



# Student Handbook

This handbook outlines a number of procedures and policies which have been established to ensure the wellbeing and safety of students and staff.

James Meehan High School

Phone (02) 9605 4395

Fax: (02) 9839 3976

Email: [jamesmeeha-h.School@det.nsw.edu.au](mailto:jamesmeeha-h.School@det.nsw.edu.au)



# Contents

Bell Times	4
School uniform – our dress code	4
Find your way around JMHS	5
Our focus on wellbeing	6
Practising mindfulness	6
Encouraging character strengths	6
Our Discipline Policy	7
Three simple school rules	7
Expectations – how to follow the school rules	7
How we deal with inappropriate behaviour	8
Show respect – our Anti-bullying Plan	9
What is Bullying?	9
Forms of Bullying	9
What should students do about bullying?	9
What should parents do about bullying?	10
Be rewarded for success	11
School Merit Scheme	11
Be a responsible learner – attendance	12
Be on time and in class every day	12
It's not OK to be away	13
Tips for keeping on track	13
Who can you talk to if there is an attendance problem?	13
Be safe	14
Student health and wellbeing	14
Be an engaged learner – achieve your best	15
Be responsible with technology	16
Bring your own device	16
Be responsible – organised	17
Be responsible – financial commitments	19
Be responsible – school office	19
Be safe and responsible – actions	20
Unacceptable activities	20
Be safe and responsible – items	21
Banned and inappropriate items – not to be at school	21
Restricted items – follow the guidelines	21
Confiscation of Property	22
For your own security, please do not bring these	22

# Bell Times

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Start</b>					
<b>Roll Call</b>	<b>8:50</b>	<b>8:50</b>	<b>8:50</b>	<b>8:50</b>	<b>8:50</b>
<b>Period 1</b>	<b>9:00</b>	<b>9:00</b>	<b>9:00</b>	<b>9:00</b>	<b>9:00</b>
<b>Period 2</b>	<b>9:50</b>	<b>9:55</b>	<b>9:55</b>	<b>9:55</b>	<b>9:55</b>
<b>Assembly</b>	<b>10:40</b>				
<b>Recess</b>	<b>10:50</b>	<b>10:50</b>	<b>10:50</b>	<b>10:50</b>	<b>10:50</b>
<b>Period 3</b>	<b>11:20</b>	<b>11:20</b>	<b>11:20</b>	<b>11:20</b>	<b>11:20</b>
<b>Period 4</b>	<b>12:10</b>	<b>12:10</b>	<b>12:10</b>	<b>12:10</b>	<b>12:10</b>
<b>Lunch</b>	<b>1:00</b>	<b>1:00</b>	<b>1:00</b>	<b>1:00</b>	<b>1:00</b>
<b>Period 5</b>	<b>1:30</b>	<b>1:30</b>	<b>1:30</b>	<b>1:30</b>	<b>1:30</b>
<b>Period 6</b>	<b>2:20</b>		<b>2:20</b>	<b>2:20</b>	<b>2:20</b>
<b>Finish</b>	<b>3:10</b>	<b>2:20</b>	<b>3:10</b>	<b>3:10</b>	<b>3:10</b>

## School uniform – our dress code

James Meehan High School is a school where students are required to wear the approved school uniform.

Our uniform is simple and affordable, and students are expected to be in full uniform every day.

Uniform items are available from GT Fashions in Glenquarie Town Centre. Some items are available from the school office.

- School polo top - junior version for Years 7-10, senior version for Years 11-12
- Plain navy trousers, navy tailored shorts or navy skirt
- School jacket or jumper with JMHS logo — no hoods or other logos
- Plain white socks and all black leather shoes for proper feet protection
- For Physical Education and Sports classes, students must change into a sports uniform (shorts and shirt)

The following items are not appropriate:

- clothing that advertises alcohol, tobacco products or illegal drugs
- clothing with offensive wording
- singlets and sleeveless tops
- thongs, open shoes, sandals and slippers
- belts or wrist bands with studs or spikes
- very heavy jewellery, particularly rings, pendants and oversized earrings.

Students are required to wear full school uniform and permitted footwear at all times. Student Assistance Forms are available at the office for families who are experiencing financial difficulties.

# Find your way around JMHS

## Block 1

Upstairs: Wood Technology workshops, computer room

Downstairs: Metal Trades Training Centre, Visual Arts studio, boys' toilet

## Block 2

Upstairs: PDHPE change rooms

Downstairs: Gymnasium, Canteen

## Block 3

Upstairs: Visual Arts rooms, Music rooms, Creative Arts staffroom

Downstairs: Food Technology kitchens, staffroom for Science, Technology and LOTE, girls' toilets

## Block 4

Upstairs: Library

Downstairs: Science laboratories, Support Teacher Learning Assistance and ESL staffroom.

## Block 5

Upstairs: Computer room (55), Drama studio, Dance studio, PDHPE staffroom, Wellbeing Head Teacher, Yellow Room

Downstairs: Administration office, Principal, Deputy Principals, Counsellors, RTA (senior study centre)

## Block 6

Upstairs: English staffroom, English rooms, computer room (611), Aboriginal Education Officer

Downstairs: Mathematics staffroom, Mathematics rooms

## Block 7

Upstairs: Support Unit Special Education rooms, Downstairs: HSIE rooms, HSIE staffroom

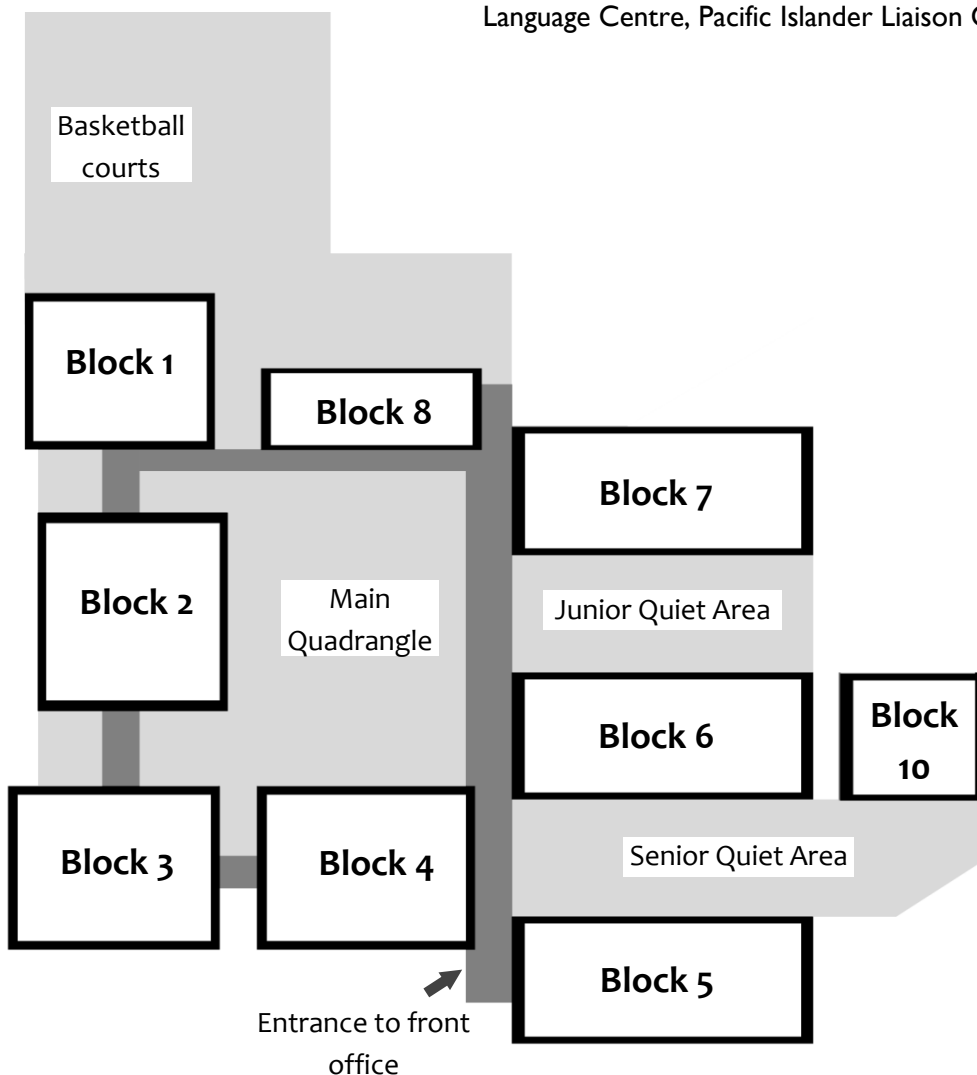
## Block 8

Upstairs: Special Education rooms, Special Education staffroom

Downstairs: PDHPE rooms, General Assistants room

## Block 10

Language Centre, Pacific Islander Liaison Officer



# Our focus on wellbeing

Our school promotes wellbeing for all. We focus on five areas:

- Attention and awareness
- Comprehension and coping
- Emotions
- Goals and habits
- Virtues and relationships

We support wellbeing in many ways across the school. Two particular approaches we use are:

## Practising mindfulness

Mindfulness provides us with an effective way to reduce stress, increase self-awareness, build emotional intelligence, and effectively handle our thoughts and feelings moment-by-moment.

## Encouraging character strengths

An awareness of character strengths helps us identify and develop the positive aspects of our personality. We encourage optimism, zest, curiosity, gratitude, grit, social intelligence and self-control.

These character strengths can be applied to all aspects of school life:

<p><b>Curiosity</b></p> <ul style="list-style-type: none"> <li>• Was eager to explore new things.</li> <li>• Asked questions to help you learn.</li> <li>• Took an active interest in learning.</li> <li>• Showed creativity.</li> </ul>	<p><b>Optimism</b></p> <ul style="list-style-type: none"> <li>• Believed you could improve on things you weren't good at.</li> <li>• When bad things happened, you thought about what you could do to make it better next time.</li> <li>• Stayed motivated even when things did not go well.</li> </ul>	<p><b>Self-control</b> (interpersonal)</p> <ul style="list-style-type: none"> <li>• Allowed others to speak without interrupting.</li> <li>• Was polite to adults and peers.</li> <li>• Remained calm even when criticised or provoked.</li> <li>• Kept temper in check.</li> <li>• Resisted distractions from others.</li> </ul>
<p><b>Social intelligence</b></p> <ul style="list-style-type: none"> <li>• Used appropriate language.</li> <li>• Used good manners.</li> <li>• Treated everyone fairly.</li> <li>• Showed care for others' feelings.</li> <li>• Adapted to different social situations.</li> </ul>	<p><b>Zest</b></p> <ul style="list-style-type: none"> <li>• Actively participated.</li> <li>• Showed enthusiasm.</li> <li>• Approached a new situation with excitement and energy.</li> <li>• Completed all tasks.</li> </ul>	<p><b>Self-control</b> (school work)</p> <ul style="list-style-type: none"> <li>• Followed instructions.</li> <li>• Came to class prepared.</li> <li>• Remembered and followed directions.</li> <li>• Started work straight away.</li> <li>• Showed care for equipment.</li> <li>• Used equipment &amp; materials responsibly (including phones/electronic devices)</li> <li>• Stayed on task.</li> <li>• Completed homework.</li> <li>• Participated in practical tasks.</li> <li>• Wore school uniform, correct shoes etc.</li> </ul>
<p><b>Grit</b></p> <ul style="list-style-type: none"> <li>• Finished a lengthy task.</li> <li>• Tried hard.</li> <li>• Tried hard even after experiencing failure.</li> <li>• Stayed committed to goals.</li> <li>• Kept working even when you felt like quitting.</li> <li>• Arrived on time and stayed the full lesson.</li> </ul>	<p><b>Gratitude</b></p> <ul style="list-style-type: none"> <li>• Recognised what others did for you.</li> <li>• Showed appreciation for opportunities.</li> <li>• Showed appreciation by saying thank you or doing something nice.</li> </ul>	

# Our Discipline Policy

All students and staff of James Meehan High School have the right to work in a safe and healthy environment where effective learning can take place, free from disruption, intimidation, harassment and discrimination.

Students have a right to be treated with respect as individuals, and to be involved in making decisions within the school. Students will be encouraged to accept responsibility for their own behaviour.

The school Discipline Policy (available on the school website) gives information and guidelines about how the school supports positive behaviour and good discipline.

## Three simple school rules

Each student is expected to:

- Show respect
- Be safe and responsible
- Be engaged in learning

## Expectations – how to follow the school rules

Students demonstrate that they are respectful, responsible learners through positive behaviours which will vary depending on the context. These expected behaviours will be taught and reinforced consistently by staff throughout the school.

	Show respect	Be safe and responsible	Be engaged in learning
<b>Everywhere at school</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Follow staff directions</li> <li>• Respect differences in people and cultures</li> <li>• Respect the personal space of others</li> <li>• Look after equipment and materials</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and prepared with the equipment you need</li> <li>• Use technology, materials and equipment responsibly</li> <li>• Be safe – think first</li> <li>• Accept responsibility for your actions</li> <li>• Tidy up after yourself</li> <li>• Dress in school uniform</li> </ul>	<ul style="list-style-type: none"> <li>• Attend school every day (unless legally excused)</li> <li>• Participate - do your best</li> <li>• Encourage others to achieve</li> <li>• Follow procedures</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Follow staff directions</li> <li>• Always ask if you want to borrow</li> <li>• Respect the rights of others to learn</li> <li>• Talk to your teacher after class if you disagree</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time and prepared with the equipment you need</li> <li>• Use technology, materials and equipment responsibly</li> <li>• Personal electronic devices off and away</li> <li>• Keep noise to appropriate levels</li> <li>• Follow safety procedures (Work Health and Safety)</li> </ul>	<ul style="list-style-type: none"> <li>• Participate - do your best</li> <li>• Encourage others to achieve</li> <li>• Follow procedures</li> <li>• Listen – Think - Try</li> <li>• Ask for help if you do not understand</li> </ul>
<b>Playground &amp; Sport</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Follow teachers' instructions</li> <li>• Respect the personal space of others</li> </ul>	<ul style="list-style-type: none"> <li>• Stay in bounds</li> <li>• Play fair</li> <li>• Alert teacher of dangerous situations</li> <li>• Use materials and equipment responsibly</li> <li>• Put rubbish in the bin</li> </ul>	<ul style="list-style-type: none"> <li>• Bring appropriate equipment/uniform for sport and PE</li> <li>• Be a good sport</li> <li>• Encourage others to achieve</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>• Line up in an orderly way – correct lines</li> <li>• Face the speaker</li> </ul>	<ul style="list-style-type: none"> <li>• Personal electronic devices off and away</li> </ul>	<ul style="list-style-type: none"> <li>• Listen when people are speaking or performing</li> <li>• Celebrate your achievements and the achievements of others</li> </ul>

<b>Corridors and Walkways</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Follow staff directions</li> <li>• Move quietly so others can continue working</li> <li>• Respect the personal space and property of others</li> <li>• Knock once and wait</li> </ul>	<ul style="list-style-type: none"> <li>• Be in the right place at the right time</li> <li>• Move safely between areas</li> <li>• Accept responsibility for your actions</li> </ul>	<ul style="list-style-type: none"> <li>• Go straight to your next class</li> <li>• Line up ready in an orderly way – ready to enter class</li> </ul>
<b>Front office</b>	<ul style="list-style-type: none"> <li>• Listen to others, use a polite voice and body language</li> <li>• Treat office staff with respect</li> <li>• Wait patiently and ask politely for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Update your phone and address contact details</li> <li>• Pay for activities ahead of time</li> </ul>	<ul style="list-style-type: none"> <li>• Go to the office only with permission</li> <li>• Go to the office only if you have business there with a staff member</li> <li>• Return to class promptly</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Allow others to have privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Use toilets during recess and lunch</li> <li>• Wash hands</li> <li>• Turn off taps</li> <li>• Keep toilets clean</li> <li>• Report any misuse</li> </ul>	<ul style="list-style-type: none"> <li>• Ask politely if you need to use the toilet</li> <li>• Return to class quickly after using the toilet</li> </ul>

## How we deal with inappropriate behaviour

The school responds to unacceptable behaviour with a graded set of actions. The classroom teacher is responsible for dealing with minor misbehaviour by teaching and re-teaching positive behaviours, and providing a consequence if appropriate. Repeated or serious misbehaviour will be reported to a Head Teacher or a Deputy Principal for further action.

Practices to deal with inappropriate behaviour include:

- Redirecting student behaviour, teaching positive alternatives
- Reprimand, counselling and conflict resolution processes
- Loss of privileges, detention during breaks or after school
- Time out and Yellow Room program
- Restitution or payment for damage done
- Documenting behaviour and consequences in the Sentral wellbeing database
- Contact with parents/carers by phone, letter or interview
- Behaviour modification plans, Partial Attendance agreement
- Daily monitoring through character strength card
- Exclusion from class or specialist areas if students endanger the health and safety of others
- In-school suspension program
- Suspension
- Declaration of position vacant (post-compulsory school age students) or Expulsion

## Serious breaches of conduct

Where a serious breach of conduct has been made, it may be decided to suspend the student from school for several days.

Suspension allows students time to reflect and accept responsibility for their behaviour.

Suspension is considered extremely serious, and can jeopardise a student's place at the school. Students returning from suspension must present completed work to their teachers. They will also be required to carry a monitoring card for a specified period of time.



# Show respect – our Anti-bullying Plan

At James Meehan High School we aim to foster a safe and supportive school which will enhance student learning and wellbeing. As a school we value respectful relationships, cooperation and responsibility. Everyone has the right to experience positive relationships based on these qualities. Bullying will not be tolerated.

## What is Bullying?

Bullying is when an individual or group misuses power to target another individual or group to intentionally threaten or harm them on more than one occasion. This may involve verbal, physical, social and psychological forms of bullying.

## Forms of Bullying

Bullying takes many forms and can include:

### Verbal Bullying

The repeated use of words to hurt or humiliate another individual or group. Verbal bullying includes using put-downs, insulting language, name-calling, swearing, nasty notes, racist language, or demeaning comments on the basis of sexuality or gender.

### Psychological Bullying

Includes repeated stalking, threats or implied threats, unwanted email or text messaging, abuse on social media, threatening gestures, manipulation, emotional blackmail, and threats to an individual's reputation and sense of safety.

### Social Bullying

Usually involves repeatedly ostracising others by leaving them out or convincing others to exclude or reject another individual or group from their social connections; making up or spreading rumours and sharing or threatening to share another's personal information.

### Physical Bullying

Includes repeated low level hitting, kicking, pinching, pushing, tripping, 'ganging up', unwanted physical or sexual touching, and damage to personal property.

### Cyber Bullying

Involves the use of information and communication technologies such as e-mail, text messages, instant messaging and social media to engage in the bullying of other individuals or groups. This technology provides an alternative means for verbal, social and psychological forms of bullying.

### Upstanders to Bullying

An upstander may be someone who sees bullying or knows about it. Upstanders can act successfully to prevent or stop bullying. They are encouraged to report to someone who can help, such as a member of the school staff.

## What should students do about bullying?

It is right to report incidents of bullying, whether you have been bullied or have witnessed another student being bullied.

If you see someone being bullied:

- Stand up for the student being bullied
- Take them away from the situation
- Try to change the subject
- Offer support and understanding
- Refuse to take part
- Ask them how they would like your help and support
- Inform a trusted adult

If you have been bullied:

- Do not retaliate
- Tell the person acting like a bully to stop
- If you can, walk away as soon as they start
- Inform a trusted adult

## What should parents do about bullying?

Watch for signs that your child is being bullied. Some of the following may indicate bullying:

- wanting to miss school
- a pattern of headaches or stomach aches
- becoming withdrawn
- nightmares
- bruising
- disappearance of property or damaged clothing
- aggression towards others at home

If you think that your child is being bullied inform the school and arrange for an interview to discuss the situation. Devise strategies with staff that will help support your child inside and outside the school.

Don't be swayed by your child's pleas not to interfere because of their fear of retaliation. For the student's sake, bullying needs to be addressed. This will be most effective when the school and family work together.

Encourage your child to develop strong, supportive friendships.

If your child is being bullied frequently by different students, seek school advice and counselling. Your child may be able to use strategies that will reduce the likelihood of being bullied.

Please do not advise your child to retaliate physically.

If you suspect a law has been broken, you may wish to consider police action.

The eSafety website is an Australian Government resource to help you to report cyberbullying and to get serious cyberbullying material removed from social media.

Esafety.gov.au provides access to the Thread phone app which is designed to help improve personal safety for children.

# Be rewarded for success

Students deserve to be rewarded for excellent achievement. We do this by:

- Encouraging and praising students
- Commending students through presentations, awards, reports and references
- Promoting achievement through the school newsletter and the local media
- Through the School Merit Scheme

## School Merit Scheme



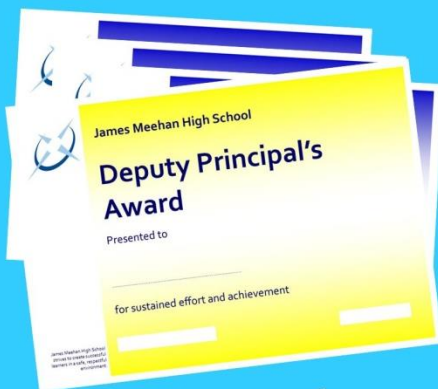
### Merit Awards

A teacher can give you these anytime for:

- Showing character strengths
- Respectful behaviour
- Being safe and responsible
- Being an engaged learner
- School service & participation

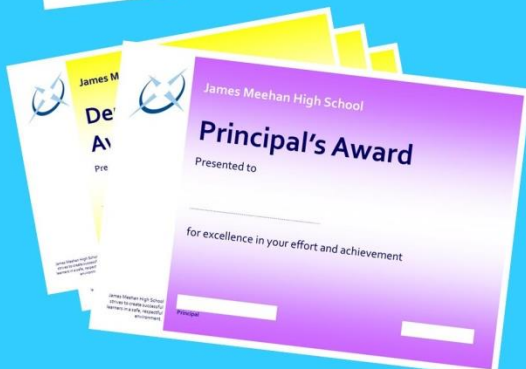
### School Awards

Collect five Merit Awards to earn a School Award. These can be issued by Head Teachers or your Year Adviser.



### Deputy Principal's Award

Earn three School Awards and you are entitled to a Deputy Principal's Award.



### Principal's Award

Earn three Deputy Principal Awards and you are entitled to a Principal's Award. This will be awarded at a school assembly.

### School Medallion

Three Principal's Awards will earn you a School Medallion. This will be presented at a formal school assembly.



# Be a responsible learner – attendance

## Be on time and in class every day

Absence from school prevents students from completing school coursework at an acceptable level. It is imperative for students to attend all timetabled classes if they are to be successful in their studies.

### Attend every day

Students must attend every day unless there is a good reason. The school expects at least 90% attendance of all school days and time-tabled lessons

Inform the school as soon as you know that you will be away.

Bring in medical certificates, appointment slips or other evidence that explains your absence as soon as you return to school. Absences for sickness longer than two days require a medical certificate.

Each day after roll call office staff ring the parents/guardians of students marked absent to find out why they are away from school.

Students who are absent must bring a note from a parent or caregiver giving a brief explanation for the absence. The note is to be given to the roll teacher as soon as the student returns to school.

It is the student's responsibility to approach class teachers regarding missed work and assessment tasks.

### Arrival at school

Students should arrive between 8.30am and the start of roll call at 8.50am. When they arrive at school students are to go the quad and remain there.

### Roll call

Roll-call and Mindfulness practice are held at the beginning of each day.

Students need to listen carefully and make sure that they answer their name when it is called. This is very important if you do not have your usual roll call teacher. Students who do not attend roll call will be marked absent.

### Late to school

Students who arrive late must report to the front office for a late slip. Students need to explain their lateness. This can be done by bringing a note, or have their parents/carer contact the office.

Students who are persistently late will be given a detention and their parents/carers notified.

### Late to class

It is your duty as a student to be on time to all classes. Students are allowed 3 minutes to get from one class to another and from recess and lunch.

If you are late to class because you were with another teacher, ask for a late note. Your teacher will want to see it. If you are late without a note you will be let into the class, but you may be given a detention to make up for being late.

### Class rolls

Each lesson teachers mark a class roll electronically. Staff are able to track student attendance period by period (PxP).

### Early leavers – Pass-outs

Students who need to leave the school before the end of the day must bring a note signed by a parent/carer. It must have the reason and time for departure from school. The note is to be given to the Deputy Principal in charge of their year, no later than recess.

The note is then taken to the front office. When it is time to leave, students report to the office to sign-out.

Pass-outs may also be issued in an emergency situation. Students report to a Deputy Principal and parents/carers will be contacted. Students leaving without getting a pass out will be treated as truanting.

## **Out of class and truancy**

All students who are out of class for any reason must have written permission. If you are doing a job for a teacher you must let your classroom teacher know in writing.

Each day teachers are issued an attendance sheet that has the names of all students who are absent, late, leaving early, on office duty, on excursions or at work placement. Staff report students found to be truanting. All trancies are recorded on the official school rolls in the Sentral database.

Teachers may give detentions for lessons missed and require students to complete the work missed. Teachers may also send faculty warning letters and contact parents.

Students who truant repeatedly will be dealt with by the Deputy Principals.

## **Dismissal of classes**

Students are to leave at the end of each lesson when directed by their teacher. Students are not to leave the school grounds before 3.10pm.

## **Extended leave**

Students who are intending to go on an extended holiday, including overseas, must let the school know in writing. The letter needs to go to the Principal for approval. The Department of Education may issue an exemption under special circumstances.

# **It's not OK to be away**

## **Tips for keeping on track**

### **Take attendance seriously**

When you attend school regularly and get to class on time you are able to do better and will be happier at school.

### **Attend regularly**

Have you ever gone into a class and been embarrassed or feel unsettled because you can't figure out what's going on? Maybe it is because you missed something important the day before and now it feels like you have lost the plot? Once this cycle starts, it's hard to stop.

### **Keep the school and teachers in the loop if you are away.**

If you are away let the school and teachers know. When the teachers are aware of your situation then they can work with you to set up a plan and they will be more understanding when you get back to school.

### **Catch up with class teachers**

If you have missed some classes make sure you see your teachers to find out how to catch up. They will usually be very understanding and may even have some short cuts to make it easier.

### **Be smart**

Learn to use a diary to note important days like assessment dates and excursions. Don't schedule shopping trips, doctor and dentist appointments during the school day.

### **Develop/learn social skills and build a friends network**

School is a great place to make friends. Good friends will help you develop social and team-work skills.

### **Get ready for your future**

Good school attendance habits prepare you for further education, training and employment.

## **Who can you talk to if there is an attendance problem?**

Talk to a trusted teacher or staff member. You can be referred to a counsellor or a support service outside the school if you wish.

# Be safe

## Student health and wellbeing

### Accidents

Any accident involving a student must be reported to a teacher or Deputy Principal immediately. Any student who is hurt should tell the nearest teacher and come to the front office for first aid. Students will need to fill in accident reports.

### Asthma Inhalers

Students with asthma are required to carry their inhalers with them at all times. Asthma kits can be found in each staff room and can be used in an emergency.

### Allergies and Anaphylaxis

Posters showing an action plan for Anaphylaxis must be on display in each staffroom. Diagnosed Anaphylaxis students must carry an auto-injector and provide an emergency response plan completed by their doctor. Copies of the plan are displayed in staffrooms in case of emergency.

### Medical and health conditions

Medical or health conditions should be notified to the school office who will pass information to the Wellbeing Coordinators and teachers if appropriate. Detailed information from a doctor will assist the school to make any adjustments needed to keep students safe.

### Prescribed medicines

If any student is to take prescribed medication during school hours, the parents/caregivers must complete a form which indicates the medication and dosage, and notify the school of any possible side effects.

### Sick at school?

If a student is feeling sick at the beginning of the day they are better off at home recovering.

Students who are sick are to get a note from their teacher before going down to the front office. Students who are sick at recess and lunch must get a note from one of the Deputies before going to the front office. Students need to wait at the front office until parents/caregivers can be contacted. Students will only be sent home when permission has been given.

It is important that the school is advised of any change of address, phone number or emergency contact. If parents cannot be contacted the student may have to go back to class.

Office staff are not permitted give painkillers or other medication to students.

### Counsellors

The school has access to two school counsellors who are available to discuss problems. Students may make an appointment with a school counsellor directly. No student is to go to the counsellor during class time unless an appointment has been made or they are sent for.

### Canteen

The canteen is open during recess and lunch. The canteen menu has been prepared according to the guidelines outlined in the fresh tastes NSW Healthy School Canteen Strategy. The healthy school canteen guidelines can be found on the school's website.

Food items to be sold in the school canteen will have a high nutritional value such as high fibre, low sugar, low sodium, low in saturated fat and low in preservatives. The canteen menu will provide a variety of options for students, and will be changed regularly.

### Bringing food to school

Food brought to school, such as packed lunches, must be in line with the healthy school guidelines (available on the school website). No fast food such as McDonald's or KFC is to be brought into the school.

At no stage can students bring in energy drinks or large bottles of soft drinks.



# Be an engaged learner – achieve your best

A positive attitude will assist students to remain focused on their studies, and complete tasks to the best of their ability.

Students who are finding school commitments difficult to cope with should seek support from a wellbeing co-ordinator, school counsellor or other staff member.

## Classwork

Students are expected to complete all classwork to the best of their abilities.

Students are expected to maintain a standard of behaviour that allows all class members to receive the assistance required to complete set tasks.

It is the responsibility of students to collect work for classes missed due to absence. This includes absence for illness, holidays, family commitments, work placement, excursions and extra-curricular activities.

## Courses

Students in Years 7 and 8 have their subjects set by the Department of Education, as students must complete a required number of courses in Key Learning Areas (mandatory courses).

Years 9-12 students have mandatory courses as well as the opportunity to choose a number of elective courses based on their interests and plans for careers and further study. The school offers a wide range of electives based on student interests and staff availability.

Students should ensure they are prepared to pay any fees for materials and equipment in their elective courses. The school office can provide a list of subject contributions for different courses.

As part of their elective choices, students in Years 10-12 will also undertake Vocational Education courses (VET, TVET). These provide a nationally recognised TAFE equivalent credential. To complete these courses, students must complete 70 hours of work placement in a business or industry workplace.

## RoSA and HSC

The Record of School Achievement is the credential awarded by BOSTES for students who satisfactorily complete their education to the end of Year 10 and beyond. Students achieve the Higher School Certificate by completing an approved set of courses to the end of Year 12. For most students, this will include sitting for the HSC written examinations.

## Satisfactory completion of courses

To receive a result in any course, students must satisfactorily complete that course by:

- following the course developed by BOSTES
- applying themselves with diligence and sustained effort to the set tasks provided in the course by the school
- achieving some or all of the course outcomes.

## Assessing student achievement

Teachers use a variety of ways to assess the knowledge, skills and understanding of their students. They may look at work in class, tests and assignments.

Assessment tasks are compulsory tasks that teachers use to judge achievement in a course. All students in a course will be required to do equivalent assessment tasks. As such, it is important that students complete tasks on or before the due date, and to the best of their ability.

## Use the Library

The Library aims to provide a welcoming and relaxed atmosphere while encouraging a learning focus. The Librarian is available to assist students with their information and technology skills and to teach co-operatively with the classroom teacher.

The Library is open before school, and at recess and lunch.

When you need help with your studies or leisure reading please ask. Recess, lunch, study periods and after school are probably the best times.

## Conduct in the Library

- Work quietly
- Leave valuable items with the library staff
- Do not bring food or drink into the Library
- Reference books and magazines should be returned to their correct spot on the shelves.

## Be responsible with technology

Key guidelines for the use of information and computer technology, and Internet services

- Parent permission is required for students to use school technology hardware and software resources, Internet and email facilities. This is usually done when students enrol.
- Students must not share their access password. All students must make sure their password is kept secure at all times and is changed regularly.
- Students must log on to the computer network using their own login and password only, and log off at the end of each session to ensure no one else uses their account.
- School ICT resources and Internet facilities must only be used in an educational context for the purposes of teaching, learning and school related activities.
- Students will provide only their first name, school and email address when communicating via the Internet
- Computer configurations and settings are left as they are set and students must not interfere with the files or digital work of any other user.
- Students are not load programs onto the school systems without the approval of the Computer Coordinator and/or Principal.
- Students must request permission to download, save or print information from the Internet.
- Saving and storing files:
  - If saving to the network, work must be saved into the user's individual home drive, a student's intranet web page or into a designated folder on the shared drives.
  - External storage devices (e.g. USB devices) should be used to transfer school-related files to and from home for further development. Students may only use these devices on school computers with permission and supervision of teachers.
- For security purposes, school mobile devices are supported by GPS tracking software.

Students must ensure they do not engage in any of the following activities when using Internet and email facilities:

- accessing or sending information not related to learning or school related activities
- sharing their own or another person's personal information, home address or phone number
- defaming, bullying or harassing another person in any way
- independently publishing material on a web page under the school name
- communicating using offensive or inappropriate language
- sending emails or browsing under another person's name
- illegal or profit making activities
- accessing inappropriate sites or logging onto chat rooms
- send or share messages sent in confidence, chain letters or spam.

If students use technology inappropriately, staff may give consequences in accordance with the School Discipline Policy

## Bring your own device

The Department of Education's Bring Your Own Device (BYOD) policy has guidelines which allow students to use their own mobile devices on the school network under certain circumstances. This use is subject to security and data limitations within the school. Devices must be configured by school technology staff to allow access to the network.



# Be responsible – organised

## Timetables

Copies of student timetables are on notice boards around the school. Students can ask for a printed copy of their timetable from a Deputy Principal or from the front office.

## Signals for lessons

Signals for the start and finish of lessons are played through the school public address system (PA). At the start of lessons, students have three minutes to get to their classes.

In emergency situations, students should follow the instructions issued through the PA.

## Books and equipment

It is each students's responsibility to:

- Have a suitable book for every subject. Multi-subject books are not suitable.
- Have their name and class on each book and keep them neat and tidy.
- Check their timetable each day to make sure they bring the right books.
- Have at least a pen for every lesson. It is strongly recommended that students have several, in case of loss or breakage.
- Bring their sport uniform for all PE and sports activities.
- Wear covered shoes at all times. Entry to kitchens, workrooms, labs and art rooms will not be permitted to students who are not wearing appropriate footwear.

## Bags

- Each student is to have their own bag. Students will not be allowed out of class to get books from another student.
- Student bags must be big enough to hold all of the necessary equipment for school, including text books that may be issued for various subjects.
- Students should keep their bags close to them at all times. Do not leave valuables in them.
- Bags can be searched by staff if there is a concern about what is inside.

## Calculators

It is compulsory for all students studying mathematics to have their own calculator. Calculators can be purchased from the school. Mobile phones are not suitable to be used as calculators.

## Textbooks

If students are issued with textbooks they are only on loan and must be returned promptly, in good order after use. Lost and damaged books are to be paid for.

## Toilets

Students need to make sure they use the toilets at recess and lunch.

Students will not normally be allowed to go to the toilet in the first 20 minutes after a break or during the last 20 minutes before a break.

Students using toilets during class time must have the teacher's written permission with them. They are to go to the front office where they are to fill in their details and collect a toilet key.

Deputy Principals will issue a permanent toilet pass to students who have a medical problem. Students will need to bring a medical certificate or a note from their parents/carers.

## Assemblies

These are held every Monday before recess. Students are to line up in their roll call lines. All students are to listen carefully to all announcements.

Regular formal assemblies are held in the hall. Students must leave their bags in a designated area. Hats are to be removed inside the hall.

## **Excursions – representing the school**

Students can attend excursions only if they have provided a note signed by their parent/carer, paid any costs for the excursion, and are appropriately dressed.

The school will set standards of behaviour and attendance as a condition of participating in an excursion or representative teams.

No student is allowed to smoke whilst on a school excursion.

## **Sports Carnivals**

A swimming carnival and an athletics carnival are held annually. These are regarded as school days and attendance is compulsory. Students will enjoy the day best if they complete in some event. Parents are always welcome to attend.

## **School bus**

Students must return a signed permission note to the organising teacher before being transported on the bus.

Students are to stay in their seats at all times while the bus is moving, and keep their seat belts correctly adjusted. Loud, unruly behaviour, or calling out to other motorists or pedestrians are not permitted.

For trips less than one hour, students are not permitted to drink or eat in the bus. On longer trips, eating and drinking is permissible but fizzy drinks and greasy food must not be consumed on the bus under any circumstances.

Students will be expected to help clean out the bus when they return from an excursion. Students who do not follow the bus rules may be banned from travelling in it.

## **Glenquarie Shopping Centre**

No students are permitted to visit Glenquarie shops during the school day.

## Be responsible – financial commitments

The school has set a General School Contribution (school fee) to help cover basic costs. This is \$40 per student per year. For families with more than one student, there is a \$10 discount on the General School Contribution.

Many subjects also require student contributions to cover the cost of materials and equipment used. Students are made aware of these costs when courses are selected. Students must make arrangements to pay these fees.

The school office has a list of courses and fees. Students and parents/cares should discuss payment options with office staff.

## Be responsible – school office

### Front office

Hours are 8.30am – 3.15pm

All office staff are to be treated with courtesy. Students who fail to do this will be disciplined by the Deputy Principal.

The front office is only available if you have official business, such as paying money, getting first aid, picking items up from the office, getting a pass-out, seeing the Principal or Deputies, placed there by Head Teacher.

### Change of address /phone numbers

Any change of address or phone number is to be notified to the office. Students are to write the changes on the form available at the front office. It is vital that we have up-to-date information on all students in case of illness and emergencies.

### Making phone calls

If parents/carers require a student to return home, they must call the school to make the request, rather than calling the student. The office staff will not rely on information given to them by the student.

The office staff have set contact numbers for parents/carers and emergency contact numbers. They will ring numbers that they have listed. If these numbers are no longer working, students will be asked to provide new numbers.

### Visitors

If any family members need to see students during school hours, they must come to the front office first. Students who bring or ask outsiders to come into the school grounds or classrooms will face disciplinary action including suspension.

### Bus and train passes

Application forms for bus and train travel passes can be obtained from the front office if the student lives over 2.3km from the school. Students will need to see office staff.

Students will be issued with passes as soon as possible.

Students are expected to behave in an appropriate way on all public transport. Students who misbehave can have their passes taken from them. If any student has an accident or problems associated with the buses either before or after school they are to be report it to the Principal or the Deputy Principals.

### Concession cards

When students turn 16 they are entitled to a concession pass. You can collect these from the front office at recess and lunchtime.

### Copies of reports

Students who need copies of lost reports can request them from the front office. However 48 hours' notice is needed to have them printed. A fee for printing will be charged.

## Be safe and responsible – actions

All students' actions should reflect the school rules of showing respect, being safe and responsible, and being engaged learners. Our School Discipline Policy has a graded series of responses to inappropriate behaviour.

### Detention

Students who fail to obey the classroom rules may be put on a detention by teachers. Students who fail to attend a teacher's detention(s) will be dealt with by the Head Teacher.

After-school detentions can be issued by Head Teachers and Senior Executive. These last for 50 minutes. Parents/carers will be notified.

The names of the students and their misbehaviour are recorded in the Sentral wellbeing database.

## Unacceptable activities

### Smoking

It is against Government and Departmental policy to smoke on school premises. This includes smoking on school excursions. Students will receive a consequence and parents/carers will be notified.

Students caught persistently smoking may face a suspension.

### Graffiti

Students are not to scribble on desks, walls, students work or murals. Writing on any school property or buildings is strictly forbidden.

Students who write on or graffiti school property will be required to pay for its removal or clean it themselves after school. Students also face a suspension.

### Vandalism

Vandalism to school or another's property is a serious offence and where appropriate the school will notify the police. To make restitution, students may be required to pay the costs of repair or replacement of damaged items. Students also face a suspension.

### Damage to equipment

School property such as textbooks, library books, computer equipment, audio-visual equipment and classroom furniture must be treated with care. Students may be required to make restitution for damage.

### Food and drink in class

There is to be no eating in classrooms. Students are allowed to drink water only in classrooms.

### Others

- Gambling – students will be taken to the Deputy and consequences given.
- Drinking or possession of alcohol are not permitted. Parents will be notified. Students also face a suspension.
- Throwing or being in possession of water bombs, or items of a similar nature. An official warning letter may be sent, along with additional consequences.
- Spitting is unacceptable in our environment. Students found spitting will be given consequences, may be removed from the playground and have a warning letter sent home.

### Out of bounds areas during break times

- Upstairs walkways
- All corridors in all blocks
- Car Parking areas are out of bounds at all times.
- All areas marked in yellow.

### In staffrooms without permission

No student is allowed to enter staff rooms unless they have been given permission by a teacher.

# Be safe and responsible – items

## Banned and inappropriate items – not to be at school

### Dangerous & offensive items

Weapons, replica weapons and imitation weapons including guns and knives must not be brought to school. This includes any items which are capable of being used as a weapon that could cause harm or injury to others, such as dangerous ‘toys’ like peashooters, slingshots etc. These items will be confiscated and in serious cases the police may be notified. Consequences include suspension.

### Illegal drugs

It is against the law to be in possession of, selling, or using prohibited drugs. The school must notify the police if a student is found to be in possession drugs. An immediate suspension will be imposed.

### Other items

Do not bring these:

- thick textas/permanent markers/liquid paper
- spray cans, including aerosol deodorant
- portable music speaker systems
- glass bottles
- laser pointers
- cigarette lighters, matches, and cigarettes
- inappropriate or offensive materials such as violent or pornographic material.

## Restricted items – follow the guidelines

You may have these items at school under certain conditions.

### Mobile phones and electronic devices

Mobile phones, tablet computers and other similar devices have the potential to be used in lessons, opening exciting new approaches for learning. See the section on ‘Bring your own device’ on page 16.

When these technologies are misused by students they can be very disruptive to teaching and learning, and in some cases cause harm. Our Mobile Devices Policy states that phones and other devices must be out of sight in class, unless they are being used with a teacher’s permission.

Students must get permission before recording photos, videos or audio of staff or students. If students are recording for a class project they must also obtain permission. Taking photos without permission is an invasion of privacy.

Students must use these devices appropriately at all times. Students may not use these devices:

- to break school rules
- to disrupt learning
- to risk the safety or wellbeing of any person
- against a reasonable direction from school staff
- illegally

Examples of inappropriate use:

- using the device to bully, intimidate or harass others
- recording conversations or lessons without permission from the teacher or those involved
- filming fights or other criminal behaviour
- downloading or accessing inappropriate material such as pornography or violent material – this includes sending any images or text of a sexual nature
- using it in a way that threatens or is likely to threaten a person’s safety or wellbeing
- using it in a way that disrupts learning
- any use that is against the law.

If a student receives inappropriate or offensive material on their device, it should be reported to a Deputy Principal as soon as possible.

Students using a device inappropriately may have the device confiscated. The item will be kept securely and returned to the student at an appropriate time.

It is against the law to use the mobile phone network or Internet for bullying, harassment or intimidation. For serious misbehaviour with mobile devices, police may be contacted and students may be suspended.

Mobile phones are totally banned from the School Certificate and HSC exams. The school also follows this policy in its own examination rules.

Electronic devices are valuable and fragile. Students are responsible to keep them secure and safe. The school is not responsible for stolen or lost devices.

### **Posting images or videos online**

Images or videos must not be shared or posted online without specific permission from people in the photographs.

### **Guitars**

Students who need to bring a guitar to school for music or rehearsals must leave it with the music teacher or with a Deputy Principal. Guitars are not to be taken into classes where they can become a distraction.

### **Skateboards / scooters**

Students are not to have these with them during school hours. They can be left in the bike lock-up for safe keeping. If students have these items in the playground or the classroom they will be sent to the front office. They can be collected at the end of the school day. Students are reminded that it is illegal to ride these without a helmet.

## **Confiscation of Property**

Staff have the right to confiscate personal property that is banned, dangerous or offensive. Other items may be confiscated if they are being used inappropriately to disrupt learning, or to threaten or harass another person.

Any property that is confiscated from students will be treated carefully and kept securely. It is the student's responsibility to pick it up at the nominated time for its return (usually the same day) unless it is not to be returned.

Some items such as weapons are considered illegal and will not be returned. Some items will require parents/carers to come to the school to collect them. In serious cases, police will be contacted.

## **For your own security, please do not bring these**

### **Large amounts of money**

Large amounts of money should not be brought to school by students. In special circumstances it can be left with the office staff for safe keeping. Students are advised that wallets and bags containing valuables, money and credit cards should not be left in unlocked or unsupervised areas even for short periods of time.

If students have to pay for excursions etc, money should be handed in to the office by recess. Always try to bring the correct amount. The school has an EFTPOS machine.

### **Valuables**

Students should not leave school bags in the playground unattended and should never leave valuables or money in bags. Students are not to bring unnecessary items to school.

Valuables brought to school for a specific purpose should be placed in the care of the office staff or the classroom teacher if students need to leave their bags during a lesson activity.

The school will not take responsibility for the loss of valuable items.