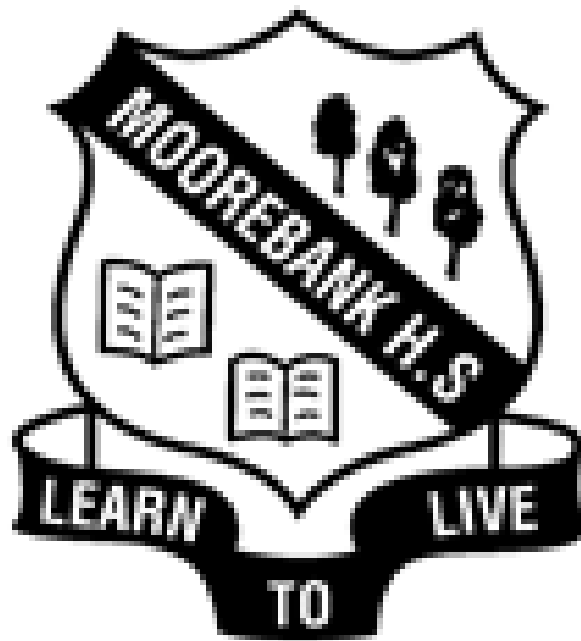


# Moorebank High School



## STUDENT HANDBOOK

**Address:** Bangalow Ave, Moorebank 2170

**Phone:** 9601 3999

**Email:** [moorebank-h.school@det.nsw.edu.au](mailto:moorebank-h.school@det.nsw.edu.au)

**Web Site:** [www.moorebank-h.schools.nsw.edu.au](http://www.moorebank-h.schools.nsw.edu.au)

# SCHOOL INFORMATION

***We at Moorebank High School and Community would like to pay our respect to the Elders past, present and emerging and acknowledge the traditional custodians of the land of the Darug Nation. And while we are learning to live, we commit to building a brighter future together as people of Australia.***

Moorebank High School is part of the traditional country of the Darug and Dharawal groups. Planning for the construction of Moorebank High School began in 1971 to meet the needs of the Moorebank, [Hammondville](#) and [Chipping Norton](#) growth areas. The first class commenced in Term 2 1975; however, the school was not officially opened until June 1985 by the then Minister of Education. The school occupies the only remaining natural Cumberland State Forest in the area and is protected under the Environmental Protection Act.

Today, Moorebank High School is a dynamic part selective, and part comprehensive high school situated in southwestern Sydney. The school has 1030 students with 78% of students from a language background other than English. The school has approximately 100 staff. As a school we are committed to extending our students through excellence in teaching and learning and collaboration with our partner primary schools and other comprehensive and selective high schools. We offer students and teachers rich opportunities for leadership and quality learning, and we have a proud record of academic, sporting and cultural achievements. We continue to refine a broad and differentiated curriculum, progressive welfare practices and quality professional learning to ensure excellence in student learning outcomes in the middle and later years of school. Our current school priorities include literacy, numeracy, engagement, and achievement supported through innovation in areas such as whole school behaviour and merit programs, the arts, quality mentoring and study skills initiatives, enhanced student leadership and student voice opportunities, and an emerging and deepening focus on building student resilience.

Our school vision statement states that “instructional leadership will guide and support staff to enhance effective, evidence-based practices in teaching and wellbeing, in order to provide all students with the opportunities to become empowered, responsible, active and generous citizens. Through a culture of high expectations, explicit teaching and effective feedback our school will optimise the learning progress of all students and develop mindsets that value the pursuit of life-long learning.”

## ***MOOREBANK HIGH SCHOOL - BRAVE EXPECTATIONS***

EXPECTATIONS	ALL SETTINGS	CLASSROOM/ LIBRARY	CORRIDORS/ STAIRWELLS	FRONT OFFICE	TOILETS	ASSEMBLY	PLAYGROUND/ CANTEEN	OUTSIDE OF SCHOOL	BUS BAY/CAR PARK	VIRTUAL SPACES	
Be Generous,	<ul style="list-style-type: none"> <li>Encourage others to succeed</li> <li>Make a positive contribution</li> <li>Be kind and fair</li> </ul>	<ul style="list-style-type: none"> <li>Show empathy</li> <li>Wait your turn</li> <li>Be a team player during learning</li> </ul>	<ul style="list-style-type: none"> <li>Allow others to pass</li> <li>Help those in need</li> <li>Keep to the left</li> </ul>	<ul style="list-style-type: none"> <li>Greet staff and teachers</li> <li>Be helpful</li> </ul>	<ul style="list-style-type: none"> <li>Allow for the privacy of others</li> <li>Maintain a clean space for others</li> </ul>	<ul style="list-style-type: none"> <li>Applaud to show appreciation</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Promote mateship</li> </ul>	<ul style="list-style-type: none"> <li>Help those in need</li> </ul>	<ul style="list-style-type: none"> <li>Wait your turn</li> <li>Help those in need</li> </ul>	<ul style="list-style-type: none"> <li>Stand up to bullying</li> <li>Help those in need</li> </ul>	•
Respectful and Responsible	<ul style="list-style-type: none"> <li>Respect people, property and the environment</li> <li>Accept responsibility for your actions</li> <li>Use respectful language</li> <li>Use appropriate volume and tone</li> </ul>	<ul style="list-style-type: none"> <li><u>Manners</u> matter</li> <li>Phones and hats off and away</li> <li>Listen to others</li> <li>Raise your hand and wait to speak</li> <li>Graffiti free school</li> </ul>	<ul style="list-style-type: none"> <li><u>Manners</u> matter</li> <li>Move quietly</li> <li>Graffiti free school</li> <li>Hats off and away</li> </ul>	<ul style="list-style-type: none"> <li><u>Manners</u> matter</li> <li>Line up and wait your turn</li> <li>Be honest</li> <li>Phones and hats off and away</li> </ul>	<ul style="list-style-type: none"> <li>Graffiti free school</li> <li>Clean up after yourself</li> <li>Use respectful language</li> </ul>	<ul style="list-style-type: none"> <li>Applaud appropriately</li> <li>Phones and hats off and away</li> </ul>	<ul style="list-style-type: none"> <li><u>Manners</u> matter</li> <li>Line up and wait your turn</li> <li>Place rubbish in the bins provided</li> <li>Be honest</li> </ul>	<ul style="list-style-type: none"> <li>Manners matter</li> <li>Respect community members</li> <li>Be honest</li> </ul>	<ul style="list-style-type: none"> <li>Manners matter</li> </ul>	<ul style="list-style-type: none"> <li>Respect other people's property</li> <li>Practice cyber safety</li> <li>Use respectful language</li> </ul>	•
Act Safely	<ul style="list-style-type: none"> <li>Place all rubbish in bins provided</li> <li>Follow the hands off policy</li> <li>Follow staff instructions</li> <li>Wear full uniform</li> <li>Discourage conflict</li> </ul>	<ul style="list-style-type: none"> <li>Eat and drink during breaks only</li> <li>Return equipment in good condition to appropriate place</li> <li>Follow classroom routines and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Eat and drink during breaks only</li> <li>Follow wet weather directions</li> <li>Walk and keep left</li> </ul>	<ul style="list-style-type: none"> <li>Follow school and office routines/ procedures</li> </ul>	<ul style="list-style-type: none"> <li>Wash hands and clean up after yourself</li> <li>Report damages immediately</li> <li>Smoke free school</li> </ul>	<ul style="list-style-type: none"> <li>Bags stay in classrooms</li> <li>Sit in allocated area</li> <li>Follow classroom routines and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Follow wet weather directions</li> <li>Passive games, passive areas</li> <li>Active games, active areas</li> <li>Stay in bounds</li> <li>Stand up to bullying</li> <li>Smoke free school</li> </ul>	<ul style="list-style-type: none"> <li>Smoke free zone</li> <li>Wear a helmet when riding</li> <li>Stand up to bullying</li> <li>Follow traffic rules</li> </ul>	<ul style="list-style-type: none"> <li>Wait in basketball courts/shelter for the bus</li> <li>Enter and exit school safely via pedestrian gates</li> <li>Passive play while waiting</li> <li>Smoke free school</li> </ul>	<ul style="list-style-type: none"> <li>Keep passwords safe</li> <li>Practice cyber safety</li> <li>Stand up to bullying</li> <li>Seek help if in doubt</li> <li>Mind your own business</li> </ul>	•
Value Learning and	<ul style="list-style-type: none"> <li>Right place right time</li> <li>Complete all work on time</li> <li>Be an active learner</li> </ul>	<ul style="list-style-type: none"> <li>Bring necessary equipment</li> <li>Active listening</li> <li>Allow others to work</li> </ul>	<ul style="list-style-type: none"> <li>Allow others to learn</li> </ul>	<ul style="list-style-type: none"> <li>Make payments at recess/lunch and before school</li> <li>Active listening</li> </ul>	<ul style="list-style-type: none"> <li>Use during breaks</li> </ul>	<ul style="list-style-type: none"> <li>Active listening</li> </ul>	<ul style="list-style-type: none"> <li>Be a team player</li> <li>Active listening</li> </ul>	<ul style="list-style-type: none"> <li>Make the most of opportunities</li> </ul>		<ul style="list-style-type: none"> <li>Bring a charged laptop</li> <li>Be on task</li> </ul>	•
Excellence	<ul style="list-style-type: none"> <li>Make the most of learning opportunities</li> <li>Be a positive ambassador for the school</li> <li>Extend yourself</li> </ul>	<ul style="list-style-type: none"> <li>Bring your h to school</li> <li>Complete all work to the best of your ability</li> <li>Use study time effectively</li> <li>Submit work by the due date</li> </ul>	<ul style="list-style-type: none"> <li>Allow others to learn</li> </ul>	<ul style="list-style-type: none"> <li>Make payments on time</li> <li>Manners matter</li> </ul>	<ul style="list-style-type: none"> <li>Use during breaks</li> </ul>	<ul style="list-style-type: none"> <li>Participate in presentations</li> <li>Celebrate achievement</li> </ul>	<ul style="list-style-type: none"> <li>Manners matter</li> <li>Celebrate achievement</li> </ul>	<ul style="list-style-type: none"> <li>Manners matter</li> <li>Wear full uniform</li> <li>Be respectful</li> </ul>	<ul style="list-style-type: none"> <li>Follow school routines and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Give your personal best</li> <li>Update your skills</li> </ul>	•

## SCHOOL EXECUTIVE STAFF

### **Principal:**

Ms. V. Grego (Mon-Wed)

Dr. S. Griffin (Thur-Fri)

### **Deputy Principals:**

Dr. S. Griffin (Mon-Wed)

Ms. N. Richards (Wed-Fri)

Ms. A. Baghdadi (Mon/Tue/Wed/Fri)

Ms. S Matic (Thurs)

Ms. A Skelton (Mon-Fri)

### **Head Teachers of:**

Administration:

Ms S Matic (Relieving)

Business Manager:

Ms. T Hilaire

Creative & Performing Arts:

Mr A Cardillo-Zallo

Diverse Learning Unit:

Ms. R Glen

English:

Ms. K Carney

HSIE:

Ms. M Budden

Learning Communities

Mr. J Galea

Mathematics:

Ms. D Nguyen

PDHPE:

Mr. S Madyski

School Administration Manager:

Ms K Ticchio (Relieving)

Science:

Mr J Vickers

Student Wellbeing:

Ms L Roumanos

Student Engagement

Ms. J Tan

Secondary Studies:

Ms W Cooper

Technology:

Mr. S Clark

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# SCHOOL MESSAGE

This information booklet, although issued to each student, remains the property of Moorebank High School. **Students are directed not to damage, vandalise or graffiti the cover or any pages in any way.** Further, students must not remove any pages or delete any information provided. If this information booklet is lost or damaged (beyond repair) the student will be required to pay full price for its replacement. Students are to always keep this booklet with them.

## BELL TIMES

Monday, Thursday, Friday		Tuesday		Wednesday	
Period	Time	Period	Time	Period	Time
Warning	8.40	Warning	8.40	Warning	8.40
1	8:45 - 10:05	1	8:45 - 10:00	1	8:45 - 10:05
Recess	10:05 - 10:25	Recess	10:00 - 10:20	Recess	10:05 - 10:25
2	10:25 - 11:45	2	10:20 - 11:35	2	10:25 - 11:45
3	11:45 - 1:05	3	11:35 - 12:15#	3	11:45 - 1:05
Lunch	1:05 - 1:45	Lunch	12:15 - 12:55	Lunch	1:05 - 1:45
4	1:45 - 3:05*	Yr 7-10 Sport	12:55 - 2:25	4	1:45 - 2:25*

\* - indicates time students finish school each day

# - indicates time Year 11 & 12 finish on Tuesday

## BELL PATTERNS

**Emergency evacuation**

Bell (pause) bell (pause) bell etc.

**Lockdown**

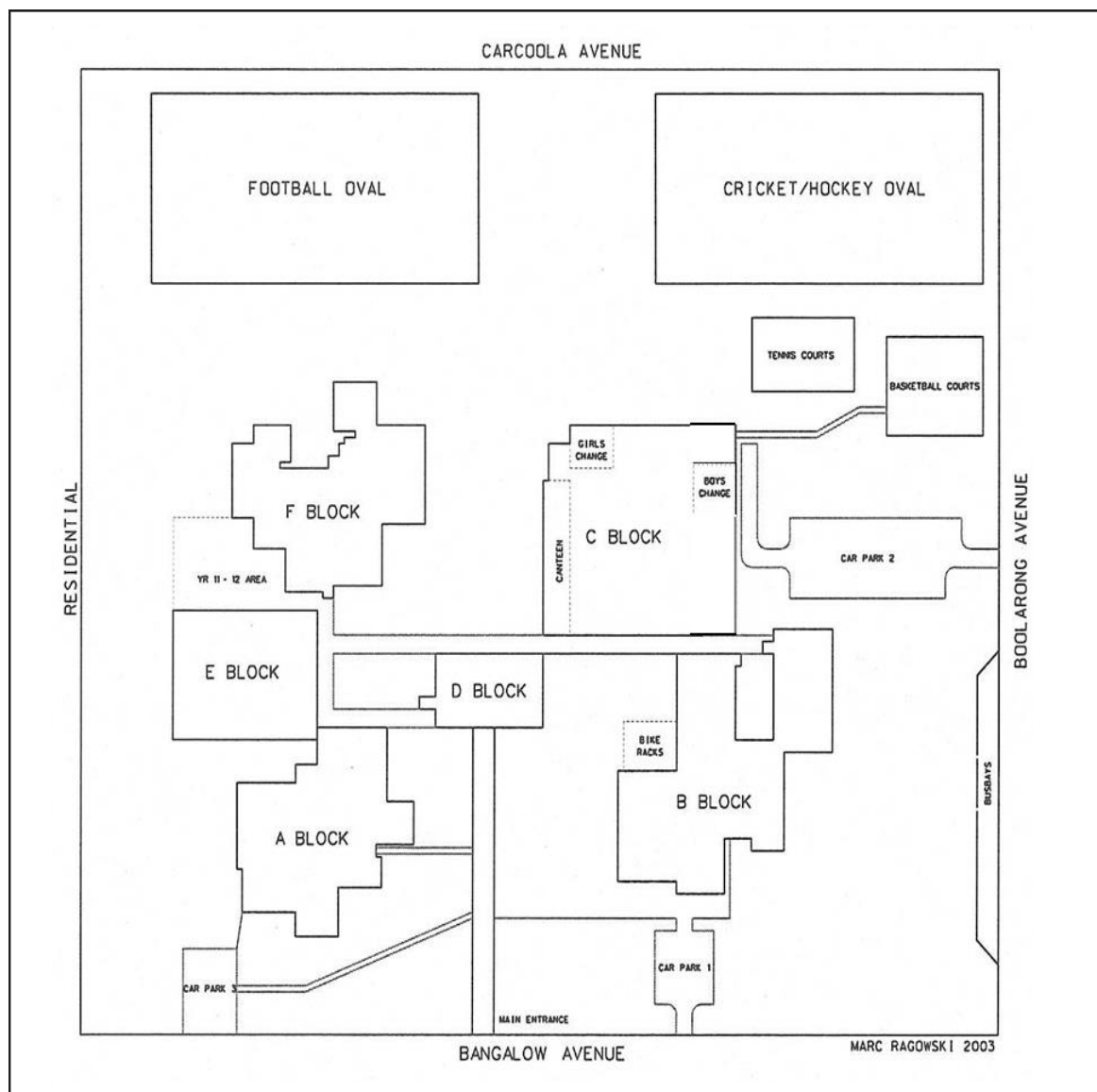
One long continuous bell

**Assembly**

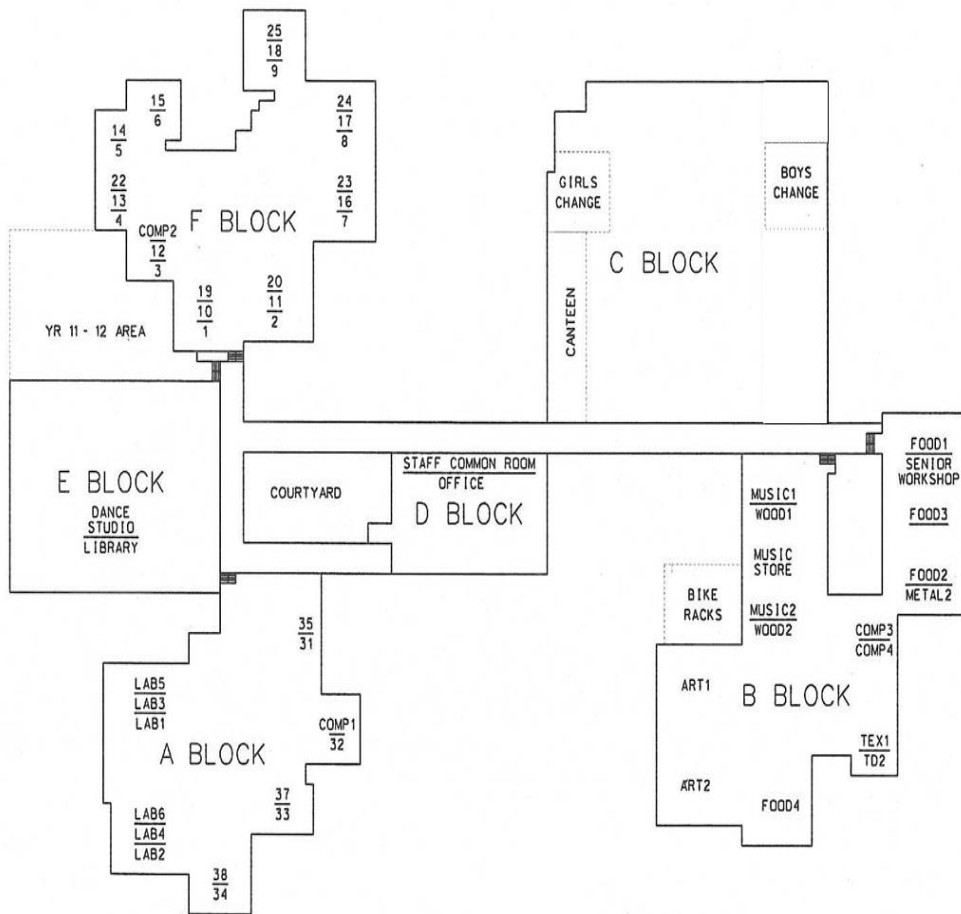
Three bells

**Wet Weather**

Six short bells



# ROOM LOCATION PLAN





## **PARENT/TEACHER/STUDENT INTERVIEWS**

Parent interviews will run according to the guidelines set by the Department of Education and NSW Health

Interviews are booked online at times that suit your family best. These can be booked through the Parent Portal on Sentral. Parents will have received information about the Portal and the “key” required to access information about their child.

Parent Teacher interviews are scheduled once a year and normally occur face to face, however, this may change pending COVID restrictions. In the instance where face to face parent interviews cannot occur face to face, they will be held by phone.

Once in the Portal you click communication and select interviews. You can then follow the prompts to book appointments with your child’s teachers.

After the closing date parents wishing to change their interview times should call the school directly on 96013999.

# THE LEARNING ENVIRONMENT

## MOOREBANK HIGH SCHOOL'S TEACHING AND LEARNING BELIEFS AND VALUES

MHS encourages parents, carers, families, the broader community, and young people themselves to hold high expectations for their educational outcomes. Classrooms at MHS are quality learning environments where positive relationships are developed between teachers and students and among students. Education at MHS contributes to a socially cohesive society that respects and appreciates cultural, social, and religious diversity.

The curriculum at MHS provides opportunities that enable all students to explore and build on their gifts and talents.

The curriculum at MHS equips young people with the knowledge, understanding, skills and capabilities to take advantage of opportunity and face future challenges with confidence.

## FACTORS WHICH INFLUENCE THE LEARNING ENVIRONMENT

Effective communication.

High expectations of achievement.

Correcting student behaviour in a positive way.

Developing classroom pride and

Demonstrating care for students.

## STUDENT BEHAVIOUR

If a student's behaviour is unsatisfactory in the classroom, it is important that his / her teacher implement a consistent set of behaviour management procedures that draw their attention to the behaviour in terms of the classroom expectations

## OUR CLASSROOM EXPECTATIONS

At Moorebank High School we are BRAVE:

**B**e Generous

**R**espectful and Responsible **A**ct Safely

**V**alue Learning and **E**xcellence

These expectations have been expanded in our behaviour expectations which have been placed in various settings around the school.

## MANAGEMENT STRATEGIES

Teachers will establish expectations of student behaviour for their classroom and articulate these clearly to students. Appropriate classroom behaviour will be acknowledged using Brave Awards. Where a student's behaviour does not meet these expectations, correction strategies will be used that adhere to the following guidelines:

The management strategy employed will equate to the level of non-compliance. Corrections should be as least intrusive to the lesson as necessary.

Corrections should be aimed to deescalate a situation and return students to their learning.

Where correction strategies used by the classroom teacher are not effective, the student may be referred to the Head Teacher or if the behaviour is of a serious nature, to a Deputy Principal.

## **Learning in the School:**

1. Attention to class work – neatness, accuracy and completeness of work are expected at all times.
2. Attention to homework – as well as set homework, provide time for home study.
3. Active participation in all activities – e.g., classroom, sport, and drama.
4. Conduct in class – follow BRAVE expectations.

## **Living in the School:**

1. Regular attendance and punctuality – at school, each lesson, assemblies and sport. If absent, a parent / carer explanation is required.
2. Staying within the bounds of the school at all times.
3. Students are not permitted in the classrooms, the classroom blocks, or their entrances before 8.30 a.m., at recess or lunch unless they are reporting directly to a teacher and have their diary ready to be signed.
4. Neat appearance – school uniform is to be worn. Students must be appropriately equipped for all lessons.
5. Promotion of a pleasant school atmosphere – no littering, no eating in buildings, no rowdiness.
6. Courtesy to teachers and visitors – this involves good manners, appropriate speech, carrying out instructions without argument, putting a point of view politely.
7. Respect for school property and equipment. No writing on walls, desks, or school texts.

## **Living with Each Other:**

1. Courtesy to others – no tormenting, fighting. Considerate behaviour always. Courtesy on the buses.
2. Respect for the property of other students. No interference with that property.
3. Acceptable language at all times – no swearing or offensive comments.
4. Behaviour contributing to the safety of all. Orderly movement, no fighting or dangerous games, no throwing or flicking objects.
5. Behaviour contributing to the health of all – no smoking, drugs or alcohol.
6. Behaviour contributing to the positive well-being of other students. No teasing, bullying, harassment or inappropriate physical contact.
7. Behaviour contributing to a positive school climate. No anti-social or inappropriate behaviour, and no promoting or encouraging aggressive behaviour.

***At Moorebank High School we have a tiered approach to promote and support student wellbeing. Through this sense of wellbeing students feel connected to their school community and friends; and become confident, resilient learners able to achieve their academic potential and be equipped for life beyond school.***

## **POSITIVE RELATIONSHIPS, POSITIVE OUTCOMES (PRPO)**

PRPO is the MHS' guiding principle that has been developed in line with evidence from the What Works Best document. The initiative was developed in consultation with teachers, non-teaching staff, parents, and students. Further it aims to support staff to enhance effective, evidence-based practices in teaching and learning. Through enabling positive relationships, all students are provided with opportunities to become empowered, responsible, active and generous citizens.

Moorebank High School staff build positive relationships with all students and parents/carers to achieve the best possible social and academic outcomes. To allow students to achieve positive outcomes, the school runs many PRPO programs and evidence-based wellbeing interventions which focus on student Strengths, Growth Mindset and Goal setting through Coaching and mentoring practices such as:

### **Strengths Focus**

A strengths-based focus improves student's confidence as well as increasing resilience, academic performance and achievement of goals.

- Year 7 My Character workshops
- Year 10 My Strengths program
- Year 11 My Futures program

### **Growth Coaching**

Year 9 and 10 students meet with a teacher "coach" (member of the Wellbeing Team) for a GROWTH coaching interviews where the students develop academic and social/personal goals as part of an Individualised Learning Plan. Through the GROWTH coaching process, student profile data is used to address areas of underperformance. Research shows that Goal Setting improves achievement and student engagement.

### **Year 12 Mentoring**

Each Year 12 student is provided a teacher mentor as an additional and individualised support throughout their final year of high school. They may assist with careers or academic advice (ATAR)/TAFE/Uni/gap year/pathways), time management and developing a study timetable, support seeking for Mental health issues including Depression/anxiety/panic attacks and addressing relationship concerns.

### **Peer Support**

Our Peer Support program is an integral part of our Year 7's transition into high school and an important leadership opportunity for our Year 10 Peer Support Leaders. The program aids in the development of positive relationships and sense of belonging, improved school culture and student wellbeing.

### **Targeted Mentoring**

Programs include RAISE and Topblokes initiatives, where mentoring provides individualised support, goal setting and leadership development for targeted students.

**Effective classroom practice through PRPO** allows teachers to use our principle to deliver effective teaching and learning so that all students have positive social, academic and wellbeing outcomes while in the classroom. This includes using evidence-based teaching and learning practices to ensure that every student can achieve positive outcomes.

**Be You** Framework. This is a framework that supports schools to develop a positive, inclusive and resilient learning community where every child, young person, educator and family can achieve their best possible mental health. The framework consists of 5 domains that encourage a “whole school community” approach to supporting the wellbeing of our students:

- Mentally Healthy Communities
- Learning Resilience
- Family Partnerships
- Early Support
- Responding Together

# THE STUDENT'S ROLE IN SCHOOL DISCIPLINE

**Students' responsibilities are:**

<b>BE POSITIVE AND PREPARED TO LEARN</b>
<b>BE POLITE</b>
<b>RESPECT YOURSELF AND ALL OTHERS</b>

**At Moorebank High School**

<b>TEACHERS HAVE THE RIGHT TO TEACH</b>
<b>STUDENTS HAVE THE RESPONSIBILITY TO LEARN</b>

The following responsibilities are to be followed by all students. By doing so all students may learn in a meaningful and safe environment.

## **Responsibilities:**

**As a student at Moorebank High School, I have the responsibility to:**

1. Respect my teachers and SASS
  - I need to be honest, courteous and polite
  - be co-operative and follow the classroom and subject rules.
2. Respect my fellow students
  - respect the rights of others to learn
  - avoid anything which may cause injury or hurt. This means total avoidance of violence, harassment, bullying or intimidation.
  - resolve conflict in peaceful ways
  - appreciate the beliefs of others
  - exercise self-control.
3. Respect other people's property
  - don't steal and
  - don't abuse equipment or property.
4. Earn my school a good reputation
  - be neatly and correctly attired, wear the school uniform with distinction and pride
  - be courteous to those whom I meet – speak politely and appropriately to all staff, visitors and community members
  - participate positively in all school activities
  - do not bring any illegal substance, weapon or implement to school
  - using social media in a respectful and responsible manner.
5. Learn all I can
  - By being determined to improve myself
  - By progressing and improving my grades/levels
  - Co-operating/listening to parents/teachers/students
  - Completing all work set to the best of my ability
  - Being where I should be, at all times
  - Bringing the necessary equipment to each lesson
  - Embrace opportunities offered.

# **INAPPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES (PEDS)**

PED'S may include mobile phones, iPads, iPods, Laptops and MP3's

**The school does not accept responsibility for the loss or damage of PED's that are brought to school. Students are advised never to leave their PED's unattended in a school bag.**

- In some learning environments Laptops and iPads may be used as a learning tool under the teacher's direction
- In most cases PED's are not to be used in the classroom, as they can distract the learner from the learning task.
- Misuse of and failure to comply with warnings to remove PED's as a learning distraction becomes an issue of misbehaviour and/or disobedience. This behaviour will be considered contrary to the school's "classroom rules" and will be dealt with as part of the school's behaviour managements plan
- Note that Bluetooth speakers are banned from Moorebank High School.

## **CONFISCATED ITEMS**

**Items should only be confiscated when they become a danger to a student, others or property.**

- Students who have items confiscated will be dealt with by the teacher under the school's code of behaviour.
- Confiscated items must be returned to the student no later than after school on the day that the item was confiscated.
- Illegal or prohibited items that are confiscated will not be returned to the student but given to the correct authorities.
- Students who repeatedly endanger themselves, others or property will be deemed as behaving in a manner contrary to the school's "Code of Behaviour" and will be dealt with as part of the school's welfare and discipline procedures.

## **RECORDING DEVICES/APPROPRIATE USE OF SOCIAL NETWORK SITES**

Unless authorised by the school, the use of any device to capture pictures, video footage or other types of images or the recording of any form of audio / conversation is strictly prohibited while on the school premises.

Specifically, students must never use a mobile phone or other device to record images or video from a class. Further, the recording of aggressive or violent behaviour will be viewed by the school as promoting violence.

Students who share or publish such images / video in any form including the internet will have contravened Department of Education regulations.

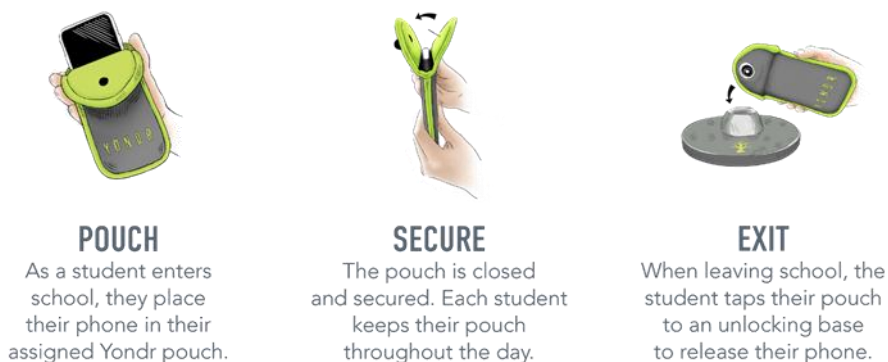
Any behaviour contrary to these directions will be considered an infringement of the school "Code of Behaviour" and dealt with formally via the school's welfare and discipline procedures.

# STUDENT MOBILE PHONE POLICY – YONDR

Mobile devices are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr pouch, similar to being assigned a textbook. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouches with them every single day.

## PROCESS

**Entering the School Gates: As students enter the school, they will:**



1. Turn their phone off.
2. Unlock their empty Yondr pouch using an unlocking base at one of the school gates on either Carcoola Ave, Bangalow Ave or Boolarong Ave.
3. Place their phone inside the pouch, securely close it and store in their backpack or pocket.

Each student will maintain possession of their mobile phone inside their Yondr pouch for the duration of the school day. Students are responsible for the safe storage of their Yondr pouches to avoid damage to phones whilst they are secured. Students arriving late are expected to follow the same policy.

**Exiting the School Gates:** As students exit the school at the end of the school day, they will:

1. Unlock their pouch using an unlocking base.
2. Remove their phone from their pouch.
3. Securely close their empty pouch and place it in their backpack for the next day.

## ACTIONS THAT CONTRAVENE OUR BRAVE VALUES

Below is a list of ways that student behaviour may contravene our BRAVE values. Each of these actions will result in the student's phone and/or pouch being confiscated by the school.

1. Physical damage to the pouch - in an attempt to open the pouch or prevent its intended purpose. (For example, discoloration, pen marks, bent pin or stripped lock inside the pouch)
2. Forgetting or losing the pouch.
3. Being caught with a mobile phone that has not been placed into a pouch.
4. Using a phone during school hours.



## DISCIPLINARY ACTION

### Forgetting a Pouch:

- If a student has forgotten their pouch, they are to hand their phone to the front office for the duration of the school day.
- Multiple offenses will result in consequences in line with the school behaviour management policy.
- Students should leave their pouches in their bags.

### Damage:

- **First Occasion:** the student will be allowed to take the phone home at the end of the day and a pouch replacement fee of \$15 will be invoiced. The student will not be able to have their phone at school until their replacement pouch has been paid for and issued.
- **Second Occasion:** On the second occasion, the student will not be allowed to collect their phone until a meeting between the deputy principal, the student and a parent/caregiver occurs.

### Failure to Place Phone in Pouch:

- **First Occasion:** The student will be issued with a Non-Compliance letter to inform parents that there has been a breach of the school mobile phone policy.
- **Second Occasion:** The student will be issued with a Formal Caution and be required to undertake an education program as part of a lunch detention. Further support strategies may be put in place depending on student needs, following a parent meeting. This could include a student support plan, individualised strategies, access to counselling and/or support staff etc.
- **Subsequent breaches of the school's mobile phone policy will be dealt with in line with the DoE's Student Behaviour Procedures.** This may result in a suspension.

## MONITORING

A member of the executive staff will undertake spot checks of student pouches throughout the terms to ensure compliance with the Mobile Phone Policy – Yondr. Executive staff will also hold spot checks at the gates throughout the year to ensure that students are pouching their phones when entering the school grounds.

### Process

1. A member of the executive will enter the classroom and ask all students to put their pouches on the table.
2. The staff member will unlock the pouches with a portable unlocking base to check them for damage.
3. Students found with a mobile device that is not pouching will face disciplinary action.

Students may be asked to turn out the contents of their bag, away from the view of other students, if staff have reason to believe they are in possession of a mobile phone that is not pouching as mobile phones can have a detrimental impact on the educational progress, social interactions, and wellbeing.

## SCHOOL SECURITY

A number of security cameras that help in the provision of a safe environment for all operate within the school. The main approaches to school buildings, building corridors, as well as the school car park are monitored on school days, weekends, and holidays. The use of cameras is to deter intruders from entering the school, particularly outside of normal school hours. Signs are displayed to notify students, staff, and visitors that they may be under video surveillance.

## HANDS OFF POLICY

At Moorebank High School we value the safety and well-being of all. There is a strong expectation that students do not engage in inappropriate behaviour of a physical nature.

The inappropriate touching of others at any time is not permitted.

This may include (but is not limited to) rough games, pushing, “mucking” around, hitting, grabbing, bumping into others or other inappropriate touching. Invariably, this type of physical contact may be dangerous and often leads to aggressive behaviour.

This behaviour will be considered contrary to the school “Code of Behaviour” and dealt with formally via the school’s welfare and discipline procedures.

## APPROPRIATE LANGUAGE

At Moorebank High School we value being polite and respecting each other. This always includes the use appropriate communication.

Therefore, students are not to use language which may offend or upset others.

Verbal abuse of others, including the use of foul language, is unacceptable behaviour and is viewed very seriously by the school.

Swearing and the use of unacceptable language in the presence of a teacher is highly inappropriate and viewed as an attempt to intimidate. This behaviour is unacceptable and is taken seriously by the school.

This type of inappropriate behaviour will be dealt with formally via the school's welfare and discipline procedures.

## UNIFORM CHECKING PROCEDURES

- Every period, your teacher will check uniform. Students out of uniform will be marked on Sentral.
- Students out of uniform **will not** be permitted to go onto the playground at recess and lunch and will need to report to room 19. Their names will be announced at the end of P1 and P3.
- All students out of uniform regardless of whether they have a note from a parent will report to room 19. All parent notes will be verified. Any student found out of uniform on the playground at recess or lunch will be sent straight to room 19.
- If students have a note from a parent concerning the non-wearing of uniform, they will be offered the opportunity to change into uniform and then go onto the playground.  
**Refusing to change into school uniform will result in students attending Room 19.**
- The second time students are out of uniform without a note they will receive a warning letter.
- The third time students are out of uniform they will be issued an after-school detention.
- Students who fail to stay off the playground (and do not report to room 19) when out of uniform will be referred to the Head Teacher Student Engagement and issued an after-school detention, for failing to follow the school’s uniform policy.
- Students that are out of uniform will have an opportunity to go to the canteen and the toilet during recess and lunch; however, will report directly back to room 19 under the supervision of the head teacher.

# SCHOOL EXPECTATIONS AND RULES

## Accidents

All accidents should be reported immediately to the nearest teacher or the Administration Office. These are usually caused by careless and dangerous acts. Fighting, rough and dangerous play are prohibited in all areas of the school.

In the classroom, no student is to touch windows, blinds, heaters or other equipment, unless instructed by a teacher. Do not lean on chairs so the back legs support all the weight.

## Aerosol

Aerosol (spray) cans are not permitted to be brought to school for safety reasons. This includes any form of spray deodorant.

## Assembly

From time to time there may be the need for additional assemblies during lesson time. Generally, for these, bags are to be left in the classroom, after students have their name marked off by their classroom teacher. Only valuables are to be taken and hats should not be worn to an indoor assembly.

## Attendance

Attendance at school is compulsory and any absence must be explained by an SMS message, phone contact or a note, written, and signed by a parent or caregiver. This note must contain the date of the absence, the reason for absence, the Student's Name and the roll class and should be returned to the Roll Call teacher on the next day of attendance. If required, this note may be written in another language.

**Students are required to always remain within the school grounds unless permission to leave has been granted, in writing by the Deputy Principal.** This includes recess and lunch.

Students are not permitted to visit shops during school hours.

Students are not to order or accept items ordered externally to the school including food delivery services e.g., UBER Eats, as this poses a safety risk.

## Bags

Do not leave money, bus passes or valuables unattended in bags. If bags are left outside rooms, they should be arranged neatly against the wall. Bags should be taken to the playground area at recess or lunch. Bags should not be left unattended in the playground at recess or lunch.

## Behaviour

- be considerate of others at all times and act with common sense.
- buildings and grounds should be kept tidy and free from litter.
- chewing gum, aerosol cans are NOT to be brought to school.
- dangerous implements or prohibited substances are **NOT** to be brought onto the school premises.
- on the way to and from school, respect should be shown to other people and their property.
- there will be no defacing of any part of the school with graffiti.
- swearing, obscene and racist language is not acceptable.

## **Bikes/Scooters**

- The bike racks are out of bounds at all times unless you are leaving or picking up your bike/scooters. All bikes/ scooters must be secured with a lock to minimise the risk of theft. The school does not take any responsibility for theft, loss or damage to bikes/scooters.
- Students must not ride their bikes within the school grounds and should walk beside their bike/ scooter when arriving and leaving school. Students are not permitted to ride a bike/scooter to and from school unless they always wear a helmet when riding.
- Skateboards are to be secured in the nominated area.

## **Buses and Trains**

Behaviour on school buses/trains must be the best at all times. Students are expected to stand for adults when catching public transport. Those who misbehave may have their opal cards confiscated or may forfeit the card altogether. The school liaises closely with the bus company. Application for OPAL cards is made by parents directly to [transportnsw.info/school-students](http://transportnsw.info/school-students). Further information can be obtained at the school administration office. To ensure the safe movement of students on to buses, students who travel by bus need to follow the directions of teachers on duty. Students who are not catching a bus are not permitted in the bus bay area after school.

## **Canteen**

- Games, other than handball, are not to be played in the canteen area.
- Students must use the queues at the canteen.
- Only one student is to be at the counter at one time and is to be buying only for him / herself.
- Students are not to loiter in the canteen selling area.
- Purchases close when the bell rings.
- Be courteous to those serving you, when purchasing at the canteen.
- Follow the directions of staff and the prefects on duty.

## **Car Parks**

Students are not permitted to enter a car park area at any time (these are considered out-of-bounds). Students are to use the pedestrian entrances and paths when entering and leaving the school grounds. Students are not permitted to park their cars / motorbikes in school car parks.

## **Clinic/ First Aid**

No student is to be in the clinic without permission of the classroom teacher, the School Administration Officer in charge of First Aid or the Deputy Principal.

No visitors to the clinic are permitted.

If you feel ill, report to a teacher who will give you a note to take to the Administration Office. If you must bring medicine to school, it must be left at the office where it will be dispensed when required.

## **Dangerous Behaviour**

The indiscriminate throwing of any object either in the classroom or playground is extremely dangerous. The safety of students and staff is paramount and this type of behaviour places at

risk this safety. There is never an appropriate reason for students to throw any object at others. Dangerous behaviour of this nature is viewed very seriously by the school.

## **Detention**

Students may be placed on detention for a breach of class or school rules. Detention is of two types. In school detention and after school detention. In school detentions are to be completed during class breaks. These are normally carried out near a Staffroom or Deputy Principal's office. Students may be also detained after school. Parents will be given written notice if this is to occur.

After School Detentions occur as arranged with the faculty issuing the detention. After School Detention is generally held between 3.05 p.m. – 4.00 p.m. outside the staff room or in a room arranged with the faculty issuing the detention.

During detention, students are to complete set tasks as directed by the supervising Head Teacher and then, when permitted, they may complete private written study. Talking is not permitted at any time within the detention area or room.

## **Sport Detention**

Students who are in sport detention three times in one term will be viewed as behaving contrary to the school's behaviour expectations. Students will be suspended if this occurs for continued disobedience.

## **Emergency Drill**

From time to time an emergency drill will be held. This may include evacuation or lockdown drills etc. The ringing pattern continuous ringing of the bell indicates a lockdown. On this signal, students in a classroom must obey the instructions of their class teacher. Students outside the classroom (on a message or using the toilet etc) are to make their way immediately to the nearest classroom and remain there for the duration of the drill.

Students in outdoor lessons are to make their way to the Hall with their teacher and remain there for the duration of the drill.

Classroom/Hall doors are to be locked, blinds (if fitted) are to be drawn, and as far as possible, lessons are to continue.

Once the doors are locked, they are NOT TO BE OPENED UNDER ANY CIRCUMSTANCE until the evacuation signal is sounded.

The ringing pattern bell (pause) bell (pause) bell (pause) bell (pause) etc. indicates an emergency evacuation. On this signal, work must cease immediately and directions from the class teacher followed.

Students will bring their bags and should proceed by the indicated route to the Basketball Courts. Students will be required to line up in English classes in a marked area, where rolls will be marked. At the conclusion of the evacuation drill, classes will return to the appropriate rooms in an orderly manner.

## **Equipment**

Students are not to touch or operate equipment without the permission of a teacher. Students are not to operate the video recorders or projectors at any time. Chairs and other furniture must be kept well away from the heaters at all times. School equipment must always be handled carefully. All school equipment used during class time must be returned at the conclusion of the

lesson. Chairs are not to be removed from rooms or the Hall except under direct instruction of a staff member.

## **Excursions**

Excursions are an important part of school routine. Dress for excursions will depend on the nature of the excursion. School uniform must be worn for visits to the city, plays, cinemas, etc. For some excursions, appropriate clothing may be worn but students will be notified in writing if this is the case. Conduct on excursions must always be exemplary.

Payment for excursions must be made by the required date. No refunds for excursions will be given without a medical certificate. Payment is to be made at the Administration office.

If the required payment is not made by the due date, students may not be permitted to attend the excursion.

## **FOOD**

With the exception of plain still water in unbreakable containers, students are not to consume food or drinks inside buildings, except in wet weather. When it is raining, food may be eaten in the building corridors. Drink stored in bags should be carefully packed to avoid damage to books. Food or drink must never be stored in lockers.

## **HATS**

Hats are NOT to be worn inside buildings, corridors or during class time. Hats should only be worn on the school playground.

## **Headphones**

Headphones used with mobile phones or electronic devices must be out of sight when students enter buildings / corridors or during class time.

## **Homework**

Homework is an important part of schoolwork. It is to be done regularly, in a neat and tidy manner and handed in punctually. In most subjects, the quality of the homework forms a part of assessments.

## **Leavers**

Students leaving school or transferring to another school should bring a note from a parent/ caregiver indicating the new address, where applicable, and the occupation in the case of school leavers. School Leavers' forms are obtained from the Administration office, and these must be completed and checked by each Head Teacher, Sports Organiser and Librarian before a transfer certificate or reference will be issued. All textbooks, library books and items of school equipment are to be returned at this time.

## **Library**

Students must be quiet when they are visiting the library. All library rules must be always followed. Students whose conduct in the library is unsatisfactory will be barred from using it. Students who fail to return books on time will not be allowed to borrow from the library until the overdue items are returned.

## **Lockers**

Students may only go to the lockers after 8.30 a.m., during the first five minutes of recess and lunchtime, the last five minutes of lunchtime and after school. No food is to be left in lockers. Lockers are available for hire for a fee – inquire at the Administration office for details. Lockers must be thoroughly cleared out before the end of the year. **Note: although students have a locker a school bag is still required every day.**

## **Movement in and around the school**

- there is to be no running in the buildings, or on walkways.
- students should move promptly to the next class when the bell rings.
- toilets should not be visited between periods. Students must have a written note from a teacher to access the toilet during class time.
- you must have an out-of-class pass or written note from a teacher if you leave your classroom.
- if a class teacher is absent and no substitute teacher arrives, then ONE student is to report to the Head Teacher Administration's Office.
- when moving to assembly, move under teacher direction and in an orderly fashion.

## **Playground**

Rough games (chasing, tackling, pushing etc) are always prohibited. Ball games are to be played in the designated areas.

Years 7 and 8 can use the tennis courts during recess and lunch in Term 1. In Term 2, 3 and 4 students in Years 7 to 10 are permitted to use the tennis courts as a passive area.

Years 10 - 12 can use the basketball courts during recess and lunch for basketball only.

The playing fields are to be used for team practice or at lunch for organised ball games and must only be used under the supervision of a teacher.

Only students from Years 11 and 12 are to use the designated senior area beside the library

All bush areas and the front of the school are out-of-bounds at all times. The cleanliness of the playground and buildings is the responsibility of all students. Students are not to engage in behaviour that may endanger themselves or others. Safety is to be observed at all times.

## **Out of Bounds**

Students should not be in areas indicated as out-of-bounds (indicated by yellow lines marked on the ground). Specifically, all car park and bush areas (including the back of the school hall near the tennis court) are always designated out-of-bounds. Stair landings, inside buildings, B-Block and the area outside the front of the hall are out of bounds.

The main walkway to the entrance of the school from Bangalow Avenue is only to be used when entering and leaving the school and students are not permitted to congregate in this area before school. Students need to adhere to all out of bound's signs.

## **Punctuality**

Be punctual to school and to each lesson. If late to school students must report to the Administration Office. A late note will be issued to late students. This note must be given to the teacher of the first class you attend.

If there is no reason provided for the lateness, you will be issued with a second late note when you attend the Office. The second late note must be signed by your parents that night and brought in to roll call the following day. This allows the reason for the absence to be recorded. If the late note is not returned, the partial absence remains unjustified.

An SMS mobile phone message is automatically sent to parents / caregivers where an explanation is not provided for student lateness to school.

Lateness to classes – If you are late to class, you must have a note from a teacher or another member of staff. Otherwise, a lunch detention will be issued, and you will be required to make up the lost class time.

## **Roll Marking**

Electronic roll marking using the Sentral program occurs each period. Student attendance for the day is taken from the period 1 roll and monitored subsequently during the day in every period. If you have been absent from school, a completed note signed by parent / caregiver explaining your absence should be placed in the labelled box in the office.

## **Smoking / VAPING**

Students are not permitted to smoke or vape at school, on the way to and from school and at school functions. Students must not bring cigarettes, matches, lighters or vapes to school. Electronic cigarettes are considered to be the same as real cigarettes and will be dealt with in the same way.

Students who are caught associating with others who are smoking / vaping are behaving contrary to the school “Code of Behaviour” and dealt with formally via the school’s welfare and discipline procedures.

## **Supervision before School**

Students should not be at school before 8:30a.m. When they arrive, students should remain in the area near the library (Courtyard) and the area between ‘F’ Block and the Canteen. In an emergency, students should see the Head Teacher Administration or Deputy Principal.

Students are not permitted in the classrooms, the classroom blocks, or their entrances before 8.30 a.m. unless they have a class before school. Teachers may be available in staffrooms between 8.30 a.m. and 8.45 a.m.

All out-of-bounds areas apply especially at this time.

## **Textbooks/Workbooks**

Books, whether belonging to the school or the student, should always be carefully looked after. Books should be covered and clearly marked with the student’s name and class. All textbooks are to be returned before leaving school, or before the end of the year. If textbooks are damaged, or unreasonably worn, a charge will be made for them. No textbooks will be handed out at the beginning of the year unless all books from the previous year have been returned.

## **Uniform**

Uniform must be worn at all times and on excursions unless you are notified in writing that casual clothing is permitted. Properly constructed black leather shoes must be always worn, especially in laboratories and technics rooms.

If you are out of uniform, you will be given a coloured slip. If you received 2 slips, this one will be a lip notifying you of an after-school detention. Should you continue to not wear school uniform, further disciplinary actions such as formal cautions and suspensions will be issued.



All valuables such as, iPods, cameras video games, mp3 players and other expensive items should not be brought to school. These items are unfortunately often the target of theft. Students who bring such items contrary to the school's direction do so at their own risk.

## **Visitors to the School**

Students are expected to treat visitors to the school with courtesy and direct them to the Administration office. All visitors are required to sign-in at the office and are issued with an official visitor's pass. During the COVID 19 pandemic, all parents are not permitted on school ground, unless notified by executive. Students must never approach or talk to intruders to the school even if they know them. Students should immediately notify the nearest teacher if an intruder comes onto the school premises.

## **Wet Sport Afternoon**

Where possible sport will continue as normal. On wet sport days undercover recreation sports will proceed as normal. Grade sports and house sports will be directed to classrooms and remain under the supervision of their sports teachers. The final bell will ring at 2.25 p.m.

## **Wet Weather**

When it is raining, students will be informed of wet weather Recess or Lunch by the ringing of six short bells. When this occurs, students are to go to the areas allocated with supervision. During wet weather Recess and Lunch, the Basketball and Tennis courts, the Oval and the back of F Block are out of bounds to all students.

Allocated areas with supervision are F Block, levels 1,2,3; A block; COLA outside the canteen; Senior area (Seniors only)

# **INFORMATION FOR PARENTS**

## **Visiting the School**

Please enter through the main entrance from Bangalow Avenue and enquire at the Administration Office in D Block. Except in an emergency, to ensure that the person you wish to see is available, please make an appointment and abide by the school's Communication and Behaviour Code for Parents, Carers and Visitors

Should the school community experience an outbreak of COVID 19, no parents or carers will be permitted on school grounds, unless they have been notified to do so by a member of the executive team. The Principal shall communicate via email to all parents.

## **Community Focus Group (Previously P & C)**

The Community Focus Group meets at 7.00 p.m. on the second Monday of each month. Times and dates of these meetings are published in the school newsletter and the calendar on our website. All parents will be emailed the agenda and a copy of the minutes of each meeting. ALL parents are cordially invited to attend Community Focus Group Meetings.

## **School Newsletter**

This is produced by staff and students to inform you of school activities and coming events. It is published on the school's website. Newsletters will be published one a term. Parents and are carers are encouraged to regularly check their email as this one of our main sources of communication with parents and carers.

## **Student Reports**

Student Reports are written each semester and are issued electronically via the Parent Portal on Sentral in preparation for Parent / Teacher Nights. Please make use of this opportunity to talk to your child's teachers.

## **Detentions**

Students may be placed on After School Detention as a disciplinary measure. Detentions are run by the school executive. Parents/Caregivers will be notified in writing prior to the day of the detention. Parents/ Caregivers may also receive an SMS mobile phone message to remind them of the detention.

## **Records**

Please inform the school of any change of address, telephone, etc. It is essential that we have an emergency contact telephone number.

## SMS MESSAGING SYSTEM

The school has an SMS mobile phone messaging system aimed at improving safety for students and the efficiency of communication with parents / caregivers.

The SMS messaging system is used to communicate information regarding student attendance issues, school detention, distribution of academic reports, parent-teacher interviews and to publicise other key events on the school calendar.

**Parents / caregivers need to ensure that they provide accurate mobile phone details for school records and inform the school promptly when a change in these details occurs. A change of details form is provided with each school Newsletter.**

SMS messages are sent daily for a variety of reasons and parents / caregivers may respond via a return SMS message, phone the school directly or provide a written response if necessary.

This SMS messaging system is extremely effective for providing parents / caregivers with early notification regarding unexplained student absenteeism and lateness to school.

If you know in advance that your child will be absent from school or late arriving on a certain day, parents / caregivers may send an SMS message prior to this time or ring the school and leave a message on the voice mail (in the attendance mailbox).

**It is important that parents / caregivers notify the school urgently if an error is detected regarding the attendance record of their child so that the situation may be corrected immediately.**

## WHAT SHOULD I DO IF I AM.....?

<b>Late to school</b>	Report to the Front Office; obtain a computer generated "Late Note"; report to class and hand your "Late Note" to your class teacher
<b>Late to class after period 1</b>	Have a "Late Note" signed by the teacher or person with whom you were delayed.
<b>Out of class</b>	Have an out-of-class-pass or a note written in your school diary explaining reason, e.g., message for teacher, toilet, sick or on way to Sick Bay. No other reason is acceptable.
<b>Sick or had an accident during school time</b>	Teacher writes a note to allow you to go to the front office who may phone your parent or caregiver. <b>Under no circumstances can students leave the school or go home without permission. Students must not phone their parent / caregiver themselves using a mobile phone.</b>
<b>To leave early?</b>	Report to the front office (except for Tuesday where you report to the Sport Co-ordinator) before school. Have a note explaining the reason for requesting to leave early. Include the following details: date, time of departure, year, roll class and contact phone number. Leave should not be requested on any afternoon where you are involved in sport. Medical and other appointments need to be organised for another time.
<b>Absent?</b>	1.Parent/caregiver sends an SMS message to explain your absence (in advance or during the day). 2.Parent / caregiver rings the absentee line to notify the school of your absence and explain the reason 3.On the first day back, bring a note, written and signed by a parent/ caregiver explaining the reason (this may be in the parent's language). Put the note into the labelled box in the office. Any more than 3 days sick, you will need a Medical Certificate. Catch up on the work missed. Reasons must be given with 7 days of any absence.
<b>Unable to play sport?</b>	Bring a note or Medical Certificate from home to explain. Have this note signed before school by the Sport Coordinator. Students will be required to sign out and go home if they cannot do sport.
<b>Absent for an assessment task or Exam</b>	Years 7-9: Speak to your classroom teacher and/or the HT of the faculty on your next day of school. More information about absences and extensions can be found in the Assessment Policy for Years 7-9.  Years 10-12: Ring the school to notify the HT that you will be absent. Apply for special consideration through the DP on your next day of school. More information on absences and extensions can be found in the Assessment Policy for Years 10, 11 and 12.

# STUDENT SUPPORT

## Who Do I See If?

**I have family relationship problems, (including conflict at home), or if I am depressed, extremely stressed, or anxious about life?**

You may choose to see either your:

- Year Adviser
- School Counsellor
- Student Support Officer
- Head Teacher Wellbeing

**I am having conflict with people at school.**

You may choose to see either:

- Year Adviser
- Supervisor of Girls
- Student Support Officer
- Head Teacher Wellbeing
- Deputy Principal

**I have been threatened and feel unsafe at school?**

You may choose to see either your:

- Year Adviser
- Classroom Teacher
- Teacher / Head Teacher on duty
- Supervisor of Girls
- Head Teacher Wellbeing
- Deputy Principal

**I am being bullied or harassed (including name calling or racial discrimination)?**

You may choose to see either:

- Anti-Discrimination Officer
- Classroom Teacher
- Teacher / Head Teacher on duty
- Peer Mediation Coordinator
- Year Adviser
- Deputy Principal

## Where do I find help?

Year Advisers.

Careers Adviser: Mr Lewis (Library).

Transition Adviser: Ms Cazouris (Library).

Head Teacher – Student Wellbeing: Ms Roumanos.

WEL: Ms Edwards (CAPA).

Supervisor of Girls: Ms Fonseca.

Student Support Officer: Stacey Hurst (Dance room).

Head Teacher Student Engagement: Ms Tan

Anti-Racist Contact Officer: Ms Matic (HT Administration office).

Head Teacher – Secondary Studies Ms Cooper (Rm 12).

School Counsellor: Ms Katselas, Ms Cooper  
Location: Next to room 22 in F Block.  
See the School Counsellor, personally or the administration / front office staff to make an appointment.

Deputy Principals.

Learning and Support Teacher: Ms S. Slater and Ms Christos (Rm 12).

Stage 6 Support: Lisa Tierney / Deborah Hogg (Library).

Bully Box & SRC Suggestion Box; Located in the school library, students may anonymously provide details about bullying behaviour or suggestion to improve the school.

Student Leadership Bodies: Prefects and Peer Support.

# The Wellbeing Team

**Below is an outline of who you should contact for wellbeing matters**

- When to go to your Year Adviser:
- You are having friendship issues and need help to resolve them
- You believe you or a peer are being bullied
- You would like to talk to someone about personal/family issues
- You would like a referral to the Counsellor/Student Support Officer/other support services
- You are feeling overwhelmed and need assistance with time management, organisation, etc.
- You are concerned about your schoolwork and need someone to advocate for you

**When to see the Head Teacher Student Wellbeing:**

- You have serious concerns about the safety of yourself or a peer
- You have a health condition that requires emergency care
- You have already seen your Year Adviser about an issue above and were not happy with the response.
- You could not find your Year Adviser for the above issues and need assistance immediately
- You would like a referral to the counsellor

**When to see the Student Support Officer (SSO)**

- You have tried to contact your year advisor and have been unsuccessful
- You have already seen your Year Adviser about an issue above and were not happy with the response.
- You would like a referral to the counsellor
- Your year advisor has referred you to the SSO

# MOOREBANK HIGH SCHOOL ANTI-BULLYING PLAN

## Policy Statement

- This plan has been developed in consultation with students, parents and teachers and includes:
- What bullying is.
- How we manage incidences of bullying; and
- How we promote positive relationships and understanding

**Full details of the Moorebank High School Anti-Bullying Plan are available on the school website.**

## Defining Bullying Behaviour

- Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. Bullying involves the abuse of power in relationships.
- Cyber bullying refers to bullying that is carried out through information and communication technologies (such as social networking websites & mobile phones).
- Bullying often involves harassment based on difference (sex, race, disability, sexuality or perceived sexuality and gender identity)

## Bullying behaviour can be

- verbal e.g., name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- physical e.g., hitting, punching, kicking, scratching, tripping, spitting
- social e.g., ignoring, excluding, ostracising, alienating, making inappropriate gestures
- psychological e.g., spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

## Students, teachers, parents, caregivers and members of the wider school community can expect:

- that students will be safe at school, free from fear of bullying, harassment and intimidation
- to be involved in the collaborative development of the school Anti-bullying Plan
- to know what is expected of them and others in relation to the Anti-bullying Plan
- that all students will be provided with appropriate support when bullying occurs.

## Students, teachers, parents, caregivers and members of the wider school community have a responsibility to:

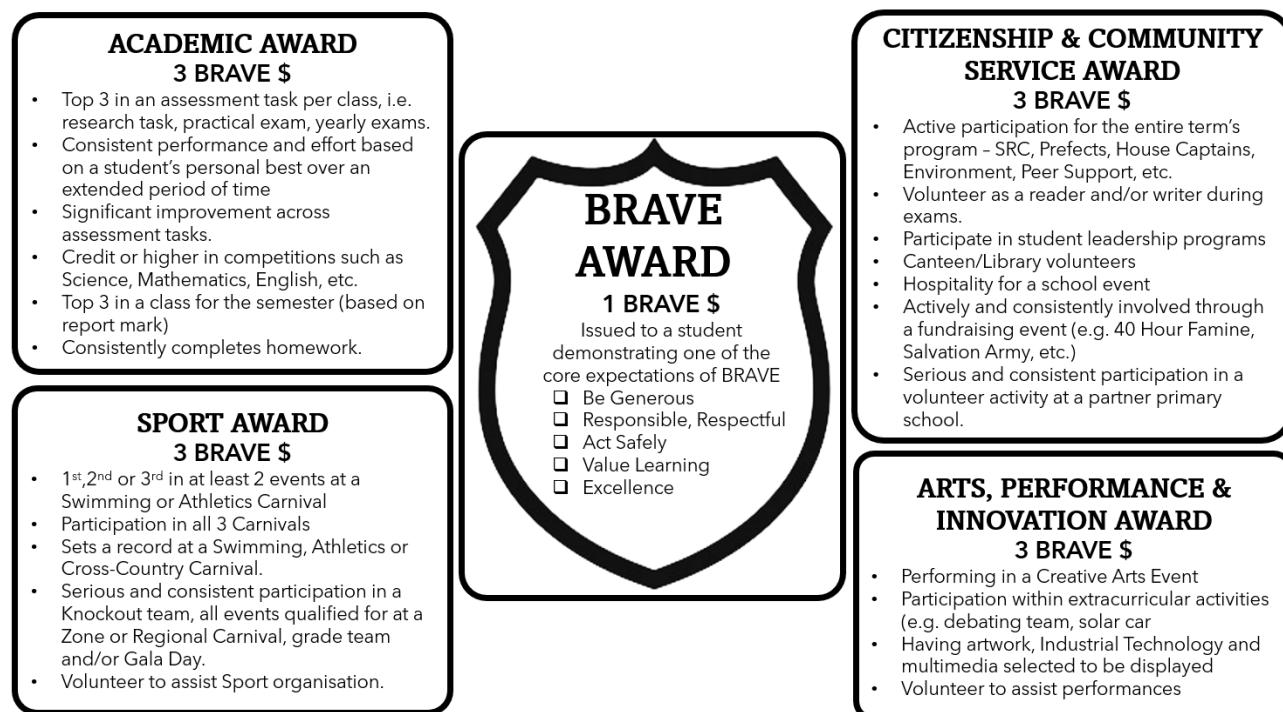
- promote positive relationships that respect and accept individual differences and diversity within the whole school community
- contribute to the development of the Anti-bullying Plan and support it through words and actions
- actively work together to resolve incidents of bullying behaviour when they occur.

## What will the school do if bullying is reported?

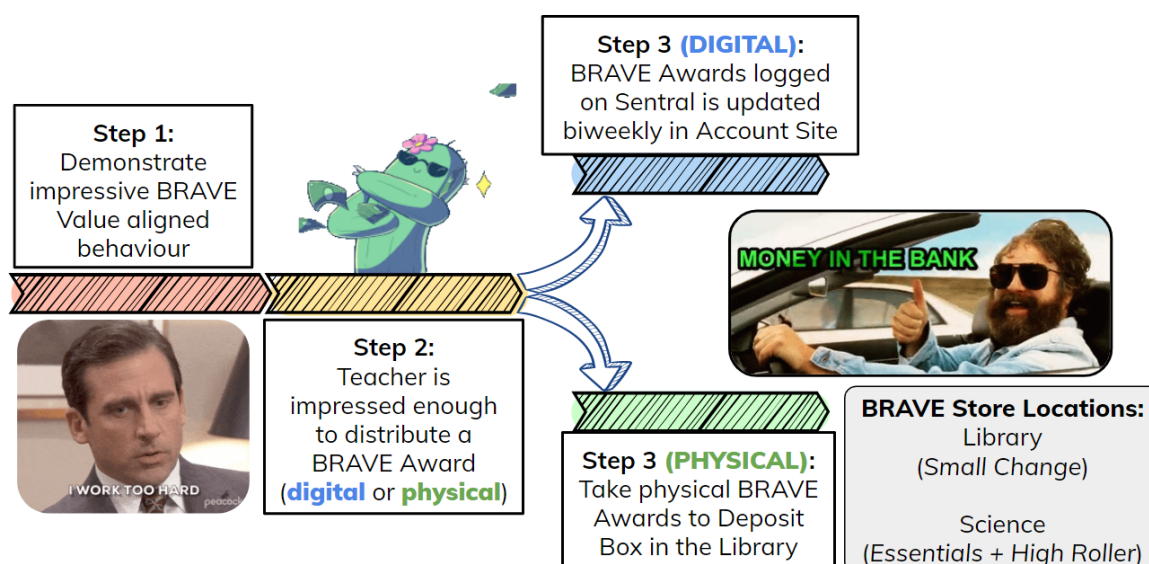
- Assure the student that the problem can be solved and provide ongoing support
- Investigate the problems raised
- Treat everyone involved with fairness
- Take action that is appropriate to the circumstances – this may be.
  - Peer Mediation
  - Teacher supported mediation
  - Parental involvement
  - Programs to develop positive behaviour, resilience and social skills
  - Warnings
  - Disciplinary action

# MERIT AWARDS

The Merit Award System at Moorebank High School promotes positive behaviour and achievement. Students are issued BRAVE awards and various types of merit awards as shown in the diagram below.



The BRAVE awards and merit awards can be converted into BRAVE Bucks and used to purchase items from the BRAVE Store as shown in the process below.



When students deposit 20 BRAVE bucks into their account, they are eligible to receive a Bronze Award from their Year Adviser. Students who have earned 2 Bronze Awards will be eligible to receive a Silver Award and can continue to work up to a Principal's Award. Students in their senior years can submit a portfolio of their schooling achievement to a committee in Term 3 of each year, for consideration of a Diamond Award for Student Excellence – the highest accolade at Moorebank High School.



To check how many BRAVE Bucks you have stored in your account:

- Navigate to the BRAVE Website using the QR code or link as shown.

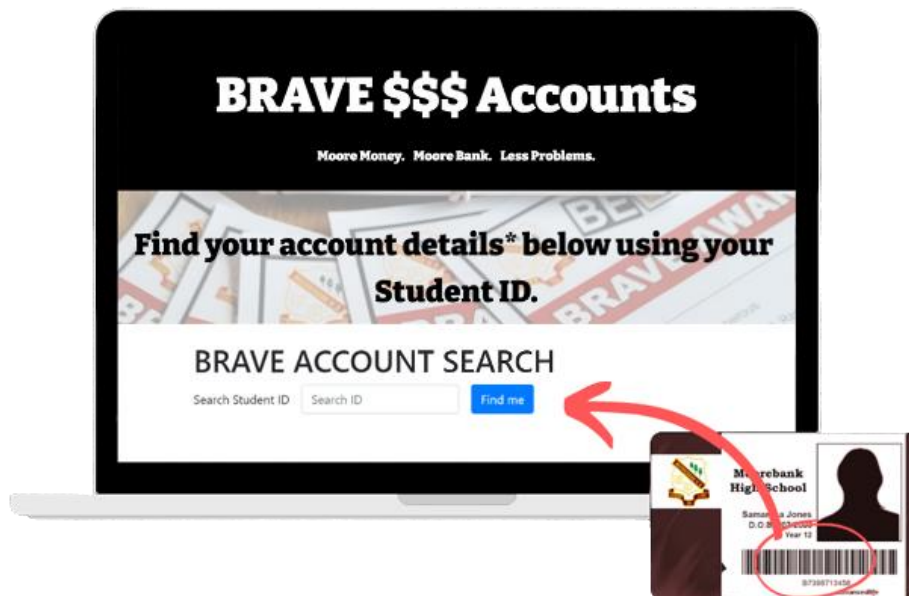


<https://rebrand.ly/BRAVEMHS>

- Sign in using your Google education account (ending in “...@education.nsw.gov.au”) and password

A screenshot of the Google sign-in page. It features the Google logo at the top, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field labeled "Email or phone". There are links for "Forgot email?", "Not your computer? Use Guest mode to sign in privately. Learn more", and "Create account". A blue "Next" button is located at the bottom right.

- Enter the ID number into the ID search bar.



# **OUTDOOR SCHOOL ASSEMBLIES & EMERGENCY EVACUATIONS**

If the school hall is unavailable or there is a need to hold a whole school assembly or an emergency evacuation (including all year groups) an outdoor assembly will be held.

The ringing of three bells indicates a school assembly.

The ringing pattern bell (pause) bell (pause) bell (pause) bell (pause) etc. indicates an emergency evacuation.

Students are to take their bags with them.

Staff will close the classroom door, but not lock it. Staff are required to supervise their class as they make their way to the basketball court area.

Outdoor school assemblies are to be held in the Covered Outdoor Learning Area (COLA) unless directed otherwise by staff.

Students are to sit in their year group as directed by staff.

Emergency Evacuations are held in the Basketball Courts.

Students are to sit in their English classes as shown by the painted class names on the sides of the courts or on the “witches’ hats”.

# **BRING YOUR OWN DEVICE AND INTERNET USE PARENT AND STUDENT AGREEMENT**

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the school's BYOD policy and that:

- I will use the department's Wi-Fi network for learning.
- I will bring my device to school every day fully charged.
- I will bring a USB drive to school every day for backup and file submission.
- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.

I will not use my own device to knowingly search for, link to, access or send anything that is:

- offensive
- pornographic
- threatening
- abusive or
- defamatory
- considered to be bullying.

I will report inappropriate behaviour and inappropriate material to my teacher.

I understand that inappropriate use of my device may lead to confiscation.

I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.

I acknowledge that the school generally cannot be held responsible for any damage to, and/or theft of my device; however, the school will investigate the damage and/or theft of devices and advise parents of the outcome of the investigation.

I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.

I have reviewed the BYOD Information Sheet and Device Requirements documents and have ensured my device meets the minimum outlined specifications.

I have read the BYOD Student Responsibilities document and agree to comply with the requirements.

Date:

Student name:

Student signature:

in the presence of: Parent/caregiver name

Parent/caregiver signature:

NOTE: Students will receive a loose copy of this agreement to complete and return.

# BRING YOUR OWN DEVICE PROGRAM DEVICE SPECIFICATIONS

*Students are not required to have a device as the school has a supply for class use. However, should parents prefer that their child has their own device. The specifications are outlined below.*

## Hardware Specifications

The BYO device must meet all the following requirements

Device Type	Laptop; netbook or convertible laptop/tablet
Screen Size	Minimum screen size of 10 inches
System RAM installed	4GB
Ports	USB 2.0 or higher
Wireless Compatibility	Device MUST have 5 GHz wireless capability (or the latest IEEE 802.11ac)
Battery Life	Minimum battery life of 6 hours

## Software Requirement:

- Word Processor
- Graphics
- Presentation
- Spreadsheet
- HTML5 web browser installed e.g.:
- Chrome 22 or later
- Internet Explorer 9 or later
- Safari 5.1.7 or later
- Firefox 16 or later
- Up to date Antivirus Software

**All students are expected to have a USB drive to back up and file work and submissions regardless of BYOD.**