New Student Information Booklet

Mitchell High School students are Respectful, Engaged & Active Learners

Relieving Principal: Ms Marinis
Relieving Deputy Principal: Mrs Pares (Year 8, 10 & 12)
Relieving Deputy Principal: Mr Campbell (Year 7, 9 & 11)
Address: Keyworth Drive Blacktown
Telephone: 9622 9944 / 9622 8926
Fax: 9831 2805
Email: mitchell-h.school@det.nsw.edu.au
Website: www.mitchell-h.schools.nsw.edu.au
SMS Text Message: 0427 463 129 (absences only)
Welcome To Mitchell High School

Mitchell High School provides many opportunities to learn a great deal through formal academic, cultural and sporting programs. Learning new skills and knowledge through school and classroom teaching and study programs requires personal organisation, planning and commitment but is very rewarding.

Secondary schooling years will be a very busy time in your life with high expectations from friends, sports clubs and your teachers. Planning and an appropriate balance of effort and time is essential to make the most of high school as your achievements when you finish school will determine your future working career. I encourage you to use this Student Information Booklet to help you manage your time effectively and ensure study commitments are met on time. Improved personal planning will help you to make the most of school and achieve your personal best. The preliminary pages include important details about school events, rules and organisation.

I know that you will enjoy your time at Mitchell High School. Get involved and try your best in everything you do.

Regards

Ms E Marinis
Relieving Principal
CONTENTS

Absences .................................................................................................................. 18
Arriving Late ............................................................................................................. 17
Assemblies ................................................................................................................ 17
Bell Times .................................................................................................................. 6
Bring Your Own Devise (BYOD) .............................................................................. 7
Canteen ..................................................................................................................... 5, 18
Code of Conduct ...................................................................................................... 4
Computer Password ............................................................................................... 20
Continued Disobedience ......................................................................................... 32
D.E.A.R. (Drop Everything and Read Scheme) ...................................................... 17
DE International Students ....................................................................................... 40
General Information ............................................................................................... 8/9
Interviews ................................................................................................................ 18
Leaving Early .......................................................................................................... 18
Laptop Policy .......................................................................................................... 33, 37
Late Arrivals .......................................................................................................... 17-18, 20
Office Duty ............................................................................................................. 11
Medical Changes .................................................................................................... 9
Mobile Phone Policy ............................................................................................... 31
Newsletter ................................................................................................................. 9
Parents and Citizens Association (P&C) ................................................................. 9
Playground Information ......................................................................................... 12-14, 20
P.R.I.D.E Cards & School Service Awards .......................................................... 22
R.E.A.L (Respectful Engaged & Active Learners and R.E.A.L.ies Awards and VIVO) .................................................................................................................... 22
Roll Call .................................................................................................................. 17
School Rooming Plan ............................................................................................. 10
School Contributions Fees....................................................................................... 22
School Counsellor .................................................................................................... 23
School Gate .............................................................................................................. 17
School Guidelines ................................................................................................... 15-16
School Hours ......................................................................................................... 17
School Routine ......................................................................................................... 17-18
Shoe Policy .............................................................................................................. 29
Sick Students ......................................................................................................... 18
Sport ........................................................................................................................ 17
Staff Contacts ......................................................................................................... 19
Student Incentive Scheme ....................................................................................... 22
Student Information ............................................................................................... 20
Student Representative Council ............................................................................. 9
Student Rights and Responsibilities ..................................................................... 21
Student Welfare ....................................................................................................... 23
Subject and Contribution Fees ................................................................................ 24-25
Support Teacher – E.S.L ....................................................................................... 38
Support Teacher – Learning .................................................................................. 39
Uniform .................................................................................................................... 26-30
Temporary Residents ............................................................................................. 40
Textbooks ................................................................................................................. 9
Wet Weather ............................................................................................................ 20
Year Adviser ............................................................................................................ 23
Mitchell High School is a Positive Behaviour for Learning (PBL) school and are in the process of updating all policies in relation to the School Code of Conduct. Currently students are being taught to be **R.E.A.L.** students, that is **Respectful Engaged and Active Learners.** All students in Year 7 will be taught about these expectations early in Term 1 and it will be expected that they support the school in its endeavour to increase all aspects of school life in a positive way.

<table>
<thead>
<tr>
<th><strong>CODE OF CONDUCT</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>RESPECTFUL</strong></td>
</tr>
<tr>
<td>Respect others and their personal property</td>
</tr>
<tr>
<td>Be honest</td>
</tr>
<tr>
<td>Follow school and classroom rules</td>
</tr>
<tr>
<td><strong>ENGAGED &amp; ACTIVE</strong></td>
</tr>
<tr>
<td>Be organised</td>
</tr>
<tr>
<td>Bring the correct equipment to school</td>
</tr>
<tr>
<td>Leave prohibited items at home</td>
</tr>
<tr>
<td>Look after our school and help maintain our school’s good name</td>
</tr>
<tr>
<td>Keep our school clean and well presented</td>
</tr>
<tr>
<td>Assist official visitors to the school</td>
</tr>
<tr>
<td>Behave appropriately at all times. This includes travelling to and from school</td>
</tr>
<tr>
<td>Be in the right place at the right time</td>
</tr>
<tr>
<td><strong>LEARNERS</strong></td>
</tr>
<tr>
<td>Learn all you can</td>
</tr>
<tr>
<td>Pay attention in class</td>
</tr>
<tr>
<td>Be involved in school activities</td>
</tr>
<tr>
<td>Take pride in yourself and your work</td>
</tr>
<tr>
<td>Wear your uniform with pride</td>
</tr>
<tr>
<td>Value honesty in yourself and others</td>
</tr>
<tr>
<td>Keep your books covered and in a neat condition</td>
</tr>
<tr>
<td>Try your hardest in everything you do</td>
</tr>
</tbody>
</table>
**Canteen Prices**

---

**The Build your own Burger Bar**

- **Available Every Day**
  - Chicken Burger 100% Breast Schnitzel, Lettuce, mayo $4.20 H
  - Beef Burger Lettuce, Tomato, Beetroot, BBQ Sauce $4.20 H
  - Cheeseburger Cheese & Tomato Sauce $4.20 H

- **Available Friday**
  - Fish Fillet Burger Lettuce, mayonnaise $4.50 H

**Add Any of These Extras**

- Chicken Schnitzel $1.80 H
- Beef Patty $1.80 H
- Fish Fillet $1.80 H
- Bacon $0.80
- Cheese or Pineapple $0.50
- Tomato, or Beetroot $0.50

**Select Any Sauce**

- Tomato Mayonnaise Sweet Chilli
- BBQ Caesar Mustard

---

**Every Day**

- **Breakfast**
  - Mashed Potatoes $1.00 H
  - Bacon & Egg Roll $1.30 H

- **Sides/Salad**
  - Garden Lettuce, Carrot, Cucumber, Tomato $4.00 H
  - Caesar Salad, Lettuce, Tomato, Cucumber $4.30 H

- **Wraps & Sandwiches**
  - $1.00 less wrap if no extra ingredients

- **Pasta of the Day**
  - Creamy Parmesan Chicken $4.50 H

---

**Tuesday**

- **Hot Food Snacks**
  - Chicken Kebab $2.50 H
  - Hot Dog (Cheese) Add Cheese 20c $2.30 H

- **Super Size**
  - Chicken Schnitzel, Cheese & BBQ Sauce $4.50 H

---

**Wednesday**

- **Hot Food Snacks**
  - Potato Wedge Cup Sour Cream & Sweet Chilli $2.50 H
  - Potato Wedge Beef & Cheese $2.80 H

- **Pasta of the Day**
  - Creamy Parmesan Chicken $4.50 H

---

**Thursday**

- **Hot Food Snacks**
  - Gourmet Beef $2.50 H
  - Hot Dog (Cheese) Add Cheese 20c $2.30 H

- **Pasta of the Day**
  - Creamy Parmesan Chicken $4.50 H

---

**Monday**

- **Hot Food Snacks**
  - Chicken Kebab $2.50 H
  - Hot Dog (Cheese) Add Cheese 20c $2.30 H

---

**Friday**

- **Hot Food Snacks**
  - Gourmet Beef $2.50 H
  - Hot Dog (Cheese) Add Cheese 20c $2.30 H

---

**Everyday Meal Deal**

**Spend $2 or More On Any One Menu Item And Pay Only**

- $1 • Pure Springs Bottled Water 600ml
- $1.50 • Any 375ml Can Milk
- $1.50 • Any 300ml Milk
- $1.50 • Chilled [Regular]

---

**Healthy Canteens Australia**

**Products Marked “H” Are Halal**

---

**Healthy Canteens Australia**
### Terms 1 and 4

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday, Thursday, Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>8:00 am</td>
<td>8:00 am</td>
</tr>
<tr>
<td>Period 0 (Year 12)</td>
<td>Period 0 (Year 12)</td>
<td>Period 0 (Year 12)</td>
</tr>
<tr>
<td>8:30 am</td>
<td>8:30 am</td>
<td>8:30 am</td>
</tr>
<tr>
<td>Supervision</td>
<td>Supervision</td>
<td>Supervision</td>
</tr>
<tr>
<td>8:50 am</td>
<td>8:50 am</td>
<td>8:50 am</td>
</tr>
<tr>
<td>Roll call</td>
<td>Roll call</td>
<td>Roll call</td>
</tr>
<tr>
<td>9:00 am</td>
<td>9:00 am</td>
<td>8:55 am</td>
</tr>
<tr>
<td>Assembly</td>
<td>Period 1</td>
<td>D.E.A.R</td>
</tr>
<tr>
<td>9:15 am</td>
<td>9:50 am</td>
<td>9:05 am</td>
</tr>
<tr>
<td>Period 1</td>
<td>Period 2</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:05 am</td>
<td>10:40 am</td>
<td>9:55 am</td>
</tr>
<tr>
<td>Period 2</td>
<td>Recess</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:55 am</td>
<td>11:00 am</td>
<td>10:45 am</td>
</tr>
<tr>
<td>Recess</td>
<td>Period 3</td>
<td>Recess</td>
</tr>
<tr>
<td>11:15 am</td>
<td>11:50 am</td>
<td>11:05 am</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 3</td>
</tr>
<tr>
<td>12:05 am</td>
<td>12:40 pm</td>
<td>11:55 am</td>
</tr>
<tr>
<td>Period 4</td>
<td>Lunch (1st half)</td>
<td>Period 4</td>
</tr>
<tr>
<td>12:55 pm</td>
<td>1:00 pm</td>
<td>12:45 pm</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>Lunch (2nd half)</td>
<td>Lunch (1st half)</td>
</tr>
<tr>
<td>1:10 pm</td>
<td>1:20 pm</td>
<td>1:05 pm</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>Sport Roll Call</td>
<td>Lunch (2nd half)</td>
</tr>
<tr>
<td>1:25 pm</td>
<td>1:25 pm</td>
<td>1:25 pm</td>
</tr>
<tr>
<td>Period 5</td>
<td>Sport</td>
<td>Period 5</td>
</tr>
<tr>
<td>2:15 pm</td>
<td>2:45 pm</td>
<td>2:15 pm</td>
</tr>
<tr>
<td>Final bell</td>
<td>Final bell</td>
<td>Period 6</td>
</tr>
<tr>
<td>2:20 pm</td>
<td></td>
<td>3:05 pm</td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
<td>Final bell</td>
</tr>
</tbody>
</table>

### Terms 2 and 3

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday, Thursday, Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am</td>
<td>8:00 am</td>
<td>8:00 am</td>
</tr>
<tr>
<td>Period 0 (Year 12)</td>
<td>Period 0 (Year 12)</td>
<td>Period 0 (Year 12)</td>
</tr>
<tr>
<td>8:30 am</td>
<td>8:30 am</td>
<td>8:30 am</td>
</tr>
<tr>
<td>Supervision</td>
<td>Supervision</td>
<td>Supervision</td>
</tr>
<tr>
<td>8:50 am</td>
<td>8:50 am</td>
<td>8:50 am</td>
</tr>
<tr>
<td>Roll call</td>
<td>Roll call</td>
<td>Roll call</td>
</tr>
<tr>
<td>9:00 am</td>
<td>9:00 am</td>
<td>8:55 am</td>
</tr>
<tr>
<td>Period 1</td>
<td>Period 1</td>
<td>D.E.A.R</td>
</tr>
<tr>
<td>9:50 am</td>
<td>9:50 am</td>
<td>9:05 am</td>
</tr>
<tr>
<td>Period 2</td>
<td>Period 2</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:40 am</td>
<td>10:40 am</td>
<td>9:55 am</td>
</tr>
<tr>
<td>Recess</td>
<td>Recess</td>
<td>Period 2</td>
</tr>
<tr>
<td>11:00 am</td>
<td>11:00 am</td>
<td>10:45 am</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 3</td>
<td>Recess</td>
</tr>
<tr>
<td>11:15 am</td>
<td>11:50 am</td>
<td>11:05 am</td>
</tr>
<tr>
<td>Period 3</td>
<td>Period 4</td>
<td>Period 3</td>
</tr>
<tr>
<td>12:05 am</td>
<td>12:40 pm</td>
<td>11:55 am</td>
</tr>
<tr>
<td>Period 4</td>
<td>Lunch (1st half)</td>
<td>Period 4</td>
</tr>
<tr>
<td>12:55 pm</td>
<td>1:00 pm</td>
<td>12:45 pm</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>Lunch (2nd half)</td>
<td>Lunch (1st half)</td>
</tr>
<tr>
<td>1:10 pm</td>
<td>1:20 pm</td>
<td>1:05 pm</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>Sport Roll Call</td>
<td>Lunch (2nd half)</td>
</tr>
<tr>
<td>1:25 pm</td>
<td>1:25 pm</td>
<td>1:25 pm</td>
</tr>
<tr>
<td>Period 5</td>
<td>Sport</td>
<td>Period 5</td>
</tr>
<tr>
<td>2:15 pm</td>
<td>2:45 pm</td>
<td>2:15 pm</td>
</tr>
<tr>
<td>Final bell</td>
<td>Final bell</td>
<td>Period 6</td>
</tr>
<tr>
<td>2:20 pm</td>
<td></td>
<td>3:05 pm</td>
</tr>
<tr>
<td>Meetings</td>
<td></td>
<td>Final bell</td>
</tr>
</tbody>
</table>
BRING YOUR OWN DEVISE (BYOD)

The Mitchell High School Bring Your Own Device (BYOD) program is a new strategy introduced in Term 4 2014 to increase student learning through engagement. As the use of technology in classrooms increases, it is necessary for students to be allowed to maximise their learning potential through the use of electronic devices. With the end to Federal Funding of the Digital Education Revolution (DER) program in 2014, students will no longer be issued with a laptop by the Department of Education (DoE).

Mitchell High School will be allowing students to bring their personally owned laptops to school. It is essential that these laptops are suitable for use at school. Please see the Mitchell HS Device Specifications list and the laptop must fulfil the Minimum System Requirements (go to the school website for more information).

Before students will be allowed to bring their own laptop, students and their parents/carers must read the Mitchell HS Bring Your Own Device Policy and the Mitchell HS BYOD Student Agreement (go to the school website for more information). The agreement must be filled in, signed and submitted Dr Munro-Smith in the Science Staffroom. Any questions should also be addressed to Dr Munro-Smith in the Science Staffroom if any clarification is required before signing the agreement.

Once the agreement has been confirmed by the school, students will be issued with an Approval Sticker. The Approval Sticker must be attached to the laptop before it will be allowed to be used in classrooms.
GENERAL INFORMATION

There are two main stages in High School:

**Junior School**
Years 7 to 10

**Senior School**
Years 11 & 12 (Higher School Certificate)

**JUNIOR SCHOOL - YEARS 7 to 10**

**Year 7**
Pupils undertake a series of compulsory introductory subjects. These include English, Mathematics, Science, Geography, History, French, German, Chinese, Visual Arts, Music, Design and Technology, Personal Development/Health/Physical Education. When these pupils progress to Year 8, the same subjects are studied for a further year except that only one foreign language is continued.

**Years 9 & 10**
Pupils study English, Mathematics, Science, Australian History and Geography and THREE ELECTIVES. Students need to keep one of their electives when entering Year 10 for a 200 hour course. Students also study career education.

There are also certain Record of School Achievement (ROSA) requirements as set out by the Department of Education. These include:

- Apart from the basic subject requirements, students must have had adequate experience in TECHNOLOGY (Mandatory), MUSIC, ART and SPORT.

- Where students undertake the study of a PRACTICAL SUBJECT (Science, Industrial Arts, Home Economics, Technology or Art) they:

> ‘must wear suitable clothing and substantial footwear consisting of SOLID SOLES AND LEATHER UPPER. Sandshoes, gym boots, thongs, etc are therefore not acceptable’.

This is a directive from the Department of Education, which is most concerned about the prevention of injury to students. Whilst the staff at Mitchell High School realise the expense of outfitting the students for school it must be realised that practical work is an integral part of these subjects and where students cannot complete this because they are not correctly outfitted, a student may receive a ‘N’ Determination Warning in that subject.

**Mitchell High School is a friendly and happy school.**
**If you have any questions or you are unsure of anything please do not hesitate to ask for help.**
GENERAL INFORMATION

Parents and Citizens Association (P&C)
The Parents and Citizen (P & C) meets at 7:00pm on the second Wednesday of every month. The aim of this body is to promote the interests of the school through forum discussion by bringing parents, students and the school teaching staff into closer cooperation. Please become an active member of our school community by attending meetings. You will be made very welcome and you will find them most worthwhile.

Student Representatives Council (SRC)
The Student Representative Council (SRC) was established to give the students of Mitchell High School a role in the decision making process. It consists of students who represent each year and they meet each day during roll call to discuss innovative and exciting ideas to benefit the students. The school also has Prefects, School Captains and House Captains who assist and represent the school community.

School Newsletter
A school newsletter is published the second week of each month. It contains items of interest to parents, e.g. reports from the Principal, notices of meetings, functions and reports from the P & C Committee. A text message is sent to parent/carer(s) notifying them of the newsletter being available on the school website.

Textbooks
Textbooks are provided by the school. Students must exercise special care with these books, as the cost of textbooks is very high. At the time of issue the condition is recorded and it is expected that the book will be returned in a similar condition, otherwise a charge is made. When students leave it is essential that all texts are returned or a compensatory charge will be made.

Medical Changes
Please notify the Administration Office in writing if there are any changes with your son/daughters medical conditions immediately e.g. medications, allergies, injuries etc.

Holidays
If the parent/carer is going away on holidays and leaving their leaving your son/daughter in the care of someone else for that period of time, please notify the Administration Office in writing on the dates and contact details on who will be caring for your son/daughter during that time.

Change of Contact Details
If you change your contact telephone numbers, address or emergency contacts, please notify the Administration Office immediately of these changes.
Office Duty students has been a feature of life at Mitchell High School since the school opened. In Term 1, two students from Year 8 are selected each day to perform duty for one day. Students are selected in turn from the roll. From Term 2 for the rest of the year two students are selected from Year 7 each day to perform this duty. The purpose of Administration Office Duty is multifaceted. First and foremost it is a community service for the entire school community. Mitchell High School is a large school and the school does not have an intercom system. Many students will be called to the Administration Office throughout the day to take messages from their families, to see the Principal, Deputy Principal, Counsellor or other school personnel. The vital function the office duty students perform enables a timely response. Performing the duty helps develop and refine skills of time management, understanding and following directions and interpersonal skills. Students get to understand the structure of the school better and come in contact with a very wide variety of teachers, Head Teachers and Support Staff. The students receive praise and encouragement for doing the duty and many students report that they thoroughly enjoy their day of office duty. The Parent and Citizen Association (P&C) support the practise of office duty, however, if any parent wishes that their child not complete office duty please contact the Administration Office and their child’s name will be removed from the office duty roll.
IN THE PLAYGROUND

Students in the playground should follow these requirements:

- Students are to obey the directions given by supervising teachers
- Students are responsible for placing rubbish in bins provided and leaving all areas clean
- School rules must be obeyed
- Dangerous or potentially dangerous behaviour is not permitted
- Any dangerous objects in the possession of pupils will be confiscated

AREA REQUIREMENTS

Before School

- No ball games
- Remain close to the Administration Office and only under the Covered Outdoor Learning Area (COLA).
- There will be minimal supervision provided by staff at school. Any student who has a problem and requires assistance needs to report to the Administration Office.

Canteen Area

- Students are to remain behind the marked line and in lines if waiting to purchase food from the counter or vending machines.
- Students should not be in the canteen during recess or lunch unless waiting to purchase food.
- Students are not to be approached to purchase food for others while standing in line.
- No purchases are to be made after the bell.

Covered Outdoor Learning Area (COLA)

- Handball is permitted under the COLA. No other ball games are permitted.
- Students may sit and eat quietly in this area.

Basketball Courts

- Students are permitted to play half-court basketball games and handball (with a tennis ball).
  No other games using soccer and footballs are allowed on the courts.
- No games are permitted beside or behind the basketball courts.
- Students are not permitted beyond the basketball courts towards the fence line and should not move beyond the out of bounds lines near the toilets.

Year 7 Area

- No ball games or running are permitted.
- Steps at the entrance to A Block are out of bounds.
- The area behind the girl’s toilets is out of bounds.
- Students are permitted to sit on the chairs and the grassed area up to the concrete block outside the Technological and Applies Studies (TAS) staff room. Students should not block walkways.
IN THE PLAYGROUND (continued)

Oval
- Rugby field to be open at recess and first half of lunch; soccer field to be opened second half lunch as well.
- Students should only be on the ovals to play ball games without tackles. No standing / loitering is permitted.
- Students must remain in bounds. They are not to be on the fenced sides of the fields.
- No students are permitted in the vicinity of the hall.
- No ball games are permitted on the grass area between the Year 10 area and the hall.
- No food is to be taken out onto the fields.
- Steps at the rear of E Block and wall areas along the block are out of bounds.
- Students must wear footwear when using the field.

Library / Administration Office / Year 10: Area E2
- The gardens and lines of trees are out of bounds.
- Steps at the entrance to C Block, the library and demountables are out of bounds.
- Students are permitted to play handball only on the concrete area between E Block and D Block. All other ball games must be played on the oval.
- Year 10 students may use the seating between E Block and the hall, however, they must remain in the area bordered by the trees and ensure it remains clean and tidy.

Out of Bound Areas:
- The library foyer
- The garden and area past the line of trees
- Steps at the entrance to TAS / Science Block and library
- Area outside the girls toilets
### Area A: Canteen
- I line up within the correct painted lines.
- I purchase food only for myself.
- I speak politely and use appropriate language.
- I am friendly towards others.
- I treat the vending machines with care.
- I leave the Canteen as soon as I have made my purchase.
- I put my rubbish in the bin.
- I move to class as soon as the bell goes.

### Area B: Boys' toilets / COLA
- I stay in-bounds.
- I play handball and eat in the designated areas.
- I put my rubbish in the bin.
- I am friendly towards others.
- I keep my equipment safe.
- I sit on the seats provided or in a safe in-bounds area.
- I use the toilets in a hygienic fashion.
- I move straight to class when the bell goes.

### Area C: Girls' toilets / BB courts
- I stay in-bounds.
- I play half court basketball or handball on the basketball courts.
- I eat in the designated areas.
- I put my rubbish in the bin.
- I am friendly towards others.
- I keep my equipment safe.
- I sit on the seats provided or in a safe in-bounds area.
- I use the toilets in a hygienic fashion.
- I move straight to class when the bell goes.

### Area D: Ovals
- I stay in-bounds.
- I remain away from the steps in E Block and the Hall.
- I play ballgames and do not tackle.
- I play only on the rugby field at Recess & Lunch.
- I can also play on the soccer field during Lunch 2.
- I am friendly towards others.
- I wear school or sports shoes on the ovals and change sports shoes before returning to class.
- I do not eat or drink on the oval.
- I keep my equipment safe.
- I move straight to class when the bell goes.

### Area E1: Yr 7 Area
- I stay in-bounds.
- I eat in the designated areas.
- I put my rubbish in the bin.
- I play handball only in the designated area.
- I am friendly towards other students.
- I keep my equipment safe.
- I sit on the seats provided or in a safe in-bounds area.
- I do not block walkways.
- I walk safely around this area.
- I move straight to class when the bell goes.

### Area E2: Library / Office & Year 10 Area
- I stay in-bounds.
- I put my rubbish in the bin.
- I am friendly towards other students.
- I keep my equipment safe.
- I sit on the seats provided or in a safe in-bounds area.
- I stay away from the driveway, school gates and bus bay.
- I move straight to class when the bell goes.

### Senior Area
- I stay in-bounds.
- I put my rubbish in the bin.
- I am friendly towards other students.
- I keep my equipment safe.
- I sit on the seats provided or in a safe in-bounds area.
- I stay away from the driveway, school gates and bus bay.
- I move straight to class when the bell goes.
The following are Mitchell High School and Department of Education requirements

1. Students arriving before 8.30am must remain in the courtyard area. There are to be no ball games played before school in any area of the playground.

2. A student who is late to class must have a note from a teacher. Students late to school must bring a note and report to the print room. (see school routine – arriving late)

3. A note written and signed by a parent or carer must be handed in at roll call on the first day back after an absence. Parents are asked to contact the school if an absence of more than two days is expected. Parents/Carers will also receive a text message from the school if a student is absent. You may reply the reason via a text message on 0427 463 129 and this will be counted as a satisfactory explanation. This text SMS service is only used absences.

4. School uniform must be worn at all times. If temporary difficulty is experienced a parental note must be presented to the Head Teacher in charge of your son/daughter’s roll call block for a signature. Any notes requiring permission longer than three (3) days must be signed by a Deputy Principal.

5. P.E. uniform and joggers must be worn for P.E. lessons only. They must not be worn to and from school or a sporting venue. Hats are compulsory during Terms 1 & 4. Valuables should be placed in the lockable container in Personal Development, Health and Physical Education Staffroom.

6. Required safety clothing and equipment for specialist subjects must be worn.

7. During school hours, students are not permitted to leave the school grounds without written permission from the Deputy Principal or her/his delegate.

8. Students must not be out of class during lesson times unless they are carrying an explanatory note from a teacher.

9. Students are not permitted on school premises before or after notified school hours unless with a teacher or with written permission from the Deputy Principal or her/his delegate.

10. Students must carry a bag, which will protect books from damage. Any loss or damage to books is the responsibility of the student.

11. A student who is feeling ill must go to the Administration Office, carrying an explanatory note from their teacher, where they will be sent into the sick bay clinic. If it is felt the student is ill enough to be sent home, the Administration Staff will contact guardians and arrange for transportation.

12. Students are not permitted to smoke, have cigarettes, lighters/matches, nor intentionally be in the company of smokers, either at school, or on the way to or from school.
13. These items must not be brought to school:
   - chewing/bubble gum
   - game boys, MP3, iPod, electrical devices
   - large amounts of money or other valuables
   - dangerous implements, materials or substances
   - cigarettes, lighters, matches
   - unsuitable reading material
   - aerosol cans e.g. deodorant

Please Note:
Students who bring the above items may have them confiscated and they may need to bring a note in the following day to have them returned where appropriate.

14. Students are not permitted to eat or drink in classrooms, corridors or stairways.

15. Movement in corridors should be quiet and orderly. Keep to the left. Do not run.

16. No student is allowed to enter a staffroom without permission. A teacher must be in the staffroom before a student may enter.

17. Students are to remain in the correct areas of the playground and observe the playground requirements.

18. Students entering specialist rooms or the school library are to place their bags as designated by their supervising teacher. **Wallets and valuables are to stay with the student at all times.**

19. Red lines indicate out of bounds areas. No student may enter an out of bounds area except when arriving or leaving school.

20. Students are not to be near the bike racks except on arrival or departure from school. **Helmets must be worn by cyclists.**

21. If a teacher is absent and no replacement teacher is available, students must report to the designated area outside the Administration Block and remain seated and study quietly.

22. If any class is left unsupervised, a class representative must report this to either the Head Teacher of the subject concerned or to the Deputy Principal.

23. **Mobile Phones:** Please see the Mobile Phone Policy on Page 29.
SCHOOL ROUTINE

The following information should assist you in settling into Mitchell High School.

School Hours
<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8.50am to 2.20pm</td>
</tr>
<tr>
<td>Tuesday (Sports Days)</td>
<td>8.50am to 2.45pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8.50am to 3.05pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8.50am to 3.05pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8.50am to 3.05pm</td>
</tr>
</tbody>
</table>

School Days
Each day consists of six (approximately 50 minute) periods. The timetable is organised over two weeks. The timetable is different in each of these two weeks. They are referred to as Week A and Week B. Each term will always begin in Week A.

School Gates
School gates are closed every day at 9.30am and entry to the school is only assessable through GATE 1, which is located on Keyworth Drive (near the letter box and school pedestrian).

Roll Call
The ‘Bell Times’ on page 10 indicates in detail the different bell times for roll call and D.E.A.R. (Drop Everything and Read) over the four term year. It is imperative that students be present at school prior to 8.45am so that they are not late for roll call. Students who arrive after roll call must report to the print room.

D.E.A.R. (Drop Everything And Read)
Mitchell High School has a whole school reading scheme, in which both students and staff participate. This scheme gives students a chance to read widely from material of their own choosing. This builds up students' reading stamina, skills and concentration span, and provides the opportunity to enjoy reading as a leisure activity.

It is the responsibility of the student to bring suitable reading material of his or her own choice each day.

Arriving Late
A note is required if a student arrives after roll call. The note must be taken to the School Administration Officer in the Print Room before going to class so that the students will be marked present and a late slip will then be issued. This slip must be given to the class teacher to gain entry to class.

Timetabled Assemblies
Approximately 15 minutes has been set aside for an assembly every Monday. In Terms 1 & Term 4 this will follow roll call and D.E.A.R. The assembly will run after recess in Terms 2 & 3.
Absences
It is important to note that students in Year 10, 11 and 12 require the Principal to sign a statement indicating that attendance, conduct and progress have been satisfactory.

Please contact the school before 10.00am to notify the Administration Office staff if your child is absent. This will then be counted as an explained absence. This will also prevent a text message being sent to your mobile phone, thus saving us the cost of doing this. If you provide us with a parent mobile number we will text you after 11.00 am if we have not heard from you. Please text us back on 0427 463 129 and provide your child’s full name and a brief explanation of their leave. This will then be counted as an explained absence. If you do not call or text a letter is requested upon your child’s return. If you are planning for your child to be on leave for more than two weeks you need to contact the Principal as only a Regional Director can approve this leave.

Sport
Sport is held on Tuesday afternoon. It is the parent/carer(s) responsibility to pick up their daughter/son from the sport venue they have chosen if it is away from school. Sport concludes at 2.45pm.

Leaving Early
To leave early for a good reason, (e.g. a medical appointment) a note is required, signed and dated by a parent or carer, and must be presented to the School Administration Officer in the print room before roll call. Written permission to leave will then be given. Medical appointments should not be made on sport afternoons and wherever possible should be made after school hours.

Sick Students
Students who are ill may be sent to the Administration Office with a note from their teacher. The School Administration Officer will use their discretion as to whether the student will be admitted to the clinic. The clinic is only to be used for emergencies and those who are genuinely ill. Students who do go to the clinic will have a parent/carer or emergency contact called to come and collect the child. Contact telephone numbers of parent/carer and emergency contacts need to be updated regularly.

Canteen
The school canteen operates every school day. It provides a nutritious variety of wholesome foods, both hot and cold. Orders for lunches are taken before school and at recess. To avoid disappointment, we encourage students to order their lunch in advance.

Interviews
Interviews with the Principal, Year Adviser, Deputy Principal (Years 7, 9, 11), Deputy Principal (Years 8, 10, 12) Head Teachers, the Counsellor or the Careers Adviser are most welcome but should be arranged by telephone or a note for a mutually convenient time.
Apart from your class teachers and the heads of department there are other members of staff with whom you will be in contact. These are people who are willing to assist you in any way they are able.

**Executive Staff**

- **Relieving Principal** ................................................................. Ms Marinis
- **Relieving Deputy Principal (Years 8, 10, 12)** .......................... Mr Campbell
- **Relieving Deputy Principal (Years 7, 9, 11)** ............................ Mrs Pares

**Head Teachers**

- **English** ................................................................................. Ms Doyle
- **Mathematics** ........................................................................ Ms Burness-Cowan
- **Science** .................................................................................. Mr Debrincat
- **History** ................................................................................... Mrs Ford-Davis
- **Social Science** ....................................................................... Mrs Edwards/Mrs Witheridge/Mrs Kreiss
- **Technological and Applied Studies** ........................................ Mrs Pares
- **Personal Development, Health and Physical Education (PDHPE)** TBA
- **Creative and Performing Arts** .................................................. Mrs Young / Mr Weston
- **Student Welfare** ................................................................. Ms Cate (Relieving)
- **Administration/Computing Studies** ........................................ Miss Scheerhoorn
- **Teaching and Learning** ......................................................... Mrs Starink
- **Teacher Mentor** ..................................................................... Mrs Mahony

**Year Advisers**

- **Year 7** ...................................................................................... Mrs Davey
- **Year 8** ...................................................................................... Mr Szumyn
- **Year 9** ...................................................................................... Mrs Clarke
- **Year 10** ................................................................................... Mrs Witheridge
- **Year 11** .................................................................................. Mrs Maguire
- **Year 12** .................................................................................. Mrs Best / Mrs Rao

- **Careers Adviser** ...................................................................... Mrs Rumi Badger/Mr Turner
- **Debating Coordinator** .............................................................. Mrs Karabetsos/Ms Beckett
- **International Student Coordinator** .......................................... Mrs Byrne
- **Industrial Technology Coordinator** ......................................... Miss Stavropoulos
- **Languages Coordinator** .......................................................... Mrs Larkin
- **Librarian** ................................................................................ Ms Bunt
- **Prefect & SRC Coordinator** .................................................... Mrs Karabetsos
- **School Counsellor** ................................................................. Mr Johnson
- **Sport Coordinator** ................................................................... Mrs Maguire
- **Supervisor of Girls** ................................................................. Dr Munro-Smith
- **Learning and Support Teacher** ............................................. Mr Szumyn

- **School Administration Manager** ........................................... Mrs Hobday,
- **School Administration Officer** .............................................. Ms Lindsay, Ms Cossalter, Ms Mathers,
- ................................................................................................. Mrs Stoppes, Miss Halls
- **Rolls/Absentees** ........................................................................ Mrs Guttek
- **Print Room** .............................................................................. Mrs Jones
- **Science Assistants** .................................................................. Mrs Armstrong, Mrs Borg
- **Technology and Applied Studies Assistant** ............................. Mrs De Giovanni
- **Library Assistant** ..................................................................... Mrs Smallwood

The Administration Office is open to students to pay for their fees/excursions, obtain bus, train and concession passes, hand in completed enrolment and leaver’s forms. These must be done **before school, recess or lunch.**
STUDENT INFORMATION

Playground Supervision
All teachers on playground duty wear bright yellow vest for visibility. The Head Teacher on duty for the day will wear an orange vest. Students who require assistance should be able to locate a duty teacher quickly and easily to report any issues.

Difficult students on the playground
Students, who cause concern or refuse to obey a teacher’s direction, will be referred to the Head Teacher on playground duty for that day. Head Teachers will deal with the situation and students who defy teachers will be given an after-school detention. This information will be recorded on the Schools Management System. Further problems may be forwarded to the Deputy Principal.

Late arrivals from recess and lunch
Students should move to class as soon as the bell rings. Class teachers will take action against late arrivals by detaining students for the amount of time they were late and doubling it on a repetition of lateness.

Students who are out of bounds
Students found in out of bounds areas will be required to clean up a designated area at the direction of the teacher on supervision. Persistent offenders will be referred to the Head Teacher on playground duty and/or the Deputy Principal.

Students at a training session for sporting activity
Students training at recess or lunchtime, must have a supervising teacher with them at all times or teachers on playground duty will stop the training session. Only students involved in the team are permitted to be in that area.

Wet weather
In wet weather only, the ovals will be closed and students may remain in the canteen area, under the Covered Outdoor Learning Area (COLA) or covered walkways. At no time are classrooms to be used.

Computer passwords
Students needing to change their passwords for the school computers or internet need to see Miss Scheerhoorn in the Head Teacher Administration Office (in the main administration building) before school, recess or lunch.
## STUDENT RIGHTS & RESPONSIBILITIES

A 'right' is something, which belongs to you and should not be taken away by anyone. All students at Mitchell High School have the same rights. **Responsibilities** are those things you should do without being told. You have Responsibilities to others and towards yourself.

<table>
<thead>
<tr>
<th>Rights</th>
<th>Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have the right to be happy and to be treated with understanding</td>
<td>I have a responsibility to treat others with understanding not to laugh at others, tease or try to hurt their feelings.</td>
</tr>
<tr>
<td>I have the right to be shown respect and courtesy</td>
<td>I have a responsibility to show others courtesy and treat them with respect.</td>
</tr>
<tr>
<td></td>
<td>I have a responsibility to respect the authority of teachers and ancillary staff.</td>
</tr>
<tr>
<td></td>
<td>If appropriate I should be able to disagree but not to be disagreeable.</td>
</tr>
<tr>
<td>I have the right to be safe and to enjoy a healthy lifestyle</td>
<td>I have a responsibility to help make the school safe by not threatening, hitting or hurting anyone in any way.</td>
</tr>
<tr>
<td></td>
<td>I have the responsibility to protect my health and not to smoke, take drugs or alcoholic drinks nor to encourage other students to do so.</td>
</tr>
<tr>
<td>I have the right to expect my property to be safe</td>
<td>I have a responsibility to respect other people’s property by not stealing, damaging or destroying it.</td>
</tr>
<tr>
<td>I have the right to obtain maximum benefit from all lessons</td>
<td>I have a responsibility to cooperate with teachers and other students to ensure lessons proceed for our advantage.</td>
</tr>
<tr>
<td></td>
<td>I have a responsibility to ensure that my behaviour does not interfere with other students' rights to learn.</td>
</tr>
<tr>
<td></td>
<td>I have a responsibility to be punctual, to attend school regularly, to keep up to date with required work and to take part in activities that will be of benefit to me.</td>
</tr>
<tr>
<td>I have the right to expect support from the local community</td>
<td>I have a responsibility to behave so that the community will respect our school.</td>
</tr>
<tr>
<td>I have the right to a pleasant clean and well maintained school and grounds</td>
<td>I have a responsibility to care for the school environment to keep it clean and be prepared to remove litter.</td>
</tr>
</tbody>
</table>
Mitchell High School staff and student representatives have investigated and developed an incentive scheme to reward students for positive behaviour. The incentive scheme will recognise positive student participation in the following expectations:

- Respectful
- Engaged
- Active
- Learners

Types of behaviours that will be rewarded under these expectations may include things such as good attendance, personal presentation, school & community participation, behaviour and attitude, and effort and success in course work.

**Recognition of the above participation will be through the following forms:**

- Presentation Day
- VIVO’s and R.E.A.L. (Respectful Engaged & Active Learners) Awards for Bronze, Silver, Gold and Platinum Certificates
- Service Awards

1. **Presentation Day** awards excellence in course work, sport and community achievements.
2. Staff will issue **VIVO**’s online to students caught demonstrating R.E.A.L. expectations in the classroom, on the playground, at sport and many other settings. Students can save up their Vivo’s to purchase items in the online shop that has prizes from the school and externally. Students will have access to their accounts online via a password and can monitor their progress. Parents also have access to this information. The Vivo’s will also contribute to the students achieving Bronze, Silver, Gold and Platinum Certificates.

3. The **P.R.I.D.E.** (Personal Responsibility in Daily Effort) Card will be awarded to the best applicants. The card will last for 12 months. There will be conditions of use that the student must agree to before obtaining the card. All students who have attended Mitchell High School for at least 6 months can apply for a P.R.I.D.E card. The application form asks students to attach a copy of their last school report as well as indicate their progress in a number of areas of school P.R.I.D.E. Successful applicants will be presented with an award as well as a special photo ID card that can be used in supporting local businesses for discounts. The student may also use the card for a variety of school-based incentives. The awarding of P.R.I.D.E. Cards takes place late Term 3 of each year.

The Mitchell High School R.E.A.L. incentive scheme encourages positive behaviour within young people, which will assist them in their pursuit of their individual goals. It will provide students with electronic points and certificates, which can become part of a personal vitae as well as assists students to identify their current skills and positive attributes. This scheme may also assist students in their school to work preparation.

**Mitchell High School would like to thank the following 2014/2015 Pride Card Sponsors:**

- BCF (Mega Centre Blacktown)  
- Bing Lee Mega Centre (St Martins Mega Centre)  
- Cake it Away (Blacktown)  
- The School Locker (MHS Uniform Shop)  
- Featherdale Wildlife Park (Doonside)  
- Gametraders (Blacktown)  
- Gloria Jeans (Westpoint Blacktown)  
- JB Hi Fi (Westpoint Blacktown)  
- Just Cuts (Westpoint Blacktown)  
- McDonalds Mega Centre (St Martins Mega Centre)  
- Mitchell High School Healthy Canteen  
- Robbos Spare Parts (Mega Centre Blacktown)  
- State Wide Jewellers (Westpoint Blacktown)  
- Workout World (Mega Centre Blacktown)
STUDENT WELFARE

Role of Year Adviser
Year Advisers are not to be perceived as performing a disciplinary role. They will, at times, be involved in students' problems and work with difficult students to develop a student management plan as part of their welfare role.

The Role of the Year Adviser is:
- to encourage a positive, secure, caring environment where each student feels that he or she is important and has an active part to play in the school
- to encourage in each student, a positive self image
- to be available and receptive to students and to provide support and guidance
- to monitor the general well being of students and direct students, where necessary, to make students aware of the details of the school’s procedures and their rights and responsibilities
- to liaise with families and external welfare agencies information about students
- to maintain accurate records of students

The School Counsellor
The Counsellor is available to see students, parents and teachers and is also on call in case of a personal emergency or family crisis. Students are able to arrange their own appointments with the Counsellor. The Counsellor’s role is developmental, and if it is necessary, students may be referred to outside agencies in the community for specialised help.

Any discussion with the Counsellor is private and the information is kept confidential. As well as individual counselling, groups may be conducted to meet the special needs of students in the school. Some of these may be improving self-esteem, relaxation techniques or study skill methods.
SUBJECT FEES AND SCHOOL CONTRIBUTIONS

Student subject fees are mandatory and need to be paid by the end of each school year. These fees are used for resources for your son/daughter in that subject.

There are two types of fees:

**Voluntary School Contribution fee**: this helps to enhance Mitchell High School provision of educational, sporting and other extra-curricular programs. The level of school contributions requested has been negotiated with the Mitchell High School community and all attempts are made to keep these at a minimum. Monies received are used to supplement the school’s base financial allocation.

**Course fees**: These fees are mandatory and go towards paying for materials consumed during the production of student work and projects e.g. food, wood, textiles, paints, canvas and so on. All course fees are kept to a minimal rate and any changes are negotiated with the Principal and published for the information of students and the school community.

**Payments can be done in four ways:**

**Parents Online Payment**

Link on the school’s website: www.mitchell-h.schools.nsw.edu.au. This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner and these details are not passed back to the school. Payments can be made using either a Visa, MasterCard credit or debit card. The payment page is accessed from the front page of the school’s website by selecting $Make a payment$. Payment(s) for subject fees, school contributions, excursions, sales to students and creative and practical arts activities (these include band, drama and dance). There is also a category called ‘Other’ this is to cover items not covered in the previous heading. ‘Other’ can be used to make a payment of miscellaneous items e.g. overseas tours, calculators, textbooks etc. Uniform items are **NOT** to be paid for through the online payments system as these must be brought from the uniform shop. Once your transaction is complete a receipt of payment will be emailed to you by Westpac. Please note that the school will not re-issue you a receipt.

When you access the $Make a payment you must enter:

- the students name, and
- class and reference number or
- the students name, and
- date of birth.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed. For any enquiries regarding the Online Payment process please contact the School Administration Office.

**EFTPOS**

Payment(s) at the Mitchell High School’s Administration Office or telephone your credit card details

**Cheque**

Payment(s) at the Mitchell High School’s Administration Office

**Cash**

Payment(s) at the Mitchell High School’s Administration Office
SUBJECT FEES AND SCHOOL CONTRIBUTIONS

The level of School Contributions requested has been negotiated with the Mitchell High School community and all attempts are made to keep these at a minimum. Monies received are used to supplement the school’s base financial allocation.

All monies received through the ‘General School Contribution’ are directed through to whole school resources such as library books, reference material, periodicals, computers, photocopying and other technologies and software. This is a conscious effort to improve the quantity and quality of learning support materials for students.

It is appreciated that the costs of living today are high but your support in early payment would be greatly appreciated and provides an immediate means for improving the quality of education provision for your child. Should you wish, the Principal will be pleased to discuss with you any difficulties you may have with these requests. There are options for payment by instalments and support in some cases.

Mandatory Course Fees – Years 7 & 8

To ease the burden of students purchasing their own goods for relevant projects, they are asked to provide the fee which covers the costs of these materials for the year.

- In years 7 & 8, if the course fee is not paid the student projects will not be returned to the student.
- If the fee remains unpaid, students may be asked to select a non-fee paying subject for Years 9 and 10.
UNIFORM

Code of Dress
"As a student of Mitchell High School I wear my uniform with care and pride to bring credit to myself and my school.” (Mitchell HS Code of Dress)

Uniform Requirements
The following summary outlines the Mitchell High School uniform requirements effective from the beginning of next year. The aim is to provide a uniform that is attractive, neat and economical.

Families experiencing difficulty may apply for assistance to provide a uniform under the Students Assistance Scheme (for students in Years 7 to 10). A school uniform clothing pool is maintained by the school. Used items of school uniform may be purchased for a nominal price. Donations of good used uniforms are always welcome.

Mitchell High School uniforms are sold by The School Locker. The uniform shop operates in the school hall during school terms. Operation hours are every:

**Tuesday 8am – 12pm**
**Thursday 12pm – 4pm**

Students are expected to wear the appropriate summer or winter uniform in the neat correct manner to and from school, at school and whilst on school excursions unless otherwise stated. It is assumed that any student attending school out of uniform without a note is not conforming to school rules and is aware of the consequences of their actions. Uniform notes will be issued when breaches occur and detentions may be given.

**Students who are out of uniform may be:**
- Sent home to change (where possible)
- Required to change into uniform items from the school uniform pool
- Withdrawn from class
- Given a detention
- Students in practical classes, for safety reasons, cannot be permitted into class without the correct uniform (e.g. footwear).
UNIFORM

School Uniform Rules:
- Jewellery allowed includes a watch, studs, or sleepers and one (1) signet ring.
- Only navy blue and white hair accessories.
- All blouses and shirts are to be worn tucked in (Mitchell over blouses and polo shirts excepted).
  - anything worn under your shirt or blouse must be tucked in and not showing
  - all shirts and blouses must be tucked in if you are wearing something over them e.g. a jumper.
- Trousers are not to be rolled or tucked into socks or shoes.
- Skirts/shorts must not be rolled up and should be at an appropriate length.
- Jackets and sloppy joes are not to be tied around the waist.
- White t-shirts and long sleeve white skivvies to be worn under long sleeve shirts only.
- Hooded tops are not to be worn.
- Cut off trousers and/or corduroy shorts, elastic waist shorts and trousers, shorts or trousers with logos are not school uniform.
- School hats are not to be worn inside any buildings or classroom (boys and girls).
- All collars must be turned down to show the Mitchell High School emblem.

What should I do if I am not in correct uniform?
Student needs to bring a note from home signed by their parent/carer. This note is to be signed by the Head Teacher in charge of their roll call block before roll call.

<table>
<thead>
<tr>
<th>Upstairs A Block</th>
<th>HT Science</th>
</tr>
</thead>
<tbody>
<tr>
<td>Downstairs A Block</td>
<td>HT TAS</td>
</tr>
<tr>
<td>Demountables near A Block</td>
<td>HT TAS</td>
</tr>
<tr>
<td>Upstairs/Downstairs C Block</td>
<td>HT CAPA</td>
</tr>
<tr>
<td>Upstairs D Block</td>
<td>HT Social Science</td>
</tr>
<tr>
<td>Downstairs D Block</td>
<td>HT PDHPE</td>
</tr>
<tr>
<td>Library</td>
<td>HT PDHPE</td>
</tr>
<tr>
<td>Demountables near the Library</td>
<td>HT PDHPE</td>
</tr>
<tr>
<td>Upstairs E Block</td>
<td>HT English</td>
</tr>
<tr>
<td>Downstairs E Block</td>
<td>HT Mathematics</td>
</tr>
</tbody>
</table>

You may be required to go to the Administration Office and ask the Administration Office Staff if that item may be loaned for one school day. Students should return the item back to the Administration Office clean and ironed. On return the students name will be marked off the book.

Students not in correct uniform will be penalised if they don't follow the above procedures. Teachers will issue a yellow uniform note which students should show their parents. Penalties for having offences include missing a school dance or an excursion and may jeopardise their attendance at the Year 12 Formal. Repeat offenders will be punished for persistent disobedience. Please see Uniform Sanctions on page 28 for guidelines on punishment.
# Mitchell High School Uniform

All items except shoes and socks are available exclusively from the school uniform shop. The Uniform Shop is opened every **Tuesdays from 8.00am to 12.00pm and Thursdays from 12.00pm to 4.00pm** in the foyer of the school hall.

<table>
<thead>
<tr>
<th>Boys</th>
<th>Girls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior</strong></td>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td><strong>Winter</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PE &amp; Sport</th>
<th>Accessories</th>
</tr>
</thead>
</table>
**Illustrative Guide to Assist in the Purchase of Acceptable School Shoes**

Students undertaking practical based subjects need to wear lace-up shoes that protect their feet against drops and spills. Work Health & Safety (WH&S) requirements may result in students who are not wearing shoes with sufficient protection being excluded from some practical activities. If in doubt please purchase lace up shoes or contact the school.

### Acceptable Boys Shoes
- Black leather
- Laced or velcro
- Upper foot protection
- Non-slip sole

### Acceptable Girls Shoes
- Leather upper providing protection to the majority of the upper foot
- Laced (preferred) or leather strapped**
- Heel and sole with non-slip grip

### Acceptable Sports Shoes
- Lace up/velcro (no slip ons)
- Covers all of the top of the foot
- Provides arch support, ankle support, sole protection & flexibility

### Unacceptable Shoes
- The majority of the upper foot is unprotected
- Smooth sole with little or no grip e.g. ballet flats
- No token/heel
- Thin soft leather offering little protection
- Canvas upper e.g. rabens
- Suede shoes e.g. skate shoes

---

A: Keyworth Drive Blacktown NSW 2148
T: (02) 9622 9944 / (02) 9622 8926
F: (02) 9831 2805
E: mitchell-h.school@det.nsw.edu.au
W: www.mitchell-h.schools.nsw.edu.au
Uniform Requirements and Dress Code

Summary of Sanctions

‘As a student of Mitchell High School I wear my uniform with care and pride to bring credit to myself and my school’

(Mitchell High School Code of Dress)

All students are expected to be aware of uniform requirements and to wear the correct uniform every day to follow the Code of Dress. Students not wearing the correct uniform or in breach of the School Code of Dress will be issued with an immediate **uniform note**. Uniform notes can be issued by any member of staff to a student, who has not brought a note from home, signed by an approved Head Teacher, explaining why they are temporarily not in school uniform. Details from the teacher's copy of the uniform note will be entered onto Millennium. **If a student does not wear their uniform correctly, they will be given a detention by the Head Teacher of the roll call.** Repeated offences may lead to a student being excluded from excursions, school dances, representing the school, purchasing or wearing a Year 12 Jersey or attending the Year 12 School Formal. See below.

**Year 7 & 8**
The receipt of three (3) uniform notes will result in ban from the next school dance.
The receipt of six (6) uniform notes will result in a warning letter from non-assessable school excursion/representing the school.
The receipt of nine (9) uniform notes will result in a ban from non-mandatory excursion(s)/representing the school.

**Years 9 & 10**
The receipt of three (3) uniform notes will result in ban from the next school dance.
The receipt of six (6) uniform notes will result in a warning letter from non-assessable school excursion/representing the school.
The receipt of nine (9) uniform notes will result in a ban from non-mandatory excursion(s)/representing the school.

**Year 11**
The receipt of three (3) uniform notes will result in ban from the next school dance.
The receipt of six (6) uniform notes will result in a warning letter from non-assessable school excursion/representing the school.
The receipt of nine (9) uniform notes will result in a ban from non-mandatory excursion(s)/representing the school.
The receipt of nine (9) uniform notes in Year 11 (Term 1 to Term 4) will result in a ban from purchasing or wearing a Year 12 Jersey

**Year 12**
The receipt of three (3) uniform notes will result in ban from the next school dance.
The receipt of six (6) uniform notes will result in a warning letter from non-assessable school excursion/representing the school.
The receipt of six (6) uniform notes will result in a warning letter in attending the Year 12 School Formal.
The receipt of nine (9) uniform notes will result in a ban from non-mandatory excursion(s)/representing the school.
The receipt of nine (9) uniform notes will result in a ban from purchasing or wearing a Year 12 Jersey.
The receipt of nine (9) uniform notes will result in ban from the Year 12 School Formal.

If a student's uniform improves substantially over ten weeks, the ban may be lifted

Further sanctions under the school’s discipline policy will be applied for on-going uniform misdemeanours

The school appeals process applies for any ban for the Year 12 School Formal
MOBILE PHONE POLICY

It is strongly recommended that students at Mitchell High School do not bring mobile phones to school. The school is unable to ensure that such items are secure and we cannot be held responsible for their loss or damage. If a parent decides that their son/daughter needs a mobile phone for safety purposes it is permitted at school under the following conditions:

Rules:

- The mobile phone is switched off at all times while on school property or while the student is under the control of the school (e.g. sport, excursion, carnivals, travel etc).
- During P.E. the mobile phone may be put into the lockable box provided for this purpose.
- The mobile phone is to be kept in the student’s bag at all times unless this is to be left outside a classroom. In this case the mobile phone should be kept in a pocket and should not be accessed at all during this time. It should be placed back in the bag immediately after the class.

Consequences if rules are not observed:

- Any teacher is entitled to confiscate a mobile phone from any student who is not observing the rules.
- The teacher will place the mobile phone into a labelled envelope for secure storage in the school safe.
- Mobile phones will only be returned to students who bring a letter from home signed by a parent, indicating that inappropriate use is being discouraged. This will occur at the end of the day from the Deputy Principals’ offices.
- Students who persistently misuse mobile phones will incur normal discipline procedures and parents may be contacted.

Please Note:
Students do not need their mobile phone switched on to receive urgent messages. These can be taken at the Administration Office on 9622 9944 / 9622 8926 and will be delivered promptly.
CONTINUED DISOBEDIENCE

(Extract from “Discipline Policy”)
The following sanctions may be applied to students who are disobedient on more than one occasion.

1. In-school detention
2. After school detention*
3. Non-attendance at a school dance*
4. Placement on a monitoring book
5. Withdrawal from class*
6. Withdrawal to a Head Teacher
7. Non-attendance at a school formal*
8. Formal caution
9. Suspension from school

*may be used when the ‘persistent defiance’ relates to uniform*

The particular sanction will be chosen after consideration of the severity of the offence, whether the
offence has been repeated and the student’s previous history.

Appeals
Students and their families have the right to appeal any of the above sanctions applied under the
school’s ‘Discipline Policy’. In the case of a formal appeal it should be in writing and forwarded
through the Deputy Principal for consideration by the Appeals Committee.
STUDENT LAPTOP COMPUTER POLICY
(only applicable for Year 10, 11 & 12 students only)

We believe at Mitchell High School that the understanding and appropriate utilisation of technology is a vital part of providing a quality education.

The Digital Education Revolution (DER) plays a significant role in the Mitchell High School Technology Plan, by providing ready access to technology, in a variety of forms, to students in Year 10 through to Year 12. Laptop computers assist students to focus on higher order learning and enable teachers to guide students in activities that would otherwise be beyond the normal classroom. Students will bring their laptop to class in the same way that they bring their books and calculators. Technology is therefore 'at hand' during a wide range of lessons.

Student’s use of computer programs is designed to reinforce concepts taught in class, to develop problem-solving skills and to extend learning experiences. Varieties of programs are used in a number of subject areas to prepare reports, essays and assignments. Students access to computer equipment to record and analyse experimental data, conduct research using the school wireless Internet connection and present their result using the various presentation software provided on laptop.

Students and their parents/carer will be required to sign a Laptop User Charter before being issued with a laptop. It is the responsibility of the student to abide by the conditions set in out the Department of Education Laptop User Charter as well as the Mitchell High School Student Laptop Computer Policy.

Bringing required equipment to class
It is a student’s responsibility to bring their laptop to school each day fully charged. There will be no access to spare laptops or batteries unless special circumstances exist. Repeatedly leaving a laptop at home or bringing it uncharged will possibly lead to:

- Warning
- Parent contact
- Risk of ‘N’ Determination due to inability to meet course outcomes related to class assessments
- Loss of take home permission
- Laptop being shut down

Travelling to and from school
Students should keep their laptops in their school bags when travelling to and from school. The laptop is to remain in its protective plastic case when it is not being used. The laptop must be taken out of its plastic case before use. Students should keep their laptops in their school bags when travelling to and from school. Students should resist using their laptops on public transport as this is a security and safety risk.

Homework / Assessment
It is a student’s responsibility to back up their work. This can be done by saving files online, to a USB/memory drive or emailing files to him/herself. Loss of work is not an acceptable excuse for not handing in assignments.

A failure of technology is not an excuse for handing in work late. You must set a plan that includes extra time in case of technological failure. Back up your work and do not leave it to the last minute. In case of emergency you can always email it to yourself and retrieve it at school. Assessments may only be emailed if your teacher agrees and gives you their email address.
STUDENT LAPTOP COMPUTER POLICY

Enrolments and Leavers
New students and their parents / carer will be required to sign a Laptop User Charter before being issued with a laptop. Students that are leaving the NSW Public Education system (e.g. attending a private or catholic school) will be required to return the laptop prior to them being signed out. If a student is moving to another Department of Education school, they take their laptop with them to their next school. Please note that students enrolling in Years 10, 11 and 12 are not guaranteed a laptop.

Long Leave
Students taking long leave from school e.g. to travel overseas are required to leave their laptops at school while absent.

Laptop Storage at School – Mandatory and by Request
Students may store their laptop at school under the following circumstances:
- Have selected to leave their laptop at school and have applied to their Deputy Principal in writing for permission.
- Take home permission has not been granted.
- Loss of home use (due to inappropriate use).
- Whilst accessing a loaned laptop (due to mechanical malfunction).

Note: All loaned laptops must be returned to the Technical Support Officer (TSO) who is located in the library at the end of the school day.

Students who have to leave their laptops at school, due to the above circumstances must collect their loan laptop daily from the Technical Support Officer (TSO) at least 30 minutes prior to the start of period 1 (located in the library). It must be returned immediately at the end of the day.

Students who do not return a Laptop User Charter form are not allocated a personal laptop. They may collect a loan laptop from the TSO each day under the above conditions. Students who require special permission to leave their laptop at school overnight due to an after-school commitment should apply to their Deputy Principal and then deliver it to the TSO immediately at the end of the day.

Loan of School Equipment – Laptops
Students accepting pool laptops for short or medium term loan are required to commit to and sign a Laptop Partial Loan charter. It is important that students and their families understand that laptops are loaned under similar conditions to loan of other school equipment in terms of responsibility for loss or breakage. As with loans of other school equipment, laptops must be taken care of and kept secure. Students who lose or damage a laptop due to negligence may be required to pay the replacement or repair costs. Borrowed laptops must be returned fully charged with any personal data or files deleted.

Lost or Stolen Laptops
Irrespective of the circumstance the student and their Parent / Carer will be required to complete a Laptop Incident Form. Laptops that are lost on school ground must be reported immediately to their Deputy Principal and the TSO to enable it to be tracked or locked down. Laptops that are lost or damaged outside of school ground must be reported to their Deputy Principal and the TSO by the next school day to enable it to be locked down and reported. If the laptop has been stolen, you must report this to the police and a police event number obtained. Note: Laptops can be tracked externally and theft of equipment will be reported to the Police.
STUDENT LAPTOP COMPUTER POLICY

Laptop Incident Reporting

Laptop Security and Supervision
Irrespective of the circumstance laptops should not be left unsupervised. Any machine left unsupervised is in danger of being stolen or vandalised. Unsupervised laptops will be confiscated by staff and returned to the Technical Support Officer (TSO). The consequences for not supervising their laptop include:

- Possible loss of take home permission
- Laptop being shut down
- A letter will be sent home

Damaged Laptops
The student and their Parent / Carer will be required to complete a Laptop Incident Form. Damage to laptops must be reported to your Deputy Principal. Students who vandalise or damage another student’s laptop may be required to pay for repairs or replacement.

Laptops that are damaged or lost by neglect, abuse or malicious act, may require reimbursement. The Principal will determine whether or not the student is responsible for repair or replacement costs and whether or not the student retains access to a laptop for home use. Please remember the laptops remain the property of the school until you leave Year 12.

To aid in the prevention of accidental damage to the laptop students are required to ensure the laptop is in its protective case at all times when not in use. Replacements cases are available from the school for a nominal fee. Students will be required to replace lost or damage chargers. Malfunctions must be reported to the TSO. When you check in your laptop you will receive a receipt with an estimated time for pick up. Please be aware that that this is only an estimation, you may be required to come back again if the problem with the laptop is more complicated than expected or if parts are unavailable. Please note that it is the responsibility of the students to save documents to a USB prior to checking in their laptop with the TSO. The TSO will not be saving any material found on the student’s hard drive if the laptop needs to be re-imaged or if software needs to be reinstalled.

Anti-Bullying
Cyber bullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyber bullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyber bullying is part of the school’s anti-bullying policy and must be reported immediately.

Classroom Protocols
Laptops are for educational use only. Non-educational use of laptops in the classroom may lead to:

- Warning
- Detention
- Parent contact
- Possible loss of take home permission
- Possible removal of the laptop
- Suspension warning

Email, Instant Messaging (IM), watching alternate content, camera use, playing games and downloading music/movies/games are examples of activities that should only take place if part of the lesson and with teacher’s permission. Electronic Communication with friends in other classes, family members and friends off site are not appropriate during lessons.
STUDENT LAPTOP COMPUTER POLICY

Leaving Laptops at Home
Since lessons are specifically designed for the use of laptops, students who fail to bring their laptop to school without a valid reason will be subject to disciplinary action. If a student leaves their laptop computer at home they will be required to complete alternative work and catch up on the class task which incorporated the use of ICT.

Plagiarism / Cheating
Sharing class work using technology such as Bluetooth, unless approved as part of the lesson, may be deemed cheating. Cheating using technology is still cheating. Copying material straight from a website is seen as plagiarism and will not be accepted. The consequences for cheating or plagiarism are subjective to the schools assessment policy which may result in the student receiving a 0 mark as well as an ‘N Determination’.

45° and Turn Around
When machines are in use and the teacher wishes to address the class, the students are to put their screens down to a 45° angle and turn their laptop around towards the teacher. This procedure is expected so that the machines are not a distraction. The instruction “45° and turn around” is one the students will be familiar with and should comply with promptly.

Use of Headphones in Class
Students may not use headphones or play CDs or audio clips on their machines in class without the prior permission of the class teacher.

Other Related Laptop Equipment
Students must supply and bring with them to school an appropriately sized (2GB recommended) USB Stick/Drive.

Backup Procedure
Students must back up all their work on to a USB Stick/drive. A cycle involving continual backups is required. It is the student’s responsibility that data stored on the computer is not lost due to mechanical failure or accidental deletion. Students should save a copy of all work produced on to a USB. The TSO will not save any student material if the laptop needs to be re-imaged for maintenance purposes or for a software upgrade. A facility called ‘My locker’ is provided on the laptop as an additional method of backing up school related information.

User Names and Network Access
Each student has been allocated a username (e.g. john.smith@DETNSW) and a password (Note: this the same password as the student’s internet and email account). Students are to always log on and log off from their laptop at the end of each session. Students are to never share their password or use another student password. The sharing of passwords gives users the ability to conduct inappropriate actions on the behalf of the password owner. The consequences for using another student’s password include:
- Warning
- Detention
- Loss of Internet network connection
- Parent contact
- Possible loss of take home permission
- Possible removal of the laptop
- Suspension warning
STUDENT LAPTOP COMPUTER POLICY

Teacher Email Contact
Teachers are not required to respond to student emails. However teachers may choose to give permission to students to email them and may choose to respond out of hours. Students must not expect immediate response if they email teachers with inquiries about school work. Teachers may use ‘Out of Office’ email reply to indicate to students that they should see them at school.

Acceptable uses of Information and the Internet
If a student stumbles on any controversial material they are to report it directly to their teacher and/or ICT coordinator immediately. Students, who do report such sites immediately, will be subject to disciplinary action.

- Using the network for any illegal activity, including violation of copyright or other contracts.
- Uses relating to chain letters or broadcasting of lists to individuals in such a manner that might cause congestion of the network.
- Damaging or disrupting equipment, software or system performance.
- Vandalising or interfering with data of other users on the network.
- Gaining unauthorised access to resources.
- Posting anonymous messages.
- Downloading, storing, creating, sending or printing files or messages that are deemed to be profane, obscene, or that use language that offends or tends to degrade others.
- Giving personal information or agreeing to meet any person met through the Internet.
- Transmission of personal information about any member of the school community.
- Accessing offensive (including pornography), dangerous or potentially destructive information.
- Downloading any files unless specifically authorised to do so by the authorised ICT coordinator or teacher.
- Reporting of unsolicited email message particularly from unknown persons.

It must be noted that electronic mail is not guaranteed to be private and the school has access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

Monitoring
The school reserves the right to review any material (including space, laptop hard drive, external hard drive, USB’s, emails storage device associated with the laptop) in order to determine specific uses of the network. Students are reminded that what goes online stays online indefinitely and can be traced. In reviewing and monitoring the school shall respect the privacy of user accounts.

Internet Etiquette
All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- be polite and do not swear, use vulgarities or any other inappropriate language. Do not do any activities that are prohibited by law.
- do not use the network in such a way that you interfere with the network by other users.
- always assume that any information or communications accessible from the network is private property.
- the subject line of email should indicate the content of the message.
- when replying to a message, include some of the original message to assist the reader in following the conversation and always end with your name.
The school population at Mitchell High School is about 1085 students. About 52.2% have a language background other than English. Approximately 31% of these students receive support from the ESL teachers. There are over 60 different languages other than English spoken by Mitchell High School students and their families.

ESL teachers are available to help students with language learning across the curriculum, from Year 7 to Year 12. Students may receive support in ESL Roll Call, in class or in small groups, depending on their individual needs.
The Learning and Support Teacher provides additional assistance, across the curriculum, for students experiencing difficulty in literacy, numeracy and developing the necessary skills to complete class tasks and assignment work at high school. Also, a Peer Tutor Reading Support Programme is conducted during roll call each morning to help students improve their reading and spelling skills.
The DE International is available to students who enter Australia on a student visa (subclass 571P).

**DE International**
DE International answers enquiries and receives and processes applications for study at NSW government schools by student visa holders. If you have further questions about studying at NSW government schools, you can contact us at any time:

**By mail:**
DE International
Locked Bag 53
Darlinghurst NSW 1300 Australia

**In person:**
DE International
827-839 George Street
Broadway NSW 2007 Australia

**Telephone:** 8289 4777 or 131 601 (within NSW)
**Fax:** 9244 5844
**Website:** www.internationalschool.edu.au

Visit us in person 9:00am to 5:00pm Monday to Friday at our information centre located in George Street, Sydney (opposite Railway Square near Central Station).

**TEMPORARY RESIDENTS**

The Temporary Residents Program allows eligible students with temporary resident visas to study in a NSW government school (Kindergarten to Year 12)

**Temporary Residents Program**
The Temporary Residents Unit receives and processes applications for study at NSW government schools by temporary resident visa holders.

**By mail:**
Temporary Residents Unit
Locked Bag 7004
Wollongong NSW 2520 Australia

**In person:**
DE International
827-839 George Street
Broadway NSW 2007 Australia

**Telephone:** +61 1300 300 229
**Fax:** +61 2 4224 9074
**Website:** www.internationalschool.edu.au
**Email:** tempvisa@det.nsw.edu.au
A FINAL WORD FROM THE PRINCIPAL

If you have any questions or problems with settling in or you are uncertain of anything, please feel welcome to see any of the staff, the Year Adviser or Deputy Principals. They will be only too willing to make your time at Mitchell High School rewarding, both educationally and socially.

Ms Marinis
Relieving Principal
Mitchell High School
Address: Keyworth Drive Blacktown NSW 2148
Telephone: (02) 9622 9944 / (02) 9622 8926
Fax: (02) 9831 2805
Email: mitchell-h.school@det.nsw.edu.au
Website: www.mitchell-h.schools.nsw.edu.au