion may indicate that the person bullying may also be being bullied.
- Explore the need for development of self-confidence and success in another area to counter poor self-esteem.
  - Talk with other parents, friends, teachers and share ideas and experiences.



## STUDENT DRESS CODE

Catholic schools are called to develop a sense of community where all people are treated equally. A consistent uniform worn by all students, helps them feel part of the community and enables them to show pride and respect towards themselves and the school. A high standard of dress and grooming is essential to reflect the personal standards required of students at St Francis Xavier Primary School.

### **Expectations:**

- 1) Students are required to wear the full uniform as outlined in the dress code below each day. The uniform is to be kept neat and clean.
- 2) The uniform consists of a standard full uniform and a separate sports uniform. The sports uniform is to be worn only on allocated sports days.
- 3) Once received the Yr 6 students are to wear their school leaver's shirts as part of their sport uniform.
- 4) If students are unable to wear the correct uniform, or any part of it, a note of explanation is required.
- 5) Staff members will check students' uniforms each day and if a student is wearing the incorrect uniform or part of it, a uniform note will be sent home to parents. Parents are to sign the note and return to the teacher.
- 6) If after receiving a note for incorrect uniform, it is not returned signed or uniform requirement fixed in reasonable time, teacher will contact parent directly.
- 7) If after being contacted by teacher there is no change or if student consistently not following dress code parents will be contacted by school leadership team.

### **Uniform Requirements**

#### Yr 1 – 6 Students Standard Uniform

##### *Boys:*

Grey shorts – long leg prestalene, or grey long trousers.  
Grey shirt with embroidered logo.  
Short grey socks with yellow and green stripes.

##### *Girls:*

Green/white checked school dress with concealed zip front.  
White socks with black and green stripes to be worn above the ankle, or bottle green tights.

##### *Boys and Girls:*

All black leather shoes or sports shoes.  
Adjustable wide brim hat with embroidered school crest.  
Green knit jumper with school crest.

#### Sports Uniform

##### *Boys and Girls:*

Gold sports polo shirt with embroidered school crest.  
Black microfibre sports shorts with gold and green stripe.  
White socks with black and green stripe (same as girls standard uniform).  
All black leather sports shoe.

Black microfibre jacket with embroidered school crest.  
Black microfibre track pants with crest.



### Jewellery

#### *Boys and Girls:*

One plain gold or silver stud or sleeper earring to be worn in the lobe of the ear.

One watch.

One signet ring.

A chain with a cross or crucifix is the only type of necklace allowed.

### Hair

#### *Boys and Girls*

Students are to present themselves well groomed at all times. Therefore:

Extreme hair styles or colouring are not permitted.

Hair must be no shorter than a No. 2 cut.

Hair is to be brushed neatly when attending school.

If hair is long enough to be tied back, it must be tied back at all times.

Hair that falls across the face or eyes must be tied or clipped back *neatly at all times*.

### Hair Accessories

Hair accessories permitted are:

Scrunchies, elastic hair ties, small hair clips, small head bands and short ribbons.

All accessories should be in the colours of green, black or white (yellow with sports uniform).

### Make - Up

Make-up, including nail polish is not permitted.

### Free Dress Days / Camps / Excursions

Closed in shoes must be worn.

Shirts and tops are to cover shoulders.

Shorts and skirts are to be no shorter than mid thigh length.

### Kindergarten and Pre-primary Students

Comfortable clothing suitable for outdoor play and easy to remove for toileting.

Shirts and tops are to cover the shoulders.

Shoes that the child can manage themselves.

Wide brim hat (school hat is allowed).

With exception of the school hat, children are not to wear the school uniform or any part of it.





## ICT USE BY STUDENTS

*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.* The ICT network at Saint Francis Xavier Catholic Primary School has been created to enable students to resource and enhance their learning across the curriculum. Students are, in turn, expected to use the ICT network with respect for the rights of other users and to ensure the integrity and security of the network is not jeopardised through their actions. To this end students are expected to adhere to the following:

- 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 St Francis Xavier Primary School, with permission and as directed by my supervising teacher, 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 work or 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 will report any computer or device malfunctions or problems to my teacher.
  - I will not have food or drink in an area with ICT devices.
- 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 and the Principal/Assistant Principal. My parents will be notified.

Saint Francis Xavier Catholic Primary endeavours to provide a safe ICT environment as possible for students.

**Students will not be allowed access to the Saint Francis Xavier Catholic Primary ICT network until they have signed and returned the back page agreeing to abide by this Code of Conduct.**



## STUDENT ATTENDANCE

Student enrolment and attendance in education programs is governed by legislation. The school has a duty of care to ensure the safety and whereabouts of all students enrolled. Attendance at school is a prerequisite for student achievement. Student with poor patterns of attendance are at risk of not reaching their potential.

### Absentee Notes

- All student absences must be explained. The administration office will make contact with parents by sms and by phone to ensure a student is absent and reason noted. A student who is away from school with no reason being given, must bring a note signed by their parents explaining the reason for the absence on the day they return to school.

**An email or a phone call is also sufficient, so long as a reason is given.**

- If they do not bring a note or advise a reason on their return the classroom teacher will send a proforma note home with the student to be completed and returned. If it still is not returned then the teacher will make contact with the parent to ensure a reason is given.

### Late Arrivals

- All late arrivals must also be explained.
- Students must receive a note from the office if they arrive after the 8.45am morning bell. This note must be given to class teacher.

### Students Who Leave the School During School Hours

- All students leaving the school must be signed out at the office by a parent or guardian. Parent or guardian to indicate on the slip whether the student is returning to school or not.
- The parent must give the sign out slip to the class teacher or the staff member responsible for the student at the time (duty teacher, specialist teacher etc. who must pass it on to the class teacher)
- If the student returns to school they must re-enter via the office, before returning to class.

### Students Who are Frequently Absent or Late to School

Teachers will monitor student's absenteeism and lateness to school. Any student who is consistently absent or late and fall below 90% attendance will be acted on. Teachers will:

- 1) Notifying the leadership team
- 2) Contact parents to organise a meeting
- 3) Devise with the parent a written action plan to improve the child's attendance or getting to school on time.
- 4) Give a copy of the written action plan to the leadership team
- 5) Continue to monitor the students attendance or lateness
- 6) If no improvement, i.e. stays below 90%, they will notify leadership team.
- 7) A formal letter will be sent to the parent by leadership to arrange a meeting to address the attendance issue.
- 8) Continue to monitor the students attendance or lateness
- 9) If no improvement or parent fails to respond to formal letter, leadership will report the students low attendance rate to the appropriate section of the Education Department.



## Students Going on Holidays during School Term

Parents who wish to remove their children from school for more than a week, for any reason must contact the Principal first. Teachers will not provide work for students going on holiday.

## PARENT COMMUNICATION

The notice below will be used by the school to notify parents that their child has breached the Code of Conduct. Follow up meetings can be arranged if required. For more serious breaches and continued infringements parents will be contacted by a member of the leadership team directly. A copy of the notice will be kept on the student's SEQTA notes.



## St Francis Xavier Primary School Geraldton Western Australia 6530

### Student Code of Conduct Notice

Date \_\_\_\_\_ Class \_\_\_\_\_

Dear Parent/Guardian

On acceptance of a position for your child at St Francis Xavier School you agreed to commit to and support the efforts of the school in maintaining a safe, orderly and respectful learning environment for all students. This necessitates abiding by the Code of Conduct and ensuring that your child does likewise. The Code articulates the school's key expectations with regard to respectful relationships, behaviours and appropriate conduct.

Unfortunately, your child's behaviour was not consistent with the Code as indicated below. Please take time to discuss this matter with your child and return the form below.

Repeated Uniform Infringement
Consistently late to School
Materials missing
Assignments incomplete
Disrespect
Disruption

Inappropriate Language
Misuse of Technology
Property Misuse
Physical Contact
Unexplained Absence
Other

Teacher \_\_\_\_\_

Comment \_\_\_\_\_

If you have any further concerns, please contact your child's teacher.



I have read and discussed this note regarding the breach of the Student Code of Conduct.

Name \_\_\_\_\_ Signature \_\_\_\_\_

Comment \_\_\_\_\_



## SIGNATURE PAGE

### Student Commitment

I \_\_\_\_\_ (name) have read and discussed the St Francis Xavier Primary School Student Code of Conduct booklet with my parents / guardians.

- I understand the school values and expectations of behaviour, bullying and harassment, dress code, ICT use and attendance and the consequences or procedures for when they are not followed.
- I will endeavour at all times to play my part in making St Francis Xavier a happy and safe place for all by following the Student Code of Conduct and respecting the rights of other students and teachers.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent / Guardian Commitment

I \_\_\_\_\_ (name) have read and discussed the St Francis Xavier Primary School Student Code booklet with my child.

- I understand the school values and expectations of behaviour, bullying and harassment, dress code, ICT use and attendance and the procedures that the school will implement when these are not followed.
- I fully support the school in the implementation of the Student Code of Conduct and are willing to work with the school to assist in making St Francis Xavier a happy and safe learning environment for all students.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## CLASSROOM REFLECTION FORM

Dear Parent

Your child displayed severe or consistent unproductive behaviour in the classroom today which required them to have time out to complete this form as well as participating in a restorative chat, as outlined in the Student Code of Conduct. Please take time to discuss the behaviour with your child, sign at the bottom and return to class teacher tomorrow.

Kind Regards

\_\_\_\_\_  
Class Teacher

Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

**What happened?**

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**What were you thinking at the time?**

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**What have you thought about since?**

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**Who has been affected by what you have done?**

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**In what way?**

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**What do you think you need to do to make things right?**

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**Parent Comment**

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Signed: \_\_\_\_\_ Date: \_\_\_\_\_





## LEADERSHIP REFLECTION FORM

Dear Parent

Your child displayed severe or consistent negative behaviour today which required intervention from a member of the school leadership team. They were required to complete this form as well as participate in a restorative chat and complete detention in the office, as outlined in the Student Code of Conduct. Please take time to discuss the behaviour with your child, sign at the bottom and return to the office tomorrow.

Kind Regards

\_\_\_\_\_  
Leadership team Member

**Name:** \_\_\_\_\_ **Class:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**What happened?**

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**What were you thinking at the time?**

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**What have you thought about since?**

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**Who has been affected by what you have done?**

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**In what way?**

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**What do you think you need to do to make things right?**

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**Parent Comment**

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**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_