



# Kandos

## HIGH SCHOOL



# STUDENT INFORMATION BOOKLET 2020

## CONTENTS

Welcome to Kandos High .....	3
What Does High School Cost? .....	4
2020 School Contributions - All Students .....	4
Kandos High School Equipment Lists .....	5
Guidelines for Privileges for Consistent Wearing of Uniform .....	6
2020 School Leaders .....	7
Goods Available from the Office .....	8
School Information .....	9
Student Involvement .....	11
KHS SRC Structure .....	11
SRC Member Requirements .....	11
Parental Involvement .....	12
Your School Library .....	12
Period Times .....	13
Supervision Policy .....	13
Kandos High School Merit Scheme .....	14
Our PBL Values and Expectations for Students at Kandos High School .....	17
Behaviour Expectations Matrix .....	18
Student Management System .....	22
Monitoring Student Behaviour Across all Classes .....	22
Classroom Management .....	23
What Rights do Teachers Have? .....	23
Discipline Policy and Procedures .....	24
The Discipline Process .....	26
Suspension and Expulsion .....	27
Dangerous Weapons .....	28
Drug Free Environment Policy .....	28
Anti-Violence and Harassment Policy .....	28
Procedures for Resolving Complaints, Suggestions and Allegations .....	29
Anti-Racism Policy .....	30
Detention Policy .....	30
Fractional Truancy Policy .....	31
Mobile Phone Policy .....	31
Sun Safe Policy .....	32
Emergency Procedure .....	31
Kandos High School Emergency Facilities and Evacuation Routes .....	35

Kandos High is a PBL school. PBL (or Positive Behaviours for Learning) is an evidence-based whole school process to improve learning outcomes for all students. Through our shared values, we hope to build **Positive Relationships** through our community, foster in our students a desire to be **Responsible**, and engender a sense of **Respect** in all of our undertakings. The continuing implementation of PBL and its initiatives, are an important aspect of our school plan.

These people are ever willing to assist you settling in to your new school.

<b>Principal</b>		Miss D Thommeny
<b>Deputy Principal</b>		Miss C Heilman
<b>Supervisor of Girls</b>		Mrs C Murray
<b>Careers Adviser/VET Coordinator</b>		Mrs J Parsons
<b>Learning and Support Teacher</b>		Mrs N O'Brien
<b>Year Advisers</b>		Year 7 Mr M Vaughan
		Year 8 Ms L Besant
		Year 9 Ms T Steinbeck
		Year 10 Mr B Stockwell
		Year 11 Mrs T Turner
		Year 12 Mrs J Parsons
<b>Head Teachers</b>	Mr R San-Martin	English/HSIE/Drama/Visual Arts/Music/ Library
	Mrs C Heap	Mathematics/PHDPE
	Ms E Kelson	Science/Agriculture
	Ms D Johnston	Teaching&Learning/LearningSupport/ Carees/LAST/Textiles/Food Tech/ Industrial Arts
	Mrs T Turner (Acting)	Support/Wambinya/Acacia/Banksia
<b>Administration</b>	Mrs S Faulkner	School Administration Manager
	Mrs K Reddish	School Administration Officer
	Mrs M Moore	School Administration Officer
	Mrs J Murray	School Administration Officer Library
	Mrs W Murphy	Agriculture Assistant
	Mr G Jamieson	General Assistant
	Mrs D Murphy	Community Liaison Officer

## WHAT DOES HIGH SCHOOL COST?

The State Government provides most of the funds for students' schooling; however, there are certain additional costs to the school in providing paper and materials. We seek your support in helping with your child's education by paying the Voluntary General Contributions.

Students choosing the subjects below as electives in Year 9/10 should be aware that there are costs incurred by these subjects and a subject fee is payable.

### 2020 SCHOOL CONTRIBUTIONS - ALL STUDENTS

<b>YEAR 7 (All subjects)</b>		<b>YEAR 8 (All Subjects)</b>	
General Contribution	\$45.00	General Contribution	\$45.00
<b>YEAR 9</b>		<b>YEAR 10</b>	
General Contribution	\$25.00	General Contribution	\$25.00
<b>PLUS Elective Choices</b>		<b>PLUS Elective Choices</b>	
Agriculture	\$20.00	Agriculture	\$20.00
Drama	\$15.00	Drama	\$15.00
Food Technology	\$100.00	Food Technology	\$100.00
Ind Technology Metal	\$60.00	Ind Technology Metal	\$60.00
Ind Technology Timber	\$60.00	Ind Technology Timber	\$60.00
Music	\$30.00	Music	\$30.00
Textiles Technology	\$40.00	Textiles Technology	\$40.00
Visual Arts	\$35.00	Visual Arts	\$35.00
<b>YEAR 11</b>		<b>YEAR 12</b>	
General Contribution	\$25.00	General Contribution	\$25.00
<b>PLUS Elective Choices</b>		<b>PLUS Elective Choices</b>	
Construction	\$80.00	Construction	\$80.00
Furniture Making Pathways	\$80.00	Exploring Early childhood	\$10.00
Ind Technology Metal	\$80.00	Hospitality	\$160.00
Ind Technology Timber	\$80.00	Ind Technology Metal	\$20.00 + materials
Music	\$20.00	Music	\$20.00
Visual Arts	\$50.00	Textiles and Design	\$20.00 + materials
		Visual Arts	\$50.00 + materials
		Visual Design	\$30.00
<b>YEAR 11 LIFE SKILLS</b>		<b>YEAR 12 LIFE SKILLS</b>	
Creative Arts	\$30.00	Creative Arts	\$30.00 + materials
Technology	\$40.00	Technology	\$40.00 + materials

**PLEASE NOTE: All monies (excursions, fees, uniforms etc.) must be paid at the office as soon as you arrive at school or at recess at the latest. This saves money being lost or stolen.**

## KANDOS HIGH SCHOOL EQUIPMENT LISTS

**\*Separate exercise books are required for each subject.**

**NO Liquid Paper and Metal Rulers.**

Subject	Year 7	Year 8	Year 9	Year 10
<b>Roll Group</b>				
<b>English</b>	128 page A4 Book	128 page A4 Book	128 page A4 Book	128 page A4 Book
<b>Mathematics</b>	128 page A4 Book	128 page A4 Book	128 page A4 Book	128 page A4 Book
<b>Science</b>	192 page A4 Book	240 page A4 Book	240 page A4 Book	240 page A4 Book
<b>History</b>	128 page A4 Book	128 page A4 Book	128 page A4 Book	128 page A4 Book
<b>Geography</b>	128 page A4 Book	128 page A4 Book	128 page A4 Book	128 page A4 Book
<b>PDHPE</b>	128 page A4 Book	128 page A4 Book	128 page A4 Book	A4 loose lined paper
<b>Visual Art</b>	A4 or A3 Visual Art Diary	A4 or A3 Visual Art Diary	A4 or A3 Visual Art Diary	A4 or A3 Visual Art Diary
<b>Sport</b>	-	-	-	-
<b>Music</b>	-	-		
<b>Technology Mandatory</b>	A4 Display Folder 16GB USB	A4 Display Folder 16GB USB		
<b>Indonesian</b>	-			
<b>STEM</b>		64 page A4 Book		
<b>Work Education</b>				-
<b>9/10 Electives</b>			See Separate List	

<b>9/10 ELECTIVES</b>	
<b>Agriculture</b>	240 page A4 Book + Hat
<b>Commerce</b>	128 page A4 Book
<b>Drama</b>	128 page A4 Book
<b>Food Technology</b>	128 page A4 Book + Display Folder
<b>Industrial Technology Metal</b>	Display Folder
<b>Industrial Technology Timber</b>	Display Folder
<b>Music</b>	Display Folder
<b>Physical Activity and Sports Studies(PASS)</b>	128 page A4 Book
<b>Textiles Technology</b>	128 page A4 Book + Display Folder + A4 sketch Book
<b>Visual Arts</b>	A4 or A3 Visual Art Diary

**Required Items Needed:** 4 x blue biros, 4 x black biros, 4 x red biros, 2 x HB pencils, 2 x 2B pencils, 1 x 8gm glue stick, 1 x 30cm plastic ruler, 1 x pencil sharpener, 1 x pencil eraser, 1 x scissors, 1 x correction tape, 1 x USB Drive 32GB, 1 x 8 pack assorted highlighters, 1 x 12 pack coloured pencils or textas, 1 x pencil case (preferably clear), 1 x helix oxford math set, 1 x (Calculator **fx-82AU PLUS II** Casio Scientific available from the front office).

**The following items are also required for PDHPE.**

PDHPE                                      School/Sport Shirt (available from front office)  
     Navy shorts (summer) and navy track pants (winter)  
     Broad Brimmed Hat or School Cap

**For consistency, we encourage the purchase of shorts and track pants from the Schools Uniform Shop.**

## GUIDELINES FOR PRIVILEGES FOR CONSISTENT WEARING OF UNIFORM

At Kandos High School, we like to see our students in school uniform each day and wearing it with pride. Studies have shown that when students dress in uniform they are more likely to come to school with a positive learning attitude and feel more a part of the school. Wearing uniform gives a sense of belonging and inclusiveness. It also increases the students' personal safety by allowing them to be more easily recognised.

### Privileges

Students will be rewarded for consistently coming to school in full uniform each day. These rewards/privileges will include but will not be restricted to:

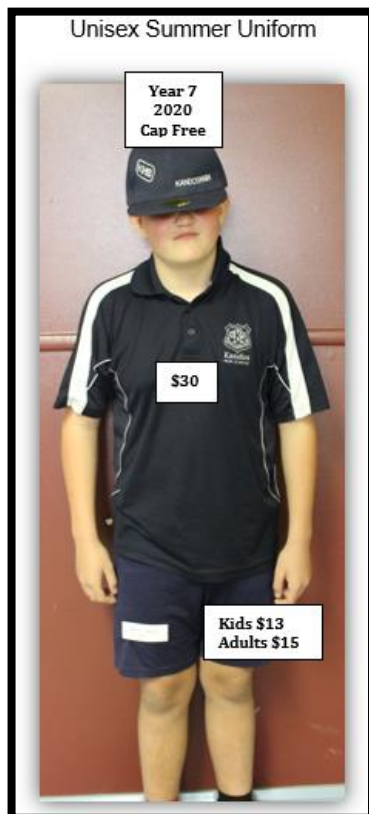
- End of Term Disco – Attendance at and/or receiving a discount of anywhere between 50-100% on the entry cost.
- End of Year Privilege Excursion – Students may be invited to participate in this highly valued excursion.
- Merit Awards – Students would be given these for consistency and the merits go towards higher awards.

### How this will work

- In Weeks 5 and 10 of each term, any student who has 100% uniform during that monitoring period will receive a merit certificate.
- To qualify for the “Privileges”, students must stay above 90% for the monitoring period by wearing full school uniform.
- Students out of uniform must see the Head Teacher on duty to get an “Out of Uniform” note before school each day. Students will be required to produce this note for any teacher who asks for it during the day. The issue of these notes will be recorded.
- Students out of uniform without an explanation from home may not qualify for privileges as mentioned above.

### What is our Uniform?

Students at Kandos High School have the privilege of wearing two distinct types of uniform;



### 1. Full Dress Uniform

*To be worn on excursions, school photo day, formal assemblies and other occasions when notified.*

- KHS School shirt
- **Grey** school trousers (boys) OR **navy** school slacks (girls) OR **navy** skirt (girls).
- Plain **navy blue** shorts or track pants (**small** white insignia are acceptable)
- Navy blue stockings or tights with skirts (girls)
- Joggers or black school shoes
- School Jumper/ school blazer
- School cap (if required)

### 2. Everyday Uniform

- Full Dress Uniform with the additional items listed below:
  - Western Area or NSW Combined High Schools Representative shirt
  - KHS Rep shirt (eg. Sport, SRC etc.)/NAIDOC week shirt
  - Western Area or NSW Combined High Schools Representative jacket or track top
  - School cap or a broad brimmed hat

### 3. Footwear

- Footwear in many practical subjects (eg. Science, all Industrial Technologies, Food Technology, Hospitality, Textiles, PDHPE) must be safe in order to protect students and avoid injury. (School Uniforms in NSW Government Schools) DOE School Uniform Policy 1.3 **Therefore leather shoes/boots will be essential for these subjects.**

#### **Note: These items are NOT ACCEPTABLE**

- footless tights or leggings (unless worn with a navy-blue skirt)
- jeans
- shorts or skirts that end higher than half way up your thigh
- clothes of different colours or patterns or insignias/logos/stripes (especially brightly coloured)
- leather steel-capped boots (unless for specific purposes) and footwear that does not support/protect the foot or ankle (ie. No thongs or sandals)
- clothes, or bags advertising inappropriate products such as alcohol or have inappropriate language on them

### 2020 SCHOOL LEADERS



Zowee Roberts   Corey Armstrong-Lane   Bethany Vidler   Corey Witcher

## GOODS AVAILABLE FROM THE OFFICE

School Polo Shirt - Navy - Junior	\$30.00
School Polo Shirt - Navy - Senior	\$30.00
School Jumper	\$15.00
School Hoodie	\$35.00
School Track Pants	\$30.00
School Shorts    Size 10 - 16Y	\$13.00
School Shorts    Size S - XL	\$15.00
School Bucket Hat	\$5.00
School Cap	\$20.00
School Scarf	\$9.00
School Beanie	\$8.00
School Tie	\$20.00
School winter jacket with emblem - price to be advised	
Book Pack	\$55.00
Calculators Casio <i>fx-82AU PLUS II Scientific</i>	\$24.00
Art Book A3 (Large)	\$7.50
Art Book A5 (Small)	\$5.00
Lockers	\$5.00

**Note:** Prices as of September 2019

**Note:** Kandos High School navy winter jacket with an emblem will be available for winter 2020 Price to be advised

### **Local Suppliers for other goods**

Girls' navy long pants and shorts can be purchased from "Shine Clothing & Accessories" in Kandos

**Note:** All discontinued stock will be at a reduced price until depleted

**Note:** All items of clothing need to be clearly labeled with your child's name to prevent lost property and added expense.

**Note:** During the transition phase the new uniform and the current uniform will be acceptable.



## SCHOOL INFORMATION

- **Student Leave - No student** is to leave the school grounds without a parental note and permission from the Deputy Principal.
- Students leaving the school grounds at **lunchtime** must either have a **regular lunch pass** (only to be used to **go home** for lunch) or an authorisation note signed by the Deputy Principal. Those with a lunch pass or an authorisation note **must** sign out &/or in at the office on leaving and returning to school. At other times during school hours, students must obtain permission from the Deputy Principal or Principal but still sign out &/or in at the front office.
- **Sick Students** - must report to the office first. The office staff may decide to allow the student to lie down in Sick Bay; administer first aid, organise medical help (ambulance or doctor) or telephone for a parent to take their child home as necessary.
- **Bus Concessions** - All enquiries relating to bus travel, subsidies and student concession passes are to be directed to the office. To see if you are eligible go to [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students)
- **School Drive Subsidy** - Subsidy is available for eligible school students, who are residents of NSW and where there is no public transport available for all or part of their journey to school. School Drive Subsidy is paid based on the distance between the student's home and the nearest transport pick up point or school. The School Drive Subsidy may also be available on medical grounds. To see if you are eligible go to [www.transport.nsw.gov.au/schooldrive](http://www.transport.nsw.gov.au/schooldrive)
- **School Drive Subsidy Application Form** - A new form is required to be filled out on the commencement of High School (**they are not carried across from Primary School**). These forms are available for collection from the front office.
- **New Enrolments and Leavers** - New students should go to the office to begin the enrolment procedure. The Year Adviser will assist new students with subject choices, levels and timetables. The new student will then be taken around the school by a fellow student to meet each Faculty Head Teacher before returning the completed enrolment form to the office. School leavers should bring a note from a parent and report to the office before undertaking similar procedure as for new enrolments. All items on loan from the school must be returned during the 'leaving process'.
- **School Bags** - Students are encouraged to take their bags into classrooms with them, except the specialist rooms, in order to discourage theft from their bags. (**The school cannot take responsibility for personal items brought to the school.**)
- **Lockers** are available to all year groups and cost \$5.00.
- **Entry and Exit of Buildings** - The Glass security doors into the office area are not for student use. Students should use the breezeway doors and doorway near the back ramp for entry and exit from the main building.

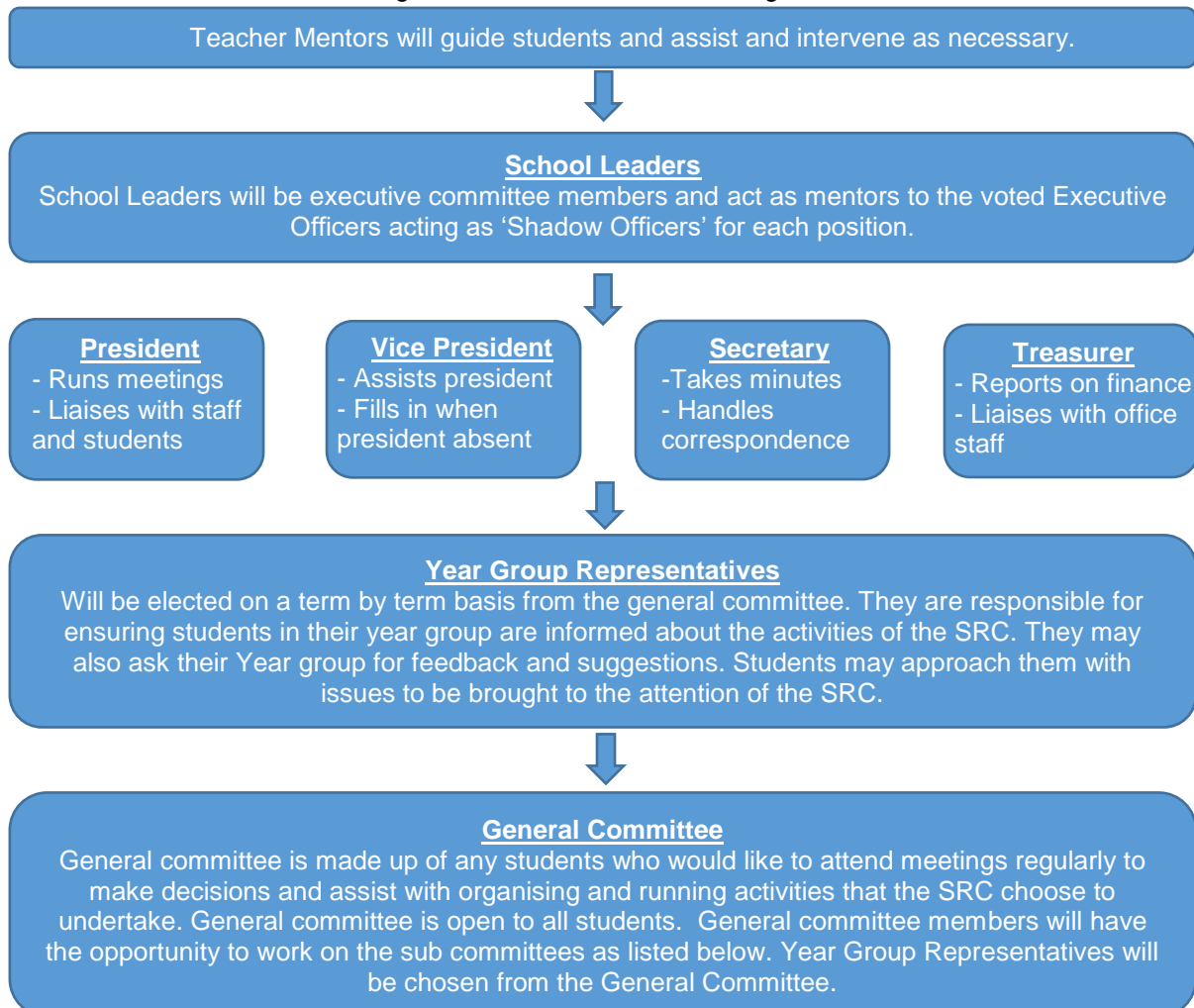
- **Lateness to School** - Any students arriving late to school **must** bring a note explaining their lateness and go to the office to register their arrival and check the daily notices before going off to class.
- **Lateness to Class** - Students will not be admitted to class unless they have a clearance slip from the Principal, Deputy Principal or previous teacher.
- **Valuables** must be left at home except in special cases. If it is necessary to bring valuables to school, please see the Deputy Principal.
- **Physical Education is COMPULSORY** for students in Years 7 to 10. Appropriate supporting footwear should be worn. Students who are unable to participate for medical reasons must bring a parental note or medical certificate to their teacher.
- **Sport** Students unable to do sport because of medical reasons must bring a parental note or medical certificate to the Sports Supervisor on the morning prior to sport.
- **Canteen** is open before school, at recess and lunch. Lunches must be ordered before school. Students should not be purchasing items in the last 5 mins of each break.
- **Lost Property** All personal property should be marked with the student's name. Lost property should be handed in to the Office. If students lose personal property they should go to the office to check if it's there.
- **Textbooks** are loaned to students free of charge. However, all losses or damage must **be paid for. If necessary, invoices may be issued for replacement.** Parents who wish to purchase text books to assist the children's education are encouraged to refer to the website or contact Subject Head Teachers.
- **School caps or any broad brimmed hat as stated in the uniform guidelines** should be worn during outside activities including Agriculture, all Sport/PE activities and Recess and Lunch.
- **Medication** Parents are required to complete forms to allow schools to administer prescribed medication; see the front office for details. Students on medication are required to leave medication with the front office staff and present for administering when required.
- **Prohibited items** Cigarettes./eCigarettes, Drugs, alcohol or any other illegal substances in any form, knives, slingshots, explosives. (Possessing these will result in immediate suspension). Any item which is potentially dangerous (e.g., rubber bands, peashooters, aerosol deodorant cans). These will be confiscated.
- **Jewellery** No jewellery, except watch, signet or similar flat ring, sleepers or small studs for pierced ears (due to safety reasons).

## STUDENT INVOLVEMENT

Student Representative Council (SRC) - The Council has representatives from each year group and promotes activities of interest to students. These include the organisation of discos, fundraising, helping with student assemblies and school improvement activities. Students may self-elect to join the SRC and are expected to attend an SRC Roll Call once a week.

### KHS SRC STRUCTURE

The Kandos High SRC will take on the following structure in 2020:



#### Sub-Committees:

**Disco:** Organises end of term discos.

**School Improvement:** Looks at ways to improve the school.

**Fundraising/Social Justice/Awareness (name to be chosen):** Looks at campaigns and fundraising activities that the SRC would like to focus on.

**Acceptance Week:** organises acceptance week activities.

### SRC MEMBER REQUIREMENTS

Students will be recognised at the end of year presentation day for their participation as members of the SRC. Students will be given a generic SRC badge that can be worn at events throughout the year. To be eligible to receive a personalised badge, shirt or other recognition you must commit to the following:

1. Sign a code of conduct acknowledging your commitment to the SRC and to uphold the schools core values.
2. Attendance at 60% or more of the SRC meetings held.
3. Participation in one subcommittee or as a year representative or executive.
4. Participation/ volunteering at 3 or more SRC organised events or activities during the school year.

## PARENTAL INVOLVEMENT

We welcome parents to the school. Please feel free to phone the school at any time during school hours on 6379 4103 to discuss any matters of concern to you.

Any parent wishing to volunteer to assist in any student programs should contact the Deputy Principal

Parents can be involved in their child's education in any of the following ways:

- Formal School Assemblies (held at the Kandos High School Hall)
- Parent/Teacher evenings (dates are advised well in advance)
- Learning programs such as Literacy and Numeracy
- School Performances
- Driving the school bus
- Helping with excursions eg driving
- Workings Bees
- Using your expertise

## YOUR SCHOOL LIBRARY

The Library is a centre for student and teacher resources. Resources are in both book and non-book forms such as periodicals, kits, video, picture/vertical files, CD ROMs, DVD's, eBooks and audio books.

The Library offers a range of support facilities to aid student learning. These facilities can be for either individual or group usage.

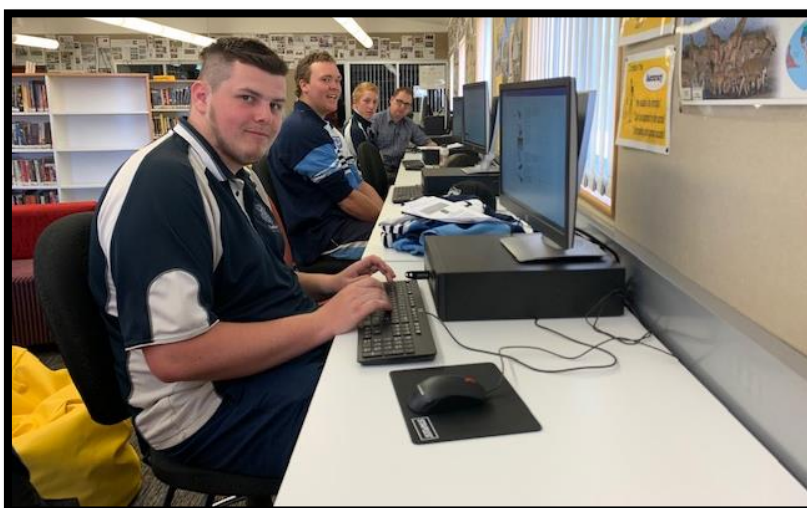
- Computers – desktops and laptops; iPads
- Seminar Rooms
- Video conferencing
- Research space
- Smart boards

The library staff willingly support all students by undertaking activities such as:

- Finding titles on shelves
- Conducting additional research
- Locating resources in other libraries
- Explaining tasks and directing students' research efforts
- Purchasing recommended items
- Recommending relevant materials and items
- Printing student assignments
- Copying sections of resources

The library is also an alternate space for students to use during lunchtime to pursue reading for pleasure, playing board games or cards with friends, completing assessment tasks etc.

Library hours are from 8:30 am to 3:20 pm. Students are welcome in the library at lunchtime. After school learning support is available to students by arrangement with the Teacher Librarian.



## PERIOD TIMES

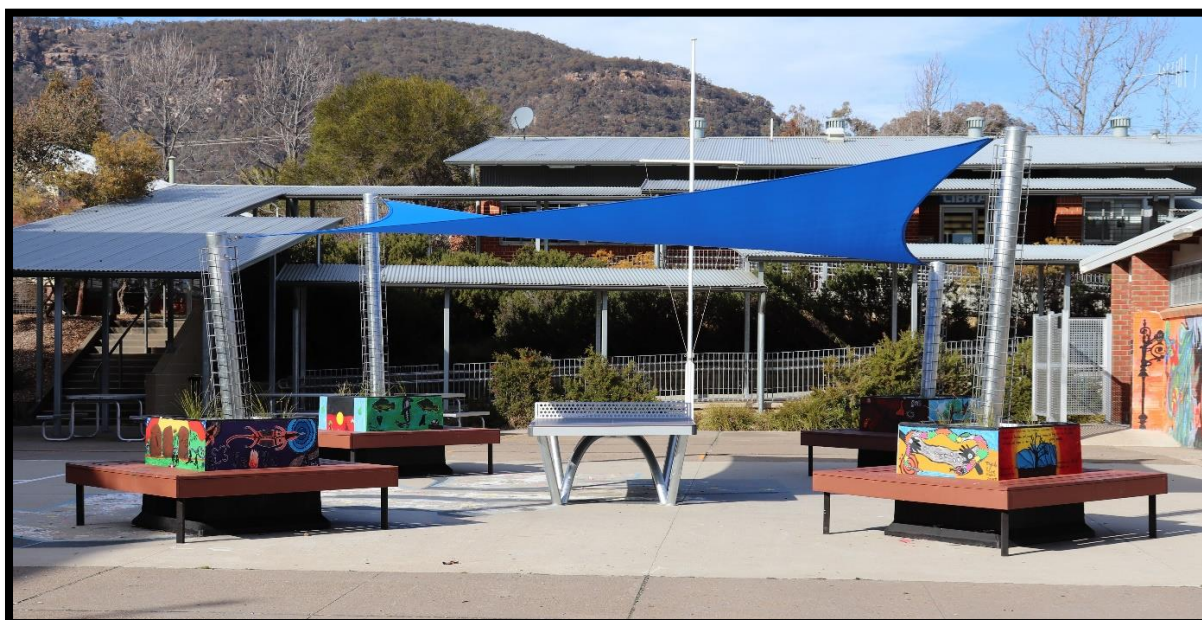
Roll Call	9.00 - 9.20
Period 1	9.20 - 10.10
Period 2	10.10 - 11.00
Recess	11.00 - 11.20
Period 3	11.20 - 12.10
Period 4	12.10 - 1.00
Lunch 1	1.00 - 1.20
Lunch 2	1.20 - 1.40
Period 5	1.40 - 2.30
Period 6	2.30 - 3.20



- Sport Day - Thursday period 5&6 whole school except Year 11&12
- Three bells will ring when an **Assembly** is called.
- Our school has an automated program for emergencies such as Evacuation, Lockdown and Lockout. Students should listen carefully to the instructions given of the Public Address system (P.A System) and their teachers.
- **Students need to familiarise themselves with the School's Emergency procedures on pages? 32-34**

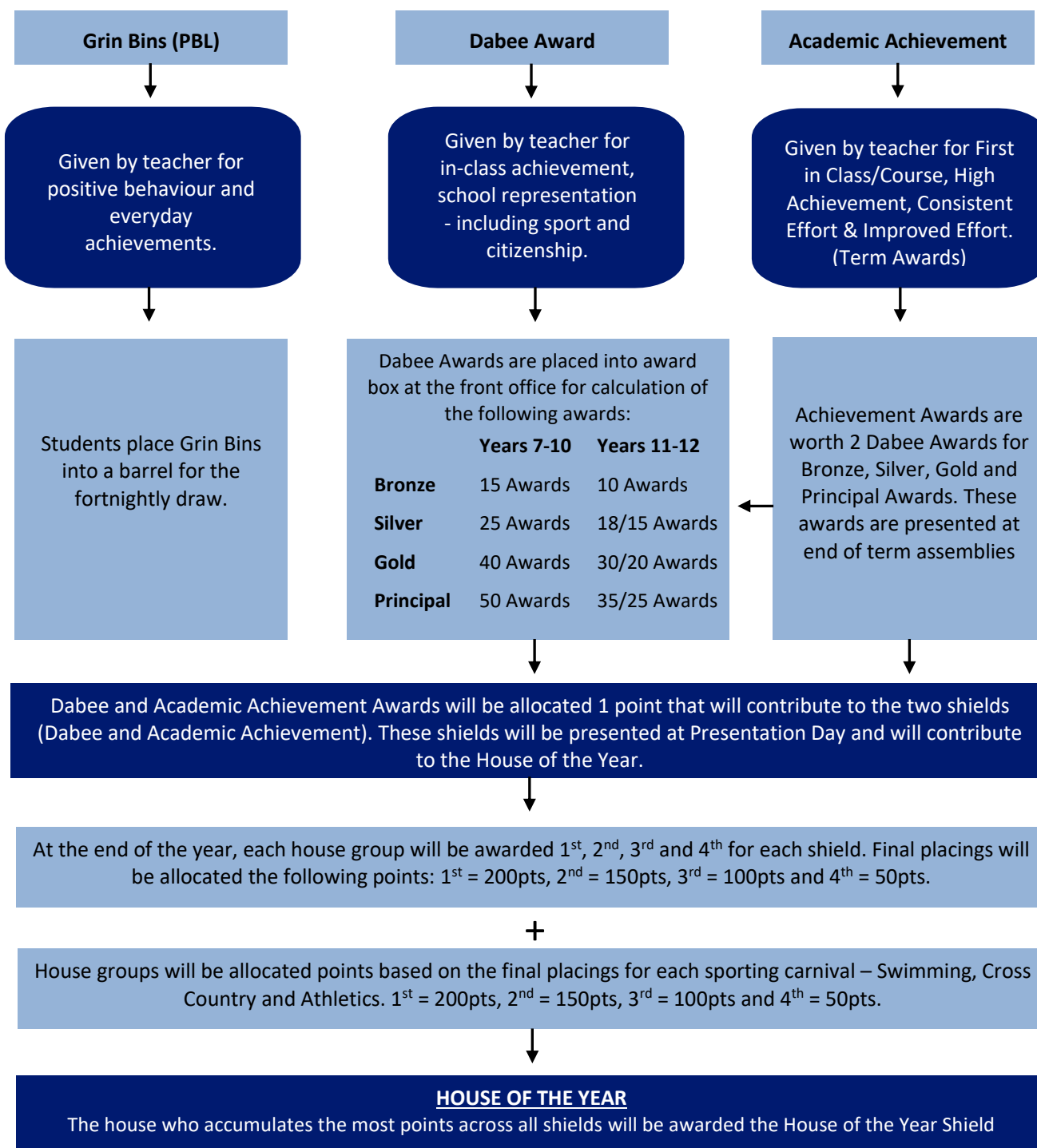
## SUPERVISION POLICY

- Students are not to be on the premises before 8.30 am as NO supervision will be available. The exception to this is if they are attending Breakfast Club. Times and days for this activity will be published at the beginning of each term.
- Bus students should immediately enter the School and proceed directly to the quadrangle.



# KANDOS HIGH SCHOOL MERIT SCHEME

Students receive Grin Bins, Dabee Awards & Term Merits



### End of Year Prize Draw

Students who receive either a Gold, Principal or Directors award will be entered into a major prize draw. This will be drawn on Presentation Day at the end of the year. Award winner/s will receive a major prize. Each major prize will be determined by the student body each year.

### End of Year Excursion

Students must achieve a Bronze Award, 90% attendance rate and 90% school uniform to be invited to attend the end of year Rewards Excursion. Negative entries, outstanding 'N' Warnings, HT detentions, discipline levels and suspensions will be considered when finalising student eligibility.

## 1. HOUSE SHIELDS

- Swimming Carnival
- Cross Country Carnival
- Athletics Carnival
- Dabee Shield
- Achievement Shield

These shields will contribute to the 'House of the Year' Shield

### 1.1 *Swimming, Cross Country & Athletic Shields*

Students will be given the opportunity to participate in a range of events held at the annual Swimming, Cross Country & Athletic carnivals. These events will include competitive races and novelty events. The winning house of each carnival will be awarded the respective shield at Presentation Day.

Final points will determine the place of each house. Each house will be awarded points towards the 'House of the Year' shield. These points include:

<b>1<sup>st</sup> Place</b>	200 points
<b>2<sup>nd</sup> Place</b>	150 points
<b>3<sup>rd</sup> Place</b>	100 points
<b>4<sup>th</sup> Place</b>	50 points

### 1.2 *Dabee Shield (PBL)*

Dabee Certificates will be awarded to students by classroom teachers or executive members of Kandos High School. Students are able to receive a Dabee Award for outstanding performance in the School and Wider Community. For example:

- Consistent effort in class
- High achievement in class or assignments
- Excellent practical work/performance
- Community involvement
- Extra-curricular school involvement

Students will place these certificates into the Merit box at the Front Office. They will be recorded against each student and their house. 1 point will be awarded to each certificate towards the total house tally for the Dabee Shield. This shield will be awarded at Presentation Day.

Final points will determine the place of each house. Each house will be awarded points towards the 'House of the Year' shield. These points include:

<b>1<sup>st</sup> Place</b>	200 points
<b>2<sup>nd</sup> Place</b>	150 points
<b>3<sup>rd</sup> Place</b>	100 points
<b>4<sup>th</sup> Place</b>	50 points

#### 1.2.1 *Privilege Levels*

Students attending Kandos High School will be given the opportunity to achieve Privilege Levels depending on the amount of Dabee Awards collected. Each level is represented below:

<b>Level</b>	<b>Years 7-10</b>	<b>Years 11/12</b>
<b>Bronze Level</b>	15 Awards	10 Awards
<b>Silver Level</b>	25 Awards	18/15 Awards
<b>Gold Level</b>	40 Awards	30/20 Awards
<b>Principal Level</b>	50 Awards	35/25 Awards
<b>Directors Award</b>	60 Awards	40/30 Awards

### 1.3 Achievement Shield

Students receive these awards at the end of term assemblies (pink sheet) and are nominated by members of staff. These awards are given to students for:

- First in Class
- High Achievement
- Consistent Effort
- Improved Effort

Parents/Guardians will be invited to the assembly to witness the presentation of these awards. These awards will accumulate 2 points towards the achievement of each Privilege Level (Dabee Shield). These will be recorded when the Front Office prints each award. They will be recorded and will contribute 1 point towards the Achievement Shield that will be awarded at Presentation Day.

Final points will determine the place of each house. Each house will be awarded points towards the 'House of the Year' shield. These points include:

<b>1<sup>st</sup> Place</b>	200 points
<b>2<sup>nd</sup> Place</b>	150 points
<b>3<sup>rd</sup> Place</b>	100 points
<b>4<sup>th</sup> Place</b>	50 points

## 2. REWARDS EXCURSION

Students must achieve a Bronze Award, 90% attendance rate and 90% school uniform to be invited to attend the end of year Rewards Excursion. Negative entries, outstanding 'N' Warnings, HT detentions, discipline levels and suspensions will be considered when finalising student eligibility.

## 3. HOUSE OF THE YEAR SHIELD

Each house group will receive points based on their final places for each shield. Shields include:

- Swimming Carnival
- Cross Country Carnival
- Athletics Carnival
- Dabee Shield
- Achievement Shield

The House Group who accumulates the most points will be awarded the 'House of the Year'. This shield will be awarded at Presentation Day.

**Note:** House points for each shield and Privilege Levels will be published to ensure a POSITIVE competitive rivalry occurs between house groups as well as an internal rivalry to challenge students to achieve their personal best.

## 4. GRIN BINS

Students place their Grin Bins into the barrel for a fortnightly draw. A small prize will be awarded, the value of which will be determined by the Deputy Principal.

A large prize will be drawn at the conclusion of each semester in which all Grin Bins given to students will be entered. Students must be present on the day of the draw to receive their prize.



## OUR PBL VALUES AND EXPECTATIONS FOR STUDENTS AT KANDOS HIGH SCHOOL

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

Promoting the learning, wellbeing and safety of all our students is a high priority for the Kandos High School community.

We implement teaching and learning approaches to support the development of skills needed by students to meet our PBL values of respectful, responsible and positive relationships. Our values and expectations are aligned to the following Department of Education Core Rules;

### Respectful

- Speak and behave courteously
- Cooperate with others
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code

### Responsible

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning
- Model and follow departmental, school and/or class codes of behaviour and conduct
- Take personal responsibility for behaviour and actions
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour
- Take care with property

### Positive Relationships

- Treat one another with dignity
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Care for self and others
- Negotiate and resolve conflict with empathy.
- 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.**

**The following pages feature The Behaviour Expectations Matrix aligned to our PBL Values.**



# BEHAVIOUR EXPECTATIONS MATRIX



<i>LOCATION</i>	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>POSITIVE RELATIONSHIPS</b>
<b><i>Whole School UNIVERSALS</i></b>	<ul style="list-style-type: none"> <li>• Use good manners and appropriate language</li> <li>• Care for your own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>• Wear your school uniform</li> <li>• Keep your environment clean</li> <li>• Bring the right equipment, clothing and footwear</li> <li>• Take responsibility for decisions and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and considerate of others</li> <li>• Cooperate with others</li> <li>• Be inclusive</li> <li>• Keep your hands, feet and objects to yourself</li> </ul>
<b><i>To and From School</i></b>	<ul style="list-style-type: none"> <li>• Use good manners and appropriate language</li> <li>• Care for your own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>• Wear your school uniform</li> <li>• Keep your environment clean</li> <li>• Obey bus and road rules</li> <li>• Be cautious around cars and buses</li> <li>• Use school crossings and footpaths</li> <li>• Use approved school entrances and exits</li> <li>• Wear helmets and required safety gear</li> <li>• Walk your wheels on school grounds</li> <li>• Ensure bikes are secured when using racks</li> <li>• Sign in and out of school when arriving late or leaving early</li> <li>• Take responsibility for decisions and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions of the crossing guard</li> <li>• Be polite and considerate of others</li> <li>• Share the footpath</li> </ul>
<b><i>Front Office / Counters / Sick Bay</i></b>	<ul style="list-style-type: none"> <li>• Remove hats and hoods</li> <li>• Line up correctly</li> <li>• Wait quietly and patiently</li> <li>• Use good manners and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>• Enter and exit quietly using correct entrances</li> <li>• Inform office staff when you need to access the sick bay</li> <li>• Hand in notes on time</li> </ul>	<ul style="list-style-type: none"> <li>• Follow instructions of office staff</li> <li>• Be polite and considerate of others</li> </ul>
<b><i>Corridors / Breezeway / Stairs</i></b>	<ul style="list-style-type: none"> <li>• Remove hats and hoods</li> <li>• Keep the volume down</li> <li>• Use good manners and appropriate language</li> <li>• Admire displays with eyes only</li> </ul>	<ul style="list-style-type: none"> <li>• Keep left</li> <li>• Walk</li> <li>• Have permission when out of class</li> <li>• Return to class promptly</li> <li>• Take responsibility for decisions and actions</li> </ul>	<ul style="list-style-type: none"> <li>• Be polite and considerate of others</li> <li>• Keep your hands, feet and objects to yourself</li> </ul>

<i>LOCATION</i>	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>POSITIVE RELATIONSHIPS</b>
<b><i>Classrooms / Computer Rooms / Labs / TAS Rooms</i></b>	<ul style="list-style-type: none"> <li>Remove hats and hoods</li> <li>Line up quietly</li> <li>Use good manners and appropriate language</li> <li>Only use devices when instructed</li> <li>Care for your own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>Eat and drink before entering</li> <li>Keep your environment clean</li> <li>Bring the right equipment, clothing and footwear</li> <li>Be on time</li> <li>Obey class rules and policies</li> <li>Always try your best to complete classwork</li> <li>Take responsibility for decisions and actions</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Share the space</li> <li>Keep your hands, feet and objects to yourself</li> </ul>
<b><i>Library</i></b>	<ul style="list-style-type: none"> <li>Remove hats and hoods</li> <li>Keep the volume down</li> <li>Use good manners and appropriate language</li> <li>Care for your own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>Eat and drink before entering</li> <li>Enter and leave quietly</li> <li>Keep your environment clean</li> <li>Obey library rules</li> <li>Return resources to correct place</li> <li>Take responsibility for decisions and actions</li> <li>Return loans on time</li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions of the librarians</li> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Share the space</li> <li>Keep your hands, feet and objects to yourself</li> </ul>
<b><i>Quad / Oval</i></b>	<ul style="list-style-type: none"> <li>Use good manners and appropriate language</li> <li>Care for your own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>Keep your environment clean</li> <li>Take responsibility for decisions and actions</li> <li>Move safely</li> <li>Stay within boundaries</li> <li>Move promptly at bell times</li> <li>Wear a hat and sunscreen</li> <li>Use equipment for its intended purpose</li> <li>Return equipment to the correct staffroom/storeroom and place in designated areas</li> <li>Eat prior to participating in physical activities</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Share the space</li> <li>Play by the rules</li> <li>Problem solve conflict</li> <li>Keep your hands, feet and objects to yourself</li> </ul>
<b><i>Canteen</i></b>	<ul style="list-style-type: none"> <li>Line up correctly behind designated lines</li> <li>Wait quietly and patiently</li> <li>Use good manners and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Keep your environment clean</li> <li>Buy for yourself</li> <li>Only use the canteen at permitted times</li> <li>Move away from canteen area after purchasing</li> <li>Order lunches before school or at recess</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Keep your hands, feet and objects to yourself</li> </ul>
<b><i>Toilets</i></b>	<ul style="list-style-type: none"> <li>Use good manners and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Keep your environment clean</li> <li>Flush the toilet and wash your hands</li> <li>Report any hazards</li> <li>Use toilets using break times</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and considerate of others</li> <li>Allow people their privacy</li> </ul>

<i>LOCATION</i>	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>POSITIVE RELATIONSHIPS</b>
<b><i>MPC</i></b>	<ul style="list-style-type: none"> <li>Remove hats and hoods when entering</li> <li>Use good manners and appropriate language</li> <li>Care for your own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>Keep your environment clean</li> <li>Take responsibility for decisions and actions</li> <li>Return equipment to the storeroom and place in designated areas</li> <li>Keep clear of storerooms and backstage areas</li> <li>Seek permission to use toilets and access change rooms</li> <li>Flush the toilet and wash your hands</li> <li>Report any hazards</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Share the space</li> <li>Keep your hands, feet and objects to yourself</li> <li>Allow people their privacy in the toilets and change rooms</li> </ul>
<b><i>Assemblies</i></b>	<ul style="list-style-type: none"> <li>Remove hats and hoods</li> <li>Use good manners and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Wear your school uniform</li> <li>Be on time</li> <li>Line up quietly</li> <li>Turn off devices</li> <li>Leave bags in allocated areas</li> <li>Remain in designated areas</li> <li>Be attentive</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Welcome all visitors</li> <li>Acknowledge performers and presenters</li> <li>Volunteer to assist with setting and packing up</li> </ul>
<b><i>Excursions &amp; Incursions</i></b>	<ul style="list-style-type: none"> <li>Use good manners and appropriate language</li> <li>Care for your own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>Wear your school uniform as required</li> <li>Keep your environment clean</li> <li>Bring the right equipment</li> <li>Be on time</li> <li>Be safe and stay with the group</li> <li>Actively participate in organised activities</li> <li>Wear a hat and sunscreen</li> <li>Take responsibility for decisions and actions</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Welcome all visitors</li> <li>Acknowledge performers and presenters</li> </ul>
<b><i>Basketball Courts / Howard Park</i></b>	<ul style="list-style-type: none"> <li>Use good manners and appropriate language</li> <li>Care for your own, other's and school property</li> </ul>	<ul style="list-style-type: none"> <li>Keep your environment clean</li> <li>Move to and from the venues safely using school crossings</li> <li>Stay within boundaries</li> <li>Wear a hat and sunscreen</li> <li>Only use equipment for its intended purpose</li> <li>Return equipment to the correct staffroom/storeroom and place in designated areas</li> <li>Take responsibility for decision and actions</li> </ul>	<ul style="list-style-type: none"> <li>Follow teacher instructions</li> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Share the space</li> <li>Keep your hands, feet and objects to yourself</li> </ul>

<i>LOCATION</i>	<b>RESPECTFUL</b>	<b>RESPONSIBLE</b>	<b>POSITIVE RELATIONSHIPS</b>
<b>Ag Farm</b>	<ul style="list-style-type: none"> <li>Care for your own, other's and school property</li> <li>Treat animals with care</li> </ul>	<ul style="list-style-type: none"> <li>Keep your environment clean</li> <li>Bring the right equipment, clothing and footwear</li> <li>Obey Ag Farm rules</li> <li>Move to and from the farm safely using the school crossing</li> <li>Remain in bounds</li> <li>Wear a hat and sunscreen</li> <li>Only use equipment for its intended purpose</li> <li>Take responsibility for decisions and actions</li> </ul>	<ul style="list-style-type: none"> <li>Follow instructions of the teacher and farm staff</li> <li>Be polite and considerate of others</li> <li>Be mindful of classes that are operating when you are selling produce during lessons</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Share the space</li> <li>Keep your hands, feet and objects to yourself</li> </ul>
<b>Pool</b>	<ul style="list-style-type: none"> <li>Line up correctly at the canteen</li> <li>Wait quietly and patiently</li> <li>Use good manners and appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Keep your environment clean</li> <li>Move to and from the pool safely using school crossings</li> <li>Wear appropriate swimwear</li> <li>Remain in the pool grounds</li> <li>Obey pool rules</li> <li>Walk on concrete pathways</li> <li>Wear a hat and sunscreen</li> <li>Only use equipment for its intended purpose</li> <li>Return equipment to the correct storeroom and place in designated areas</li> <li>Take responsibility for decisions and actions</li> </ul>	<ul style="list-style-type: none"> <li>Be polite and considerate of others</li> <li>Cooperate with others</li> <li>Be inclusive</li> <li>Share the space</li> <li>Keep your hands, feet and objects to yourself</li> </ul>



## STUDENT MANAGEMENT SYSTEM

This is our data registration system used by staff, students and parents. It is the register for attendance, behaviour both positive and negative, assessment tasks, reports, timetables and the school calendar of events.

If parents would like access to the Parent Portal please contact the school to provide your Email address.

## MONITORING STUDENT BEHAVIOUR ACROSS ALL CLASSES

When a student is referred to the Deputy Principal (Level 2), the name of the student is placed on the Student notices. These notices will be monitored by Year Advisers. Students who continually appear on the notices will be interviewed by the Year Advisers. This may result in:

- A progress report being completed for each subject.
- A parent interview taking place.
- The student being issued with a conduct sheet to monitor behaviour in each lesson for ten school days.



## CLASSROOM MANAGEMENT

Good classroom management is central to effective teaching and will continue to be given a high profile in professional development discussions at both faculty and school level.

The way that we structure our lessons and manage our classrooms can be influenced by our understanding of how students learn. According to Brian Cambourne's "How Students Learn" (B Cambourne, University of Wollongong) - children learn best when:

- They are expected to learn
- They are confident because of previous success
- They are actively involved - discovering, solving problems
- They feel safe
- They are provided with effective task modelling
- They feel challenged
- The task is interesting and stimulating
- They can observe and imitate others
- They have plenty of chance to practice
- They are learning how to learn

Students and teachers also need to realise that when thinking about "good classroom management" that teachers have certain "**rights**".

### WHAT RIGHTS DO TEACHERS HAVE?

**The right to teach** - to organise, manage activities in the classroom, to make learning exciting and interesting. Nothing must interfere with that right.

**The right to meet learning needs** - teachers must be allowed to aim their teaching at the specific needs of their students - in the academic learning, self-concept and good human relations.

**The right to be free from disruption** - students must not disrupt the teaching / learning process.

**The right to have support** - from Head Teachers, Deputy Principal, Principal, Parents and Department of Education.

# DISCIPLINE POLICY AND PROCEDURES

## Outline:

### 1. Rationale

At Kandos High School every student has the right and responsibility to learn in an environment that is:

- Inclusive and supportive
- Safe and secure
- Free from bullying and harassment

Kandos High School will provide a quality learning environment where the expectations of student behaviour are based on our core values of **responsible, respectful and positive relationships**.

### 2. Aims

- 2.1 To develop and maintain positive relationships which are the foundation of any whole school approach to supporting and promoting positive behaviour
- 2.2 To identify, teach and reward positive behaviour through the implementation of a school wide system (Positive Behaviours for Learning)
- 2.3 To manage poor behaviour in a positive and fair manner
- 2.4 To establish well understood and logical consequences for student behaviour

### 3. Implementation

- 3.1 Kandos High School will develop Discipline Procedures which outline behavioural expectations, consequences for poor behaviour and a consistent school wide system that identifies, teaches and rewards positive student behaviour.
- 3.2 Kandos High School will maintain a register of student behaviour.
- 3.3 Kandos High School will keep parents informed of behaviour issues and will seek their assistance in the development of positive behaviour.

### 4. Monitoring, evaluation and reporting requirements

- 4.1 The executive shall monitor the effectiveness of this policy and the procedures and make changes when applicable after consultation with stakeholders.
- 4.2 Changes to this policy must be authorised by the Principal.
- 4.3 This policy will be reviewed, evaluated and modified as part of the school's cycle of review.

### 5. Related policies

- Kandos High School Welfare Policy
- Kandos High School Anti-Bullying Policy
- Kandos High School Uniform Guidelines
- Kandos High School Merit Scheme
- Kandos High School Excursion Policy
- Kandos High School Playground Duty Policy

### 6. Contact

- Dyanna Thommeny Principal, Kandos High School (02) 6379 4103



## References

- Student Welfare Policy (DoE)  
<https://education.nsw.gov.au/policy-library/policies/student-welfare-policy>
- Student Discipline in Government Schools Policy  
<https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>
- Bullying: Preventing and Responding to Student Bullying in Schools Policy  
<https://education.nsw.gov.au/policy-library/policies/bullying-preventing-and-responding-to-student-bullying-in-schools-policy>.
- School Uniform Policy  
<https://education.nsw.gov.au/policy-library/policies/school-uniform-policy>
- School Attendance Policy  
<https://education.nsw.gov.au/policy-library/policies/school-attendance-policy>
- Occupational Health and Safety Policy  
<https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/student-safety/student-behaviour>
- Anti-Racism Policy  
<https://education.nsw.gov.au/policy-library/policies/anti-racism-policy>
- Drugs in Schools Policy  
<https://education.nsw.gov.au/policy-library/policies/drugs-in-schools-policy>
- Student Discipline in Government Schools – support materials  
<https://education.nsw.gov.au/policy-library/associated-documents/student-discipline-in-government-schools-support-materials.pdf>



## THE DISCIPLINE PROCESS

### • Consequences

Students who neglect their responsibility to abide by the school expectations can expect to have consequences imposed upon them.

These consequences may include but are not limited to:

- a warning or reprimand
- interview with the Teacher, Head Teacher, Deputy Principal or Principal to negotiate a resolution
- attending detention
- attending a Head Teacher detention
- placement in an alternate class until the matter is resolved
- performing a duty such as completing unfinished work, repairing damage or school service
- replacing or paying for damaged equipment or property
- placement on a behaviour monitoring card
- parental interview
- loss of school privileges
- suspension from school
- expulsion from school

***Please note that these Discipline Procedures also apply to students on their way to and from school and to all incidents related to the school regardless of location or time.***

### • Discipline Procedures

If a student is in breach of a school rule(s) **teachers** may:

- issue a warning or reprimand
- place the student on detention
- remove the student to an alternate class
- record the matter as an incident in the Student Management System
- confer with the Head Teacher

A matter referred to the **Head Teacher** in addition may result in:

- contact of the student's parents or carer
- placement on Head Teacher Detention
- contact with parent/s
- placement on Level 1 in that subject area
- a referral of the student to the Year Adviser, Boys or Girls Adviser
- a referral to the School Counsellor or Wellbeing Team
- a referral to a Deputy Principal

A matter referred to a **Deputy Principal** in addition may result in:

- an in school isolation or placement in an alternate class
- contact with parent/s
- placement of the student on a daily monitoring card
- issuing of a formal caution or suspension
- a referral to the Principal

\*\*\* Serious breaches of discipline, eg violence, possession of a prohibited item, drugs, persistent disobedience, persistent lateness and truancy, will be dealt with in the first instance by a Deputy Principal.

The Principal will be the final point of referral for repeated breaches of discipline.

A matter referred to the **Principal** may also lead to:

- a meeting with the student and/or parent/s
- a short or long suspension from school
- a recommendation for expulsion

**Incidents of a serious nature** such as theft, violent assault, the possession or use of illegal substances and the possession or use of a prohibited weapon, firearm or knife (without reasonable excuse as defined by the Summary Offences Act 1988) will result in immediate police notification and suspension.

- **Incident Reporting**

A teacher may choose to record the breaking of a school rule by entering an incident in the Student Management System. This documents the incident and the action taken by the teacher and is a warning to the student that they must take steps to change their behaviour. Students will be given the opportunity to discuss the incident with a Head Teacher if they wish to. *The entering of an incident does not constitute a disciplinary action. It is a record of a breach of the discipline policy.*

If the teacher considers that the matter has been resolved to everyone's satisfaction, the teacher may choose to "complete" the incident in the Student Management System. No further action is taken.

Teachers may refer the incident report to the Head Teacher. The Head Teacher may in turn refer the incident report to a Deputy Principal after taking action or for more serious breaches. The Deputy Principal will then determine whether the incident report warrants further disciplinary action and may refer the student to the Wellbeing team or the Principal.

## **SUSPENSION AND EXPULSION**

"All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination. To achieve this, all schools will maintain high standards of student behaviour.

*There will be cases of unacceptable behaviour where it will be in the best interests of the school community and/or the student involved, for the student to be removed from the school for a period of time or completely.*

*Suspension and expulsion are the options available to the Principal in these situations."*

### **Suspension and Expulsion of School Students – Procedures, NSW DET 2011/2015**

For serious and/or repeated breaches of the School Discipline Policy the Principal may impose a short suspension or a long suspension according to the guidelines:

see hyperlink <https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/suspension-and-expulsion>



## **DANGEROUS WEAPONS**

### **Statement of the Director - General**

It is a requirement of the Director-General of Education that the following information be included in the Discipline Policies and Procedures:

When the Principal becomes aware of a student or other person on school premises or at a school activity in possession of a weapon or weapons, he/she will contact the police. Any student possessing a weapon should be suspended immediately. All weapons are banned from school premises. These weapons include (but are Not limited to) knives, firearms and replicas, batons, anti-personnel sprays, devices capable of projecting a dart, blow guns, whips, catapults, nunchakas, slingshots, spear guns, studded gloves etc. Items to be used for benign purposes, e.g. knives for craft work, cooking or science experiments, historical artifacts, or replica weapons to be used as props in plays, may be brought only via the written request of a teacher. In these circumstances, the teacher is to provide a secure location for them to be left, from the time the student arrives at school, and a supervised environment for their subsequent use.

## **DRUG FREE ENVIRONMENT POLICY**

### **Statement of the Director - General**

Although preventative drug education is a high priority in government schools, in all cases where there is reasonable certainty that a student is using or distributing illegal drugs at school, the police must be informed and the student suspended.

## **ANTI-VIOLENCE AND HARASSMENT POLICY**

All forms of violence and harassment are actively discouraged at Kandos High School. All students must feel secure and safe in the knowledge that they will not be harassed or intimidated by other students. Students who repeatedly engage in either physical or non-physical violence or harassment face significant penalties. Such behaviour includes repeated and persistent teasing, racial, intellectual and sexual or sex based harassment, name calling and intimidation. In the most extreme cases all forms of violence and repeated harassment can result in both short and long suspensions. Where harassment of either a physical, verbal or sex based nature is involved the following steps will be taken:

- Step 1** A student being harassed should report the incident to a Teacher or Year Adviser.
- Step 2** The Year Adviser will investigate the complaint and counsel the students involved. A warning will be issued and entered on the Student Management System
- Step 3** If the harassment continues the student being harassed should notify the Year Adviser who will discuss the matter with the Deputy Principal. A Formal Caution from the Deputy Principal will be issued and parents notified (a detention may be issued at this time). The school counsellor will be notified.
- Step 4** Further harassment will result in a parent interview, a counsellor's report and possible Suspension.

## **PROCEDURES FOR RESOLVING COMPLAINTS, SUGGESTIONS AND ALLEGATIONS**

The New South Wales Anti-Discrimination Act (1977) makes it unlawful to discriminate against or harass a person on any of the following grounds - race (including colour, nationality, descent and ethnic, ethno-religious or national origin), sex, marital status, disability (including HIV/AIDS), homosexuality or age. Vilification in relation to race, HIV/AIDS and homosexuality is also unlawful under the Act.

The Department of Education is committed to the provision of learning and working environments for students and staff that are free from all forms of unlawful discrimination, harassment and vilification.

### **Harassment**

Harassment is any form of behaviour that is not welcome, not asked for, and that offends, intimidates or humiliates someone on any of the above grounds. Sexual harassment is a type of sex-based harassment.

### **Vilification**

Vilification is a public act that encourages (or incites) others to hate, have serious contempt for, or severely ridicule a person or group because of their race, homosexuality or HIV/AIDS status.

If students, or others on behalf of students make a complaint about discrimination or harassment on the basis of race, sex, marital status, disability (including HIV/AIDS), homosexuality or age, it must be dealt with sensitively, confidently and effectively. The matter must be resolved as soon as possible and in a way that treats all parties with dignity and respect.

Any person(s) with a complaint may seek assistance from the school. The Principal will hear the concerns and assist the person(s) to clarify the options available to address the concerns.

If the complaint is against the Principal, the contact officer will advise the complainant to refer the complaint to the Director Educational Leadership. Parents and guardians may lodge a formal complaint on behalf of their child.

Full details of these procedures are available on request from the school. They are outlined in the document "Responding to procedures for resolving complaints, suggestions and allegations".

## ANTI-RACISM POLICY

This Policy commits the department to the elimination of all forms of racial discrimination in NSW Government schools. It applies to all NSW Public School employees and students, and has implications for each school community.

For further information:

<https://www.det.nsw.edu.au/wellbeing/connect/anti-racism>

## DETENTION POLICY

Detentions are imposed on students for a variety of reasons.

Classroom misbehaviour can result in playground detentions during recess and lunchtimes.

- **Class Detention** - for issues that are minor and do not require Head Teacher intervention.
- **Lunch Detention** - issues that have arisen from a referral to the Head Teacher. The Head Teacher then places student onto Head Teacher detention. Students are notified on the Student Notices that are read out each morning in Roll call. (Head Teacher supervision).

Students placed on detention may be provided with relevant work to be completed during this detention period. This may include activities reflecting on the school rules or other relevant policies or work that needs to be caught up.

**Detentions** can be issued for a wide range of unacceptable behaviour related to matters outside the classroom. Such behaviour could include:

- Playground misbehaviour.
- Truancy (full day or fractional).
- Repeated lateness.
- Failure to attend previous detentions.
- Disobedience.
- Spitting, swearing.
- Misconduct on buses or on the way to or from school.
- Leaving the School grounds without permission.
- Harassment, both physical and verbal.
- Persistent refusal to comply with uniform requirements of the School Uniform Policy.
- Smoking.
- Failure to attend previous detention.

Failure to complete detention (after two warnings) will lead to parents being informed.

After three warnings, they will be removed from the playground.

Students constantly placed on detention will incur further discipline actions. Five detentions during one term will result in the student's parents being notified and the student placed on Level Two. Further issues with detentions may result in suspension from the school.

## FRACTIONAL TRUANCY POLICY

### Aims:

To encourage students to attend all lessons.

- To have in place an effective system which will identify students who fractionally truant.
- To keep parents informed of students' failure to attend lessons.
- To provide supervised time for students to complete work missed due to fractional truancy.

### Procedures:

1. Teachers are to mark the roll each lesson and indicate on the Student Management System those students who are absent from class but present on the roll and are not marked as being involved in another school activity.
2. Teachers will also let their Head teacher know that a student is truanting their class.
3. If the student cannot be located, the Deputy Principal will be informed.
4. The Deputy Principal will then notify parents.
5. The student is placed on detention(s) as outlined below.

### Consequences:

1. Two (2) detentions or one Head Teacher detention for each period truanted.
2. Repeated fractional truancy will result in a parent interview and other consequences.

## MOBILE PHONE POLICY

**Please Note:** The Mobile Phone Policy is currently under review. Parents and Students will be notified when the Policy is finalised.



## SUN SAFE POLICY

Our schools take sun safety seriously and implement a range of strategies to support school environments that protect students from the damaging effects of the sun.

Much of the sun exposure that causes skin damage occurs in childhood and adolescence.

By the age of 15 many children have developed irreversible skin damage from exposure to the sun.

While skin cancer is the most common cancer in Australia, it is estimated that 95% of skin cancers can be prevented through reducing exposure to ultraviolet radiation from the sun.

Each school has a responsibility to provide a safe environment for students and staff and this includes providing adequate protection from the sun.

### Effective sun safety

Schools support students and preschool children to understand why sun safety is important and to take action to protect themselves such as:

- wearing sun safe hats, clothing and sunglasses
- seeking shade during peak UVR times during the school day
- wearing SPF 30+ (or higher) sunscreen.

**Kandos High School hats and caps are available from the front office.**

**The school has free sunscreen stations located around the school.**

<https://education.nsw.gov.au/student-wellbeing/health-and-physical-care/sun-safety>







## EMERGENCY PROCEDURE

The signal for Evacuation, Lockdown or Lockout for all areas will be a message over the Public Address System (PA system).

Teachers and Students should listen carefully and follow all instructions given. Students need to familiarise themselves with these posters that are located within the school.

# EMERGENCY PROCEDURES

# EVACUATION








Sharp urgent bells followed by an emergency announcement to  
**“Evacuate as directed”**



**Leave work and collect bag**

**EXIT classroom and close door**

**EXIT building**

**Walk calmly to oval with teacher**







# EMERGENCY PROCEDURES

## LOCKDOWN



Continuous urgent horn with an announcement to  
“Move to your nearest supervised classroom”

**Lock windows and doors**  
and **close blinds**



Students **under** desks  
**away** from windows



**Stay** and **wait** until you  
**hear** it's all clear



# EMERGENCY PROCEDURES

## LOCKOUT



Sharp urgent beeps with an announcement to  
“An incident has taken place outside the School”

**Access** on or off the **school** is  
**only** through the **Main Entrance**



**Staff** and **Students** outside  
return **immediately** to the  
nearest **supervised classroom**



**Stay** and **wait** until you **hear** it's all clear



# KANDOS HIGH SCHOOL EMERGENCY FACILITIES AND EVACUATION ROUTES

