Worksheet 1

Values that the Code of Conduct should promote

Background

The Code of Conduct should reflect the most important values that the school community wishes to promote.

The core values that you identify should influence the way in which the Code of Conduct is written. They should also be reflected in the kinds of behaviours that you wish to encourage.

Workshop Activities

Brainstorm

☐ What are the most important values that the Code of Conduct should promote?

Review

☐ Select three or four values that you want to mention in the wording of the Code of Conduct.

Other values will be reflected in the kinds of behaviours that the Code wants to encourage.
Valuing values!

Some examples …

Respect

Honesty

Trust

Concern for others

Dignity

Honour

Excellence

Non-violence

Enthusiasm

Sincerity
Desirable Behaviours

Background

The Code of Conduct should include a list of the forms of behaviours that students should be encouraged to display. One of the principles of writing a Code of Conduct is that it focuses on positive behaviours, before identifying the kinds of behaviours that will not be allowed.

By stating the behaviours that students should display, the school communicates high behavioural expectations.

Workshop Activities

Brainstorm

- List the positive behaviours that students should display.

  Writing Tips

- Write POSITIVE statements

  Example: Students should tell the truth

  NOT

  Students should not lie.

  Avoid the use of the words NOT, SHOULDN’T, MUSTN’T as much as possible.

- Be specific. Base statements on behaviours that can be seen or observed.

- Link the behaviours to the values that the school wishes to encourage.

Review

- Check that you have behaviours that reflect the values that were identified in Worksheet one.
Roles and responsibilities in supporting the Code of Conduct

Background

Students, teachers and parents all have a role to play in promoting and ensuring a disciplined environment in schools. Each Code of Conduct will list 5-6 actions that students and parents are expected to take in order to support the creation of a disciplined school environment.

*What are the practical steps that parents and students can take to support the implementation of the Code of Conduct?*

Workshop Activities

You have already decided what kinds of “good” behaviour you expect students to display.

- What are some of the specific steps that students can take in supporting the implementation of the Code of Conduct?

Here are some examples to help you get started

- Sign a form saying that they will abide by the Code of Conduct; and
- Be familiar with the contents of the Code of Conduct.

- What can parents do to support the creation of a disciplined school environment?

*List four or five examples, based on the values that you agreed on in worksheet 1.*

Writing Tips

- Focus on practical steps parents can take to support the implementation of the Code of Conduct.

Some examples to get you started:
Parents should:

- Make sure that their children come to school every day;
- Make sure that they attend meetings at the school; and
- Meet with the teachers to discuss their child’s behaviour, as needed or requested.
Worksheet 4

Identifying inappropriate student behaviours

Background

Each Code of Conduct must identify the kinds of behaviours that the school considers to be undesirable or disruptive. There are some forms of undesirable behaviour that need to appear in all schools’ Codes of Conduct. However, each school is required to review the required list and add additional behaviours that the Committee feel are inappropriate for their particular school.

Activities

Brainstorm

☐ What are the common inappropriate behaviours that exist at our school?
☐ Are there any other kinds of behaviours we will not accept in the school?

Think about the different environments in which students find themselves every day:

← Lining up before class;
← In class;
← During breaks;
← During extra-curricular activities; and
← On the way to and from school.

Reviewing

Look at the list of standard forms of misconduct/inappropriate student behaviours that will not be tolerated.

Are there any behaviours here that are not on your list?

Classifying behaviours
Look at the list you have made. Classify each type of disruptive behaviour in terms of how seriously they disrupt the school's functioning.

What are the minimum standards of appearance that must be observed by all students? Which aspects of appearance are most important? Tidiness? Cleanliness?
Worksheet 5

Reviewing the Draft Document

Background

The Code of Conduct must undergo a final review by the Code of Conduct Committee. At this point, several modifications have been made to the original document. The Committee has also had numerous discussions about the appropriate amendments that the document required based on the needs of their school.

This worksheet will guide the Committee through a streamlined approach to review the final draft of the Code of Conduct before submitting the document to the School Supervisor for review and consideration.

Workshop activities

Document Review

1. What are the overall strengths of the newly created Code of Conduct document?

2. Identify any areas of the draft that are not clear or need further clarification.  
   (note: this may be due to poor layout or improper wording)

3. Are there any outstanding issues or feedback from Committee discussions that have not been considered or included in the draft of this document?
4. What is needed to make the final draft of the Code even stronger?
Worksheet 6

Completing the Code of Conduct Final Draft Checklist

Background

The Code of Conduct checklist must be completed and submitted along with the final draft document to the School Supporter for review. The School Supporter will use the contents of this checklist when reviewing your schools submission of the final draft.

Task Summary

☐ Review the contents of the Final draft checklist table
☐ Complete the checklist by putting a checkmark in either the “Yes” or “No” columns
☐ Determine if final draft document of the Code of Conduct is ready to be submitted to the School Supporter for review.

Workshop Activity

Complete the Code of Conduct checklist using the instructions listed below:

Directions for completing the checklist: Review the statement listed in the table below. Place a checkmark in either the “Yes” or “No” column based on your response to the given questions under “Requirement”.

If the Committee can answer “Yes” to **ALL** of the questions below, the final draft document is ready to be submitted to the School Supervisor for review and consideration.

If the Committee cannot answer “Yes” to all of the questions below, please determine which parts of the final draft needs to be modified in order to comply with the requirements.
<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Have all instruction notes been removed from the Code of Conduct template document?</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are the rules and guidelines easy to follow and understand?</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Did all Committee members have a chance to review the final draft and provide input?</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Does the final document emphasize good behaviour, student responsibilities and discipline rather than punishment throughout?</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Do all additions and modifications adhere to the ETI standards?</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Are all the required sections of the document complete?</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Has the Phase Three reporting form been completed and signed by the Head Teacher?</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Code of Conduct Final Draft Checklist**