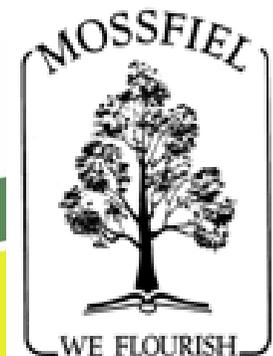




MOSSFIEL PRIMARY SCHOOL

2015 Information Booklet **Student Code of Conduct**



We ask that families discuss this information with their children, so that we all share the same understandings about our four core school expectations and the rights and responsibilities of our students.
The booklet can be viewed on line at www.mossfielps.vic.edu.au

RIGHTS and RESPONSIBILITIES

At Mossfiel Primary School we want everyone in our school community to feel safe and happy. It is important we think about how consequences of our actions affect the people around us. Our message to the children is that when all students follow these guidelines, they are all looking after each other's wellbeing.

Students have the following rights:

- To feel safe at school
- To learn without interference from others
- To be treated with respect and in a fair and equitable manner free from harassment
- To expect one's property to be safe
- To participate in activities and have access to facilities regardless of ability or disability

Students have the following responsibilities:

- To understand and obey all school expectations
- To attend class punctually, prepared to learn and not interfere with the learning of others
- To treat others with respect and resolve differences through discussion and compromise and not conflict
- To take care of your own and other people's property
- To use technology appropriately both at home and at school.

Mossfiel Primary School Expectations

1. Move, work and play safely.
2. Resolve problems calmly, sensibly, safely and fairly.
3. Act respectfully towards yourself, others and property.
4. Work to the best of your ability and allow others to do the same.



The Expectations say....

Think Safe!
Think Calm!
Think Respect!
Think Excellent!

School expectations are based on our school values.

Responsibility - [personal, social, civic and environmental] - being accountable for and in charge of a course of action

Care - caring for self and showing interest in, concern for and caring for others

Respect - treating others with consideration and regard; behaving with integrity and having confidence and high regard for others.

Excellence - seeking to accomplish something noteworthy and admirable individually and collectively, and performing at one's best

Honesty - being truthful and sincere, committed to finding and expressing the truth

Guidelines about:

**IT'S NOT OK
TO BE AWAY**

**At School, In Line,
On Time!**

**Equipped &
Ready to Learn!**

ATTENDANCE:

- **School hours are 8:45 am – 3:05 pm** (Eat Snack 10:50am : Recess 10:55 – 11:15 : Eat lunch at 12:55 pm : Lunch play 1:05- 1:45 pm)
- To do their best learning, students need to arrive at school every day between **8:30 – 8:45 am**.
- The **line-up bell** for the start of the day rings at **8:47 am**, with children needing to be in their classrooms at **8:50 am**, ready to start their learning.
- It is recommended that students stay at home if unwell.
- Unless unwell, parents are required by law to ensure that their children come to school each school day.
- Parents are required by law to provide an absence note or to ring the school for each absence.
- In recognition of those students who have achieved excellent attendance (95-100%) awards are presented at the end of Terms 2 and 4.

STUDENT UNIFORM CODE:

It is School Council policy that students wear school uniform, not only at school, but also when representing Mossfiel away from the school, eg: at school excursions and sporting events.

Our **School Uniform Code**, supported by the staff and the School Council, also includes:

- Only natural hair colour and no extreme hairstyles (eg: Mohawk style)
- Hair ties need to be appropriate in keeping with the school uniform code. We recommend that long hair be tied back.
- No make up or coloured nail polish
- Safe and appropriate footwear (eg: no thongs, platform shoes, etc.)
- Appropriate jewellery is permitted (eg: watches, stud and small sleeper earrings only (limit of 2 earrings per ear)
- The Principal's permission is required to wear jewellery of a religious nature (these jewellery items must be worn concealed beneath clothing).
- **School uniform hats** are either the green or gold broad-brimmed, bucket or legionnaire hats (no other hats can be worn e.g. baseball caps).
- The wearing of school uniform hats is required during Terms 1 and 4; students are encouraged to wear the school hat throughout the year.
- Headbands and head scarves (hijabs) need to be appropriate in keeping with the school uniform code.
- Sunglasses with plastic lenses may be worn. Students are encouraged to wear sunscreen (the school does not provide sunscreen).
- The Uniform Shop is open on Thursdays each week from 8:30 am to 9:15am. Our uniform colours are bottle green and gold, with our school logo on windcheaters, polo shirts and bomber jackets. Order forms are available from the Office.

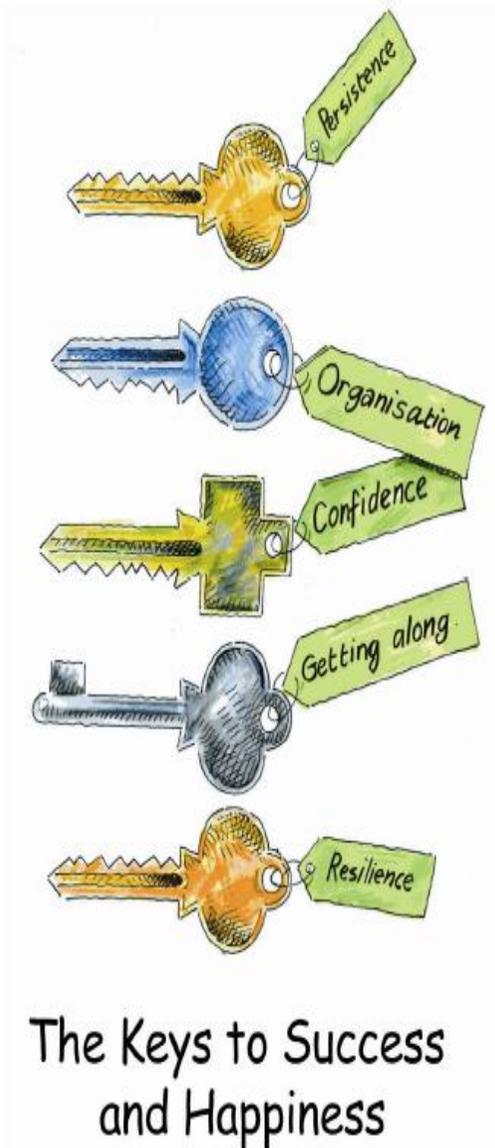


VALUABLE, UNSAFE OR ILLEGAL ITEMS:

As part of the iPad program, student owned iPads are stored in classrooms during the school day and whilst care is taken the **Education Department and Mossfiel PS take no responsibility for any items brought to school**. Other valuable items including mobile phones, ipods, MP3 players, jewellery, electronic games and toys etc are discouraged. **Unsafe** e.g. matches, cigarettes, cigarette lighters, or **illegal items** e.g. firecrackers, illegal drugs, weapons are not to be brought to school.

- Valuable items will be kept by the school and returned at the end of the day.
- Unsafe items will be returned only into parent/guardian care.
- Illegal items will be passed on to the police.

SOCIAL & EMOTIONAL LEARNING:



Do It! Education

Mossfiel Primary School is committed to providing high quality learning and development opportunities for every student. Student's best reach their maximum educational and learning potential when they are happy, healthy and safe, and when there is a positive school culture that is fair and respectful to engage and support their learning.

The social and emotional development of our students, is supported through specifically designed curriculum focussing on four big ideas:

<u>Term 1</u>	<u>Term 2</u>	<u>Term 3</u>	<u>Term 4</u>
Being Part Of A Community.	I Am Getting In Control Of Me.	Choosing Safety First.	Growing Up! Moving On!
<i>Confidence</i>	<i>Persistence</i>	<i>Organisation</i>	<i>Getting Along</i>

Student of the Week awards are presented at our whole school assemblies on Monday afternoons and mentioned in our school newsletter.

We are aiming for our students to develop and strengthen their emotional resilience, so they are better able to make good decisions and to cope with life's challenges.

ClassDojo recognises individual student efforts in modelling positive and desired behaviours, reflecting Mossfiel Primary School's values and expectations.





Safe and Responsible Digital Behaviour

Acceptable Use Agreement for Internet and Digital Technologies

Mossfiel Primary School students demonstrate their willingness to be responsible digital citizens through discussion and/or signing the Digital Citizenship Agreement. It is an Acceptable Use agreement about using the internet, iPads and other school digital technologies appropriately. As student ability increases, so does individual responsibility and students in years 1-6 access an individual log on and email.

When we use digital technologies we:

- communicate respectfully by thinking and checking that what we write or post is polite and respectful.
- protect personal information by being aware that our full name, photo, birthday, address and phone number is personal information and not to be shared online.
- look after ourselves and others by thinking about what we share online.

Mossfiel Primary School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school. To be safe and to gain the greatest benefit from the opportunities provided through an online environment, we all need to be respectful and mindful of our actions and their impact on the rights, feelings and privacy of all users. Safe and responsible behaviour is taught at our school and parents/carers are requested to reinforce this behaviour at home.

Students are responsible for everything done using their accounts and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses and these put all school equipment and students' work at risk, and therefore are not permitted to be brought or shared at school

The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act states that the posting and sharing of information online or in any other way requires consent. This consent must be **fully informed, freely given, current** and **specific** in how and to whom the information will be presented. Mossfiel PS respects the rights to privacy. Parents sign a Recording Authorisation form permitting the use of their child's recorded image, vision and audio.

Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed. At Mossfiel Primary School we have policies in place that outline the values of the school and expected behaviours when students use digital technologies. Some online activities are illegal and will be reported to police.



Access to the internet is a privilege, not a right.
The internet must be used in accordance with DEECD and school guidelines.



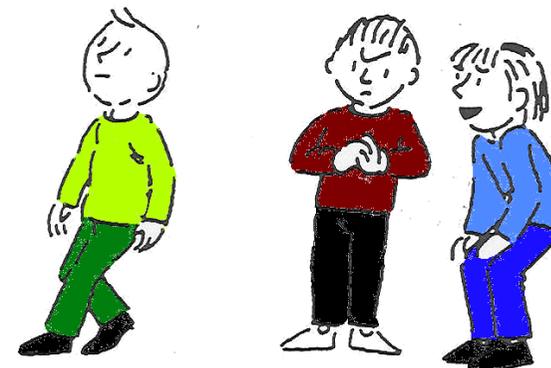
STANDING UP FOR YOURSELF (“STAYING COOL” STRATEGIES)

The cool way is to:

- Ignore the behaviour (the first time it happens)
- Tell him / her to stop annoying you
- If the problem continues, tell your teacher or the teacher on Yard Duty or the Student Welfare person as soon as you can.
- If you don't feel safe, talk to an adult as soon as you can (at school as well as at home)

Remember!

- Speak in a strong, not angry voice
- Stand tall and look in his / her eyes (not in a threatening way) and say: **“Stop doing (whatever it is), I don't like it. If you keep doing it I will report it to a teacher.”**
- Stay in control of yourself



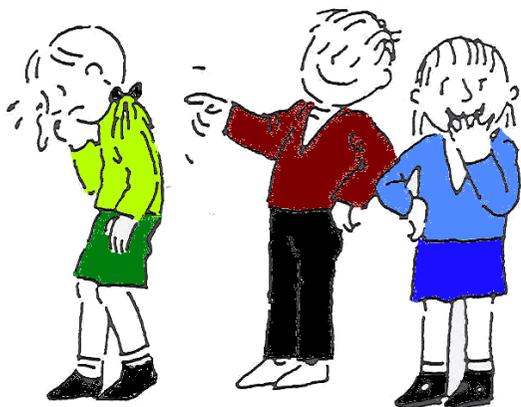
The aggro way is to:

- Push, punch, kick the person
- Speak rudely or aggressively
- Use insults or put downs
- Call people names, blame other people

These reactions usually make the situation worse.

Remember!

- Do not shout or yell
- Do not stand close to the person in a threatening way
- Do not lose control of yourself
- Do not stay alone move towards a group



The weak way is to:

- Give in to others when you don't want to
- Let people continue to bully you
- Talk very quietly or mumble
- Cry or sulk in front of the person, without trying to deal with the issue in a **cool** way
- Stand small, as if trying to hide from the person

These reactions usually encourage the person to do it again.

REPORTING STUDENT ACHIEVEMENT

Student progress is reported to parents in varying ways throughout the year.

Student achievement and successes are formally reporting to parents 4 times a year. Twice via Parent / Teacher / Student Conferences and twice via Written Reports that are sent home with the student.

TERM 1	TERM 2	TERM 3	TERM 4
<i>Parent / Teacher / Student Conferences</i>	<i>Written Report sent home</i>	<i>Parent / Teacher / Student Conferences</i>	<i>Written Report sent home</i>

For your convenience, **Parent / Teacher / Student Conferences** are held over two nights and bookings for the 15minute appointment are made online (with your home computer or any mobile device connected to the internet) allowing you to choose an available time that best meets the needs of you family's routine also allowing you to know immediately the day and time of your appointment.

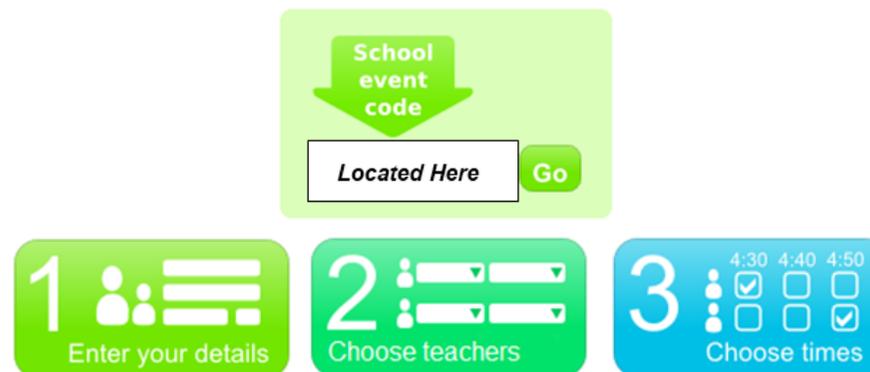
3-4 weeks prior to the **Parent / Teacher / Student Conferences** information is sent home containing the web address and event code and in three easy steps you've made your online booking.

If you need additional assistance in making your online booking or don't have access to the internet you can...

1. Make bookings at the school office from 8:50 – 9:30 daily.
2. Send a note to school with the approximate times they require.

OR

3. Phone the school on 9749 1227.



We encourage parents to speak about their child's progress or to raise any problems or concerns about their child's wellbeing with members of staff, anytime throughout the year by contacting the school and making an appointment that is mutually agreeable, thus providing the necessary time to fully address the relevant issues. Information for making this appointment can be found on the reverse side of this page.



We encourage parents to make an appointment if they have any concerns or issues relating to their child/ren's wellbeing.

Please contact the office on 9749-1227 to make an appointment with your child's classroom teacher, the Principal or the Assistant Principal at a time that is mutually available.

