HEATHCOTE HIGH SCHOOL

New Enrolment

Survival Guide
for
Students and Parents

2015

Excellence, Opportunity and Success for all our Students

32 Wilson Pde, Heathcote NSW 2233 p 95209488 f 9520 8609
e Heathcote-h.school@det.nsw.edu.au www.heathcote-h.school.nsw.edu.au
Sport .......................................................................................................................... 13
Non Sport .................................................................................................................. 13
Stationery requirements in the classroom .................................................................. 13
Travelling to and from school .................................................................................... 14
Train and Bus passes .................................................................................................. 14
Bike riding ................................................................................................................... 14
Uniform ....................................................................................................................... 14
All students ................................................................................................................ 14
Senior students only ................................................................................................... 14
Senior Girls ................................................................................................................. 14
Junior Girls ................................................................................................................ 14
Senior Boys ............................................................................................................... 15
Junior Boys ................................................................................................................ 15
PE and Sports Uniform ............................................................................................. 15
Shoes ........................................................................................................................... 15
Non-Uniform Items .................................................................................................... 15
Retail Suppliers .......................................................................................................... 15
Out of uniform ........................................................................................................... 16
Valuable Items ........................................................................................................... 17
Money .......................................................................................................................... 17
iPods/Mobile Phones/Electronic equipment .............................................................. 17
Jewellery ....................................................................................................................... 17
Values – The Cotes Code ........................................................................................... 17
Welfare Policy Statement ......................................................................................... 17
Ensuring a safe, supportive and caring learning environment .................................. 17
Supporting students – encouraging responsible behaviour .................................... 18
Student Welfare and Discipline Policy ..................................................................... 18
Appendix A AHO ....................................................................................................... 19
A School Anti-Harassment Order ............................................................................. 19
**Introduction**

**Roles and Responsibilities**

The **Principal**, Mr Mark Noonan, is responsible for leadership, management and educational outcomes. Parents and students who wish to discuss issues with the Principal can make appointments through the Front Office.

The **Deputy Principal**, Mrs Cathy Pearse and **Acting Deputy Principal** Mrs Joanne Chesterfield, are responsible for the efficient operation of school organisation and the general supervision of staff and pupils. They assist the Principal in the development of teaching programs and curriculum planning. They share matters relating to school discipline and the welfare of the students. Parents and students who wish to discuss issues with one of the Deputy Principals can make appointments through the Front Office.

The **Head Teacher Welfare**, Mrs Sonia Davies, assists the Principal and Deputy Principals in ensuring the welfare and safety of students through the monitoring of attendance and the implementation of whole school welfare programs.

**Head Teachers** are responsible for the planning and teaching of the courses of study provided in each of their respective subjects. They place students in appropriate levels and are responsible for determining student progress and assessment. They are available by appointment for discussions with parents and students.

**Year Student Advisers**, are responsible for the personal welfare of the students in their year including checks on progress, attendance, behaviour, etc, and if necessary contacting parents. Students should always feel free to approach the Year Adviser. Parents, by appointment, are encouraged to meet the Year Adviser and should feel free to make contact if there are any concerns. A full report on the progress, conduct and adjustment of their child can be obtained if needed.

The **Sports Coordinator** organises all timetabled sport for Years 7-10.
The School Counsellors are available four days per week to support students who may be experiencing some personal difficulties. They also deal with problems referred by the Principal or members of staff. Parents may make appointments for interviews through the Front office.

The Careers Adviser gives guidance and advice to students with regard to their selection of careers. Parents and students may arrange interviews with the Careers Adviser by appointment.

The Learning Assistance Support Teachers assist those students experiencing difficulties in the key learning areas from Years 7 - 10. Information obtained from primary school record cards, discussions with Year 6 teachers and information supplied by parents act as indicators in identifying "educationally at risk students". Thereafter, assistance and support are given on a withdrawal and team teaching basis. Withdrawal teaching involves withdrawing students from class for short periods for intensive learning. Team teaching involves collaborative consultation with class teachers so as to provide appropriate programs for the students. The support teacher also regularly monitors the student's class and homework and maintains contact with parents if there is an area of concern.

The School Administrative Support Staff are available to provide parents and students with general information on school activities. Appointments to see the Principal and other members of staff should be made through the Front Office. Enquiries about leave passes, bus and train passes, payment of monies and lost property should be directed to the Front Office.

Assembly

A whole school Assembly occurs each Thursday after Roll Call. All students are to move to the designated areas immediately and sit in their Roll Call classes. Students must pay attention to each speaker and no eating is permitted during Assembly.

In the case of inclement weather, Assembly may be cancelled. If for any other reason Assembly is postponed or cancelled, notification will be given.

Attendance

The school day commences at 8.45am with Roll Call and concludes at 3.04 pm on Monday, Tuesday, Wednesday and Friday and 2.47 pm 2.40 pm Thursday.

Heathcote High runs 8 x 40 minute periods each day. These are generally organised into double periods, to promote student learning and cut down the need for movement around the school.
Roll Call

Roll Call begins at 8.45am. A warning bell rings at 8.42am for the students to move to their designated room. Roll Call ends at 8.50am. At each Roll Call the Daily News Sheet will be read out to which contains important information for all students.

Late Arrival

When a student arrives at school after 8.50am, he/she must sign in at the Front Office to obtain a late pass. The student should have a parent/caregiver note giving an acceptable reason for the late arrival. If the student doesn’t have a parent note, or the reason given is unacceptable, they will be given a lunch detention in C1. If there is a problem with buses or trains, this will be taken into account. Teachers will not accept students to class without a pass. If students fail to report to the Front Office when late, they will be marked absent for the day and parents will be informed via SMS.

Persistent lateness to school will result in parent contact and after school detentions.

Absence

If a student is absent from school, the parent/caregiver should provide an appropriate explanation at the earliest opportunity. This can be in the form of a letter, text message or phone call to the school. In each case the information provided should include the date, student’s name, Roll Call class, the days and dates the student was absent, the reasons for the absence and, for letters, a parent signature. If the student is going to be absent from school for more than three days, parents need to notify the school.

Early Leave

In cases of necessity, students may be granted permission to leave school before the end of the school day. A letter from parents is required and should show the date it is written, student’s name, Roll Call class, the time and date when the student wishes to leave, the reason for the request and a signature of a parent or guardian. This letter should be handed to the Front Office before 8.45am of that day. If permission is granted, the student will be issued with a leave pass and may leave the school grounds at the allocated time.
Bullying

Heathcote HS has proactive and reactive ways of dealing with students who bully or harass others. Firstly, when bullying occurs it needs to be reported and both parents and students are encouraged to contact the school. We can’t help if we don’t know. We have a special Anti Harassment Order (AHO) which has been very successful in avoiding repeated or further incidents. (It operates very much like an AVO and it makes it very clear to the bully that the behaviour will not be tolerated. If a bully breaches the AHO they may be suspended. See Appendix A.)

Secondly, we have a number of programs related to preventing bullying. Relationship and friendship dynamics is taught in PE and in our special Tutorial Period in Year 7 the Year Adviser addresses explicitly how to deal with bullying and harassment.

Calculators

Students use scientific calculators in their Mathematics classes and will need them for the remainder of their secondary studies. While it is not compulsory to buy through the school it is recommended to purchase calculators through the front office. The price is competitive due to our ability to buy in bulk. Should you wish not to take advantage of buying through the school, you are requested to verify the model required with the Head Teacher Mathematics to avoid purchasing the incorrect equipment.

Canteen

The service operates throughout the year and is run by a private operator. The Canteen offers a variety of tasty and nutritious foods and beverages, and is following the ‘Healthy School Canteen Strategy’. Parents should guide their children to use the Canteen and be encouraged to make healthier eating choices.

Diary

A Student Diary will be provided to all students at the beginning of the year. It has been compiled by the school staff to cater to the needs of our students. The cost of the diary is incorporated in the school fees.

The diary is an important learning tool for students to record homework assignments and plan how they should be completed. The diary also promotes communication between the school and home. On each weekly planner page there is a comments section for teachers and parents to write messages to each other regarding student learning issues.
Emergency Procedures

General evacuation of all the buildings will be signalled by the continuous sound of the bells or portable air horn in the case of power failure. Students are to follow the instructions of their teachers and line up in designated areas on the bottom oval. Other procedures are in place to handle various types of emergencies.

Emergency procedures are practiced at least once a year.

Fees

School fees or any payments can be paid by students before school, recess or lunch of any day. Receipts will be issued. Payment of school contributions and fees can be made by cash, cheque, money order or EFTPOS (no cash advances available). We also have credit card facility for transactions over $45.00 by Visa or Mastercard. For your convenience, credit card payment details can be given by calling the Front Office and receipts will be available for students to collect the following day.

Student assistance

If you are experiencing financial hardship please contact the Deputy Principal, of the relevant year, who may be able to arrange Student Assistance. An application for assistance needs to be completed for consideration.

Homework

The purpose of homework is learning. It assists students to build on what they have already learnt in the classroom, and prepares them for the next stage of learning. Homework is also useful for teachers, as it assists them to assess the progress of their students. Finally it is an important aspect of the school-home partnership, enabling parents to support their children while they learn.

The most valuable work a student can do at home is self-directed, organized study. This is a measure of progress towards independence as a learner.

Home Study Program

It is advisable that students establish a home study program. Good study habits are essential for students to achieve worthwhile results. They also provide a sound start to the demands of the senior years. Closer to exams a study timetable should be organised and an extra half an hour per day for two weeks prior to major exams should be included. A Homework Club has been developed which currently runs on Wednesday afternoons after school until 4.00 p.m to assist all students who may need some assistance.
Leadership

Student Representative Council

This is a group of students who are elected to represent their year and who meet regularly to discuss matters affecting students at Heathcote High. Students from each year group are elected by their peers annually. Elections are held in early Term 4 for Years 8-10 each year. Year 7 elections occur in Term 2. If any student would like to represent their year they can either be nominated by another student or they are asked to give their name to the teacher in charge. The teacher will place the student’s name on a ballot sheet which will be issued to students in roll call for voting, during election week.

School Captains and Vice Captains

These students are the leaders of the student body at Heathcote High School. They are the chief student ambassadors of the school. As such they set and uphold standards for the students. All students should respect them and cooperate with them in their work.

Captains: Chloe Goldsmith and Lachie Parry

Vice Captains: Kiara Kendon and Ryan Decker

Learning Support

Support for students with specific learning problems will be provided according to needs, and taking into account the level of school resources available. The school has specialised staff who provide learning support.

Library

The library is open for all students at lunchtime. Each student is issued with an identification card for borrowing. Books are available for borrowing for two weeks and cannot be borrowed without a card. If cards are lost or damaged there is a $5.00 replacement fee. Books may be returned before school, recess and lunchtime. Computers are also available for students to do school work.

Library privileges may be withdrawn from any student if their behaviour is inappropriate.
**Lockers**

The school has a small number of lockers that will be available for hire by students. The introduction of lockers followed lengthy consultation with the P&C and is intended as a support for smaller students with heavy bags who might benefit from having a place to put books and equipment during the day. There are not enough lockers for all students, therefore they are hired to those who can establish a need for one. The cost to hire a locker for the year is $40.00. More information will be distributed about lockers at the beginning of the year.

**Lost Property**

All items including books, equipment and clothing which are brought to school should be clearly identified with the owner's name. Inquiries regarding lost property can be made at the Front Office.

**Merit Award Scheme**

Students can earn merit certificates which can then be collected to obtain further recognition for their effort and achievements. For Year 7 students certificates are accumulated up until the end Term III. (For Years 8-12 the year runs from the beginning of Term IV, of the previous year, to the end Term III, of the current year.)

6 Merit Certificates

Once six certificates are collected students are to hand them in to their Year Adviser to obtain a -

3 (or more) Certificates of Commendation, or the equivalent, earned in one year -

Awarded at presentation day (only one possible per year).

Students demonstrating ongoing achievement from Year 7 to Year 12 have the opportunity to apply for a School Medal at the end of Year 12 awarded at the Year 12 graduation ceremony.
Mobile Phones/iPods/Electronic equipment – Improper Use

While not banned, mobile phones, iPods and other electronic equipment are not to be used during class time by students. The school takes no responsibility for their loss, damage or theft. They should not be taken into exams. If a student has been obliged to hand in their phone or other electronic equipment to the Deputy Principal on three occasions for improper use, it will be kept by the senior executive for return to the parent at the earliest opportunity.

Newsletter

The school newsletter, Bottlebrush, is available on line via the school website. Arrangements for a hard copy can be organised by contacting the school. Bottlebrush contains reports by the Principal and Deputy Principal and other important information about school activities.

Email Subscriptions – iPhone, iPad and Android Apps

Heathcote High School offers a subscription to receive newsletters, notes and year specific information via email and access information via our ‘app’. See separate details regarding email subscriptions.

Parents’ and Citizens’ Association

Parents and citizens are invited to join this association which meets on the fourth Wednesday of each month. These meetings are advertised in the school newsletter. By attending P & C meetings parents will get to know other parents of the school community and will better understand the goals of the school. School policy is outlined and reports on school activities are given.

P&C Contribution

The school P&C asks for a voluntary contribution of $50.00 per family to take the place of fundraising. The contribution has been very successful in the past and funds raised are well used by the school in support of educational projects and facilities which directly benefit the students. It is a great P&C initiative and payment can be made when paying school contributions and subject expenses.

Parent/Teacher Nights

Parent/teacher nights are held in the middle of the year to enable parents to receive feedback on their children’s academic progress. Parents will receive advice about the dates of these meetings as they occur and dates will also be advertised via the school’s website.

Parents and teachers may arrange a meeting to discuss a student’s progress at any time throughout the year, although in all such cases the student’s immediate supervising Year Adviser should be consulted.
Reports
These are issued to students after Semester 1 and at the end of Semester 2. If a report has not been received by this time please contact the relevant Year Adviser.

Safety requirements
When working in practical classroom areas the students must observe special safety practice and wear safety equipment. This includes a protective apron which must be worn in Industrial Arts and Home Economics.

Department of Education and Communities regulations state: "Where a student's hair is of such length as to create a hazard in the practical workshop, the hair should be confined by a hair net or snood whilst the student is in the work area".

A suitable apron and snood may be purchased from the school.

Students must wear shoes with leather uppers when in the work area. Their school shoes are satisfactory if they comply with the school uniform. Students will not be permitted to work if this rule is not complied with.

The provision of the above safety equipment is the student's responsibility.

Students will be given general safety instructions before commencing practical work when necessary. Special instruction on specific power-operated machines will be given prior to using them in Industrial Arts when necessary. The school will supply specialised safety equipment during practical lessons, including eye safety protective shields and glasses, which the student must wear whilst using a power-operated machine or during Science practical lessons.

Sick Bay Procedures
If a student becomes ill during the day arrangements will be made for he/she to be collected from the Front Office. Students are to obtain a note from their teacher before they will be admitted to Sick Bay. Front Office staff will contact the parent/caregiver and organise for the student to be collected at the earliest convenience. Students may remain in Sick Bay for one period only unless otherwise directed.

If a student is repeatedly making use of the Sick Bay the Head Teacher Welfare will be informed. If a student is experiencing emotional upset, please advise the school at the earliest opportunity.

Medication
Any medication that needs to be taken during the school day must be left at the Front Office. The medication must be labelled from the pharmacy and include the student's name. Direct contact with the Head Teacher Welfare needs to be made to negotiate the administering of the medication.
Accidents

In the event of accidents, the incident should be reported immediately to the nearest teacher. Parents or caregivers of students who have sustained a significant injury (for example to the head, eyes or back) will be contacted at the earliest opportunity. These students will generally not return to class but will be kept in Sick Bay until they can be collected by a parent/caregiver. If necessary an ambulance will be called and the parent/caregiver advised.

Sport

Sport is a compulsory part of the school curriculum from years 7 to 10. Sport at school is essential for developing basic physical skills, fitness improvement, social skills, teamwork, amongst a host of other health benefits.

All sport for years 7 to 10 will be on Thursdays. Full sport/PE uniform is to be worn to school on this day. NB: Students who also have practical lessons ie. Science, Home Ec, IA, Visual Arts, on sport day must bring their leather school shoes to change into before being allowed to participate in the practical lesson. If a student does not have their PE uniform, they must wear their full school uniform and bring a change of clothes for sport with a note explaining the reason their sport uniform is not being worn.

Non Sport

Students who are medically unfit, injured or unable to participate in Sport will remain with their sport group to be supervised by their teacher. A signed note by the parent/caregiver must be provided stating the reason a student cannot participate and given to their teacher. If a student is unable to participate in Sport for a long period of time, due to an injury or other medical reason, a medical certificate should be provided.

Stationery requirements in the classroom

Students are to supply their own stationery including:

- scissors
- glue
- coloured pencils
- eraser
- pencil sharpener
- ruler
- fine tip black marker pen
- lead pencils
- pens black/red
- correction tape (liquid paper not permitted)
Travelling to and from school

Train and Bus passes
Students are reminded that members of the community often judge a school on the behaviour of students travelling to and from school. Be polite to members of the community and travel directly between home and school.

Train and bus passes for eligible students are obtainable from the Front Office. The final decision as to eligibility for a bus/train pass is made by the individual transport authorities and not the school. There is a charge incurred if bus/train passes are lost or stolen. Train and bus personnel have the right to confiscate passes for unacceptable behaviour.

Bike riding
If riding a bike to school enter and leave by The Avenue gate - observe traffic rules for bicycle travel. After entering the school, walk (don’t ride) the bike to the bike bay. Helmets are compulsory.

Uniform

All students
- Black leather lace-up shoes - all black including laces; no stripes, logos or coloured bands.
- White socks with green and red stripe, style C - 10cm above ankle minimum. (option – plain white socks – same 10cm length until new socks are purchased)
- Bottle green V-neck jumper or sloppy joe with school logo (crest), available through local suppliers.
- Stylish school jacket in school colours with logo available from school clothing shop
- Plain white t-shirt worn under approved school shirt or blouse in winter. No long sleeves to be visible.
- All school shirts to have school logo.
- Bottle green school blazer (optional for all students)
- School tie (optional for all students)

Senior students only
- Year 12 only “Football Jersey” in approved design chosen annually by incoming Year 12.

Senior Girls
- Pleated black skirt (hemmed no more than approx. 10 cm from knee) or black slacks - all with waistband.
- Plain white school blouse shirt school logo (crest) in either long or short sleeves.
- Black or skin coloured pantyhose without socks, is an acceptable variation.
- School cardigan

Junior Girls
- School tunic
- School cardigan
- Pleated tartan skirt or tailored walk shorts or bottle green slacks with waistband.
- Plain white school blouse with school logo (crest) in either long or short sleeves.
- Black or skin coloured pantyhose without socks, is an acceptable variation.
Senior Boys
- Tailored black trousers or shorts with school logo.
- Plain white school shirt with school logo (crest) in either long or short sleeves.

Junior Boys
- “School Grey” shorts - lightweight polyviscose, belted or tab-sided. No drawstrings. Acceptable styles include “Standex style 407” available at Brownscombes or “Deluxe College Baggies” available at Lowes.
- Plain white school shirt with school logo (crest) in either long or short sleeves.

PE and Sports Uniform
This is a part of school uniform and is to be worn at all PE lessons and all school sport.
- Custom designed polo shirt in the school colours with school logo.
- Custom designed black shorts with school logo.
- Heathcote bottle green sloppy joe.
- Appropriate footwear with white socks.

Shoes
A Workplace Health and Safety requirement is that in all practical subjects (eg. Science, Home Economics, Industrial Arts, Visual Arts) students taking part in practical work must wear the correct, protective shoes, that is, shoes with leather uppers.

Non-Uniform Items
The following are NOT Heathcote High School uniform and are NOT to be worn to school at any time:
- Tracksuit pants of any colour or style.
- T-shirts, jumpers, sloppy joes or jackets other than the designated styles and colours.
- Board shorts, jeans, cords of ANY colour, style or length.
- Sandals, open-toed shoes, loose fitting shoes, shoes offering poor protection of the foot and any jogging shoe other than all black leather with laces.
- Football socks or any coloured or striped socks.
- Any t-shirt which can be seen through approved school shirts or which protrudes below approved school shirts at sleeves or waist.
- Any clothing with logo other than the school crest.

Retail Suppliers
- Miranda     Lowes (all items of the school uniform, including clothing with school logo)
- Engadine    Brownscombes (most items including clothing with school logo)
- Caringbah  Claudine Clothing Co. (most items including clothing with school logo)
Out of uniform

Students are to provide a written explanation from home indicating why the school’s uniform cannot be worn fully along with the date(s) of the period to be covered.

- Students are expected to see their relevant year Deputy Principal before school to obtain a Uniform Pass.
- If their Deputy Principal is not available, the student can see the other Deputy Principal or see their Roll Call teacher during Roll Call to obtain a Uniform Pass.
- For students who are late to school and miss Roll Call, it is their responsibility to see the Deputy Principal to obtain a Uniform Pass.
- Where a student is unable to obtain a Uniform Pass in the above circumstances, they are to see their Year Adviser at recess.
- If a student does not have a note from home to explain why they are out of uniform, they will be issued with a Uniform Pass and be required to attend a lunchtime detention on that day supervised by a Deputy Principal.
- Where there is no written explanation for being out of uniform the Uniform Pass can only be issued for that day.
- Failure to report for a lunchtime detention will be followed up by the Deputy Principal as per the school’s Detention Policy and Behaviour Management Policy.
- Students who do not obtain a Uniform Pass, as outlined in the above circumstances, by recess will be sent to the Deputy Principal who will issue two lunchtime detentions. This will apply even if the student has a written explanation from home.
- Students who are not in correct school uniform and do not comply with Work Health and Safety requirements may not be permitted into a specialist room and/or participate in a practical lesson. In this case, students will be provided alternative and relevant work under supervision.
- Students are not permitted to wear non-uniform jumpers under any circumstances. They will be offered a school jumper from the school’s Uniform Pool, to borrow for the day.
- In circumstances where a student out of uniform is inappropriately dressed, they will be referred to the Deputy Principal to contact parents.
Valuable Items

Money
Large sums of money and items of value should not be brought to school due to the possibility of loss or theft. If it is necessary to bring money or valuables to school then they should be left at the Front Office for safe-keeping.

iPods/Mobile Phones/Electronic equipment
While not banned, iPods/mobile phones and other electronic equipment are not be used during class time. The school takes no responsibility for their loss, damage or theft. They should not be taken into exams.

Jewellery
Students are entitled to wear a moderate amount of jewellery to school, as long as it does not pose as a risk to themselves or others. The restrictions include:
- earrings are restricted to the wearing of small sleepers and studs;
- facial piercings can only contain a simple stud or must be covered by a bandage;
- necklaces must be short or worn under clothing;
- bracelets and other adornments are not to be too thick or studded; and
- rings should be small and should not protrude excessively.

Values – The Cotes Code

COMMUNITY
- Participation in community activities
- Responsible and active citizenship
- Community support for the school and its students

OPPORTUNITY
- Providing opportunities for students to demonstrate their knowledge and skills
- Recognising student participation

TOLERANCE
- Understanding and accepting differences among others
- Developing and maintaining respectful relationships

EXCELLENCE
- Students striving for personal excellence
- High expectations for all students

SUCCESS
- Student achievement and celebrating it
- Students working towards personal goal

Welfare Policy Statement

Ensuring a safe, supportive and caring learning environment
At Heathcote we work hard to ensure that the worth of every individual is valued and enhanced through the promotion of mutually supportive relationships between teachers, parents and students. We have a strong commitment to quality teaching and learning programs as well as social justice issues. This is demonstrated in a range of programs - supportive school environment, inclusive education, pastoral care, restorative justice practices, peer support and mentoring, leadership initiatives, outdoor education, alternative programs and student representative activities.
Supporting students – encouraging responsible behaviour

We believe that our primary purpose is to provide high quality learning and teaching, and that this is best achieved when all members of the school community work together cooperatively. For this reason our school community is founded on significant core values including trust, fairness and a respect for and acceptance of others’ talents, differences, personalities, backgrounds, beliefs and ideas. It is the responsibility of all to ensure that their behaviour allows these basic values and rights to be enjoyed.

Our approach to pastoral care and discipline is based on restorative justice principles, with its emphasis on fostering individual responsibility and the building of empathy. Key to this approach is the resolution of conflict through negotiation and discussion, and a focus on the importance of the students’ acceptance of the consequences of their actions.

Student Welfare and Discipline Policy

There are a number of elements to our approach to student welfare and discipline:

1. Strong staff welfare network
2. Student Merit Award Scheme
3. PACT goal setting program
4. Fair and Consistent Approach to Student Discipline, including the implementation of a Restorative Practices framework
5. Strong policy and procedures protecting students against bullying and harassment
6. Welfare Days each year addressing area of need.

If you have a concern about some aspect of your child’s education, please contact the school.
Appendix A AHO

A School Anti-Harassment Order

Between: ___________ and ___________
Date: ___________ Duration: ___ Issued By: ___

Special Conditions: This is a contract to prevent ongoing harassment. Put downs, name calling, spreading rumours, being mean/nasty, excluding people from a group, hiding their stuff, taking their seat etc when done repeatedly are upsetting forms of harassment. This can be done:

- verbally: notes passed around, texts, Facebook, social media, emails.
- non-verbally: “giving them the look”, ignoring them.
- indirectly: through others.
- physically: pushing, “in their face”, throwing things at them.

A “School AHO” is given to students that have had history of harassment to the extent that it has affected their learning at school. It is used when counselling or mediation has not worked or when both parties agree to use it as a means of resolving their differences.

It is based on the idea that conflict or incidents can’t happen if there is no contact or communication between the parties. Remember the whole purpose of this strategy is to avoid incidents of bullying, harassment, intimidation or even assault. Minor incidents can escalate.

Formal warning: An intentional breach of the School AHO may result in a suspension.

MNoonan
Principal

Students Name: ______________________
I acknowledge the letter above. I have discussed it with my son/daughter. We understand no contact between the parties means that both parties may not approach each other intentionally to communicate (other than may be necessary as part of normal classroom interaction). No communication also covers texting, online contact or messages via other people.

Parent/Guardian Signature: _______________ Student: _______________ Date: ___________