

**MALVERN RUSSIAN COMMUNITY SCHOOL**  
**(MRCS)**  
**65A Tooronga Rd, Malvern East, Vic 3145**  
**ABN 40 313 623 203**

## **DISCIPLINE POLICY & CODES OF CONDUCT**

The main goal of this policy is to improve school work. We recognise that our school has to provide safe and creative atmosphere for fruitful learning, where all students, parents and teachers rights will be respected.

### **Student Rights:**

- to be taught by qualified teachers;
- to be psychologically, physically and emotionally safe;
- to be able to learn and rest without any fear or violence;
- to have aesthetic clean premises;
- to be informed about own education progress and academic results.

### **Students Obligations:**

- to behave appropriately and allow for effective lessons;
- to respect each other;
- to protect the property of the school and the property of others;
- to be responsible for own appearance, neatness, personal belongings and safety;
- to follow teachers and school administration instructions;
- to behave honestly and truthfully;
- to inform a teacher or school administration about all dangerous situations that may arise.

### **Discipline Methods:**

- explain school rules to student and parents;
- remove a student from the classroom;
- demand all homework to be done contentiously;
- demand an oral or written apology;
- send student to school administration;
- inform student's parents;
- suspend student from school (Principle's prerogative) or use other sanctions.

### **Teachers Rights:**

- to have normal working conditions;
- to demand students to follow all instructions;
- to address the school administration on organisational issues;
- to be regularly paid in accordance to agreement;

- to be respected by students, parents and administration;
- to appoint students responsible for cleaning classroom and other duties.

### **Teachers Obligations:**

- to prepare all teaching materials prior to lessons;
- to start and finish lessons in accordance with school schedule;
- to respect students and their parents;
- to look after children during breaks
- to inform parents on students progress, academic performance and behaviour.

### **Parents Rights:**

- to be informed about child's progress, academic performance and behaviour;
- to have access to school programs and curriculum;
- to discuss with teachers and administration all school issues that are in the interest of their child.

### **Parents Obligations:**

- to bring children to school on time and pick them up after lessons.,
- take all responsibilities for the safety of their children before the first bell and after the last bell rings;
- to supervise student's homework;
- to be responsible for student's appearance, neatness and readiness for lessons;
- to remind children of school rules;
- to pay school fees in the first three weeks after the term starts.

### **Principal's Rights:**

- to demand students, parents and teachers to abide to school rules and fulfil their obligations;
- to make decisions and solve problems that may be raised by students, teachers or parents;
- to apply sanctions to those who do not abide with school rules and their obligations;
- to interview teachers, sign contracts and appoint staff on an equal opportunity basis;
- to apply a 6 months probationary period for employees.

### **Principal's Obligations:**

- to inform students, teachers and parents on all issues concerning school life;
- arrange school meetings with students and parents not less than once a year;
- to provide appropriate premises for students and teachers;
- to pay correct salary on time by agreement;
- to run the school office and keep documentation in accordance to Government and taxation regulations.