



Code of Behaviour Policy

PURPOSE OF THE POLICY

Rockhampton Girls Grammar School is a learning community where every individual matters. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

It is important that all involved with the life of the School understand their individual and community responsibilities. This Code of Behaviour has been developed to establish the parameters within which all persons associated with the School can operate to ensure that at all times we endeavour to achieve our goals.

POLICY

1. Scope

This policy applies to all staff, volunteers, Board Members, students and parents/guardians of Rockhampton Girls Grammar School. This policy supports and fosters a culture of care and outlines the expectations of our School community regarding individual rights and responsibilities.

2. Community members rights and responsibilities

Community members of Rockhampton Girls Grammar School have the right to:

- Be treated fairly and with respect,
- Work, play, interact and learn in a quality, positive, clean and safe environment,
- Communicate openly and develop relationships with others in the School community and
- Be involved in the educational process.

Rockhampton Girls Grammar School acknowledges that all members of the School community have the responsibility to:

- Be respectful, courteous and fair to others,
- Contribute to a positive School environment and
- Communicate openly and to seek to build and maintain positive relationships.

3. General principles

Effective behaviour management requires that all members of the Rockhampton Girls Grammar School community form a partnership, accepting responsibility and accountability for ensuring the following principles are endorsed:

- Promoting positive behaviour
- Understanding behaviour
- Preventing and minimising behavioural problems, including discrimination, harassment, vilification and victimisation
- Generating effective and appropriate solutions
- Sharing information before generating an effective solution

It is expected that each member displays respect for themselves as a person and as a member of the School community. We expect members to conduct themselves at all times in a manner which will not detract from their own reputation or diminish that of other members of the School.

Offensive behaviour of any kind will not be tolerated, whether it be:

- The use of offensive language
- Smoking
- Drinking or bringing on to the school premises food or beverages containing alcohol
- Gambling
- Cheating
- The possession of any but medically prescribed drugs
- The injury of others or threatened harm
- Carrying of weapons of any description

In matters which are not specifically covered by this Code or any other School Regulation or policy, members of the School will observe the principles outlined above concerning the dignity of each person, respect for others and their property and of mutual cooperation within the school community. Common sense should be applied on all occasions.

4. Education and information

- Rockhampton Girls Grammar School will ensure that students receive information about the Code of Behaviour at interview, orientation and during Care sessions.
- Rockhampton Girls Grammar School will ensure that staff (including volunteers) receive training about the Code of Behaviour upon commencement of employment and annually.
- The Code of Behaviour will also be supplied to parents/guardians.

5. Complaints procedure

The Rockhampton Girls Grammar School Grievance Procedure Policy applies to complaints related to the Code of Behaviour Policy.

6. Fundamental Strategies

The following expectations which are clear, explicit and appropriate, are designed to promote desired behaviour and standards and protect the rights of individuals within the Rockhampton Girls Grammar School community.

Student behaviours apply whenever at School, participating in School activities or in uniform, as this identifies her as a student of Rockhampton Girls Grammar School.

	EXPECTATIONS OF STUDENTS	EXPECTATIONS OF STAFF	EXPECTATIONS OF PARENT/GUARDIAN
ENGAGED LEARNING TIME	<ul style="list-style-type: none"> • Be punctual to all classes • Be committed to active learning in both lesson and homework time • Be prepared to engage the teacher when problems are encountered • Practise time-management, especially with exam and assignment preparation • Catch-up, in own time, on all work or assessment missed through non-attendance 	<ul style="list-style-type: none"> • Model effective time-management practices • Teach time-management as an integral part of each subject area • Assist students to develop effective examination preparation routines • Monitor student application and apply appropriate consequences • Be aware of and record student absences and assist students to minimise the impact of said absences 	<ul style="list-style-type: none"> • Reinforce time committed to learning and homework • Avoid disruptions to student attendance at School • Reinforce, model and support School expectations • Encourage students to develop weekly planners to meet all commitments
PREPAREDNESS AND PUNCTUALITY	<ul style="list-style-type: none"> • Have knowledge of specific subject requirements and consistently meet these expectations • Bring to all lessons the correct materials required • Be on time and ready to learn before the lesson begins • Submit all assignment items on time • Communicate early with your teacher if you are having difficulty meeting a deadline • Use recess breaks to attend to personal matters 	<ul style="list-style-type: none"> • Give clear instructions on specific requirements, including assessment overviews • Establish and consistently apply consequences where students do not meet expectations • Assess and return work within an agreed time frame • Be aware of whole School procedures and routines to assist students to meet expectations • Model high standards of punctuality and preparation 	<ul style="list-style-type: none"> • Ensure students have all appropriate equipment or materials • Establish home routines to ensure preparedness • Ensure arrival at School before start of Lesson 1 at 8:20am • Understand daughter's study commitments and be prepared to communicate with teachers when problems arise • Ensure your daughter is returned to School on or before the due completion of holiday breaks
LANGUAGE AND COMMUNICATION All communication should take into account the rights of, consequences for, and well-being of all individuals and of the School.	<ul style="list-style-type: none"> • Communicate in an appropriate and respectful manner in line with School expectations • Be prepared to greet adults in the appropriate way and engage them in conversation • Refrain from using inappropriate, vulgar and derogatory language at all times • Always seek to be positive • Ensure open channels of communication 	<ul style="list-style-type: none"> • Model appropriate language and means of communication including greetings • Be prepared to correct and remind students of acceptable language and communication standards • Apply appropriate consequences • Follow appropriate procedures for communication within the School community • Be aware of formal School communications and discuss these with students where relevant • Be aware of not discussing staff issues or matters with students • Ensure open channels of communication 	<ul style="list-style-type: none"> • Reinforce School expectations through encouraging and modelling appropriate language • Be responsible for reading and acting on all official communication from the School • Model appropriate conflict resolution • Discuss concerns and issues with appropriate School staff in the first instance • Ensure open channels of communication

	EXPECTATIONS OF STUDENTS	EXPECTATIONS OF STAFF	EXPECTATIONS OF PARENT/GUARDIAN
PERSONAL PRESENTATION	<ul style="list-style-type: none"> Positively support the School uniform expectations Wear the appropriate School uniform for the specific occasion well and with pride Demonstrate pride in yourself and your School by a high standard of grooming, personal presentation and hygiene, and modesty at all times including School outings eg. socials Ensure hair is neat, tidy, of appropriate colour and clear of your eyes and your collar Be aware of following the School expectations about jewellery at all times when in uniform 	<ul style="list-style-type: none"> Model a high standard of dress and appropriate standard for the particular occasion in line with student dress expectations Be aware of the School rules, procedures, general appearance and dress regulations Have high expectations of students in this regard and apply appropriate consequences when expectations are not met Be pro-active in ensuring that students are appropriately dressed for the particular activity 	<ul style="list-style-type: none"> Ensure daughters are wearing the appropriate School uniform for the specific occasion in line with School uniform expectations Ensure you encourage your daughters to follow dress expectations when out of the School, but still in uniform Support high standard of personal hygiene and presentation Comply with specific presentation and uniform requests from the School Avoid allowing your daughter to breach an expectation
HOMEWORK	<ul style="list-style-type: none"> Have your Student Planner with you at all times Conscientiously record all homework given Do not deface your planner in any way Complete all set homework List assignments in your planner Complete work on or before the due date Complete your work to a high standard Communicate with your teacher any exceptional circumstances which may prevent you from completing homework 	<ul style="list-style-type: none"> Regularly and consistently set homework Ensure that students understand clearly the homework expectation Ensure homework is relevant to and enhances learning Routinely check that homework is being completed by all students Be aware of and responsive to exceptional circumstances Implement appropriate and consistent consequences for failure to complete 	<ul style="list-style-type: none"> Be aware of School policy and expectations Exchange information on how to assist/support your daughter Be fully aware and supportive of consequences Be responsive to communication from the School Routinely check that daughters are completing homework
QUALITY OF WORK	<ul style="list-style-type: none"> Always strive to do your very best work Be aware of subject specific standards and requirements and always strive to achieve Have a good knowledge and understanding of criteria-based standards and expectations, and strive to meet these Faithfully and diligently complete work to the advice and expectations of the teacher 	<ul style="list-style-type: none"> Provide clear, concise, subject-specific guidelines on quality work expectations Give clear and unambiguous instructions to students about the quality of work expected Regularly monitor student work and give constructive feedback about ways to improve Provide example and model best practices so that students can be aware of the standards expected Establish classroom consequences for failure to meet set expectations 	<ul style="list-style-type: none"> Be aware of and support subject specific requirements Be aware and support the application of consequences Model and reinforce the need for quality work Communicate early with teachers any difficulties

	EXPECTATIONS OF STUDENTS	EXPECTATIONS OF STAFF	EXPECTATIONS OF PARENT/GUARDIAN
BEHAVIOUR	<ul style="list-style-type: none"> • Be aware of and endeavour to meet all aspects of the School's Code of Behaviour Policy • Be aware of and consistently meet the expectations of the School's Anti-Discrimination Policy, Disability Policy and Anti-Bullying and Harassment Policy • Follow promptly and respectfully all directions given by staff members • Be responsible for own behaviour • Accept consequences of own behaviours • Respect School property and the property of others • Refrain from any behaviour that will have a negative effect on another student or member of staff either at School, in the community or at social gatherings • Refrain from any behaviour that will have a negative impact on the reputation of the School in the community 	<ul style="list-style-type: none"> • Have knowledge and understanding of all aspects of the School Code of Behaviour Policy, as well as the School's Anti-Discrimination Policy, Disability Policy and Anti-Bullying and Harassment Policy • Act immediately and decisively when breaches of the Code of Behaviour Policy occur • Encourage and model good manners and respect for all members of the class • Role model appropriate standards of behaviour in all in and out of School situations • Be pro-active in assisting students to meet expectations • Apply appropriate consequences based on consistency, fairness and equity • Assist students to modify inappropriate behaviour • Document instances of misbehaviour • Communicate with parents/care givers the behaviour and any other issues. 	<ul style="list-style-type: none"> • Be fully aware of the high standard of expected student behaviour • Reinforce and support School expectations and School values • Support consequences of School's Code of Behaviour Policy • Model appropriate behaviour • Encourage students to be positive
LEADERSHIP AND INVOLVEMENT Support, promote and model the school beliefs, aims and expectations.	<ul style="list-style-type: none"> • Participate in activities that develop initiative, sense of responsibility, involvement, team membership, communication skills and service • Be willing to participate in cocurricular activities • Display pride in being a Rockhampton Girls Grammar School student through involvement, dress, behaviour and attitude and commitment • Demonstrate a high level of community awareness and involvement • Maintain balance between academic, family, community and cocurricular activities 	<ul style="list-style-type: none"> • Be a good role model by providing positive examples in terms of the broader aims and objectives of the Rockhampton Girls Grammar School • Provide opportunities for students to demonstrate leadership qualities • Nurture leadership qualities such as taking initiative, responsibility, involvement, working in a team, communication skills and service • Provide opportunities for students to be involved in cocurricular activities and support their involvement • Monitor student involvement in cocurricular activities 	<ul style="list-style-type: none"> • Support daughter in upholding the expectations regarding leadership and involvement at Rockhampton Girls Grammar School • Support the activities and operations of the School's parent support groups • Monitor the balance of daughter's involvement in academic, family, community and cocurricular activities • Communicate early with the School where commitment to any activity is likely to be compromised

POLICY RELEASE DETAILS

Date of Policy	Updated 2015
Approved by	Board April 2015
Review Date	2016
Access	Public Availability – RGGS Website

RELATED POLICES AND DOCUMENTS

RGGS Student and Staff Handbooks



Rockhampton Girls Grammar School

Est 1892

Code of Behaviour - Acceptance

I hereby accept the terms and conditions outlined in the Rockhampton Girls Grammar School Code of Behaviour Policy and ensure that I will encourage others to abide by the same terms and conditions.

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Signature

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Date

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Name of person joining Rockhampton Girls Grammar Community

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Signature

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Date

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Signature

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Office Use Only			
	Staff Member	Payroll No:	
	Student	Student Code:	
	Parent	Parent Code:	
	Board Member		
	Volunteer		