

School Rules

**School rules are devised for the safety of all students
and for the care of the school environment**

As per the current *Student Engagement Policy*, school rules are based on our school values and behaviours:

Respect – this means being considerate and courteous to others and valuing the environment

We follow the school processes.

We listen when someone is speaking.

We use school resources responsibly.

We are punctual.

We look after the learning environment – inside and outside.

Honesty – this means being truthful

We tell the truth even if we have done the wrong thing.

We tell the truth in a tactful way.

We are responsible for our own actions.

Care – this means being compassionate and helping others

We have zero tolerance of bullying.

We take an interest in others.

We are fair.

We are kind.

Learning – this means taking the opportunity to grow throughout life

We have a go at learning new things.

We learn from our mistakes.

We follow instructions.

We are persistent – we don't give up.

Achievement – this means doing my personal best both individually and as a team member

We always do our best.

We celebrate our successes.

We 'aim high'

Logical Consequences

A key component of the school's positive discipline program is teaching about and using *logical consequences* to address behavioural problems. A logical consequence is based on goodwill and not retaliation. It is concerned with present and future behaviour and should include explicit teaching and practise of preferred acceptable behaviours. Logical consequences are:

- Related to the behaviour
- Respectful of all parties
- Reasonable expectations
- Relationship-building

Consequences (in order of severity) may include:

- Teacher chat – reminder of school rules
- Verbal reprimand
- Withdrawal of privileges
- Time Out
- Detention - teachers may require a student to finish school work that has not been completed in the regular classroom or to undertake additional or new work or duties at a reasonable time and place. No more than half the time allocated for any recess may be used for this work. Record of incident should be recorded on SMaRT system.

From this point on, parents/carers should be informed of such consequences. Record of incident should be recorded on SMaRT system. Student Welfare coordinator informed, counselling, restorative action taken.

- Where students are required to undertake school work after school, the time should not exceed forty-five minutes.
The principal should ensure that parents/carers are informed at least the day before the detention. Where family circumstances are such that the completion of after-school work would create undue hardship (for example, where students regularly supervise younger siblings in the absence of parents/carers), the school may choose to negotiate alternative disciplinary measures with parents/carers.
- Withdrawal from class if a student's behaviour significantly interferes with the rights of other students to learn or the capacity of a teacher to teach a class, that student may be temporarily isolated from regular classroom activities or, in more severe cases, required to leave the classroom for a specified period of time.
- Convening of a support group
- Behavioural contract meeting with parents and principal. Parents and principal to sign.
- Student breaks contract. Parents informed.
- School will follow the course of action signed off by parents and the principal in the behavioural contract.
- Student suspended.
- Expulsion shall follow the guidelines set out by the DEECD in their student engagement handbook.

If at any time a behaviour is considered serious enough, some or all of the above strategies may be skipped so a more severe consequence action may apply.

School Rules

School rules are devised for the safety of all students and for the care of the school environment

- Students are to remain in the school grounds during school time.
- We walk in classrooms and corridors and around corners.
- Students should be visible in the yard at all times. Out of bounds areas to students include:
 - The area behind the Library/Toilets/Canteen/Multi-Purpose room
 - The area past the shed at the back of the oval (unless supervised by a staff member during sports practice)
 - The area around the storage containers on the oval
 - The car park - students are to use the area behind the 5/6 classrooms to get to the new building or the corridor from the 5/6 rooms.
- Students eat in their classrooms or if outside, in paved/asphalt seated areas. Children are to finish eating before going onto the oval or playground, ball courts, etc.
- Rubbish goes in the rubbish bins.
- The school yard, the rooms and corridors are all learning environments and need to be kept clean and tidy. It is your responsibility to ensure you clean up after yourself.
- School uniform is to be worn. Dress Code rules include:
 - *No hat, no play.* Children without hats are to sit under the covered area outside the MP Room.
 - Nail polish and makeup are to be left for home use.
 - Hair longer than shoulder length is to be tied up.
 - Sleeper or stud earrings are the only ones to be worn at school.
 - Shoes that cover the feet and toes and are suitable for outdoor activities are to be worn.
 - Extreme hair colours and hairstyles are not suitable for school.
- Ball games that involve kicking the ball are to be played on the oval.
- Children are to be supervised by a parent/guardian when playing on the playground before and/or after school.
- Chewing gum is not permitted at school.
- Valuable items should be left at home. No responsibility by the school will be taken for them if they are brought to school.
- Children are to remain outside in the school yard during recess and lunchtime unless being supervised by a staff member.
- Students must ask permission from the Yard Duty teacher if they need to go inside during recess or lunchtime. The Yard Duty teacher should supervise them from the appropriate door
- Students must ask permission to get a ball or piece of equipment that is outside the school grounds or in the car park. They must be supervised by a staff member.
- The paved areas and cover ways are walking areas.
- Toilets are for going to the toilet and washing hands and are not play or eating areas.
- Any medications must be administered from the office via the Medication Authority Form (refer to Medications Policy).
- Mobile phones are not to be brought to school by students except under special conditions (refer to Mobile Phone Policy).
- We care for everyone at Albion PS and show them respect. Any form of bullying violence – physical, verbal, emotional or cyber is not tolerated.
- The only time students are able to ride bikes, scooter, skateboards, rollerblades, etc in the school grounds is during extra curricula activities that specify the use of this equipment. Safety equipment must be worn at these times.

- If a student rides a bike to school they must wear a helmet. The school takes no responsibility for the bike or the helmet.
- Children are to use the side gates for entrance and exit to the school. The car park gate is for cars entering and exiting the school.
- Children are to use the school crossing if they have to cross the road in Adelaide Street.
- Students who are late to school are required to sign in at the office.
- At the end of the school day, students who are being picked up must wait inside the school grounds.

The rules above are general and apply to all students.

There are many other rules associated with each child's classroom and procedures within their grade.