

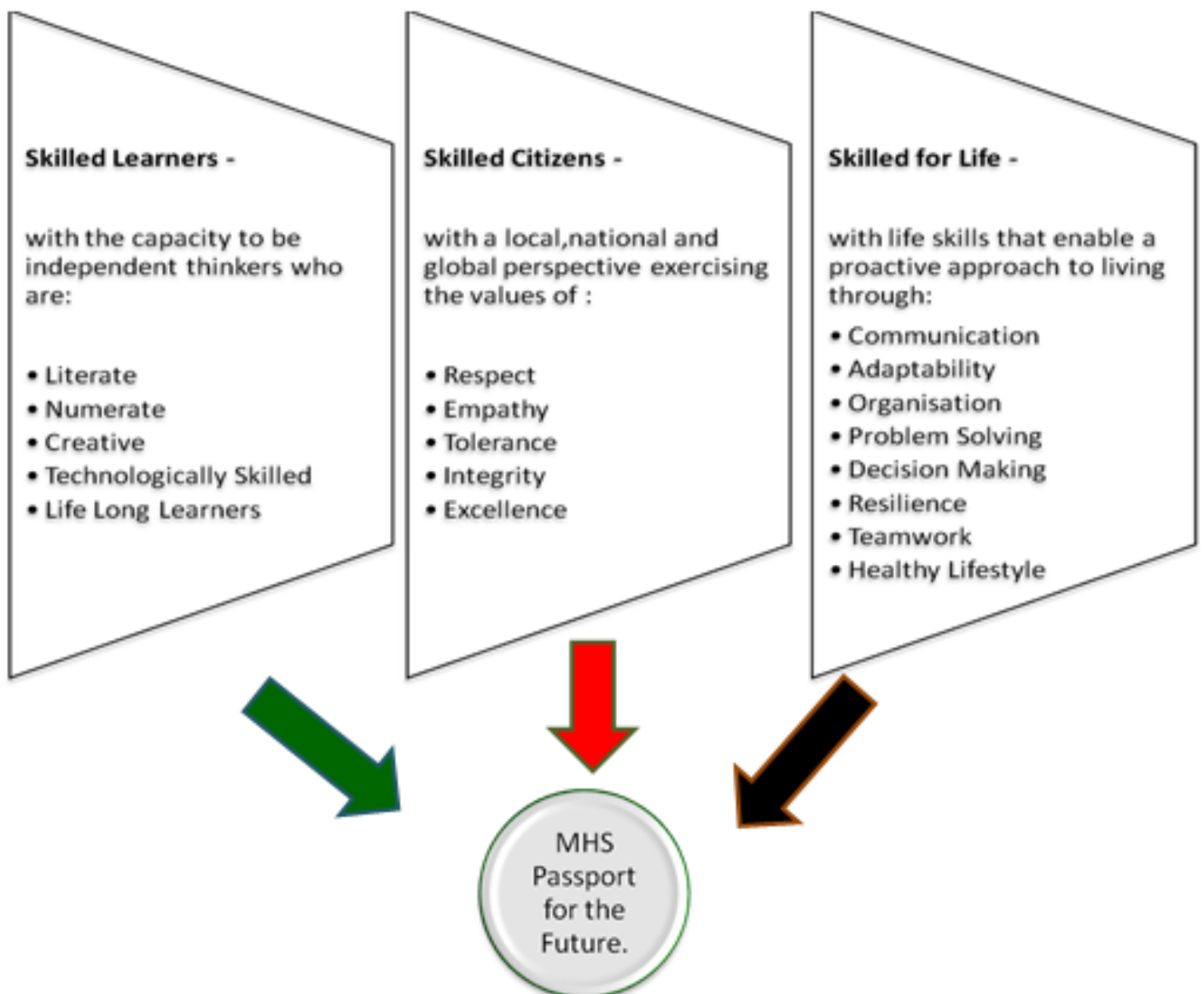
Menai High School

**Student Welfare
and
Discipline Policy**



CARE AND COMMITMENT

2024



Section 1: Values in NSW Public Education

The Government recognises the importance of the following core values to the community. These values represent the aspirations and beliefs of the Australian community, including its concern for equity, excellence, and the promotion of a caring, civil, and just society. They are common to a range of secular and religious worldviews and are found in most cultures.

The Core Values Are:

Care	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
Cooperation	Working together to achieve common goals, providing support to others, and engaging in peaceful resolution of conflict.
Democracy	Accepting and promoting the rights, freedoms, and responsibilities of being an Australian citizen.
Excellence	Striving for the highest personal achievement in all aspects of schooling and individual and community action, work, and life-long learning.
Fairness	Being committed to the principles of social justice and opposing prejudice, dishonesty, and injustice.
Integrity	Being consistently honest and trustworthy.
Participation	Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.
Respect	Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views.
Responsibility	Being accountable for your individual and community's actions towards yourself, others, and the environment.

There is zero tolerance for any breaches of these safety rules.

Department of Education Core Rules

The NSW public school system has core rules that all students are expected to follow.

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused be in class on time and prepared to learn
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy
- Behave safely, considerately, and responsibly, including when travelling to and from school
- Always show respect for teachers, other school staff and helpers, including following class rules, speaking courteously, and cooperating with instructions and learning activities
- Treat one another with dignity and respect
- Care for property belonging to themselves, the school, and others

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

Aim of the Menai High Student Welfare and Discipline Policy

The aim of this policy is to provide clear and explicit guidelines to facilitate the maintenance of a safe and motivating learning environment at Menai High School in a positive, disciplined learning environment.

The Importance of a Safe and Motivating Learning Environment in a Positive, Disciplined Learning Environment:

A good learning environment is fundamentally linked to effective learning.

“A critical factor in achieving the goals of public education is the aspiration of students to do well.” Real levels of achievement are greatly increased when teachers and parents expect high standards. Good classroom discipline improves the level of aspiration of students.

Each student's right to learn depends on the capacity of teachers to carry out their professional responsibilities in the classroom free from disruption.

All students will have the opportunity to learn effectively and achieve to the best of their abilities. All students will be encouraged and shown how to develop the responsible personal and social qualities and attitudes which will enable them to be positive and valued members of our society.

Section 2: Recognising Student Achievement

Student Achievement Awards: The Menai Scheme

Praise Certificate Scheme

Students, both Junior and Senior, may be awarded Praise Certificates by all members of the staff for a variety of reasons (excellent bookwork and assignments, caring for the environment, continued effort, etc).

For Years 7 to 10, the first six Praise Certificates earn a first Year Adviser's Award, the next six Certificates earn a School Badge Award. The next six earn a Principal's Award. Each set of six certificates must be earned from at least three different subjects.

This scheme is designed to give instant recognition for the efforts of students in all years who work well in class and contribute to the school community. They are recognised through the award of a series of certificates which culminate in a Principal's Award for those who make a consistent effort throughout the year.

For students in Years 11 and 12, Senior Praise Certificates gain awards in lots of five, with fifteen Praise Certificates earning a Principal's Award.

The Merit Scheme

This is a student-initiated scheme. Students are invited to nominate themselves to complete these awards.

Bronze, Silver, Gold, and Diamond Awards can be achieved through positive student participation, excellent attendance, and initiative. Students must not be on a discipline level if they wish to participate in the scheme.

The following criteria define the requirements for each of the levels:

Bronze Award: To gain a Bronze Award, a student should achieve and maintain a high standard for a period of 10 weeks in one subject, be punctual, be polite and respectful, wear full school uniform and present a neat and tidy appearance.

Silver Award: Available to students in year 8 and above who have received a Bronze Award. To gain a Silver Award a student should achieve and maintain a high standard for ten weeks in all subjects, be punctual, be polite and respectful, wear full school uniform and present a neat and tidy appearance.

Gold Award: This is a class and school involvement award and is available to students who have received a Silver Award. To gain a Gold Award a student should achieve and maintain a high standard in the criteria for the Silver Award. In addition, the student should demonstrate extra effort in a variety of ways, depending on the subject area. The student's behaviour on excursions must be of the highest standard. In addition, the student must be suitably involved in at least two 'out of class' school activities such as committees, debating/public speaking, zone sport, fundraising, Peer Support, lifesaving instruction or other areas as approved by the supervisor. This award takes 15 weeks to complete.

Diamond Award: This is a class, school, and community-based award. To gain a Diamond Award a student should hold a Gold Award and maintain an excellent standard in the criteria for the Gold Award. In addition, the student should demonstrate initiative in a variety of ways depending on the subject areas.

The student should show that they are striving for excellence in at least two of the following areas:

- Academic achievement
- Sporting or Cultural achievement
- Community involvement
- Leadership

This award takes 20 weeks to complete. Achievement of awards is recognised at special presentation assemblies where certificates and trophies are presented.

Section 3: Discipline Code

The DoE Core Rules, Values in Public Education, Menai High Classroom Rules, and the School Discipline Code must be followed by Menai High students in class, in the playground, in the executive detention, travelling to and from school, and when representing the school on excursions or sporting commitments. This Discipline Code will be supplemented in 2024 with the Menai High School Behaviour Support and Management Plan, which is currently being developed.

As a student at Menai High School, I will:

- Show respect for others and for the rights and feelings of others.
- Use respectful language – no swearing
- Refrain from any acts of violence or harassment.
- Behave in a manner that always keeps myself and others safe.
- Refrain from using drugs of any kind, including nicotine and alcohol
- Follow the instructions of teachers, office staff and others in authority.
- Complete all required work to the best of my ability.
- Respect and care for the school buildings, environment, and equipment. Will not damage, graffiti or vandalise the school in any way.
- Attend school regularly and punctually and explain any absences.
- Attend all timetabled classes and never be out of class without a teacher's written authority.
- Always behave in a courteous and responsible manner.
- Observe the uniform requirements and wear the uniform in a way that shows pride in the school.
- Inform my parent/carer to access the parent newsletter via e news application and school website
- Not be a passenger in another student's car during school hours unless such transport is to or from an official school function and written permission from the parent/caregiver has been lodged with the Deputy Principal.
- Not sell items on school property.
- Not order any food items to be delivered to the school.
- Not have chewing gum at school.
- No food or drink in the classroom.
- No running or ball games in the hallways. Hallways are passive areas.

Classroom

In the classroom it is my responsibility to follow Menai High School classroom rules.

MHS I will:

- Follow all instructions the **first time, every time.**
- Come to every lesson **on time, prepared** and fully equipped to learn.

- **Line up** outside all classrooms and enter in an orderly manner.
- Ensure all electronic equipment remains **off and out of sight**, unless given permission by their teacher for teaching and learning purposes.
- **Raise their hands** and wait for their teacher to ask them to speak.

Travelling

While travelling to and from school I will:

- Proceed directly from home to school and upon arrival at school, proceed directly to the playground.
- Behave in a manner that will bring credit to myself and the school.
- Be polite and considerate to the public.
- Respect public and private property.

While travelling by bus I will:

- Respect the property of residents near bus stops.
- Behave in an orderly and polite manner while waiting for the bus.
- Get on and off the bus without pushing or endangering the safety of others.
- Wait for the bus to leave before crossing the road.
- Obey directions from the bus driver and bus company representatives.

While riding a bike, scooter, or skateboard to school I will:

- Obey the rules of the road, ride in a safe manner and wear an approved safety helmet.
- Walk my bike, scooter, or skateboard in and out of the school grounds.
- Use the bike bay provided and ensure that the bike, scooter, or skateboard is adequately secured.
- Ensure that the bike is in a roadworthy condition.

As a student driver I will:

- Drive in a safe manner and obey the road rules.
- Be particularly aware of pedestrians while near the school.
- Use my car only for travelling to and from school. If I need to go to my car to get things during the day, I will obtain permission from the Deputy Principal.
- Travel on organised school transport to sporting venues and excursions unless there are specific reasons to take my car and I have school permission to do so.
- Refrain from parking in the staff car park during school hours.
- Refrain from driving other students as passengers to and from school and during school time without written permission from the parents of the passenger and driver's parent/caregiver.

Permission notes will be lodged with the Deputy Principal.

The Welfare and Discipline Policy applies for student drivers on the way to and from school.

NB: The school will not take responsibility for personal items brought to school including electronic devices, bikes, scooters, and skateboards in the bike bay.

Playground

In the playground, I will:

- Follow the directions of teachers.
- Keep the area free of litter and place all litter in the bins provided.
- Not take part in dangerous play.
- Respect school and personal property.
- Avoid the use of inappropriate or offensive language.
- Remain within the supervised area unless given permission to leave.
- Not engage in violence or harassment.
- Obey the specific rules of the playground area I am occupying.

Specific playground rules

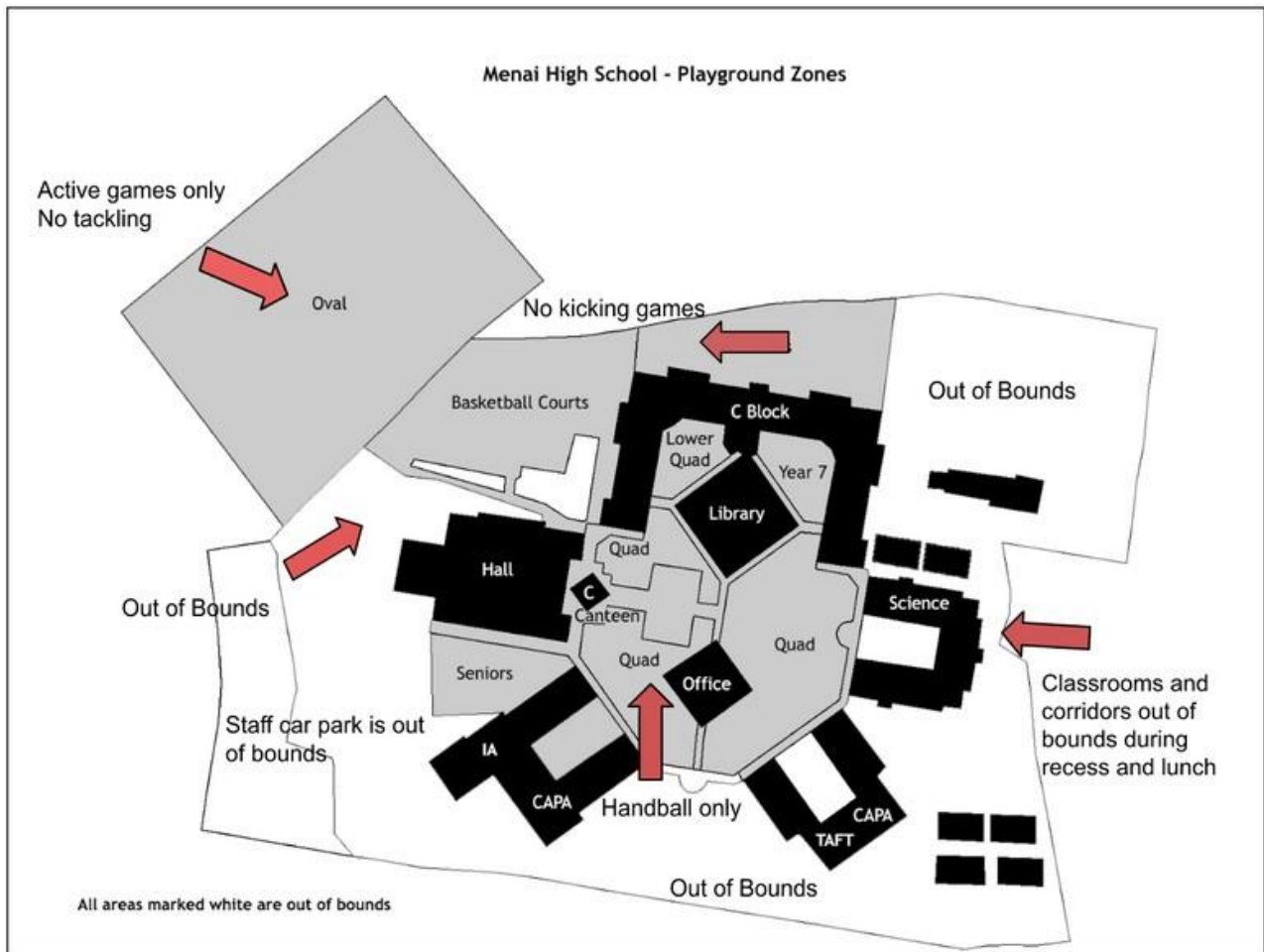
- Handball is allowed on all paved surfaces. Tennis balls only may be used for handball.
- Active games are not allowed on any grassed areas. This includes the Quad, Seniors' areas, and grass surrounds of the basketball court. The oval is an exception to this rule.
- Touch football and soccer games are allowed on the oval at times when a teacher is on duty. Tackling games are not allowed. Games involving kicking are not permitted on the basketball courts. Students are not allowed on the bank near the carpark, on the far side of the oval near the bike path or behind the large fence at the northern end of the oval.
- Games are not allowed in any part of the playground prior to the start of the school day.
- Only students involved in an organised, active game may be on the oval.
- Seniors only may use the two senior areas.
- Games involving a bat of any kind are forbidden.
- Throwing any object at another person or engaging in water fights is forbidden.
- All students are responsible for their immediate environment in the playground. This means that students are required to either:
 - ensure that their immediate area is always kept litter free.
 - participate in playground clean-ups when requested to do so.
 - report those who litter to the teacher on duty when the littering occurs.

Weapons, Alcohol, Drugs and Smoking

Students are prohibited from bringing illegal drugs, alcohol, or weapons onto the school premises or to any school organised event. This includes any prescription medication not prescribed for the student involved, or any substance used as a stimulant or depressant. Students who do bring these illegal objects onto the school grounds may be immediately suspended and the police will be called. Any implement that is used in a way to harm others, or that is used in a way that could potentially harm others is regarded as a weapon. This includes laser pointers, aerosol spray cans, perfume, fireworks, cigarette lighters and anything deemed unsafe for a child's health. Further banned items from Menai High School include chewing gum, energy drinks, speakers and any other items that may disrupt learning.

Smoking is a serious threat to health and is always forbidden for everyone on the school

site. Immediate suspension will be imposed if a student is found smoking and includes the use of e-cigarettes (including vapes) being in possession of, uses or supplies tobacco, vaping devices, alcohol, and e-cigarettes.



Teachers supervising any area at any time have the right to direct students to clean a playground area.

Please note that back of C Block and the lower quads are not playground areas.

Treatment of Animals

All students have a responsibility to ensure that animals are treated in a way that does not cause distress or pain. Where animals are ill-treated by students, either at school or on any school activity we will investigate the circumstances and if appropriate, refer the matter to the Police, the RSPCA or to officers of the National Parks and Wildlife Services.

Harassment

Under Federal and NSW legislation, it is against the law to discriminate against staff or students, or harass them on the following grounds:

- gender/gender identification
- sexual orientation
- race (which includes colour, nationality, ethnicity, or national origin)
- physical or intellectual impairment
- marital status
- disability
- pregnancy

Harassment includes inappropriate conduct that is unwelcome, demeaning, unreciprocated, intimidating and/or offensive against an individual or a group of people. It can occur at any level and can be experienced by both men and women.

There is sometimes confusion concerning what is appropriate behaviour. Behaviour, which is acceptable to one person, may not be acceptable to another. The right to define behaviour as harassment lies with the person who feels they are being harassed.

Where behaviour is unacceptable, a range of consequences will apply. These include:

- correction in class
- counselling
- detention at lunch time
- executive detention
- restitution or community service
- placement on a conduct improvement program
- placement on the monitoring card system
- withdrawal from class
- suspension
- post suspension behaviour monitoring
- expulsion

Behaviour Support Strategies

As with all Welfare and Discipline practices, we are guided by and adhere to Department of Education policies, including the Inclusive, Engaging and Respectful school policy. Any changes to our strategies or policies will be in line with these broader departmental policies.

Executive Detention (rm22)

Executive detentions are conducted on Tuesday and Wednesday lunch times. If a student fails to attend executive detention parents will be contacted and given another replacement detention plus an extra detention for failure to attend. If a student misses three executive detentions, they will be withdrawn from the playground and a parent interview may take place.

Behaviour and Learning Support Cards

A student who exhibits problem behaviour in class or the playground or who has received a Formal Caution for their behaviour may be placed on a Behaviour and Learning Support card for two weeks. During the time the student is on a card he/she is required to have the card signed in every class and have it checked by the Deputy Principal. Failure to complete a card satisfactorily may result in a parent interview, withdrawal from class or potentially a suspension if the behaviour is persistent or serious enough to warrant this consequence. A student on a monitoring card may be prevented from attending excursions or other activities.

Suspension

Suspension is imposed by the principal where there is persistent disobedience, violence, threats of violence, possession of a banned item or substance, or other matters prescribed by the Department of Education. Suspension highlights the seriousness of the breach of school rules and is seen consequently to allow for time out and provide a formal opportunity to resolve the matter in conjunction with parents or carers. Departmental guidelines protect everyone's rights to natural justice and procedural fairness. They also ensure that suspension is imposed after other strategies have been used. Detailed guidelines on suspension are available on request.

Grounds for Suspension

Immediate suspension may be imposed for any behaviour where a student has engaged in serious behaviour or behaviours of concern that pose an immediate and/or significant risk of harm to others including:

- being in possession of, uses or supplies tobacco, vaping devices, alcohol and e-cigarettes
- being in possession of, uses or supplies a suspected illegal/restricted substance.
- being in possession of, or using weapons including knives (excluding Kirpans, in line with guidance set out in Legal Issues Bulletin 22 – Knives in schools) and firearms.
- using an implement as a weapon
- seriously threatening or engaging in physically violent behaviour

- engaging in serious criminal behaviour related to the school.
- engaging in sexual harassment, sexual assault, or other sexualised behaviour that may pose a risk of, or has caused physical, psychological, or emotional harm to others.

A suspension may be imposed for any behaviour where:

- A student has engaged in behaviour or behaviours of concern that pose an unacceptable risk to others or to teaching and learning:
- continued/persistent disobedience and/or disruptive behaviour.
- malicious damage to or theft of property
- verbal abuse
- bullying and cyber-bullying
- misuse of technology
- discrimination, including that based on sex, race, religion, disability, sexual orientation, or gender identity.

More information regarding the Department of Education's Inclusive, Engaging and Respectful policies can be found at <https://education.nsw.gov.au/policy-management-schools/revised-policies/student-behaviour>

Senior students and study periods – Year 12

Senior students who wish to leave the school premises during study periods may only do so for periods at the beginning or end of the day. To be able to arrive late/leave early they must present a letter signed by their parent/caregiver giving them permission to do so. This letter is to be presented to the Deputy Principal who will then provide students with a yellow timetable. Students when leaving the premises must swipe out at the front office. The yellow timetable is to be always carried by the student. Permission to leave the premises will be refused if the student is unable to produce the yellow timetable on request. Abuse of this privilege may result in its removal.

Conduct and attendance of Year 12 students Term 3 and after the Trial HSC

Attendance:

Year 12 students are reminded that classes will be conducted as per normal right up until the last day of the Year 12 academic school year.

After the Trial HSC Year 12 attendance will be closely monitored every period. Students absent from class without permission or good cause may also have the above-mentioned sanctions imposed.

In cases where large numbers of students are involved in such activities the principal reserves the right to cancel any or all the above-mentioned functions.

Conduct:

“Muck up” days and activities on Menai High School premises, on other school’s premises or in public places will not be tolerated. Students found participating in such activities will be subject to sanctions including (but not exclusively) exclusion from the Year 12 picnic day, the school graduation ceremony, and the Year 12 formal. Year 12 students who are off school premises during free periods and who are found to be observing such activities may also incur the above-mentioned sanctions.

Exams Rules and Procedures

You must NOT:

- leave any exam early
- speak to any person other than a supervisor during an exam
- behave in any way likely to disturb the work of any other student
- disrupt the exam in any way
- take a mobile phone or any other electronic device into the exam room. Any student who is found with a mobile phone or any electronic device in an exam room will have their exam paper cancelled and receive no marks for that exam.

Behaviours not mentioned in this document.

From time-to-time new issues or student behaviours arise unexpectedly that may place the welfare and safety of others at risk. Such issues, and the associated disciplinary sanctions, will be raised at school assemblies and parents/caregivers will be notified in the school newsletter via website, app, or email. Every family registered for email is supplied with a copy of the fortnightly newsletter and it is also available on the school website.

Parents/caregivers should ensure that they check the newsletter for any such notifications.

Section 4: Menai High School Anti-Bullying Policy and Procedures

Policy Statement

Menai High School is an inclusive environment, where diversity is affirmed, and individual differences are respected.

Schools exist in a society where intimidation and harassment occur. Bullying will be taken seriously and is not acceptable in any form. Students have the right to expect that they will spend the school day free from the fear of bullying, harassment, and intimidation.

Teachers, students, parents, caregivers, and members of the wider community have a responsibility to work together to address bullying.

Definition of bullying behaviour

Bullying is 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. Bullying can involve all forms of harassment (including gender, race, disability, sexual orientation, or transgender identification), humiliation, domination, and intimidation of others.

Bullying:

- devalues, isolates, and frightens
- affects an individual's ability to achieve
- has long-term effects on those engaging in bullying behaviour, those who are the subjects of bullying behaviour and the onlookers or bystanders.

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 image capturing technology, inappropriate use of social media.

It should also be noted that the victim of bullying behaviour has a right to define, within reason, behaviours that are perceived by them to be intimidating.

A statement of purpose

Students attend school to participate in quality education that will help them become self-directed, lifelong learners who create a positive future for themselves and the wider community.

Any inappropriate behaviour that gets in the way of teaching and learning at the school and interferes with the wellbeing of students cannot be accepted.

Students, teachers, parents, caregivers, and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying.

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.

Each group within the school community has a specific role in preventing and dealing with bullying.

Students can expect to:

- know that their concerns will be responded to by school staff.
- be provided with appropriate support (for both the subjects of and those responsible for the behaviour)
- take part in learning experiences that address key understandings and skills relating to positive relationships, safety, gender, age, equity, discrimination, bullying and harassment. These experiences will be guided by the Personal Development, Health and Physical Education syllabuses and other Key Learning Areas

Students have a responsibility to:

- behave appropriately, respecting individual differences and diversity.
- follow the school Anti-bullying Plan.
- respond to incidents of bullying according to their school Anti-bullying Plan.

Parents and caregivers have a responsibility to:

- support their children in all aspects of their learning.
- be aware of the school Anti-bullying Plan and assist their children in understanding bullying behaviour.
- support their children in developing positive responses to incidents of bullying consistent with the school Anti-bullying Plan.
- support all students at the school to deal effectively with bullying through the strategies of the Anti-bullying Plan.

Schools have a responsibility to:

- develop an Anti-bullying Plan through consultation with parents, caregivers, students, and the community, which clearly identifies both the behaviours that are unacceptable and the strategies for dealing with bullying in the classroom and playground.
- inform students, parents, caregivers and the community about the School Discipline Code and Anti-bullying Plan.
- provide students with strategies to respond positively to incidents of bullying behaviour, including responsibilities as bystanders or observers.
- provide parents, caregivers, and students with clear information on strategies that promote appropriate behaviour, and the consequences for inappropriate behaviour.
- communicate to parents and caregivers that they have an important role to play in resolving incidents of bullying behaviour involving their children.
- follow up complaints of bullying, harassment, and intimidation.

Teachers have a responsibility to:

- respect and support students in all aspects of their learning
- model appropriate behaviour
- respond in an appropriate and timely manner to incidents of bullying according to the school Anti-bullying Plan.

Procedures for the management of bullying and harassment

Menai High School recognises the need for both proactive and reactive strategies to manage bullying behaviour.

Proactive strategies**Proactive strategies will include:**

- education in PDHPE programs and other curriculum areas
- pastoral care programs
- information leaflets for students outlining the anti-bullying procedure.
- posters around the school promoting zero tolerance for bullying.

Reactive strategies

Every member of the school community has the responsibility to report incidents of bullying and harassment.

Reports can be made:

- in writing
- in person to the Principal, Deputy Principals, Head Teacher Welfare or Year Advisers
- via the school intranet
- via the internet

Reports can also be made to any teacher who then has the responsibility to refer the matter to a member of the Welfare team.

Low level bullying may initially be referred to Peer Mediation and/or be dealt with by a member of the Welfare team using the Pikas method.

Victims of bullying may also be provided with counselling.

Instances of bullying involving physical violence will result in an automatic suspension from school.

Persistent or more serious bullying will be dealt with in accordance with the school discipline and welfare policy and consequences may include:

- Counselling (including the Pikas method)
- Formal Caution
- Suspension
- Post suspension behaviour monitoring
- Expulsion

DoE Anti-Bullying Policy

<https://education.nsw.gov.au/policy-library/policies/pd-2010-0415>

MHS Anti-Bullying plan

<https://menai-h.schools.nsw.gov.au/about-our-school/rules-and-policies.htm>

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Section 5: Policy on Access/Use of the Internet

Statement of Purpose:

- The Internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Email communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes.

Use of the Internet and email services provided by the NSW Department of Education and Communities is intended for research, learning and communication between students and staff. Access to Internet and email at school will:

- assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately.
- assist students to develop information and communication skills.
- enhance the existing information facilities in classrooms and school library.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

Students using Internet and email services have the responsibility to report inappropriate behaviour and material to their supervisors.

Students who use the Internet and Email Services application provided by the NSW Department of Education and Communities must abide by the Department's conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.

Responsibilities

Access and Security

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through Internet and Email Services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e., unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.

- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email, or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails
 - spam, e.g., unsolicited advertising material
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive, or discriminatory comments.
 - messages that are threatening, bullying, or harassing another person or making excessive or unreasonable demands upon another person
 - false or defamatory information about a person or organisation
- ensure that personal use is kept to a minimum and Internet and Email Services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Communities
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling, or any unlawful purpose.
- be aware that all use of Internet and Email Services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

- they are held responsible for their actions while using Internet and Email Services
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and Email Services
- the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Students will report:

- any Internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Communities

Failure to comply with this code of conduct will be dealt with in a manner that is consistent with the school's welfare and discipline policy. Consequences will be applied and could range from staff counselling to suspension and withdrawal of access rights depending on the nature of the problem.

Using a computer, tablet or smart device in any way not directed by you teacher is misuse.

Use of Computers and Personal Technology Devices (PTD) and Mobile Phones at School

Computers and PTD should be always used appropriately. If computers or other electronic equipment is being misused or students refuse to put them away, the device will be held in the office until the end of the school day.

Students who use school computers, PTD inappropriately will be issued with a formal caution on the first occasion. Persistent inappropriate use of computers and/or PTD will result in suspension.

Misuse of school computers, PTD includes:

- downloading games, music, and any copyright material
- broadcasting network messages
- interfering with hardware including keyboards and mice
- changing desktop images
- changing configurations
- accessing student drives of other students
- any form of hacking

This list is not exclusive – it is just a guide. Using a computer, tablet or smart device in any way not directed by your teacher is misuse.

Section 6: Policy for Mobile Phones and PTD

1. Purpose and Rationale

The NSW Government has announced restrictions on the use of mobile phones in NSW high schools beginning in Term 4, 2023. Menai High School will be making changes to the way we currently implement our mobile phone policy, which already ensures that mobile phones are not accessed by students during the school day. The new system is in line with the goals of our current system; to increase focus in classrooms, remove distractions, and to also promote positive social interaction, while reducing the potential for online bullying.

Students will still be able to carry their phones while traveling to and from school, but phones must be switched off and put away while at school. If a student is caught using or having their phone out of their bags at any stage of the school day or within school grounds our current policy states that the student will be directed to take their phones to the front office, and they will face the following consequences:

- On the first occasion the phone will be removed and placed in the front office. The student can collect the phone at the end of the day.
- On the second occasion the phone will be removed and placed in the front office and will be held there until the parent/guardian comes to the front office to pick it up. The student will be issued with a formal caution for continued disobedience.
- On the third occasion the student may be suspended for continued or persistent disobedience and behaviours of concern that pose an unacceptable risk to others or to teaching and learning. This policy will be revised and potentially updated in 2024.

School staff can allow students to use their mobile phones in specific circumstances, such as for an educational purpose, for their wellbeing or to support students with specific needs. Parents/Carers and students wishing to apply for an exemption will need to contact the school. We are committed to ensuring that our school remains a mobile phone-free space to improve learning and engagement, however, we will always make sure you can contact your child in an emergency. If parents need to contact their child via the front office (9543-7000) where a message can be left.

Students and parents are reminded that it is a criminal offence to use a mobile phone or other mobile device to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

It is prohibited to upload photos/video of other students/teachers to social media websites or distribute photos/video to others if doing so would embarrass, humiliate, or cause discomfort to the subject of the photo/video. Failure to adhere to this rule may result in suspension and the matter being referred to the police.

2. Theft or damage:

- Students are responsible for the safe always keeping of their mobile phones. Menai High School accepts no responsibility for replacing lost, stolen, or damaged mobile devices.
- Menai High School accepts no responsibility for students who lose or have their mobile devices stolen while travelling to and from school.
- Exceptions to this policy exist only in exceptional circumstances, such as students requiring a mobile phone to monitor their diabetes.

*Wired headphones are allowed but only for teaching/learning purposes. Headphones are not to be worn in ears or on the body of students; they should be kept in school bags.

Section 7: Uniform Requirements

At Menai High School, the school community has decided that MHS is a full uniform school. Students are expected to wear the Menai HS uniform each day. The uniform helps each student to identify with the school and it should be worn with pride.

The wearing of the uniform is a safety requirement at Menai HS. Staff and students must be able to identify those who belong on the site. School uniform is the best way for us to address this issue.

The Work Health and Safety Act 2011 requires the Department (and therefore Menai High School) to identify any foreseeable hazard that has the potential to harm the health and safety of any person on its premises and to take steps to identify and eliminate or control such risks. Examples of where a school has a duty to require a standard of dress in the educational setting include, but are not limited to:

- requiring students to wear appropriate footwear, eyewear, or other protective clothing to avoid injury.
- requiring that jewellery or other items that could, with reasonable foreseeability, cause an injury to themselves or other students are not worn.

Students who are out of uniform are expected to present a note from home to the appropriate supervisor and obtain an “out of uniform” pass which is to be produced on demand. This policy is supported by the School Council and all members of the staff. Long term exemptions from wearing uniform must be negotiated with the principal and will be only provided when:

- an aspect of the school uniform requirements prevents students from complying with a requirement relating to their ethno-religious background.
- the student has a particular health condition that requires a modification of an aspect of the requirements.
- the student is disadvantaged in complying with an aspect of the uniform because of other personal circumstances outlined in anti-discrimination and equal opportunity legislation.

Year 12 Jacket

Each year the school allows Year 12 the privilege to wear a “Year 12 Jacket”. Year 12 are reminded that the jacket is a privilege and not a compulsory (mandatory) uniform item.

If Year 12 students, select an inappropriate name for the jacket the principal will direct the removal of that inappropriate name.

Year 12 students not wearing correct school uniform and wearing a Year 12 jacket will be warned and, on a repeat, occasion will have the privilege of wearing the jacket removed. The privilege will be returned when the student demonstrates the regular wearing of correct school uniform.

<p>Junior Girls Uniform</p> <p>Blouse MHS White Shirt</p> <p>Skirt MHS Red and green check with two pleats wash and wear fabric.</p> <p>Jumper New MHS Black pullover with red embroidered dragon crest. N.B. Green sloppy-joes and bulky-knit jumpers (any colour or type) are NOT to be worn.</p> <p>Jacket MHS school or PE sport jacket</p> <p>Socks White (Short)</p> <p>Shoes Black, fully enclosed leather, or suede</p> <p>Trousers MHS Plain black</p> <p>Skivvy White (long sleeve). "Hoodies" are not permitted. (If needed for cold weather) "Hoodies" are not permitted.</p> <p>Stockings Black</p>	<p>Junior Boys Uniform</p> <p>Shirt MHS white shirt</p> <p>Shorts MHS grey shorts</p> <p>Jumper New MHS Black pullover with red embroidered dragon crest. N.B. Green sloppy-joes and bulky-knit jumpers (any colour or type) are NOT to be worn.</p> <p>Jacket MHS school or PE sport jacket</p> <p>Socks White (Short)</p> <p>Shoes Black, fully enclosed leather, or suede</p> <p>Trousers MHS Mid-grey serge wash and wear style</p> <p>Skivvy White (long sleeve). "Hoodies" are not permitted. (If needed for cold weather) "Hoodies" are not permitted</p>
<p>MHS Senior Girls Uniform</p> <p>Blouse MHS white blouse</p> <p>Skirt MHS Grey with 2 pleats front and back.</p> <p>Tie MHS Red with white dots – silk</p> <p>Socks White ankle length</p> <p>Jumper New MHS Black pullover with red embroidered dragon crest. N.B. Green sloppy-joes and bulky-knit jumpers (any colour or type) are NOT to be worn.</p> <p>Jacket MHS school or PE sport jacket</p> <p>Skivvy White (long sleeve worn under MHS white shirt). "Hoodies" are not permitted.</p> <p>Trousers MHS Plain black</p> <p>Shoes Black, fully enclosed leather, or suede</p>	<p>MHS Senior Boys Uniform</p> <p>Shirt MHS White shirt</p> <p>Shorts MHS grey shorts</p> <p>Tie MHS Grey with red dragon crest</p> <p>Socks Grey or white</p> <p>Jumper New MHS Black pullover with red embroidered dragon crest. N.B. Green sloppy-joes and bulky-knit jumpers (any colour or type) are NOT to be worn.</p> <p>Jacket MHS school or PE sport jacket</p> <p>Skivvy White (long sleeve worn under MHS white shirt). "Hoodies" are not permitted.</p> <p>Trousers MHS Mid-grey serge wash and wear style</p> <p>Shoes Black, fully enclosed leather, or suede</p>
<p>MHS Boys and Girls Sports Uniform</p> <p>T-Shirt MHS White with striped collar</p> <p>Shorts MHS Red knit (plain only)</p> <p>Socks White sports type</p> <p>Tracksuit MHS PE sport tracksuit</p> <p>Shoes Sports footwear</p>	<p>Note</p> <p>#1 Thursday Periods 1-4 ALL students must wear leather or suede fully enclosed shoes Roll Call to Period 4</p> <p>#2 Year 12 Graduation All Year 12 students must be dressed in full school uniform. Year 12 boys need to be dressed in grey trousers.</p>

All uniform items are available to all students.

CORRECT SCHOOL SHOES

Leather or Suede fully enclosed non-porous shoes



INCORRECT SCHOOL SHOES

Not to be worn to school under any circumstances



No large white emblems or white soled shoes are allowed.

Section 8: Homework Policy

The primary function of Menai HS is to promote continuous improvement of student learning. Homework and home study are important in that they support the process of learning. Homework and home study require students to:

- complete homework set by teachers.
- finish off class work.
- review each lesson's work each day.
- complete practice tasks
- prepare for assessment tasks.
- prepare for exams through a long-term revision program.
- undertake research for assignments.
- read, read then read some more.

Homework and home study are important because they:

- expand students' skills and knowledge.
- encourage responsibility and develop independence.
- show commitment.
- improve self-confidence.
- develop skills in goal setting, organisation, and time management.
- encourage perseverance.
- develop creativity and problem solving.

Implementation of Homework Strategies

Homework is an integral part of the high school program. It is not an extra or an imposition to keep students busy. Homework is an extension of the work done during the day, a reinforcement and review of the current topics in different subjects. Students should spend the amount of time recommended below on homework and home study each evening.

In the first two years of high school, it is important that the habit of homework is established. As students' progress through High School, it is expected that there will be an increase in the time spent each day on set homework, preparation, and revision. Students in the senior school should spend a minimum of 2 to 3 hours a night on homework, ensuring that the time spent on each subject is distributed equitably over time.

Homework should be completed in an appropriate place and at regular times each day.

There is no rationing of homework hours to each subject each week, but students should spend 10% to 20% of their time on each subject. Students will be given reasonable notice of any homework involving research and preparation at home. It is up to students to organise their time to ensure work is completed on time.

Students are strongly encouraged to use diaries and planners to ensure that they organise their workload in a manageable way.

Section 9: School Procedures

What you must do if you:

... are late to school.

- Report to the front office with your swipe card and a note from a parent/caregiver.
- You will be given a late pass that you present to your teacher in order to enter class.
- If you do not have a note, you will be given a second slip of paper that you are to take home and return, signed by a parent/caregiver, the next day. Students who are constantly late or do not provide notes will be placed on a detention and placed on late alert. Late alert students will be on playground clean ups issued by roll call Head Teachers.
- Persistent latecomers will be referred to the Deputy and placed on executive detentions.

... need to leave school early.

- Bring a letter from a parent/caregiver to the Deputy Principal before school on the day you need to leave early.
- You will be given early leavers pass that you must present to your teacher when leaving. It is courteous to inform your teacher that you will be leaving early at the start of the lesson.
- Collect early leave pass from the office at the time of leaving school.

... need to leave school early on Sports day (i.e., you will miss sport)

- Sport is a requirement of the Department of Education and should therefore be treated as any other lesson. Alternative programs are provided at school for students who are injured or sick.
- A letter must be brought from a parent/caregiver to the front office at least one day before Sports day. If leave is requested for a medical or other similar appointment details of that appointment, including the name and phone number of the person with whom the appointment has been made must be provided in the letter.
- You will be given early leavers pass that you must present to your teacher when leaving. It is courteous to inform your class teacher that you will be leaving early at the start of the lesson or your sport teacher before sport starts.
- Applications for early leave on Sports day that are made on Sports day will only be granted in extenuating circumstances. Parents/caregivers should make themselves available to discuss the matter over the phone should this be necessary.

... become sick or injured at school.

- Inform your teacher that you are ill and request a note to go to the clinic. If you become unwell in the playground, ask the teacher on playground duty for the note. You must report to the clinic. Do not go home. Do not phone home.
- Report to the front office and inform someone there that you are unwell. If you are too sick to return to class a parent/caregiver will be contacted to come and get you. This is the school's responsibility. You must not leave the clinic without permission.

- Students who have an accident or injury at school are required to complete an accident report form on the day of the accident/injury or the next school day. These are available from the Deputy Principal.
- In urgent cases an ambulance will be contacted.

... need to leave the classroom.

- Ask your teacher to write a note giving you permission to be out of class. You must be always in possession of a note when you are out of class. You must swipe in and out at the front office if you are out of class for any reason. No students should be out of class without a properly authorised pass.

... are late to class for any reason.

- Ask the teacher who has detained you to write a note and present it to the class teacher. This note must contain the time and date and the signature of the person who detained you. If you are late to class without good reason you will be given a faculty detention.

... need to use the toilet during class.

- Ask your teacher to write a note and report to the front office to obtain a key as toilets are locked during class time. Students are encouraged to use toilets during recess and lunchtime.
- Swipe in and out at the office. Students who continually miss valuable learning time will have to make up time during recess and lunch.

... are handing in an assessment task.

- All assessment tasks must be submitted on or prior to the due date.
- Students in Years 10, 11 and 12 who submit or sit for an assessment task after the due date must provide acceptable documented evidence to explain why the task was late. After consideration of this evidence the principal (or delegate) will decide if the task is to be accepted.

In the case of illness or injury being the reason for a late submission a letter from a parent is not adequate. In such circumstances a doctor's certificate is required and an illness/misadventure form must be completed. These forms are available at the front office.

Tasks submitted late without an acceptable reason will be awarded zero marks.

... are making an application for illness/misadventure.

The process is as follows:

- On the first day of return to school the student is to:
 - See the Head Teacher to negotiate an alternative time or task.
 - Be prepared to do the exam or assessment task or hand in the task on the first day of return to school.
 - Collect a Menai High School illness misadventure form to complete and return to the Head Teacher next day with appropriate documentation as evidence of the reason for their absence. A doctor's certificate is the only acceptable evidence in the case of illness. In the case of misadventure, written evidence from a parent/caregiver is required and in some instances the school may request

additional evidence. Medical Certificates must be issued on the same date as the task.

- Failure to do the above steps so will result in a non-attempt plus a mark of zero being recorded for that task.
- Students in Years 7, 8 and 9 who submit or sit for an assessment task after the due date must provide acceptable documented evidence to explain why the task was late. After consideration of this evidence the faculty Head Teacher will decide if the task is to be accepted. In the case of illness or injury being the reason for a late submission a letter from a parent/caregiver is acceptable. Tasks submitted late without an acceptable reason will be penalised according to faculty policy.
- Students in all years who submit an assessment task in a time or place other than the prescribed lesson/time (e.g., submit the task to the staffroom at lunchtime) must request and be provided with a receipt from the person to whom the task has been handed. The person receiving the task will record its receipt in a register. Students who claim to have submitted a task in such a way but cannot provide a receipt will not have their submission recognised.

... feel threatened, bullied, or harassed at school.

- Report it! Everyone has a right to be safe and happy at school.
- If you feel under immediate physical threat report the matter to your teacher straight away. Should you feel under immediate physical threat in the playground report the matter to the teacher on duty or go to the front office and report it to one of the Deputies or the Principal.
- If you are being bullied or harassed at school report the matter to one of the following (whoever you feel most comfortable with):
 - Your year adviser
 - The counsellor
 - The principal
 - A Deputy Principal
 - Head Teacher Welfare
 - Any teacher
 - with whom you feel comfortable

The matter will be dealt with effectively. The old story that reporting bullying and harassment will only make it worse is a rumour spread by bullies to keep themselves out of trouble! Menai High School has an excellent record of dealing effectively with bullying and harassment. Parents are encouraged to phone the school to discuss any such problems if they become too difficult for the student to manage themselves.

Section 10: Other Programs Supporting Students

Anti-discrimination and Anti-racism Strategies

Our school is subject to the provisions of both Commonwealth and State legislation about discrimination. Students who persist in harassing other students, particularly in relation to race, gender, age, or sexuality may be subject to the legal provisions imposed by the Anti-discrimination Act and its supporting legislation.

An Anti-Racism Contact Officer is available to hear concerns from staff, students, and parents.

Peer Mediation

Mediators are trained in Years 10, 11 and 12. Mediation is used to resolve student problems in a supportive environment. Violence can never be justified and regardless of the provocation all members of the school community must choose non-violent, non-abusive strategies to resolve conflicts.

Life Skills Program

This program targets small groups of students in Year 7 with identified problems. This program focuses on the importance of positive attitudes, self-esteem, behaviour and anger management and organisational skills.

School Counsellor

The school counsellor is available by appointment. Students, parents, and staff can consult with and refer to the counsellor through the office or by direct contact.

Student Support Officer

The Student Support Officer is available by appointment. Students, parents, and staff can consult with and refer to the SSO through the office or by direct contact.

Student Welfare Officer

The Student Welfare Officer is available by appointment. Students, parents, and staff can consult with and refer to the SWO through the office or by direct contact.

Learning Support

Learning and Support teachers and School Learning Support Officers provide assistance to students with a diverse range of learning needs across all school years.

Contact People

Senior Executive

Principal	Mr J Stanley
Deputy Principal (DP1) 2024 Years 7 & 10.....	Ms L Ferraro
Deputy Principal (DP2) 2024 9 & 12	Ms E Sayed-Rich
Deputy Principal (DP3) 2024 8 & 11	Mr L Meagher

Head Teachers

Administration	Ms N Ryan (Relieving) Mr C Cole (Relieving)
Wellbeing	Ms B Stone
English	Ms E Haag
Mathematics	Ms N Vickery
Science	Mr A Bean
HSIE	Ms Y Mazoudier
Learning Support	Ms K La Rosa (Relieving)
TAS/VET.....	Mr B Monger
Creative and Performing Arts	Mr N Middleton
PD Health PE/Languages	Mr M Robinson
Teaching & Learning.....	Ms N Carson (Relieving)

Other

Teacher Librarian	Ms C. Nelson (T, W & T) Mr Mc Cartney (M, T)
Sport Coordinators.....	Mr P Phease & Ms B Lehane
Senior Administration Manager	Ms J Partridge
Counsellor.....	Mrs M Cooper/Ms M Booker/Ms S Martinov
Student Support Officer	Mr D Laris
Student Welfare Officers.....	Ms T Murray
Careers Adviser	Ms K Rae/Mr C McCartney (Relieving)
Business Manager	Mr S Wakely

Year Advisers

Year 7	Mr Daniel Fry & Ms Stephanie Deller
Year 8	Ms H Fenemore and Ms A Perkins
Year 9	Ms D Gardiner and Mr S El Masri
Year 10	Mr N Carpenter and Ms Z Liley

Year 11 Ms B Lehane and Mr L Ensor

Year 12 Mrs K La Rosa and Mr A Staines

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Note: