

# COMMUNITY EXPECTATIONS POLICY

## PURPOSE

Melbourne Montessori School seeks to provide a safe, secure, supportive and encouraging learning environment. All members of the School community have a responsibility to practice and promote tolerance and the valuing of individual differences and to uphold the value of courtesy, compassion, cooperation and care for others.

## KEY RESPONSIBILITIES

Position/Roles	Responsibilities
School Board	<ul style="list-style-type: none"> <li>To ensure a policies and strategies are in place to manage student behaviour.</li> </ul>
School Leadership Team (CLT)	<ul style="list-style-type: none"> <li>Approve and maintain a policy to manage student behaviour.</li> <li>Ensure strategies are in place to manage unacceptable behaviour.</li> </ul>
All Staff	<ul style="list-style-type: none"> <li>Ensure students are aware of the School's expectations regarding behaviour</li> <li>Manage instances of unacceptable behaviour in line with the policy.</li> </ul>

## GUIDING PRINCIPLES

Every member of the Melbourne Montessori School community has the right to participate in an educational environment that is safe, supportive and inclusive. Everyone is entitled to be treated with respect and dignity. Unacceptable behaviour including bullying (or cyberbullying) will not be tolerated.

This policy is guided by the School's desire to:

- promote the physical, psychological, emotional and spiritual wellbeing of students
- teach children self-discipline and an understanding of the consequences of their behaviour
- provide children with an understanding of the limits of acceptable behaviour, the reasons for these limits, and consistency in the management of their behaviour
- provide good role models for acceptable behaviour
- educate students towards self-directed, cooperative and respectful behaviour
- promote, nurture and protect healthy relationships among members of the community
- enable students to be accountable for the real consequences of their actions
- encourage respect, healing and restoration both for those who are harmed, and for those who cause harm
- enable students to build personal responsibility by developing skills of reflection and empathy with others
- guide teachers in their responses to student behaviour
- ensure students and parents are informed about expectations of student behaviour.

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### EXPECTATIONS

#### Code of Behaviour

##### General Behaviour

- Students will represent the school appropriately at all times.
- Students will not engage in behaviour that is objectionable or offensive to others.
- Students will not use the school name for an event without permission from the Principal.

##### Classroom Behaviour

- Students must be prepared to work to the best of their ability and to respect the rights of the classroom teacher and other students.
- Students will not disrupt the learning of others.

#### General Conduct

When at school, travelling to and from the School, or participating in a school activity off campus (sport, camps, excursions and tours), students are expected to contribute to a positive school culture by:

- relating constructively and not harassing or bullying others (See the *Student Bullying and Harassment Policy* for more details)
- communicating respectfully and politely to all members of the school community and the general public, without intimidating, aggravating or annoying others (threatening behaviour, violence, swearing, pushing, fighting, offensive gestures, etc are not tolerated)
- being an attentive and respectful audience at all times
- respecting individual and school property by using equipment and furniture for intended purposes, by not touching others' property and by reporting damage
- following directions from all School staff
- presenting with a clean and tidy appearance
- complying with subject specific rules, especially where the use of equipment gives rise to safety concerns.
- using of the School ICT resources, any computer network and social media in a respectful and responsible manner.

#### Attendance and Punctuality

- Attendance at school is compulsory. Students must attend all lessons and activities and be punctual.
- Any absence must be explained by a call to the attendance line from the parent/guardian.
- Students must not leave the school grounds or class without staff permission.
- It is the student's responsibility after absence to find out what work was missed and to complete work in own time.
- All students are expected to be involved in the life of the School.

#### Property and Environment

- Students will respect personal, school and community property and buildings. Students are expected to keep the school environment clean and not to litter.

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- The cleanliness of the environment is the responsibility of all; students should willingly assist in cleaning up activities.
- Students are strongly advised to leave valuables at home. If brought to school these must be locked in lockers or given to the Level Office for safe keeping and must not be left at school overnight.

### Alcohol and Other Drugs

- Using, possessing, being under the influence of, selling or distributing illegal substances or alcohol, while on school premises or at school sponsored activities or travelling to and from school, is absolutely prohibited.
- The use of prescribed drugs is to be monitored by the School Nurse.

### Smoking

- Melbourne Montessori School is a smoke-free area and students will respect the rights of others to such an environment. Students will not smoke at school, on school activities, or whilst travelling to and from school.
- Students are not permitted to be in possession of smoking materials at school.

### Weapons

- Using, possessing, selling or distributing weapons, while on school premises or at school sponsored activities or travelling to and from school, is absolutely prohibited.

### Duty of Care

Clearly behaviour outside of the School, in a student's private time, is that individual's responsibility and a matter for them, their parents and the law, if appropriate. However, with student use of social media, there has been a blurring of the separation between school matters and out of school matters and students and parents need to know that if the School becomes aware of behaviours occurring outside of the School that place a student 'at risk' the School has a duty of care which may necessitate a report in the first instance to 'Child First' or to Human Services. In cases of student behaviour outside of the School that has the potential to cause damage to the student or the School's reputation, the School will respond accordingly and this may involve any of the sanctions outlined in this document.

## CONSEQUENCES OF UNACCEPTABLE BEHAVIOUR

The School response may include the following restorative and/or punitive action, depending on the particular breach of "Community Expectations" which has occurred.

- Explanation and an apology
- Confiscation of inappropriate item(s)
- Exclusion from activity
- Work assignment to repair damage
- Notification of parents
- Counselling
- Restorative/mediated conversation
- Referral to external agencies
- Suspension
- Termination of enrolment

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Melbourne Montessori School strictly prohibits the use of any corporal punishment by our staff members.

### **Suspension**

The School reserves the right to remove the student for a period of time or permanently (expulsion) from the daily organisation and routines of the School if behaviour is such that the rights of others are being permanently compromised. The School community remains committed to working with families to enable formal re-entry of a student to occur.

### **Who may make a decision to suspend a student?**

Where any teacher or staff member decides that an act or the behaviour of a student may warrant suspension, the teacher or staff member must refer the matter to the Principal, or an alternative, independent and objective member of the School Leadership Team who can make a reasonable and unbiased decision.

In serious circumstances, a student may be summarily suspended, pending a final decision under this policy. In this case, a meeting with the student and the student's parents/guardians to review the suspension must be convened as soon as is practicable.

### **Termination of enrolment**

When it becomes clear that a student is not responding to the School's pastoral and student management processes and is in serious breach of School policies, the Principal retains the right to terminate a student's enrolment at the School.

### **Procedural Fairness**

It is School policy that our procedures for the suspension or termination of enrolment of a student are based on the principles of procedural fairness.

Where a decision is being considered to suspend or terminate the enrolment of a student, the Principal will:

- write to the student, and the student's parents/guardians stating:
  - the reasons that the student is under consideration for being suspended or enrolment terminated
  - the relevant rules, policies, standards of behaviour alleged to be breached
  - the relevant allegations said to warrant suspension or termination of enrolment
- allow the student and/or the student's parents/guardians to give a response, either in writing or verbally
- allow the student to have a support person of the student's choosing
- arrange a meeting with the student, and the student's parents/guardians
- arrange for an interpreter, if one is required
- meet with the student and the student's parents/guardians and/or support person
- ensure that such a meeting is recorded in writing.

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### **Considerations in suspending or terminating an enrolment**

The Principal, after following the procedures set out in this policy, will make a decision about the facts of the allegations against the student.

The Principal will then decide whether to suspend or terminate the enrolment of a student based on the following considerations:

- the safety of all students, Staff and visitors
- the seriousness of the student's acts
- the response or remorse of the student, if applicable
- the pastoral care and welfare of the student
- the student's prospects for rehabilitation

### **Notification of Decision**

The decision made under this policy will be communicated in writing to the student and the student's parents/guardians. The Principal will also attempt to communicate this decision verbally.

The student and the student's parents/guardians must abide by the terms and conditions of the decision.

### **Register of Suspensions and Termination of Enrolment**

Melbourne Montessori School keeps a register of suspensions and termination of enrolments at the School Principal's office in print or electronic form.

### **Appeals**

A student may seek a review of a decision made under this policy. All appeals must be made in writing, setting out the grounds of appeal.

An appeal from a decision to suspend a student must be made to the Principal.

An appeal from a decision to terminate the enrolment of a student must be made to the Chair of the Board.

## **RELATED POLICIES**

Child Safety and Wellbeing Policy  
Electronic Devices Policy (Students)  
ICT Student Use Policy  
ICT Network Access Policy (Students)  
Student Bullying and Harassment Policy