Penong Primary School is all about
Working together to maintain a safe, happy environment
where:-

- High self-esteem
- Confidence
- Self discipline
- Perseverance
- Enthusiasm
are valued for each individual

So that each child will
- Be motivated and actively engaged in learning
- Show independence and initiative
- Show respect for self and others
- Be honest and open
- Cooperate in a team environment

So that each child can
- Care for self, others and the school environment
- Work in a safe, positive learning environment
- Have equal opportunities to succeed

While
- Taking an active part in caring for the environment
- Making a strong contribution to the school and community
- Striving for excellence and
- Being committed to lifelong learning
# Rights and Responsibilities of Penong Primary School Members

<table>
<thead>
<tr>
<th>Students have the right to:</th>
<th>Students have the responsibility to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Respect, courtesy and honesty</td>
<td>▪ Be respectful, courteous and honest.</td>
</tr>
<tr>
<td>▪ Learn in a purposeful and supportive environment</td>
<td>▪ Behave in a way that is not disruptive to the learning of others.</td>
</tr>
<tr>
<td>▪ Work and play in a safe, secure, friendly and clean environment</td>
<td>▪ Help keep the school environment neat, tidy and secure.</td>
</tr>
<tr>
<td></td>
<td>▪ Be punctual, polite and friendly.</td>
</tr>
<tr>
<td></td>
<td>▪ Work and play safely with others.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff have the RIGHT to:</th>
<th>Staff have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Respect, courtesy and honesty.</td>
<td>▪ Model respectful, courteous and honest behaviour.</td>
</tr>
<tr>
<td>▪ Teach in a safe, secure, friendly and clean environment.</td>
<td>▪ Help to keep the school environment neat, tidy and secure.</td>
</tr>
<tr>
<td>▪ Co-operation and support from parents.</td>
<td>▪ Establish positive relationships with students.</td>
</tr>
<tr>
<td>▪ Learn in a purposeful and supportive environment.</td>
<td>▪ Involve parents in their child's education.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parents have the RIGHT to:</th>
<th>Parents have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Be informed of course and curriculum material, behaviour management, procedures</td>
<td>▪ Ensure that their child attends school.</td>
</tr>
<tr>
<td>and decisions affecting the health and wellbeing of their child.</td>
<td>▪ Ensure that the physical and emotional condition of their child is at an optimum</td>
</tr>
<tr>
<td>▪ Be informed of their child's progress</td>
<td>for effective learning.</td>
</tr>
<tr>
<td>▪ Be heard in an appropriate forum on matters relating to the rights of their child to</td>
<td>▪ Ensure that their child is provided with appropriate materials to make effective</td>
</tr>
<tr>
<td>an appropriate education.</td>
<td>use of the learning environment.</td>
</tr>
<tr>
<td></td>
<td>▪ Support the school in providing a meaningful and adequate education for their</td>
</tr>
<tr>
<td></td>
<td>children.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Principals have the RIGHT to:</th>
<th>Principals have the RESPONSIBILITY to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Respect, courtesy and honesty.</td>
<td>▪ Clearly identify behaviour management within the school.</td>
</tr>
<tr>
<td>▪ Work in a safe, secure, friendly and clean environment.</td>
<td>▪ Ensure that the policy is reviewed and maintained.</td>
</tr>
<tr>
<td>▪ Co-operation and support from parents.</td>
<td>▪ Ensure that processes and procedures are clear and explicit.</td>
</tr>
<tr>
<td></td>
<td>▪ Support staff in implementing the behaviour management policy.</td>
</tr>
<tr>
<td></td>
<td>▪ Facilitate parental involvement.</td>
</tr>
</tbody>
</table>
Encouraged Behaviours

The following behaviours will be encouraged positively at our school and students will be supported to achieve these.

- I take pride in my personal achievements and my school.
- I am confident, happy and know that I can use my initiative to be successful.
- I am kind, courteous and respectful to all people.
- I reflect on my work, set reachable goals and work to achieve them.
- I accept and appreciate others’ differences.
- I ask questions, seek help and take risks to improve my learning.
- I strive each day to be independent and resilient.
- I take the time to help, care for and cooperate with others.
- I work hard to be the best I can be.
- I positively communicate my feelings, ideas and knowledge to others.
- I strive to achieve high personal standards using all my intelligences.
- I care for the environment, school and others’ belongings.
- I will treat others as I would like them to treat me.
Behaviour Code

The following behaviours are **non negotiable** and will not be accepted at our schools:

- Racial and Sexual Harassment
- Put downs
- Bullying and teasing

- Aggressive behaviour (For example)
  - hitting / kicking
  - throwing objects
  - biting

- Lying
- Stealing

- Answering back
- Deliberately refusing to follow adult instructions
- Swearing

- Misuse of equipment
- Vandalism
- Graffiti
- Littering
Behaviour Management
Processes

Inappropriate behaviour in the classroom/yard will result in;

- A warning and explanation of inappropriate behaviour
- A further 2\textsuperscript{nd} warning/reminder
- Third reminder - Time Out in the classroom / or in student’s own time (depending on circumstances)
- Same inappropriate behaviour occurring again after class Time Out, the student must go to the office for 15 minutes.
  - Time Out contract completed
  - Note to parents sent that day
- Same inappropriate behaviour occurring again after office Time Out, the student must go back to the office until the next break.
  - Add to student note
  - Internal Suspension
  - External Suspension
  - Exclusion

Instant Suspension for any violent behaviour.
School Rules

The school rules described below have been developed by the teachers, students and parents of the School Council.

Expectations:

1. It is expected that students will try to develop attitudes which are tolerant of others.
2. It is expected that students will try at all times to treat others as they would have others treat them.
3. It is expected that students will take care of school property and treat what belongs to other people with care.
4. It is expected that students will, as they get older, take increasing responsibility for what they do with their time at school and how they conduct themselves.
5. It is expected that students will allow fellow students to enjoy their time at school free from unwanted interference by others.
6. It is expected that students will behave in ways which do not endanger the well being of others.

Rules:

1. No running in rooms or around buildings.
2. Stone throwing or the throwing of any object other than a piece of sports equipment so designed, is not permitted.
3. No spitting.
4. Students must not interfere in games and activities organised by others.
5. Students are not permitted in rooms at recess or lunch time unless accompanied by or with the permission of the teacher.
6. The dropping of litter is prohibited.
7. Children must comply with the rules of classrooms.
8. Property or equipment which is deliberately stolen or broken through careless or irresponsible action must be replaced.
9. No defacing of school facilities or playing in toilets.
10. All lessons and activities must be attended punctually.
11. Students may not leave the grounds without the permission of a teacher.
12. Directions and requests from a teacher are to be carried out.
13. Fighting and swearing are not permitted.
14. Bicycles must not be ridden in the yard or interfered with.
15. Certain areas of the school are made out of bounds at various times and students will stay away from these places.
Class Rules

In the classes at Penong & Coorabie Districts School, these rules are followed:

- put your hand up in class
- walk in class
- follow instructions
- wait your turn
- appropriate voices
- listen carefully
- one person talks at a time
- Ask before leaving the classroom
- use appropriate language
- ask before borrowing / return belongings
- Sit at tables appropriately

We aim for classrooms of caring and sharing, where we care about others and have a positive environment
Anti Bullying Policy

School Policy and Procedures on Bullying

This policy is a component of our Safe School policy and is consistent with:
- The National Safe Schools Framework. 2004
- State Government Anti-Discrimination Legislation
- The Essential Learning Framework
- School Mission Statement - Values and Principles

Aim
The aim of this policy is to ensure that Penong Primary School is a safe environment, free from bullying and harassment, for all members of the School community.

Definition
- Bullying involves one or more students exerting power or dominance over another or others.
- Bullying behaviour is deliberate, unwelcome, uninvited and usually repeated.
- Bullying involves behaviour which is physical, verbal, psychological or social/relational.
- Bullying includes a wide range of conduct that causes another person to feel embarrassed, offended, hurt, humiliated, insulted, ridiculed angry or afraid.
- Bullying can have a serious long-term effect on the health and well being of young people.

Objectives
- To reduce the incidence of bullying
- To counter the view that bullying is an inevitable part of school life.
- To create a supportive climate and break down the secrecy surrounding bullying.
- To provide staff, students and parents with options to respond to bullying.
Are You Being Bullied?

BEING BULLIED
There are some occasions when we MAY be hassled (but not bullied) by someone else. This may be when
  • We are doing the wrong thing
  • We need to be taught the right way of behaving
  • We are being really lazy

However, sometimes we are hassled for no good reason, by students or adults and this is bullying.

THIS IS WRONG AND SHOULD NOT BE ALLOWED TO CONTINUE.

BULLYING
  a) General kinds of bullying and harassment:
    • Calling you names, teasing or putting you down
    • Threatening you
    • Getting a gang (or group) together to frighten you
    • Hiding or destroying your property e.g books/bags
    • Hitting, punching kicking or pushing you (or any physical violence)
    • Writing rude or unpleasant notes about you
    • Annoying you in nasty ways

There are lots of ways you can be bullied. These are only some examples.
HOWEVER, two special kinds of bullying are against State Law, the policies of the Education Department and this school. These are:
  • Sexual Harassment
  • Racial Harassment

b) Sexual Harassment
Here are some examples:
  • Unwanted touching or brushing up against someone often and deliberately
  • Calling you by a rude name
  • Commenting on the size or shape of your body
  • Pester ing you to go out with them or saying insulting things about you
  • Spreading rumours about you
  • Telling them they're not acting like a 'real' girl or boy - using sexist language

c) Racism
  • Making nasty comments about your ethnic group
  • Calling you rude names because of your race
  • Making general nasty comments about your cultural beliefs or practices

Sexual or Racial harassment can be:
  • Student to student (child to child)
  • Teacher to student (or adult to child)
  • Student to Teacher (or child to adult)
  • Adult to Adult