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Welcome to James Cook Boys’ Technology High School. This booklet contains information for students new to the school and also their parents or guardians. Please read it carefully and keep the booklet at home for future reference.

The school was established in 1956 on the site of the old Moorefield Racecourse. It is a multicultural school with about 65% of the students coming from a non-English speaking background. The school motto, Ignotum Quaerite means 'seek the unknown' or in simpler terms, always take the opportunity to discover and learn about new things. In addition to its academic record the school has a proud tradition in sport, providing many CHS, NSW and Australian representatives over the years, particularly in rugby league, rugby union, water polo, athletics and soccer.

James Cook is a Technology High School which allows you many advantages in your education. It provides the opportunity for boys to participate in specialised technology courses throughout their schooling while still providing a broad range of traditional subject choices. There will be increased access to computers in all subjects. Board developed and Board endorsed subjects for the Higher School Certificate can also be studied at the adjoining St George College under the Joint Secondary Schools TAFE Program. In the Junior years we offer extension classes in Years 9 and 10.

James Cook Boys’ Technology High School offers many exciting and challenging alternatives, and any student who is prepared to participate fully in the life of the school will be rewarded with success.

Terry Vallis
Principal

SCHOOL DATES FOR 2013

TERM 1  Tuesday 29th January 2013 to Friday 12th April 2013
TERM 2  Monday 29th April 2013 to Friday 28th June 2013
TERM 3  Monday 15th July 2013 to Friday 20th September 2013
TERM 4  Tuesday 8th October 2013 to Friday 20th December 2013

NOTE  Tuesday 29th January  Teachers resume
       Wednesday 30th January  Years 7, 11 and 12 commence school
       Thursday 31st January  Years 8, 9 and 10 commence school

School Development Days:
   Tuesday 29th January
   Monday 29th April and Tuesday 30th April
   Monday 15th July
   Thursday 19th and Friday 20th December
JAMES COOK BOYS' TECHNOLOGY HIGH SCHOOL

STAFF LIST

Mr T Vallis  Principal
Ms V Manos  Deputy Principal
Mr S Tsaridis  Head Teacher Welfare

English
Ms M Rix  Head Teacher
Ms D Rees  Year 11 Advisor
Ms K McDermatt
Mr M Edwards  Year 8 Advisor
Ms C Weekes
Ms M Loutfy  Year 12 Advisor
Ms A Okell

TAS
Mr A Green  Head Teacher
Mr A Curry
Mr B Barnes

Creative Arts
Ms L Rae
Ms H Cork  Year 10 Advisor
Ms M Lee  Music

HSIE
Ms M Atzemis  Head Teacher
Mr G Errington  Year 9 Adv / Sport Coord
Ms L Jarvis
Mr S Tsaridis

PD/H/PE
Mr A Kentwell  Sport Coordinator
Mr D Van Dijk  Year 7 Advisor
Mr B Yelavich

Maths
Mr R Mansour  Head Teacher
Ms M Lagoudakis
Ms A Kumar
Ms L Axiotis
Mr N Hadges  Scripture Teacher M/T/W/T

Ms F Sutton  Special Education
Mr K Chung  Teacher Librarian
Ms J Blatchford  Careers Adviser
Mr N Gardner  School Counsellor

School Administration Staff
Mrs J Seggie  Admin Manager
Mrs C Minton  Administration
Ms L Charos  Fees Office
Ms K Townsend  Administration
Mrs S Dunn  Library
Mrs K Townsend  Administration
Ms C Nicol  Science Assist Mon/Tues
Ms A Geldard  Science Assist Wed/Thur/Fri
Mrs F Huber  SLSO
Mrs B Long  General Assistant
Mrs R Collas  Canteen Manager
Mr B Ristovski  Head Cleaner

Computer
Mr G Woo
Mr M El Hajaj  TSO

Science
Mr P Loucopoulos  Head Teacher
Ms K Alibrio
Ms K Diwakar
Mr M Richards
Mr B Mendiratta

Lote
Mrs A Papanikolaou
Mrs A Faros

Mr S Al Khafaji  Network Support
CURRICULUM

The school offers a comprehensive curriculum within the structure of a six period day, with recess after period two and lunch at the end of period four. Lessons are timetabled on a fortnightly cycle.

(i.e. Week A and Week B)

54 periods of the fortnight are in formal classes, with one being devoted to scripture (optional) and four for organised sport, on Wednesday afternoons.

**Year 7 Courses** (Stage 4) Subjects are studied in each of the eight Key Learning Areas - English, Mathematics, Science, Human Society and its Environment, Languages other than English, Creative Arts, Technological and Applied Studies and Personal Development/Health/Physical Education.

The pupils in these classes will be carefully selected so that there is an even distribution of boys from the various feeder schools (over 20 in all).

**Year 8 Courses** (Stage 4) Year 7 and 8 is a two year module course which gives a basic grounding in the Key Learning Areas.

All courses studied in Year 7 continue into Year 8.

**Year 9 Courses** (Stage 5) Year 9 and 10 is another two year module course where boys can first begin to specialise in subjects of their choice.

Subjects continue from the Key Learning Areas with further study mandatory in English, Mathematics, Science, Human Society and its Environment, and Personal Development/Health/Physical Education.

Two or three electives are then chosen from: Visual Design, Photography, Commerce, Technology Timber, Technology Electronics, Computer Studies, Geography, Sports Science, Languages, Music and Drama, Extension Mathematics, Science. These subjects may change from year to year.

**Year 10 Courses** (Stage 5) Elective subjects must be studied for two years. Thus, these courses are simply a continuation of the Year 9 choices, with the same compulsory subjects being studied.


We also offer the VET Curriculum frameworks - Construction, Information Technology and Business Services. Other frameworks are offered through the TAFE, TVET system.

Some courses are studied at TAFE in Year 11 and Year 12. Such courses are part of the VET program where students will be able to count these subjects towards their Higher School Certificate as well as being accredited with them at TAFE.

- **Year 11 Preliminary courses**
  - Boys will study 12 units of chosen subjects.
  - Satisfactory completion of preliminary courses is required before HSC courses can be attempted.

- **Year 12 HSC courses**
  - Boys must study at least 10 units for the HSC. Thus, some boys will have private study periods (when they are expected to use the library and complete set tasks or to study).
REPORTING TO PARENTS

It is very important for parents to be continually informed of the progress of their sons. We will report to all parents through a Half Yearly and Yearly School Report. These reports are distributed at Parent/Teacher evenings.

Parents are free to contact the school by phone at any other time to arrange an interview with the Year Adviser, Deputy Principal, or Principal.

WEEKLY ROUTINE

The school is organised on six periods per day.

On Thursdays, students finish school at 2.08pm (Period 6 is the Staff Meeting afternoon). Some senior students will have an extended day, starting earlier or finishing later than junior students.

Wednesday afternoon is Sport
   * non-grade recreational sport finishes at 2.30 p.m.
   * grade sport may finish earlier than this (if early game) or much later on some occasions.

SCHOOL ROUTINE

Assembly

This takes place on Monday morning with a sport assembly also held each Wednesday prior to the commencement of sport afternoon.

Roll Call

Roll Call is taken in Period 1 classes. At this time students are marked present or absent for the day.

Late Arrival

If a student arrives after the 8.45am bell his time of arrival is recorded. Two or more late arrivals in one week incur a Thursday lunchtime detention with the Head Teacher Welfare and a warning letter will be sent home.

Note: Any boy who arrives late must have a note from his parent or guardian explaining his lateness.

Early Departure

If a student wishes to leave school early he must present a note to the Welfare Head Teacher. This note must also detail
   • name and class of student (PRINTED)
   • reason for leaving early and the time of departure
   • signature of parent/guardian and contact phone number

This note should be written and signed by the parent or guardian and state the reason for, and the time of, your early departure. If permission is granted, you may pick up a Department of Education and Training School Leave Pass for Partial Absence (White) from the office at recess or lunchtime.

Note: On Wednesday the Sport Coordinator will interview any student wishing to leave early. Sport is an integral part of the school curriculum so should NOT BE USED FOR MEDICAL APPOINTMENTS Etc.
Absences

If a student is to be absent for more than 2 days the parent/guardian should inform the office. For all absences, a written explanation from a parent or guardian must be presented on the first day of return to school. If a note is not received within one week of an absence then that absence will remain in school records as unexplained.

This note must also detail
- student’s name and roll class (PRINTED)
- reason for the absence
- dates of the absence
- signature of the parent/guardian

Notes are to be placed in the box provided outside the Fees Office. Parents and students should be aware that if a note is not given, then this "unexplained" absence will be indicated on the school report (which is sent home twice a year).

Travelling To and From School

When travelling to and from school students are expected to behave in a proper manner. Misbehaviour of any kind brings discredit on the whole school and may result in cancellation (confiscation) of your bus or train pass.

Railway and Bus passes are available to all eligible students. Applications are made at the School Office.

Students must not remain at school after 3.00 p.m. unless under the supervision of a teacher.

Students must cross streets at Traffic Lights or Pedestrian Crossings, or use overhead bridge to cross Princes Highway.

NOTE: Grade sports, Recreational sports and special carnivals are held at a variety of venues. Students are frequently dismissed at the venue (usually another school) and will be expected to find their own way home. This information will be relayed to parents via notes.

Family Information Form and Medical Card

Each student is to complete these forms on enrolment, so that all relevant information can be placed in the computerised school administration system. Emergency contact numbers in case of accident are essential.

Bicycles

The parking of bicycles in school grounds is a privilege granted by the Education Department. Neither the school nor Department will accept responsibility for theft or damage. Students are advised to chain and lock their bicycles. The school CANNOT take any responsibility for the security of bicycles.

Bicycles are not to be ridden in the school grounds.

SKATEBOARDS, ROLLER BLADES and SCOOTERS are not permitted in the school.
Security

Parents are reminded that students should NOT bring large sums of money to school. It is stressed that money, valuables, watches, mobile phones etc., should NOT be left in unattended bags, especially in change rooms during PE lessons, or when in special classes or the library. Money may be placed in a sealed and signed envelope and left with the School Administrative Officers at the School Office in the morning.

*Items such as IPods, MP3’s, hand held electronic games, phones and cameras should not be brought to school.*

Mobile phones MUST be switched off and put away when entering school buildings and during all lessons. The school does not carry insurance for students’ personal property.

**NAMES SHOULD BE CLEARLY WRITTEN ON ALL PERSONAL ITEMS.**

Lost Property

Please ensure that **ALL CLOTHING AND EQUIPMENT IS LABELLED** with student’s name as lost property is returned to the PE Dept. or Front Office in the Administration Block. Again, we cannot be responsible for items which are not clearly labelled or secured where possible.

**SCHOOL UNIFORM**

(AVAILABLE FROM LOWES ROCKDALE PLAZA)

**SUMMER AND WINTER**

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Shirt</td>
<td>Year 7 to 10 Ice Blue (long or short sleeves) with Emblem</td>
</tr>
<tr>
<td></td>
<td>Year 11 &amp; 12 White Shirt (long or short sleeves) with Emblem</td>
</tr>
<tr>
<td>Trousers</td>
<td>Grey Blocker Longs or Grey College Long Baggies</td>
</tr>
<tr>
<td>Shorts</td>
<td>Grey &quot;Blockers&quot; or Grey College Baggies</td>
</tr>
<tr>
<td>Belt</td>
<td>Grey or Black</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black leather lace-up shoes ONLY</td>
</tr>
<tr>
<td>Sloppy Joe</td>
<td>Black v neck with Emblem</td>
</tr>
<tr>
<td>Jacket</td>
<td>Black with Emblem</td>
</tr>
<tr>
<td>Tie</td>
<td>Senior School Only   Black with Emblem</td>
</tr>
<tr>
<td>Blazer</td>
<td>Senior School Only   Black with Emblem</td>
</tr>
</tbody>
</table>

Black leather lace-up shoes must be worn at all times other than sports days for safety reasons and active participation in practical lessons.

**P.E. UNIFORM**

(AVAILABLE FROM LOWES ROCKDALE PLAZA)

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt</td>
<td>Black/Grey/Maroon with School Emblem</td>
</tr>
<tr>
<td>Shorts</td>
<td>Black</td>
</tr>
<tr>
<td>Track Pants</td>
<td>Black Microfibre</td>
</tr>
<tr>
<td>Jacket</td>
<td>Taslon Sports Jacket with School Emblem</td>
</tr>
<tr>
<td>Black Cap</td>
<td>Black with School Emblem</td>
</tr>
<tr>
<td>Socks</td>
<td>White ankle</td>
</tr>
</tbody>
</table>

Students are allowed to wear sports uniform and joggers on Wednesdays.
School Beanies and James Cook Football Socks are available from the PE Department.

**IMPORTANT:** An important uniform issue is correct footwear. The Department of Education requires all students to wear safe footwear at all times. Students without safe footwear will not be able to participate in practical classes such as Science, Woodwork or Electronics. Unsafe shoes include those with openings, shoes made from open-weave materials such as canvas or cotton types of shoes.

School shoes are to be completely black (including the soles and the laces - no brandings) and the entire foot is to be enclosed by the shoe, including the upper section of the foot. The shoe is to have a stout sole, low heels and firm leather uppers.

Below is a selection of pictures to help guide you on what shoes are allowed and what are not. When purchasing new shoes for next year please refer to the pictures below to ensure that an acceptable shoe is purchased that meets the requirements of the school.

**ACCEPTABLE SCHOOL SHOES**

**UNACCEPTABLE SHOES FOR SCHOOL**

**TECHNOLOGICAL & APPLIED STUDIES DEPARTMENT**

In school workshops pupils must observe special safety practices and wear safety equipment. Leather school shoes must be worn **NOT** sneakers, joggers, sandshoes or thongs.
**COOK’S CODE**

The school offers a learning environment where boys are encouraged to develop their full potential in a climate which fosters the pursuit of individual excellence.

The school has a code intended to encourage consideration of property, other students and teachers as well as making the school a worthwhile place of learning.

<table>
<thead>
<tr>
<th>AT JCBTHS I WILL ACHIEVE SUCCESS BY:</th>
<th>IN THE CLASSROOM I WILL FOLLOW THE CODE BY:</th>
<th>IN THE PLAYGROUND I WILL FOLLOW THE CODE BY:</th>
<th>IN THE COMMUNITY I WILL FOLLOW THE CODE BY:</th>
</tr>
</thead>
</table>
| **BEING SAFE**                       | • Ensuring mobile phones and other electronic devices are off and out of sight  
• Being polite at all times  
• Keeping the classroom neat and tidy  
• Using the furniture accordingly  
• Using computers and the internet appropriately  
• Ensuring the rooms and school remain graffiti free and reporting any incidents immediately  
• Wearing no head gear inside buildings  
• Following the safety rules specific to ALL classrooms | • Using areas appropriately and considering the safety of others  
• Staying within bounds and supervised areas  
• Listening and following the instructions of teachers on duty and Canteen Staff  
• Lining up in an orderly and quiet manner in the canteen and purchasing food for myself only  
• Following the no smoking rule on school grounds | • Behaving safely, considerately and responsibly when travelling to and from school  
• Following the teachers instructions when representing the school on excursions or as a member of a sporting team  
• Observing rules, directions and laws |
| **BEING RESPECTFUL AND RESPONSIBLE** | • Listening and following teachers instructions  
• Wearing the correct uniform including full sports uniform when appropriate  
• Showing respect at all times for all school staff and peers  
• Respecting the rights of others to learn  
• Respecting the property of others  
• Abiding by the schools Anti-Bullying policy  
• Not chewing gum or spitting  
• Listening to all speakers, applauding appropriately and respectfully recognising the achievement and success of my peers in assemblies | • Being a positive role model by being polite and using appropriate language  
• Placing rubbish in bins and displaying pride in the school environment  
• Respecting school property and that of other students  
• Wearing ONLY the school cap  
• Sitting in correct places during assemblies and listening attentively to speakers  
• Abiding by the schools Anti-Bullying policy  
• Not chewing gum or spitting | • Using appropriate language  
• Being a positive role model by being polite and courteous  
• Wearing the correct school uniform  
• Maintaining the positive image of James Cook Boys High School  
• Refrain from smoking while in school uniform  
• Showing respect to the general public on public walkways and on all forms of public transport  
• Abiding by the schools Anti-Bullying policy  
• Being a contributing member of your sporting team and having appropriate gear  
• Following the schools “Sports Code of Conduct”  
• Not spitting |
| **BEING AN ACTIVE LEARNER**          | • Attending school everyday and being in class on time and prepared to learn  
• Having the necessary equipment, including my laptop, for theory and practical classes  
• Following instructions  
• Striving to achieve my personal best  
• Completing class work, homework and assignments | • Being a positive problem solver  
• Returning to class after breaks in a prompt and orderly manner  
• Knowing my timetable | • Displaying good sportsmanship  
• Being tolerant of other people’s views and opinions |

**WHO TO SEE**

Roll Patrons are the teachers who mark the roll, supervise students during DEAR and carry out uniform checks.

Parents are again reminded that notes are needed for all absences. If your son is not able to wear school uniform please provide a note, the Deputy will issue him with a uniform pass.
Head Teachers have the task of planning and teaching the courses of study provided in each of their respective subjects, and the co-ordination of the work of the various classes. They place students in their appropriate classes, determine each student's progress and assessment; plan programs of work and supervise the work of teachers in their subject departments. Where necessary they take disciplinary action and they work in close co-operation with the Principal and Deputy Principal. Head Teachers may be contacted when enquiries are being made about a particular subject.

Year Advisers co-ordinate the personal welfare and adjustment of the students in each year. They check on progress, conduct and attendance, and if necessary, contact the parents. Students should feel free to approach their Year Adviser if they have any personal worries or concerns. Parents may obtain a full report on the progress in all subjects, conduct and adjustment of their child, or consult with the Year Advisers on welfare situations.

School Counsellor deals with matters referred to them by the Principal or members of staff relating to personal and educational guidance. Parents may make appointments for interviews through the School Administration Officers on 9587-1770.

The Principal, Deputy Principal, Welfare Head Teacher are available for interview in serious cases regarding attitude, welfare or behaviour, usually after referral from some of the personnel above.

It is necessary to make an appointment to see any member of the staff. It is not possible to have a teacher leave a class to speak to a person without an appointment.

STUDENT INVOLVEMENT

Enjoyment at High School will depend on personal effort and participation. Students should be prepared to actively work and learn from the teaching they receive in the classroom or on the sports field. Apart from the academic work of the classroom it is desirable for students to become involved in many extra-curricular activities that are offered.

Student Council Each year group elects a number of representatives for the Student Council from all years. The Student Council meets regularly and will bring before the school administration any suggestions made for improving the school. Each year, 8 school leaders are elected from the Year 12 student body. The Captain and two Vice Captains are then elected from this group. These 3 students also hold the office of President and Vice President of the Student Council.

As many students as possible should be involved in the student council. Periodically classes will be asked to discuss certain issues during DEAR. The student council plays a very important role in the school, making many important decisions about many aspects of school life.

Peer Support: This is a system whereby selected Year 10 students are responsible for a group of Year 7 students. The Year 7 students then have the advantage of being involved in small group activities, and it is hoped that the organisation of this will improve friendships, self-esteem and the transition to high school.

School Bands: Students can learn to play a musical instrument and be a member of one of the school bands as an extra-curricular activity. Normally these students would also be studying music as an elective subject.
STUDENT WELFARE
HONOUR SYSTEM

Base Level

The criteria for the Base Level is

- Satisfactory attendance
- Satisfactory behaviour
- Satisfactory work effort
- Satisfactory achievement within the student’s ability

A student remains on Base Level unless the student is below or above the standard expected from "Cook’s Code" – our guide to a harmonious classroom.

- Always arrive and leave the classroom responsibly
- Be prepared
- Be a responsible learner
- Be courteous and respectful

Where a student is above the standard he will be placed on BRONZE LEVEL or higher and progress to SILVER LEVEL and then to GOLD LEVEL.

<table>
<thead>
<tr>
<th>GOLD</th>
<th>5 SILVER AWARDS</th>
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<tbody>
<tr>
<td></td>
<td>A gold award certificate from the year adviser - assembly</td>
</tr>
<tr>
<td></td>
<td>Mention on your school report and recorded</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SILVER</th>
<th>5 BRONZE AWARDS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A silver award certificate from the year adviser - assembly</td>
</tr>
<tr>
<td></td>
<td>Mention on your school report and recorded</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>BRONZE</th>
<th>5 FACULTY MERITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A bronze award certificate from the year adviser - assembly</td>
</tr>
<tr>
<td></td>
<td>Mention on your school report and recorded</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BASE LEVEL</th>
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</thead>
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BEHAVIOUR MANAGEMENT

The School is currently reviewing aspects of the Student Management process and some modifications to the existing structures can be expected in the near future. These modifications will be communicated to the students when the revision is complete. The behaviour management system used at James Cook Boys Technology High School is based on consequences and aims to develop each student's sense of responsibility for his own actions. The Cook’s Code of Conduct promotes a learning environment where boys are encouraged to develop their full potential, in a climate which fosters the pursuit of individual excellence. To that end, we have a code intended to encourage consideration of other students, teachers and property, as well as making the school a worthwhile place of learning. It will be most effective when parents and staff work co-operatively to help the student get back on track.

### BASE LEVEL

<table>
<thead>
<tr>
<th>Level</th>
<th>Behaviour Monitoring Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work It Out Plan Classroom</td>
<td>Breach of the School Code of Conduct</td>
</tr>
<tr>
<td>LEVEL 1</td>
<td>Not Accepting Responsibility for Behaviour</td>
</tr>
<tr>
<td>Head Teacher</td>
<td>Could Not Work It Out</td>
</tr>
<tr>
<td>LEVEL 2</td>
<td>Not Accepting Responsibility for Behaviour</td>
</tr>
<tr>
<td>Deputy</td>
<td></td>
</tr>
<tr>
<td>LEVEL 3</td>
<td>Not Accepting Responsibility for Behaviour</td>
</tr>
<tr>
<td>Principal</td>
<td></td>
</tr>
</tbody>
</table>

- **Work It Out Plan - Classroom Level**

Where a student is below the standard expected of the school code of conduct he will be placed on a Work It out Plan by the classroom teacher. The classroom teacher will use a number of strategies, including a warning, seating the student elsewhere, discussions and detentions and a Work it Out Plan. This is a contract between the student and the teacher. The document lists the classroom rules as per Cook’s Code. The student is on this classroom Behaviour Monitoring Plan for one to five lessons. If no further misbehaviour occurs during the time of the plan, the student is recognised as having taken responsibility for his behaviour and no further action will be taken. If the student continues to misbehave the teacher may make a referral to the Head Teacher.

- **LEVEL 1 - Head Teacher Level**

A student is placed/retained on this level by the Head Teacher if he has not behaved in accordance with Cook’s Code. The Head Teacher will issue the student with Level 1 Behaviour Monitoring Program and notify the parents/guardians - Letter of Concern. The student may be withdrawn from classes and will be required to complete class work during this time. A student can be removed from LEVEL 1 status if he does/does not continue to demonstrate student characteristics as per the Cook’s Code. This may result in being returned to Base level or if the student continues to behave inappropriately in class during the behaviour monitoring program period he will be referred to the Deputy.
• LEVEL 2 - Deputy Principal Level

The Deputy will issue the student with a Level 2 Behaviour Monitoring Program because unacceptable behaviour has continued. A student can regain BASE LEVEL OR LEVEL 1 status if improvement results in the student once again meeting the Code of Conduct requirements.

• LEVEL 3 - Principal

The student has continued to take little or no responsibility for his behaviour and will be recommended for suspension.

SICK STUDENTS

Students who become ill at school must report to either their class teacher or teacher on duty in the playground who will give the student a note to go to the office. Students will not be seen unless they have a note from a teacher. Their names will be recorded and parents will be contacted to determine further action.

THE SCHOOL HAS NO FACILITIES FOR MINDING SICK OR INJURED STUDENTS.

If there is any indication that a student is ill, it is preferable that he be kept at home.

It is important that we have current emergency contact phone number in case of illness. If you change your phone or mobile number please make sure you inform the school of the new number

ACCIDENTS TO STUDENTS

Accidents do occur at times and in such cases, the decision for action is made by the person supervising at the time.

Students should report all incidents to the teacher who is on duty if at recess or lunch. This person needs to be fully aware of all aspects of the activity, and will carry out the appropriate action. The school does not carry insurance for accidents to students. Such insurance is available at reasonable rates from most major insurance companies.

LIBRARY

The School Library aims to provide students and staff with books and audio visual materials for both academic and recreational purposes.

Students are also encouraged to borrow books for leisure reading and parents are asked to reinforce the importance of reading at home. All junior students participate in a Wide Reading program in which they are encouraged to read at home each evening.

Use of the Library

Students may use the Library before school and at lunch times. Seniors may also use the library on free periods.

Books and Technology are expensive and lost or damaged articles must be paid for. Students are expected to take care of library materials and return them on time. Fines are imposed for late return.

Students who consistently have overdue books will forfeit their right to borrow from the Library/Internet/Computers. All students are advised to join their local municipal libraries in addition to using the school library.
CAREERS

Our Careers Adviser helps students from Years 7 to 12 to better understand the "world of work" and the transition from school to the work place or training institution.

Although only Year 9 are taught regular careers lessons, students from all years will be exposed to the concept of Career Education through the integration of the Careers Program with other courses.

Work experience has become a major part of a student’s preparation for life after school and all students in Years 10 and 11 are given the opportunity to take part in the program.

Students undertaking VET courses in the senior school have compulsory work placement as part of their course.

The Careers Adviser is available for parent interviews by appointment at any time.

SPORT

Wednesday afternoon is sport afternoon. All students are required to attend sport, which is a compulsory part of the curriculum. Participation in sport is a pre-requisite for the School Certificate and Higher School Certificate. Grade sport students are required to pay transport fees each semester.

Dental and other appointments should be made after school hours or during vacations. Proof of appointment will need to be presented before a student will be given leave on sports day.

If a student is unable to participate in sport, a medical certificate must be presented to the Principal for the school files so that certification is not affected.

CANTEEN

The income of the canteen helps to equip our excellent Library and contribute to the financing of other equipment necessary for the efficient running of the school.

COMMUNITY INVOLVEMENT

Parental Involvement

A good school is one which has community and parental support and co-operation. It is when staff, students and parents work together that education is worthwhile.

It is important that parents are aware of the school’s aims and that teachers know of parents’ attitudes and aspirations. This can be achieved by

- interviews as required. Appointments can be made with the office by contacting 9587-1770
- attending school functions arranged for parent discussion and information
- attending the Parents’ & Citizens’ Association meeting twice a term
- email the school jamescookb-h.school@det.nsw.edu.au
- go to our website www.jamescookb-h.schools.nsw.edu.au/
The P & C Association

Parents and citizens are invited to join this Association which meets regularly during the year (see Calendar for exact dates). At these meetings you will get to know other parents and other members of the community. School policy is outlined and reports on school activities are given. The Annual School Report is also presented and reviewed.

Cook's Watch

This Newsletter provides information about student achievement as well as providing information about forthcoming events. It is our belief that this is a vital communication with parents and we encourage feedback as to your thoughts. This is produced twice each Term.

HOMEWORK (PARENT SUPERVISION)

Teachers, as educators realise that their function goes beyond that of mere training. The student has a responsibility to follow up each day’s work with some systematic study or homework. Parents must make sure that some form of set work is done by their sons each afternoon or night.

It is not policy to set homework simply to occupy time after school.

The idea of homework is

- to complete work not finished in class
- to practice subject skills and processes
- to revise content already done in class
- to develop research skills and wider reading habits (by projects and assignments)
- to carry out set homework tasks assigned by teachers

Some suggested MINIMUM homework times

| Years 7 and 8 | one hour, 5 times a week |
| Years 9 and 10 | two hours, 5 times a week |
| Year 11       | two-three hours, 5 times a week **MINIMUM** |
| Year 12       | more than that suggested for Year 11, with the weekends being a time when systematic revision is attempted |

If no homework is set by the school on a particular day, then the student should undertake revision or reading.

Parents should make sure that

- boys have a study program
- they do this work on the program
- they have a place to study
- if they miss homework for some serious reason, that they "make up" on the weekend
SCHOOL CONTRIBUTIONS

General School Contribution

The General School Contribution is used for such items as

- Loan of textbooks
- Textbook Allowances does not cover replacement and updating for new syllabuses
- Duplicated notes for students
- Hire of sport fields and the continuation of competitive sport
- Sporting equipment replacement
- Sports available to students
- Supply of paper and booklets for examinations
- Library purchases - books and materials
- Replacement of capital equipment e.g. overhead projectors, cassette players, computers
- Maintenance of equipment not issued by the Department
- Repairs to damaged textbooks returned from loan
- Covering of textbooks available for loan

Included in the general school contribution is the costing of the two school carnivals Swimming and Athletics. It helps to pay for the hire of the facilities and the transport of students to and from the venues.

For the school to continue to provide the best education for your son it would be appreciated if you could make a General School Contribution. By so doing you can help this school to maintain its educational standards.

Subject Materials Contribution

These contributions relate to particular subjects such as Technics, Art, Music, Design & Technology and Computing. They cover materials used by pupils who nominate those subjects.

Students who wish to undertake these courses should be aware of the subject materials contribution involved.

School Contributions are due first week after enrolment.

STUDENT ASSISTANCE SCHEME

Limited financial help is available for students in Years 7 to 10 for subject materials contribution, equipment, uniform and excursion costs for families experiencing hardship.

A written application should be made to the Principal at any time during the year when assistance with meeting costs is needed. A special form is available for this purpose from the Fees Office. Information provided on the form is confidential.

Certain families are also eligible for concessions to the general school contribution. Contact the school office for details.

WE ACCEPT - CHEQUES - VISA - MASTERCARD - EFTPOS