



POLICY: RIGHTS AND RESPONSIBILITIES OF STUDENTS, PARENTS & STAFF MEMBERS OF THE JVS SCHOOL COMMUNITY

1. RIGHTS AND RESPONSIBILITIES OF STUDENTS AT JVS

	RIGHTS	RESPONSIBILITIES
1)	Students have the right to learn in a harmonious, mutually respectful, caring environment.	Students must respect the right of other students to learn and be cared about.
2)	Students have the right to do an Individualised Education Program (IEP).	Students must work to complete their IEP goals.
3)	Students have the right to study for the Record of School Achievement (RoSA) at the appropriate time through the school and/or via Distance Education.	Students must complete all mandatory requirements for the RoSA.
4)	Students have the right to study for the Higher School Certificate at the appropriate time through the school and/or via Distance Education.	Students must complete all mandatory requirements for the Higher School Certificate.
5)	Students may study the Life Skills courses rather than the regular or adjusted RoSA or HSC, if deemed appropriate.	Students must complete all mandatory requirements for the Life Skills Course.
6)	Students have the right to be in a safe environment.	Students must observe all rules and regulations to make a safe environment.
7)	Students have the right not to be harassed or bullied while at school.	Students must not harass or bully other students.
8)	Students have the right to a duty of care by all staff.	Students must advise the Principal if they are not receiving a duty of care.
9)	Students have the right to be treated courteously.	Students must be well mannered and courteous to all students and staff.

10)	Students have the right to access all school facilities.	Students must respect all school facilities.
11)	Students have the right to attend school between 9.00am and 3.15 pm.	Students are expected to attend school on all school days.
12)	Students have the right to attend school excursions and school camps.	Students must fulfill all requirements of excursions and school camps.
13)	Students of 15 years or older have the right to attend work experience.	Students must follow strictly the work experience requirements and guidelines.
14)	Students have the right to counseling when required.	Students should make known to school staff they need help.
15)	Students have the right to make a legitimate complaint	Students must follow the school policies and procedures of grievance and complaints.
16)	Students have the right to have their OWN NEEDS genuinely HEARD by the school.	Students must respect the school's policies and procedures for dealing with these needs.
17)	Students have the right to make their own decisions about some things.	Students must make sensible decisions and face the consequences of their decisions.
18)	Students have the right to get a good education at school.	Students must be well behaved in class and not disturb others. Students must demonstrate perseverance and engagement.
19)	Students have the right to improve themselves for their own personal development.	Students must obey ' <i>The Pledge To Self Improvement</i> ' and, if appropriate, the terms of their <i>Behaviour Contract</i> . Students must behave so that the community respects each student and the credibility of our school.

2. RIGHTS AND RESPONSIBILITIES OF PARENTS WITHIN THE SCHOOL COMMUNITY

	RIGHTS	RESPONSIBILITIES
1)	Parents have the right to their child being taught in a safe environment.	Parents must ensure they are familiar with the school's policies and support the school in all its measures to keep the environment safe.
2)	Parents have the right to be respected and listened to.	Parents must respect the Principal, all staff and students, and communicate appropriately and effectively with them.

3)	Parents have the right to not be bullied and harassed for their opinion, especially if it is different from that of the school.	Parents must not harass, bully or 'defame' students or other staff.
4)	Parents have the right to medicate their child in the home, whilst also expecting the school to appropriately medicate their child at school, if appropriate.	Parents are expected to medicate appropriately, but are also expected to be 'open' to review medication, with professionals, when the school requests this to be done.
5)	Parents have the right for their child to be present at school only during regular school hours.	Parents are expected not to ask the school to care for their child outside of the regular school hours.
6)	Parents have the right to demand that they are receiving 'value for money' for education, when it comes to the quality of service for the fees they pay to the school.	The school should ensure that it communicates such information to parents, accordingly.
7)	Parents have the right to make a legitimate complaint, according to the school's policies and procedures.	Parents must follow the policies and procedures of grievance and complaints.
8)	Parents have a right to know the school's Work Health and Safety procedures, including the ways in which it manages risk.	The school should ensure that it communicates such information to parents, accordingly.
9)	Parents have the right to know that their child is safely being cared for during excursions and camps.	Parents are expected to communicate to the school, in the first instance, if they feel that this duty of care is not being carried out.
10)	Parents have the right to be informed and consulted about decisions that affect their roles and responsibilities	Parents should communicate and contribute to the school to ensure their voice is heard.
11)	Parents have the right to liaise with the school in order to formulate, implement and consolidate an IEP and a home school program.	Parents must attend IEP meetings on a regular basis, at least once a term, and must reinforce the initiatives of the school at all times.
12)	Parents have the right to know when school events occur well in advance.	Parents must inform the school, in the event a child is absent from school, and provide a doctor's certificate if necessary (when child sick more than two days).
13)	Parents have the right to appropriately instill discipline and consequences for behaviour in the home	Parents must not apply corporal punishment of any kind or any form of abuse, neglect or mistreatment.
14)	Parents have the right to have pertinent information confidentially recorded by the school.	Parents must notify the school of any change of address, telephone number and other pertinent information.

15)	Parents have the right to parent their child in any way they believe is appropriate.	The school has the responsibility to report any matter of concern to the relevant authorities according to legislative requirements.
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3. RIGHTS AND RESPONSIBILITIES OF STAFF WITHIN THE SCHOOL COMMUNITY

	RIGHTS	RESPONSIBILITIES
1)	Staff have the right to teach in a safe environment that is based on the school's 'Code of Conduct'.	Staff must ensure all measures have been taken to keep the environment safe, including implementing the school's agreed policies and procedures.
2)	Staff have the right to be respected and listened to.	Staff must respect students and other staff and communicate effectively with them.
3)	Staff have the right to not be bullied and harassed in the work place.	Staff must not harass or bully students or other staff.
4)	Teaching staff have the right to work from 8.30am – 4.30pm Monday - Thursday and 8.30am – 4pm Friday.	Staff are expected to attend work on each school day for the appropriate hours.
5)	Staff have the right to conduct risk assessments and school excursions and camps when required to do so.	Staff must observe all duty of care to students at school, on excursions and on camps.
6)	Staff have the right to a salary per fortnight including school holidays.	Staff should ensure they have fulfilled the requirements to earn a salary.
7)	Staff have the right to make a legitimate complaint according to the school's policies and procedures.	Staff must follow the policies and procedures of grievance and complaints.
8)	Staff have a right to know the Work Health and Safety policies and procedures.	Staff should adhere to the Work Health and Safety procedures.
9)	Staff have the right to develop as professionals within the scope of their role and responsibilities through a professional development program.	Staff are required to engage in professional development and meet personal and whole school goals.
10)	Staff have the right to be informed and consulted about decisions that affect their roles and responsibilities.	Staff should communicate and contribute to whole staff meetings to ensure their voice is heard.

11)	Teaching staff should formulate their teaching programs in writing and ensure they are up to date and evaluated.	Teaching staff have the responsibility to adequately plan, implement and report on student progress according to school expectations and curriculum guidelines. This involves submitting their evaluated programs to the Principal (or delegate) each term.
12)	Staff have the right to sick leave.	Staff must provide a doctor's certificate when sick more than two days.
13)	Staff have the right to compassionate leave.	Staff must give evidence of a family problem or bereavement.
14)	Staff have the right to have pertinent information recorded by the employer.	Staff are responsible for notifying the employer of any change of address, telephone number and other pertinent information.

Last Updated: 11 October 2013