



# MOSSGIEL PARK PRIMARY SCHOOL

Cnr Scotsburn Way and Gleneagles Drive, (P.O. Box 186)

Endeavour Hills Vic. 3802

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All students are expected to show support for the school's values and support each other's learning by behaving in respectful and cooperative ways. They should be considerate and supportive of others, and contribute to making the school environment safe, inclusive and happy. All students should understand that bullying, including cyber-bullying, violence, property damage, inappropriate language and disrupting the learning of others is unacceptable, and if necessary, intervene as a bystander which may include asking a grown up for help.

All students must also be aware of and comply with the school rules, which are:

Move safely.	Take turns to speak.	Be friendly and helpful.	Help others to learn.	Take care of all belongings.
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When students **break the rules in the classroom** there is a 5 step process.

### Consequences if the Classroom rules are broken

**STEP 1:** The student's name is written on board as a warning

**STEP 2: X** A cross is written next to the Student's Name. The Student is moved to another area in the room.

**STEP 3: XX** A 2<sup>nd</sup> cross is written next to the Student's Name. The student spends 10 minutes of time-out in the classroom writing out the broken rule/s.

**STEP 4: XXX** A 3<sup>rd</sup> cross is written next to the Student's Name. The teacher fills in Classroom Unacceptable Behaviour Report which is given to the Sub-school Coordinator. The student is sent to the Coordinator's room, and the Coordinator counsels the student. The parent is notified and should return the signed notification the next day.

**STEP 5: XXXX** A 4<sup>th</sup> cross is written next to the Student's Name. The student is sent to the Principal or Assistant Principal, who assesses the severity of the behaviour to determine the next step (e.g. time out, apologising, or developing an individual behaviour plan). The student is counselled about their behaviour. Parents are notified of the incident. If behaviour warrants suspension or expulsion, procedures for suspension or expulsion are enacted.

### Consequences if the rules are broken outside in the yard

When students **break the rules outside in the yard** consequences vary depending on the behaviour.

For minor infringements teachers record the incident and determine a consequence such as cleaning up the yard; walking with the teacher; Time out in the yard; apologising, being banned from the area/game.

For more serious incidents, (e.g. hurting other students, offensive behaviour, bullying, racism or other discriminatory behaviour etc) the Yard Duty teacher will issue a Playground Report Form. The student is sent to the Coordinator, who discusses the rule/s broken with the student and determines a consequence, (e.g. removal from the yard). The parent is notified and should return the signed notification the next day.

For very serious breaches of the rules (e.g. violence), the Yard Duty teacher will immediately refer the student to the Assistant Principal/Principal, who will assess the severity of the behaviour, counsel the student, notify the parents and determine the next step (e.g. time out, apologising, or developing an individual behaviour plan). If behaviour warrants suspension or expulsion, procedures for suspension or expulsion are enacted.

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I have received and read the School Rules and Consequences

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Parent's/Guardian's signature

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Child's name

Date ...../...../.....