



JMHS

Learn Today, Lead Tomorrow



58 Harold Street, Macquarie Fields 2564

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Jamesmeeha-h.school@det.nsw.edu.au

Year 7

Student Handbook

2018

SCHOOL STAFF

Principal

Ms N.Dukic

Deputy Principal

Ms K Attard (Yrs 7, 8, 9)

Deputy Principal

Ms R St Julian (Yrs 10, 11, 12)

Faculty	Head Teacher	Block
English / HSIE	Ms M Marcic	6
TAS / PDHPE / Vet / Computing	Mr N Khan	3
Languages / Science / Maths	Mr P Lally	3
Learning and Support	Ms D.Matthews	4
CAPA	Mr D Nguyen	3
Support Unit	Ms H Alalikin	8
Wellbeing	Ms S Waddell	5
Careers Adviser	Mr L Nguyen	6
AEO	Ms T Sato	4
PICLO	Fou	4
Primary Linkages	Mr R Frade	7

Year Advisers

Stage 4 Year 7 / Year 8	Mr Y Ibrahim
Stage 5 Year 9 / Year 10	Mr K Hosni
Stage 6 Year 11 / Year 12	Ms N Radmanovic

Student Representatives

School Captain	Abolfazl Rafiee
School Vice-Captain	Unise Fusi
Prefects	Kario Afoa / Nina Cruller

Sports Houses

Freeman - Yellow	Ponting – Green
Thorpe – Blue	Webb - Red

QUICK REFERENCE GUIDE

Attendance	School starts at 8:50am and finishes at 3:10pm. Except Wednesdays when school finishes at 2.20pm.
Absence	If you are absent from school you must bring a note from your parent/guardian upon your return.
Assembly	Assembly is every week on a Monday before recess.
Awards	Regular awards are presented during assembly. Presentation Day is held at the end of each year.
Bicycles/ Skateboards	Students can bring their bikes and scooters to school. They should be locked in the bike shed outside the front office. All students must wear a safety helmet and ride in a safe way at all times.
Canteen	Students may buy food at recess or lunch each day.
Deodorants	Aerosol cans and spray deodorants are banned from all NSW High Schools as many contain allergens that affect others and they are a potential fire hazard. If student wishes to use deodorant after physical activity, it must be a roll on.
Excursions	Excursions are arranged by the individual faculties (Key Learning Areas). Your teachers will advise you about these.
Homework	Teachers will set your homework as it is needed.
Library	The Library is open from 8:30am to 3:10pm. Rules apply to the borrowing of books, computers, etc. Please check with the librarian.
Lost Property	Lost property at the Front Office.

Period Times	Each period is 50 minutes.
Recess/Lunch Times	Students will have 30 minutes for recess and lunch.
Reports	Reports are given out twice a year at the end of each semester.
Roll Call	Rolls are marked and any notices are read.
School Property	It is your responsibility to care for and be respectful to all school property.
School Safety	The health, safety and welfare of all students is extremely important to us. All students should act in a safe manner at all times.
School Uniform	All students must wear the correct uniform at all times.
Social Media	https://www.facebook.com/jamesmeehanhighschoolofficial website: http://www.jamesmeeha-h.schools.nsw.edu.au/ twitter: James Meehan HS @JamesMeehanHS
Sport	Year 7 sport is integrated into the timetable with other subject periods.
Stage Meetings	Stage meetings are held once a week.
Student ID Cards	Cards will be issued after school photos. Students must be present at school on Photo day to be issued with a student ID card.
Textbooks	In junior years, textbooks may be loaned to you. If they are lost or damaged you may be required to pay for the textbook.
Timetables	Each student will be issued with one personalised timetable per year.

STAGE 4 SUBJECTS

Subject	Content	Equipment needed
Mathematics	Students will continue their work on developing number and measurement skills, reading graphs and tables and describing properties of shapes. They will also begin their learning about algebra.	Grid book (5mm) Mathematical instrument set Pens, ruler, pencil, eraser, calculator - (Casio fx-82AU PLUS II)
English	Students will study fiction and non-fiction texts, film, poetry and drama.	Exercise book and pens
Science	Students learn about working safely in the science laboratory. They learn how to work and communicate scientifically whilst learning skills in problem solving. Areas studied in year 7 Science are about energy, forces, plants and animals, water and ice, and cells.	Students are required to have at least a 96 page A4 book, red and blue pens, pencil and ruler
HSIE	'Investigating the world' examines the world environments and development of geography and history skills. 'Global environment' examines the global environment and communities.	96 page Exercise book, ruler, pens, pencils, eraser, sharpener, colouring pencils, calculator, protractor and highlighter
Music	Performing and learning about music – variety of instruments e.g. keyboard and guitar.	Exercise book and pens
Visual Arts	Variety of experiences – drawing, painting, clay, sculpture, digital photography and computer graphics.	Costs of materials supplied by school and visual arts diary
PD/H/PE	Health units include Meeting the Meehan', Healthy Lifestyle, Growth and Development, Nutrition and friends.	96 page Exercise book, pens, ruler PE gear: shorts and t-shirt
TAS	Product making: woodwork, metal work, food technology. Built environment: landscape, model making Interior design: dream room (mixed materials) Promotional: computers	96 page Exercise book Contribution fees for materials equipment, etc. Equipment needed: apron (can be purchased at school), closed in shoes, pens, ruler, and exercise book
LOTE (Mandarin)	Students will study the language and culture of a language other than English.	Exercise book, pens and ruler

OUR DRESS CODE

James Meehan High School's uniform is simple and affordable. Students are expected to be in full uniform every day.

Uniform items are available from LLT Fashion in Glenquarie Town Centre (next to Target).

- School Polo Top – junior version for Yrs 7-9, senior version for Yrs 10-12
- Plain navy trousers, navy 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 (JMHS sports shirts and shorts are also available at LLT Fashions)

Junior Polo Shirt (yrs 7-9)



UNIFORM AND ACCEPTABLE DRESS STANDARDS

At James Meehan High School students are required to wear the approved school uniform.

Students who are not wearing school uniform must bring a note from home and show your teachers throughout the day.

Students who repeatedly do not wear uniform will be given a lunch detention. Those who fail to turn up will be placed on after school detention. Students can also be removed from the playground if they are out of uniform. Uniform checks are done at roll call, in classes and on assembly.

Student Assistance Forms are available at the office for families who are experiencing financial difficulties.

The following things are definitely **not acceptable**;

- Brightly coloured items of clothing
- Bandanas
- Thongs, open shoes, sandals and slippers
- Hoods on clothing
- **Tights**

EXPECTATIONS

At James Meehan High School we are RESPECTFUL RESPONSIBLE LEARNERS

Students will 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.

	We are respectful	We are responsible	We are learners
Everywhere	I wear my school uniform with pride I follow instructions I treat everyone with kindness and say 'no' to bullying I speak politely and use appropriate language I think first and act safely I support and participate in cultural, school and community celebrations with pride	I stay where I am supposed to be during class time, break-time and before/after school I keep my hands and feet to myself I keep the school and community tidy and report any issues I use technology appropriately and have my mobile phone out of sight	I am proud of my achievements and celebrate others achievements I am prepared for class by bringing my equipment and leaving banned items at home I attend school and class on time every day
Classroom	I speak politely I follow instructions I allow everyone to learn I use technology appropriately and have my mobile phone out of sight I actively participate	I am on time I keep my classroom neat and tidy I take care of the equipment provided by the teachers and the community I allow others to concentrate and work without interruption I have a permission note to be out of class	I listen, think and do I encourage others to achieve I bring appropriate equipment I do my best to learn and achieve I accept the opinion and contribution of others
Playground	I play sensible games I follow teachers' instructions I wait in line at the canteen I listen to others and speak politely	I stay in bounds I alert teachers' to issues I act and play safely I keep the school ground tidy	I use break-time effectively by -having something to eat -interacting with peers -visiting the library or seeing a teacher -completing assessment tasks or classwork

MOBILE DEVICES SUMMARY

Mobile devices are electronic items such as:

- mobile phones
- portable music players or cameras
- tablet computers
- games consoles



- Students may have a phone or other device with them at school.
- The student is responsible for the security and safety of the item.
- Phones must be kept out of sight ALL DAY.
- The device must be turned off in class unless your teacher gives you permission to have it on.



- Students may not make phone calls or use social media while AT SCHOOL.
- Students must not use any device to disrupt their own learning or the learning of others AT ALL.
- Students must not use any device to bully, harass or threaten another person, AT ANY TIME.
- Students must not use any device for recording sound or images without permission. Recording without permission is a crime with heavy penalties under Australian law.

? What if...

I need to make an urgent call?

- You ask a teacher or front office staff member for permission to use a school phone.

Someone needs to contact me urgently?

- They ring the school office (9605 4395), not your phone. The message will be passed on to you.

Someone is teasing, threatening or harassing me with prank calls or messages on social media?

- Report the incident to a member of staff. Keep the messages etc. on your phone as evidence.

TECHNOLOGY POLICY

James Meehan High School technology is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. All students will be given access to the network with an individual account. Students will be able to publish work on a school Intranet and will be able to access the Internet for research purposes. Any such facilities must be regarded as privileges, and access to these facilities will be withdrawn for any misuse.

Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. Any behaviour that interferes with these primary objectives will be considered an infringement of Acceptable Use.

General Policies

- Use of computer/internet resources for educational purposes only.
- Appropriate language must be used in all communications including email messages, chat and web pages.
- No user may deliberately or carelessly waste computer resources (eg unnecessary printing) or disadvantage other users (eg by monopolising equipment, network traffic etc.).
- Consideration must be given to avoiding inconvenience to other computer users. eg. log off and leave computers ready for the next user to log in; replace furniture to normal positions when finished.

Acceptable use includes

- Research activities that relate to associated learning activities as part of the school curriculum.
- The use of email and shared network resources for exchanging appropriate information and engaging in collaborative projects.

Examples of unacceptable use include

- Sending or displaying offensive and anti-social material.
- Deliberately entering, or remaining in, web sites containing objectionable material.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses or physically abusing hardware.)
- Violating copyright laws. The legal rights of software producers, network providers, and copyright and license agreements must be honoured.
- Entering other user accounts, changing other user passwords and interfering with files.
- Disrespect of others' privacy and intellectual property.

ANTI-BULLYING POLICY

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 based on 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.

Do not 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.

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

ATTENDANCE

Students must attend school every day.

The Education Act 1990 (Education Act 1990) requires your child to attend school each day that instruction is provided unless prevented from doing so by sickness or other good reason. The Act requires you to explain your child's absences within 7 days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

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.

Please notify the school as soon as you know that your child will be away. You can leave a message by calling the school and dialling 6 for a student absence.

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

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.

Roll call

Students need to listen carefully and make sure that they answer their name when it is called. 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 by the Deputy Principal.

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, please ask for a late note.

Class rolls

Each teacher marks a class roll electronically at the start of the lesson.

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. The note is to be given to the Deputy Principal before school.

When it is time to leave, students report to the office to sign-out.

Pass-outs may also be issued in an emergency.

Out of class and truancy

All students who are out of class for any reason must have written permission.

All truanies are recorded on the official school rolls.

Students who truant repeatedly will be referred to 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 fill in a leave form. This form can be obtained from the office.

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 are 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 / Psychologists

The school has access to one school counsellor and one school psychologist who are available to discuss problems. Students may make an appointment with the school counsellor/ psychologist directly. No student is to go to the counsellor/ psychologist 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.

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: PD/H/PE change rooms
Downstairs: Gymnasium, Canteen

Block 3

Upstairs: Visual Arts rooms, Music rooms, Creative Arts staffroom
Downstairs: Food Technology kitchen, commercial kitchen, TAS staffroom, PDHPE staffroom and girls' toilets

Block 4

Upstairs: Library, LaST staffroom, AEO, PICLO
Downstairs: Science laboratories, Science staffroom / Languages

Block 5

Upstairs: Computer room (511), Drama studio, Dance studio, Wellbeing Head Teacher, Counsellors
Downstairs: Administration office, Principal, Deputy Principals, Staff Common Room

Block 6

Upstairs: English staffroom, English rooms, Computer Room (611),
Downstairs: Mathematics staffroom, Mathematics rooms, Careers Adviser

Block 7

Upstairs: Support Unit Special Education rooms
Downstairs: HSIE rooms, HSIE staffroom, Computer room (711)

Block 8

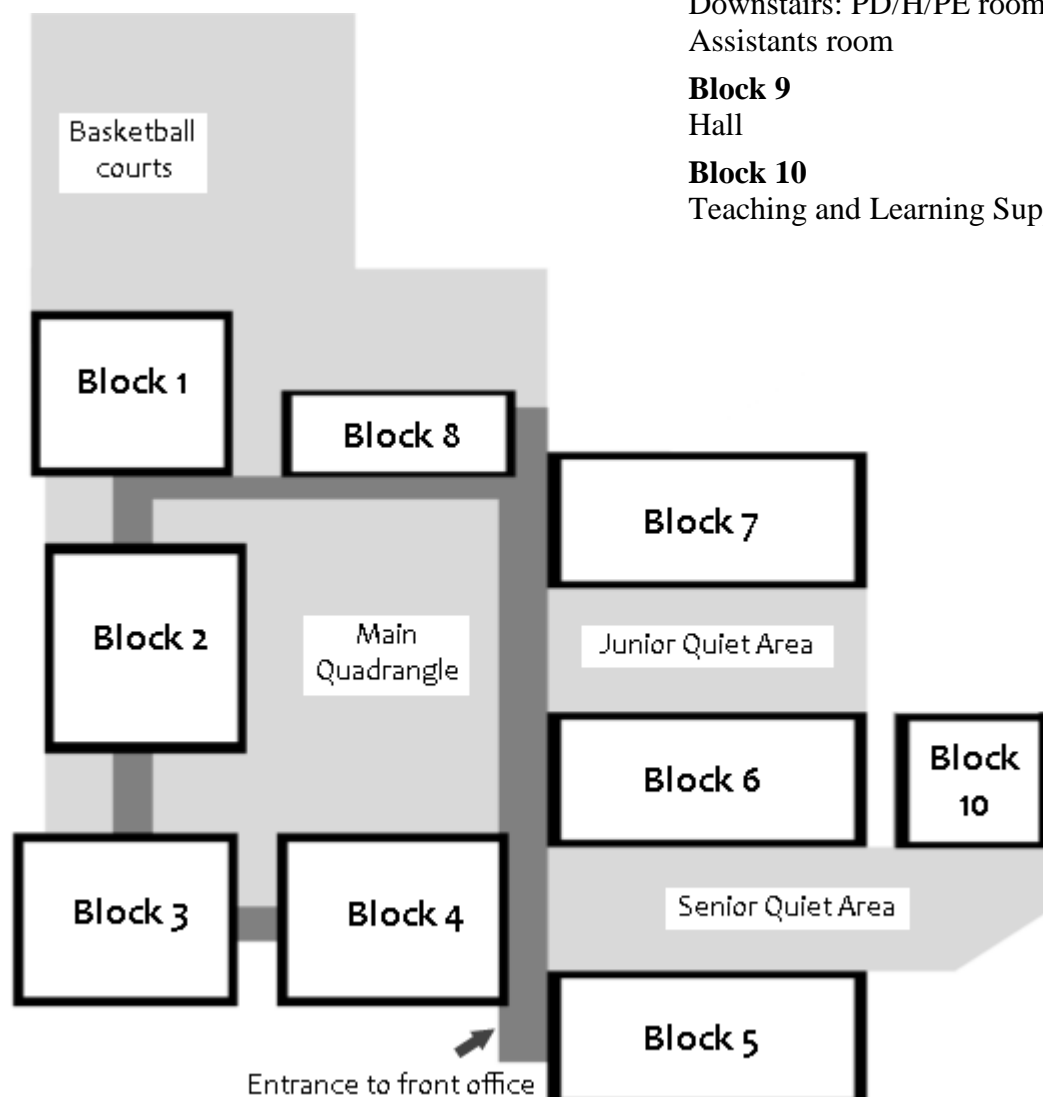
Upstairs: Special Education rooms, Special Education staffroom
Downstairs: PD/H/PE rooms, General Assistants room

Block 9

Hall

Block 10

Teaching and Learning Support



TERM DATES 2018

Term 1

Staff Development Day	Monday 29 th January
Term 1 (Years 7,11,12) commence	Tuesday 30 th January
Term 1 (Years 8,9,10) commence	Wednesday 31 st January
Term 1 concludes	Friday 13 th April

Term 2

Staff Development Day	Monday 30 th April
Term 2 commences for students	Tuesday 1 st May
Term 2 concludes	Friday 6 th July

Term 3

Staff Development Day	Monday 23 rd July
Term 3 commences for students	Tuesday 24 th July
Term 3 concludes	Friday 28 th September

Term 4

Term 4 commences (for staff and students)	Monday 15 th October
Term 4 concludes for students	Wednesday 19 th December

SCHOOL DATES 2018

Wednesday 14 th February	Meet the Teacher
Wednesday 21 st February	Vaccinations
Mon 26 th February – Fri 23 rd March	Eye Care Program for all years
Wednesday 28 th February	School Photos
Thursday 1 st March	Swimming Carnival
30 th March	Good Friday (Public Holiday)
2 nd April	Easter Monday (Public Holiday)
Wednesday 9 th May	Parent Teacher Evening
Friday 18 th May	School Athletics Carnival
Mon 11 th June	(Public Holiday) Queens Birthday
Thursday 20 th September	Vaccinations

BELL TIMES

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

STAGE 4 - YEAR 7

SUBJECT CONTRIBUTION

Subject	\$
TAS	30
Visual Arts	20
Voluntary Contribution	40

SCHOOL ROUTINE



Students enter the front gate at the beginning of the day.



All bikes and scooters **MUST** be placed in the bike shed near the front office for safekeeping.

RECESS AND LUNCH BREAKS

Students can play handball in the Quad.



Students can play football in the back oval.



FACILITIES

School hall



Gym



Many training sessions are held during lunch with PE staff.

School Library



The school library has a large number of computers that are available to students during recess and lunch and can be organised for classes.



BOOK PACKS

9 x 96 page A4 Exercise Books

96 page A4 Grid Book

8GB USB Drive

Black & red pen and pencil

Ruler

\$15

Book pack comes in a handy drawstring pack

Available from the office



\$22

CALCULATOR

(CASIO FX-82 AU PLUS II)

All Yr 7 students will require a calculator, which can be purchased anytime from the school office for \$22.00 (including engraving)