

February, 2015

Dear Parent,

The educational program at Casey Grammar School requires parental assistance to provide a learning environment in which individual needs can be met, and where self-discipline is developed through encouraging and supporting the growth of self-esteem in each student. The School also requires parental support with appropriate use of the Internet. The aim of this **Code of Conduct is to encourage a harmonious learning environment to promote responsible growth and development, to help prevent cyber bullying and to promote cyber citizenship both at school and at home.**

This code is based on the 2011 Discipline Policy. This policy can be obtained from the Principal. This code has been developed with our students to ensure that they are safe and secure whilst in our care.

**Guidelines for Acceptable Use of the Internet and the Code of Conduct** can be found on the website and in the Student Planners. Throughout the year students revisit these guidelines in Pastoral Care and Curriculum programs relevant to their Year Level.

Parents are asked to read and discuss this document with their child, and then both parent and student sign the student agreement. The aim is for students to understand the importance of following the expectations as outlined in the Guidelines.

The signed agreement needs to be signed in the student planners by 13 February 2015.

Ideally the school hopes to receive the attached agreement signed and returned by each family, but it will be assumed that families, who do not return the agreement, accept the policy in full. If you have any queries related to this information please contact the school.

Yours faithfully,



Margaret Buttigieg  
Principal

## 2015 SECONDARY STUDENT CONDUCT CODE

Casey Grammar School provides an environment in which each student's needs can be met and where self-discipline is developed through encouraging and supporting the growth of self-esteem in each student. The Board, staff and parents believe that our school Code of Conduct encourages the development of self-esteem, co-operation, self-discipline, tolerance and honesty. The code has been developed with our students to ensure that they are safe and secure whilst in our care.

***The Student Code of Conduct consists of:***

- 1. Classroom Code of Behaviour**
- 2. Playground Code of Behaviour**
- 3. Student Dress Code**
- 4. Acceptable use of the Internet**

The codes include *Expected Behaviour, Consequences and Incentives*.

### 1. CLASSROOM CODE OF BEHAVIOUR

The *Code of Behaviour* is a united, whole school approach based on the belief that:

***Members of our school community care for each other by:***

- Being friendly and co-operative with others
- Treating each other with mutual respect
- Respecting other people's opinions and ideas
- Sharing equipment and materials
- Treating each other as we would like to be treated

***Members of our school community work and play safely by:***

- Using equipment correctly
- Moving around the school with care

***Members of our school community care for our environment by:***

- Keeping the grounds tidy by using rubbish bins
- Looking after plants and trees
- Caring for the buildings and furniture

***Members of our school community strive for excellence by:***

- Trying their best
- Celebrating and sharing our own and others' achievements
- Participating in the decision making at our school
- Taking responsibility for our own behaviour and learning

***The school community supports the development of every student by:***

- Establishing partnerships between the school community, parents and children
- Developing a positive school spirit
- Acknowledging and valuing good behaviour
- Building self esteem
- Being consistent and fair in applying discipline

## 2. PLAYGROUND CODE OF BEHAVIOUR

A *Playground Code of Conduct* has been developed to create a safe playground environment for all students.

### PLAYGROUND EXPECTED BEHAVIOURS

- Be friendly, play fairly and safely
- Positive reinforcement
- Respect and treat others the way you would like to be treated
- Be sensible
- Take care of our school environment

## 3. STUDENT DRESS CODE

***Our School uniform is worn for the following reasons:***

- To create a sense of collective and individual pride in students and their identification with the school
- To improve the safety of Casey Grammar School students by making them instantly recognisable in any group when the students are on school excursions

## 4. GUIDELINES FOR ACCEPTABLE USE OF THE INTERNET

Casey Grammar School is committed to providing a high quality education in a positive and supportive environment by ensuring that learning is stimulating, relevant and rewarding. It is in this context of possibility and potential and with a rigorous commitment to the best teaching and learning practice, that we can encourage all learners to become future learners. The school observes all required Internet filter and access protocols.

### Internet Access

Use of the Internet supports teaching by giving students and teachers access to 'Information and Communication Technologies' (ICT) and provides opportunities for collaborative work. At CGS we recognise that such information research skills are required as essential knowledge for students in the 21st century.

The following guidelines govern the use of the Internet at Casey Grammar School.

- The Internet will be used by students at Casey Grammar School for educational purposes only. E.g. Project and learning activities directly related to the curriculum.
- Downloading of material from the Internet will only be for educational purposes. E.g. Graphics, videos, background music which supports the content of the students' project or task.
- Inappropriate use of the Internet will result in implementation of consequences as set out in the school rules policy.
- Students are responsible for notifying their teacher of any inappropriate material.
- Students will only publish work on the school's local network/intranet which is not accessible from the Internet.
- Privacy of students, parents, staff and other users either individuals or groups will be recognised and respected at all times.
- All work will be screened for accuracy, appropriateness, grammar, spelling prior to publishing.

• Students and their parents will be asked to sign an Agreement regarding Internet usage prior to the student being allowed access to the Internet. This agreement will aim to ensure that parents and students are aware of their responsibilities in regard to appropriate use of the Internet.

### **SCHOOL EXPECTATIONS**

1. Students will respect teachers, parents, visitors and their fellow students.
  2. Students will be on time for school, assemblies and classes.
  3. Students will wear and maintain in good order, their school uniform.
  4. Students will care for the school property, buildings and gardens.
  5. Students will stay in the playground area set aside for them.
- Constant breaches of school expectations or serious misbehaviour will be dealt with by the Head of Pastoral Care and Discipline in consultation with the student and parents.

### **HOME STUDY EACH WEEK**

<b>YEAR LEVEL</b>	<b>STUDY SESSION</b>
YEAR 7	10 x 30 minutes
YEAR 8	14 x 30 minutes
YEAR 9	12 x 45 minutes
YEAR 10	14 x 45 minutes
YEAR 11	15 x 50 minutes
YEAR 12	21 x 50 minutes

### **RESTRICTIONS**

Certain items are inappropriate and must not be brought to school. These include:

1. Knives of any kind/guns, toy or otherwise
2. Skateboards or rollerblades
3. Steel rulers
4. Electronic equipment, such as Gameboys, iPods, MP3 players, Nintendo DS, etc.
5. Cricket balls
6. Liquid paper
7. Matches, cigarettes, lighters
8. Illegal drugs
9. Fire crackers
10. Chewing gum
11. Aerosol cans e.g. deodorants

Valuable items must not be brought to school. Mobile phones may be brought to school at owner's risk, but should not be turned on or used during school hours, (including recess and lunch times) and should be kept in lockers. No responsibility will be taken for the safety of mobile phones and other valuables brought to school.