

TABLE OF CONTENTS

PRINCIPAL’S WELCOME	1
SCHOOL INFORMATION	2
ENROLMENTS	3
TRANSFER OF STUDENT	3
STUDENT RESOURCE SCHEME (SRS)	4
USER PAYS SUBJECT FEES (UPSF).....	4
PAYMENT OPTIONS	4
REFUNDS.....	5
PRIVACY STATEMENT	5
COURSES AND SUBJECTS.....	7
EXTRA-CURRICULAR ACTIVITIES	7
PARENT NOTICE RE CHAPLAINCY SERVICES.....	8
CHAPLAINCY PROFILE: Adam Rose.....	8
How will my young person be involved?	8
PASTORAL CARE AND WELLBEING	9
ASSESSMENT	10
REPORTS.....	14
FLEXIBLE LEARNING OPTIONS	14
UNIFORMS.....	14
ABSENTEES	17
STUDENT PARKING.....	18
COMPUTERS AND INTERNET - ACCEPTABLE USE POLICY.....	18
Printing.....	19
Use of the Internet	19
Managed Internet Service.....	20
Use of E-Mail	20
Home Directories.....	20
Passwords	20
CANTEEN –“SWANEE’S”	21
SPORTING FACILITIES AFTER HOURS	21
SCHOOL EXCURSIONS	21
BANNED ITEMS	22
WATER BOTTLES	22
CARE OF VALUABLES	22
DENTAL VAN	22
ILLNESS AT SCHOOL	22
INJURIES.....	23
MEDICATION	23
SUPERVISION	23
BUSES – (CDC Bus)	23
HOMEWORK.....	23
FORMS OF ASSISTANCE	26
WAYS IN WHICH PARENTS CAN ASSIST THE SCHOOL	28
CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING OR NAME.....	29
COMPLAINTS MANAGEMENT	29
Student Code of Conduct.....	34

PRINCIPAL'S WELCOME

On behalf of the students, staff and parents of Maroochydore State High School, welcome to our school community. Located at the centre of the Sunshine Coast, Maroochydore State High School is recognised as a leader in secondary education on the Sunshine Coast.

Since opening in 1964, we have built a proud tradition and record of supporting and challenging students to realise their potential through a wide range of programs that provide something for everyone. Our programs ensure that we cater for all students' needs and this is reflected in our school vision of "*Excellence in Education for All*". We provide a high quality schooling experience for every student, with the opportunity to be well prepared for life success through learning and education. We aim to lay the foundations that engage young people in life-long education and training to enrich their lives.

Our learning environment is based on strong traditional values with a very clear focus on Learning, Respect and Safety; these permeate every aspect of school life. This is also reflected in our school motto "*To strive and to serve*", which is the translation from the original Latin motto of "*Niti Et Servire*".

The challenge we set ourselves as a learning community is to address the intellectual, personal, social and economic development of our young adults at a time of great change in the world and at a time when ideas about the goals of education are undergoing considerable change. This is a challenge that we relish and our commitment to meeting the changing needs of our young people in a rapidly changing world is reflected in our innovative and dynamic curriculum, rich digital learning experiences and excellent teaching and resourcing.

This is reflected in the range of special programs offered to students at Maroochydore High which include:

- 📌 DRIVE Programs in Junior Secondary – Next Gen Academic Program, Arts Academy and a Sports Development Program.
- 📌 DRIVE academic enrichment programs through Senior Secondary.
- 📌 A leading school in Science education on the Sunshine Coast with our Biotechnology program recognised with a State award.
- 📌 Aerospace Gateway Schools program
- 📌 Extensive Vocational Education & Training opportunities and School Based Traineeships
- 📌 Home of the Coastal Cookery Trade Training Centre – training Apprentice Chefs.
- 📌 A Gateway School to the Queensland College of Wine Tourism.
- 📌 Accredited International Student Programs hosting students from around the world
- 📌 Humanitarian projects in India and Cambodia
- 📌 The Centre for Creative Industries
- 📌 Specialist subjects in Japanese and Marine Science
- 📌 Learning Support and Special Education Programs

In short, Maroochydore High offers all students the opportunity to gain a competitive edge. Our expectation is that across their six years of education our students position themselves so that they can graduate with the Queensland Certificate of Education and then either an ATAR or Vocational Qualification of worth. It is pleasing that our 100% of our graduating students over the last seven years have achieved these goals.

While this Prospectus outlines the policy and procedures which govern the operations and organisation of the school, I hope that you will also take the time to visit our website: www.maroochydoreshs.eq.edu.au. There I'm sure you will gain some appreciation of how across our community, we look to live our motto. Why not go to the School Annual Report menu. You'll soon see that we always aim to Strive and to Serve, to Succeed and to Shine.

Welcome to our great school,

Best wishes

David Samaha
Principal

Our Values:

- Learning – *I will make the most of every learning opportunity and allow others to do the same.*
- Respect – *I will respect myself, all people in the school community, the grounds and facilities.*
- Safety – *I will act safely and be accountable for my actions.*

Excellence in Education for All

Our Vision:

We strive to achieve excellent outcomes for all learners through:

- Empowering high performance
- Fostering positive relationships
- Collaboratively nurturing well-being

SCHOOL INFORMATION

POSTAL ADDRESS: 160 Maroochydore Road (PO Box 55)
 MAROOCHYDORE Q 4558

TELEPHONE: (07) 5409 7333
 ABSENTEE HOTLINE: (07) 5409 7360
 SWANEE'S CANTEEN (07) 5409 7368

www.maroochydoreshs.eq.edu.au



EXECUTIVE TEAM: Mr David Samaha Principal
 Mr Aaron Willis Deputy Principal - Junior Secondary (7-8)
 Ms Shona Benjamin Deputy Principal - Senior Secondary (9-12)
 Ms Michele Kirkland Deputy Principal - Executive Services (10-11)
 Ms Casey Hughes Business Manager

OFFICE HOURS: The Student Counter is open from 7.15am to 3.15pm while the Main Office is open from 8.00am to 3.15pm each school day.

LESSON and Bell TIMES – MONDAY, TUESDAY, WED (Terms 1&3), THURS (Terms 2&4), FRIDAY

	Start	Finish
Warning Bell	7.22am	
Early Start (Yr 11 & 12 only)	7.25 a.m.	8.35 a.m.
Warning Bell	8.32 a.m.	
Form	8.35 a.m.	8.45 a.m.
Lesson 1	8.45 a.m.	9.55 a.m.
Recess #1	9.55 a.m.	10.40.a.m
Warning Bell	10:37 a.m.	
Lesson #2	10.40.a.m	11.50 a.m.
Lesson #3	11.50 a.m.	1.00 p.m.
Recess #2	1.00 p.m.	1.25 p.m.
Warning Bell	1:22pm	
Lesson #4	1.25 p.m.	2.35 p.m.

LESSON and Bell TIMES – WEDNESDAY (Terms 2&4) and THURSDAY (Terms 1&3)

	Start	Finish
Warning Bell	7.22am	
Early Start (Yr 11 & 12 only)	7.25 a.m.	8.35 a.m.
Warning Bell	8.32 a.m.	
Form	8.35 a.m.	8.45 a.m.
Lesson 1	8.45 a.m.	9.55 a.m.
Recess #1	9.55 a.m.	10.15.a.m
Warning Bell	10:12 a.m.	
Lesson #2	10.15.a.m	11.25 a.m.
Lesson #3	11.25 a.m.	12.35 p.m.
Recess #2	12.35 p.m.	1.25 p.m.
Warning Bell	1.22 p.m.	
Lesson #4	1.25 p.m.	2.35 p.m.

NB: The changes to bell times on a Wednesday and Thursday alternate in line with junior interschool sport. This gives the extra time needed for junior teams to travel to external venues to compete against other schools.

ENROLMENTS

Maroochydore State High School recognises as its prime obligation, the provision of access to an appropriate educational service for students whose principal place of residence is within the school's catchment area.

Because of enrolment capacity and growth Maroochydore State High School may be unable to meet this obligation in the future, unless action is taken now to manage enrolments. The Principal must restrict enrolment of out-of-catchment students to ensure in-catchment students can enrol at their local state school, without requiring additional facilities.

This School Enrolment Management Plan (School EMP) sets out the conditions under which students may be enrolled into Maroochydore State High School, subject to any other requirements or limitations in the Education (General Provisions) Act 2006. Full details are available from the school website.

The aim of this plan is to enable us to effectively manage the continuing growth of enrolments with respect to the built capacity of the school. For us, this means that families situated in the Maroochydore SHS catchment area will be enrolled automatically but will need to **provide proof of residency** - e.g. Primary source: a current lease agreement, or rates notice or unconditional sale agreement. Secondary source: a utility bill (eg electricity, gas) showing the same address and parent's / legal guardian's name. (A phone bill cannot be used). While our excellence programs primarily target in-catchment enrolments, there are limited places available to families outside of the catchment area. Catchment maps define the geographical area from which schools take their principal intake of students. Details of our catchment can be found by visiting the school catchment maps database accessed from our website.

The need for this plan reflects the continued growth in popularity of our school as the first choice provider of education for families. It is testament to the ethos of Maroochydore SHS as being the provider of excellence in education for all. The school currently has a student capacity of approximately 1350 with the majority of new enrolments coming from Maroochydore State School, The Kuluin School, Buderim Mountain State School, Pacific Paradise State School, Bli Bli State School, Mooloolaba State School and Stella Maris.

Enrolments can be arranged by contacting the office or by emailing emp@maroochydoreshs.eq.edu.au

All students under the age of 18 must be enrolled by a parent or legal guardian. An appointment needs to be made beforehand. These enrolments are carried out by members of the Executive Leadership team.

Parents should bring a copy of a birth certificate, recent report cards and, where applicable, a transfer note to the enrolment interview. The enrolment interview also involves signing off on an Enrolment Agreement. The Enrolment Agreement includes acceptance of the policies and procedures of Maroochydore State High School and specific reference is made to the following; information about each is contained in this Prospectus:

- Student Code of Conduct
- Student Dress Code
- Homework Policy
- Student Resource Scheme and User Pays Subject Fees
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent Notice re Chaplaincy Services
- Consent to use Copyright Material, Image, Recording or Name
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- Transfer of student

TRANSFER OF STUDENT

Upon a student leaving Maroochydore State High School and transferring to another school, a parent needs to give at least two days notice to the school and complete and sign a clearance form obtained from the Office. A parent needs to return all school resources, finalise outstanding SRS, User Pays Subject fees and uniform monies; a transfer note will be then issued and a refund of fees and charges arranged where applicable. Parents should also be aware that where a student is transferring to Maroochydore State High School from a Queensland school (state or non-state) a transfer note will be required.

STUDENT RESOURCE SCHEME (SRS)

A SRS is a service provided by the school to assist parents with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes. These resources enhance the student's engagement with the curriculum. A SRS provides a convenient option that offers good value to participants and ensures participating students have access to the same standard of resources. Parents will need to provide these resources themselves if they choose not to participate in the SRS.

What does the Queensland Government fund in schools?

Under the Education (General Provisions) Act 2006 (Qld) (Section 50(2)), 'instruction' (e.g. teaching), 'facilities' (e.g. buildings) and 'administration' (school operation costs) are met by the State at no cost to students. State funding for schools does not extend to individual student resources such as textbooks, equipment for personal use and items used/consumed by the student in the classroom. What is included in the SRS? Each school designs a SRS based on the resources needed for each student to engage in the curriculum. Items included in the SRS are published on the school's website. There are three scheme categories:

- curriculum resources, e.g. textbooks, student diaries, in-class consumables
- personal computing devices e.g. laptops or iPads
- other educational programs e.g. instrumental music, choir, excellence programs, Vocational Education and Training (VET) programs (where a school is a Registered Training Organisation).

What is excluded from the SRS?

There are guidelines for schools on what is not allowed to be included, for example: excursions, competitions, first aid supplies, safety equipment, internet costs or any resource needed for assessment. In addition, all resources included in a SRS must be able to be purchased by a parent choosing not to participate in the scheme.

How much do I need to pay to participate in the SRS?

Each school, in consultation with their P&C Association, determines the resources that will be included in the SRS, and the fees that will be charged for those resources. The fees are based upon the value of the items in the scheme, this includes items that are:

- owned (generally equal to the cost for the school to purchase)
- used in class (as an average cost of resourcing the class) and
- hired to the students (based upon the expected life of the item).

Fees may vary between schools, year levels, or for individual students. The Government provides an allowance to assist parents of secondary school age children with the cost of providing resources to support their child's education. This allowance, called the Textbook and Resource Allowance (TRA), is paid directly to the school and will be deducted from the SRS fee for participating parents.

Why does my child's school have multiple SRS?

Schools can provide a SRS to help parents to provide educational resources for the general curriculum, personal computing devices and/or other educational programs such as excellence programs. Schools will provide parents with a different participation agreement form and information on fees and included resources for each type of SRS.

What do I need to do if I want to participate in the SRS?

A form called the Participation Agreement Form (or PAF) will be provided to parents/carers to complete at enrolment for each SRS relevant to the child's enrolment

USER PAYS SUBJECT FEES (UPSF)

UPSF are applicable to some subjects in addition to the fees under the SRS. The charges collected through these fees are to cover the costs associated with the course/subject and are to be paid directly to providers outside of the school. Some examples of this are bus transport, education services, consumables such as art and craft materials, cooking ingredients, Industrial Technology & Design materials etc and Vocational Training (to name a few).

PAYMENT OPTIONS

Our preferred methods of payment of school fees are via BPoint (details located on your invoice), QParents and EFTPOS when visiting the Cashier during the hours of 8am – 12pm Monday – Friday. Please note, Centrepay is also an option where applicable (please contact the Cashier for bank account details). In circumstances of financial hardship, please contact the Cashier in the first instance to discuss payment plan options.

REFUNDS

Under the [Education \(General Provisions\) Act 2006](#) state schools can charge fees for some services to enhance students' educational experiences. A school fee for each service is calculated on a cost recovery only basis.

Excursions and Camps

School fees for extra-curricular activities such as excursions and camps are calculated according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through:

- payment of a fee, and
- provision of a permission form completed by the parent/carer.

A parent may request a refund for any payments made for extra-curricular activities where a student will not subsequently participate by:

- completing the Request for Refund form available from the school office
- providing a copy of the receipt of payment for the extra-curricular activity if possible.

The decision as to whether the school will or not refund the payment in part or in full depends on whether the school has incurred any costs associated with the activity.

Where possible, we prefer to credit the refundable amount against the student's account at the school, and use it to offset any future charges.

PRIVACY STATEMENT

Enrolment

The Department of Education and Training (DET) collects the information on the enrolment form for the purposes outlined in the Education (General Provisions) Act 2006 (EGPA 2006) and in particular for:

- i. assessing whether your application for enrolment should be approved
- ii. meeting reporting obligations required by law or under Federal – State Government funding arrangements
- iii. administering and planning for providing appropriate education, training and support services to students
- iv. assisting departmental staff to maintain the good order and management of schools, and to fulfil their duty of care to all students and staff
- v. communicating with students and parents.

This collection is authorised by ss. 155 and 428 of the EGPA 2006. DET will disclose personal information from the form to the Queensland Curriculum and Assessment Authority when opening student accounts, in compliance with Part 3 of the Education (Queensland Curriculum and Assessment Authority) Act 2014 (Qld). Personal Information from the enrolment form will also be supplied to Centrelink in compliance with ss.194 and 195 of the Social Security (Administration) Act 1999 (Cth).

De-identified information concerning parents' school and non-school education, occupation group and main language other than English and students' country of birth, main language other than English, sex and Indigenous status, is supplied to the Australian Government Department of Education in compliance with Federal – State Government funding agreements.

Personal information collected on the enrolment form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on the form or discuss how it has been dealt with, please contact the school in the first instance. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact the school in the first instance.

What is Right to Information.

The "Right to Information" is the Queensland Government's approach to giving the community greater access to information. The Queensland Government has made a commitment to provide access to information held by the government, unless on balance it is contrary to the public interest to provide that information. Legislation replacing the *Freedom of Information Act 1992* came into effect on 1 July 2009:

- [The Right to Information Act 2009](#)
- [The Information Privacy Act 2009](#)

The Right to Information aims to make more information available, provide equal access to information across all sectors of the community, and provide appropriate protection for individuals' privacy.

More detailed information about RTI can be found at the [Queensland Government Right to Information website](#)

Information Privacy

The Information Privacy legislation aims to regulate public sector handling of the personal information requested, collected, used and disclosed as part of its business functions. The legislation defines personal information as information or as an opinion, including:

- information or an opinion forming part of a database;
- whether true or not;
- whether recorded in a material form or not;
- about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

To read more about information privacy, visit the [Office of the Information Commissioner, Queensland](#). Our [Information Privacy Obligations](#) has more information about the personal information the department collects, why it's collected and how it will be used.

Privacy Statement

The department is committed to balancing personal privacy and the public's right to access information held by the Department. To this end, the department complies with the Information Privacy Act 2009, as well as the Right to Information Act 2009 (Qld)

The department actively releases datasets to the public in accessible, readable and helpful formats and is committed to continuing this practice. The department does not publicly release data that includes personal information about identifiable people.

It endeavors to keep such data secure, up-to-date and relevant, and will only use it for the purpose for which it was collected.

How to access information

The Department of Education and Training values the principles and practices of openness and accountability to its clients, staff and members of the public about departmental operations and record-keeping.

Information held by the department is released administratively as a matter of course, unless there is a good reason not to.

Formal applications under the RTI Act should be used only as a last resort

A Right to Information application is a formal application for non-personal documents under the Right to Information Act 2009. An Information Privacy application is a formal application for your personal information under the Information Privacy Act 2009. These applications are processed by the department's Legal and Administrative Law Branch.

If you wish to access information held by the department, we recommend that in the first instance you peruse our Publication Scheme, Disclosure Log and Open Data Portal.

If you are unable to find the information you are seeking on our Publication Scheme, Disclosure Log or Open Data Portal, please contact the department to discuss whether the information is able to be released under our Administrative Access Scheme.

A formal application under the Right to Information Act 2009 or Information Privacy Act 2009 will be required if administrative access is not appropriate.

COURSES AND SUBJECTS

JUNIOR SECONDARY SCHOOL

For full information about subject offerings for Year 7 and Years 8 & 9, see the **Junior Secondary School Curriculum Handbooks**

SENIOR SCHOOL

For full information about subject offerings in Year 10, see the **Senior School Curriculum Year 10 Handbook**

For full information about subject offerings in Year 11 and 12, see the **Senior School Curriculum Year 11 and 12 Handbook**

GENERAL

The school supports industry placement/work experience for all students. Many students undertake School Based Traineeships. Strong Special Education and Learning Support and Indigenous support programmes are in place, producing successful outcomes.

In Year 11 and 12, the curriculum is offered through three pathways, University Options, Tertiary Options and Employment Options. Students individually negotiate their pathway based on performance in Year Ten and their career / life aspirations. Two sporting pathways are offered – Rugby League and Surfing. Biotechnology and Marine Science are particular features of the senior Science curriculum. Japanese is offered from Year 7 to 12. The school has a Centre for Creative Industries and the Coastal Cookery Trade Training Centre.

Computers and digital technology play an integral part in student learning. Every class room has a data projector or plasma display screen. Maroochydore State High School's BYOd Program involves students bringing their personally owned Windows or Apple device to school each day.

The use of computers and digital technology is integrated throughout the curriculum, with computer use written into every subject in every year level.

EXTRA-CURRICULAR ACTIVITIES

SPORT

Students are divided into Care classes based on the four House Groups: **Hinkler, Lavarack, Kingsford-Smith, Palmer**. These Houses elect leaders each year. There are Senior and Junior House Leaders. These leaders are active in the Athletics and Swimming Carnivals, lunchtime inter-class activities and cross-country.

NOTE: All Year 7, 8 & 9 students are expected to participate in the Swimming Carnivals. (Yr 10-12 students may nominate). All students are expected to participate in Cross Country and Athletics. Different House novelty days and inter-house competitions will also occur throughout the year in various sports.

Visits by our sporting teams to other schools will be arranged each year (**through our interschool sporting program**).

Each student in Years 7, 8 and 9 pays a P&C approved Sport/REAP bus fee. Also, either a per term charge for Interschool Sport or the costs required for individual REAP (Recreational) activities.

Year 8 and 9 students participate in REAP/Sport on Wednesday afternoon and Year 7 students will participate in REAP/Sport on Thursday afternoon.

CULTURE

Culture at Maroochydore State High School includes a wide range of areas – from public speaking and debating, visual art exhibitions and projects, performance evenings in Drama and Music, participation in external events such as choral eisteddfods and music competitions. Special days and sessions celebrate indigenous culture with visiting artists (from indigenous and ethnic backgrounds) providing a rich celebration of heritage, with some costs are included in subject fees.

Challenges in academic areas (eg. Optiminds, Coding, Maths and Science competitions) are encouraged with teachers volunteering to coach individuals and teams.

Students have the opportunity to participate in a biennial school Musical production, prestigious events such as Creative Generation Excellence in Visual Art Awards, Creative Generation State Schools On Stage, Australian Honours Ensemble Program, State Honours Ensemble Program, Musically Outstanding Students (MOST), where audition is often a prerequisite for entry.

The Music Department includes a Choir and Small Vocal Ensembles that regularly feature at school events, with selected vocalists featured as anthem singers at school and local community events.

CO- CURRICULAR ACTIVITIES

An extensive Instrumental Music Program comprising Concert Band, Stage Band, Strings and Symphonic Winds Ensembles provides co-curricular music education. Instrumental Music aligns with the reporting and assessment framework of the Australian Curriculum, with senior secondary students (Year 11 and 12) within the program, being eligible for credit towards their Queensland Certificate of Education.

Students receive tuition during school hours from Education Queensland Instrumental Music Instructors in the areas of orchestral Strings, Woodwind, Brass and Percussion. A number of school instruments are available for loan to students, providing extra opportunity prior to student purchase of their own instrument. The program continues the development of skills and techniques that are established within Instrumental Music offered within primary schools.

PARENT NOTICE RE CHAPLAINCY SERVICES

PARENT NOTICE FOR: CHAPLAINCY SERVICE

The MSHS Chaplaincy service provides opportunities for students, parents and the wider community to participate in spirituality through engaging in social justice, community and environmental projects and events. This shared space surrounding spirituality is inclusive of everyone who has a commitment to investing their time and skill into bettering both our local and international community.

Engagement in active citizenship for young people has been recognised as a significant contributor to the development of their character, ethics and awareness of social and environmental issues. This in turn has numerous positive impacts for their adult lives (Lerner & Callina, 2017; Advancing Developmental Science). The MSHS Chaplaincy service plays a role in the school commitment to young people's holistic development, a commitment to support young people reach their potential in all areas.

The MSHS Chaplaincy Services also provides positive adult role models for students, and with parental permission, ongoing pastoral care support if necessary. Chaplains are present in schools at the invitation of the Principal, in consultation with the local community and with the support of the P&C Association.

CHAPLAINCY PROFILE: Adam Rose

Adam Rose is the Chaplain at Maroochydore State High School and he has worked predominantly within three fields that complement the role of Chaplaincy, being recreation, social/ community work and leadership mentoring. This experience is supported by qualifications, such as a Diploma in Sports Coaching, Bachelor of Social Work (honours 1st class) and a Graduate Diploma in Community Development through Deakin University.

Known as "Chappy", Adam tirelessly works to build up relationship with students through participation in activities where students are encouraged to consider all aspects of society. As they work together in the activities and events the incidental learning and team work help develop many areas of the student's personalities.

How will my young person be involved?

Involvement with the Chaplain is entirely voluntary and students choose whether or not they want to be a part of the activities that are offered. Parents will be informed with a stream of permission forms to support their young person's participation in the Chaplaincy program. Parents have the right to refuse permission for their child to be involved in any Chaplaincy activity or event. Furthermore, there is no religious education as a part of High School Chaplaincy.

The students can have hands on involvement with events and activities by volunteering to be on the Chaplaincy Committee which values individual skills and abilities to participate and organise events.

The Chaplain is a member of the Student Services Team that provides student welfare support to all students. He supports a number of school community programs that do not include any spiritual or religious content.

These include:

- 1 **Chappy Pancake breakfast Program:** One morning each week, volunteers from a local Youth organisation fund and serve the students with breakfast. This is a fun activity where positive relationships are built and encouraged.
- 2 **(Unplugged) Busking Club:** The busking club aims to provide opportunities for students to learn an instrument or to perform in school based and public settings with the aim of raising money for community work.
- 3 **LEOs:** The LEOs is the Lions Youth and the aim is to mobilise the skills, talents and interest of students to serve in their community.
- 4 **Mighty Minions:** The Mighty Minions is a charitable up-cycling group, which makes a range of craft items that can be given away or sold. The “Chappy Cats” are one of the items produced that allow the students participating to challenge their creative and team spirit.
- 5 **Sport:** The Chaplain assists the Tuesday and Wednesday sporting options. He also is involved in the training and coaching of the school basketball teams.
- 6 **Leadership development for students:** Assist the staff in developing and delivering programs to students, also contacting outside networks to deliver such programs.
- 7 **Alternative Programs:** The Chaplain is involved in a range of alternative programs designed to assist students to engage better with schooling. These include “Rock and Water”, a boys self-awareness program, delivered using martial arts principles of self-control, self-respect and discipline and programs that encourage healthy relationships and healthy choices.
- 8 **JigSaw:** This initiative is an opportunity to engage students in hands on basic woodwork that allows for interaction in a range of activities from the beginning of a project to completion. Any student from the year 10 form can attend and it is not dependent on ability, just a willingness to participate in a community activity. Items made are sold at stalls in the school and students can see the end result and appreciation of the items made. It also engages family members and the school and wider community as these items are purchased by many different people.
- 9 **Green Zone:** the green-house is located under the diverse learning centre. We have a range of projects including: Plant to Plate, Boom Boxes, Face Plants, Wine Vine and more. Other than being a space to connect, learn and respond to environmental issues, it also produces a celebration meal and a range of plants used for gift items.
- 10 **Ripple:** Ripple is our student driven social enterprise where all of our eco gift items end up. Students and local community volunteers support the facilitation of a number of market stalls during the year, which raises money for both the Chaplaincy program, but also other charities.

PASTORAL CARE AND WELLBEING

Pastoral Care and Wellbeing endeavours to develop certain skills and abilities in young people.

These include: -

- (a) decision making, questioning, participating and reflecting, to ensure informed life choices;
- (b) the ability to determine modes of behaviour in different social/cultural settings;
- (c) the ability to adopt roles compatible with their values; and
- (d) the ability to look ahead and plan for their future.

These skills will be developed through topics such as:

- Health Issues
- Career Planning
- Study/ Assessment Skills
- Community Spirit
- Understanding School Policies and Consequences
- Communication
- Self-Concept
- Bullying and Cyber Bullying

The aim is to assist the overall development of the individual - physical, emotional, social and intellectual. It provides an opportunity for young people to have access to and acknowledge the need for accurate and current information about issues that affect them and their interaction with others.

Students in Years 7-12 engage in pastoral care activities on a regular basis via their weekly care class sessions and within subjects studied. The pastoral care program has been written to allow students to develop skills relevant at different stages through their secondary school years. The program also looks to address relevant school or community issues at points in time during the year when/if they arise. Care teachers, DOSs and Heads of Department deliver the pastoral care and wellbeing program with specialised input from our student services personnel and other guest presenters.

ASSESSMENT

Values

After extensive consultation, Maroochydore SHS recognises as its values:

- Learning:** I will make the most of every learning opportunity and allow others to do the same
- Respect:** I will respect myself, all others, the school community, environment and facilities
- Safety:** I will act safely and be accountable for my actions

This policy enables our community to enact these values.

Rationale

Maroochydore State High School strives to achieve excellent outcomes for all through empowering high performance. It aims to do this through the My Personal Best process where students set their own targets for attendance, engagement and assessment and submitting all assessment requirements is crucial for improving outcomes.

This policy applies to all students currently enrolled at Maroochydore State High School. It details procedures to be followed in applying for an extension of time to complete an assessment task, late submission and non-submission of student responses to assessment tasks. It also details procedures relating to examination requirements and possible consequence that may occur in the event of student misconduct relating to assessment.

Policy Guidelines

This policy incorporates:

- a) the conditions under which students submit/complete pieces of assessment;
- b) how students and parents are notified about planned assessment and where necessary, non-submission of assessment; and
- c) procedures for dealing with cases of late or non-submission of assessment.

This policy has been developed to

- a) comply with the Queensland Studies Authority's Policy Statements; *P – 12 Assessment Policy* (April 2009), *Late Submission and non-submission of Student Responses in Authority subjects and Authority Registered subjects* (January 2009) and *Special Provisions for School-based Assessments in Authority and Authority-registered Subjects* (January 2009); and
- b) be fair to all students and to ensure that students meet their obligations regarding completion of a course of study.

Procedures

It is intended that every student (except under exceptional circumstances) will complete every assessment item to a satisfactory level of effort within the term that the piece is due!

An "Assessment item" is defined as a task undertaken by a student over a specified period of time, which contributes to the student's overall assessment profile for a particular subject. These items may be in the form of a Test/Examination or an Assignment.

An assignment may include:

- Major research projects
- Folios of work
- Works of art
- Field Trips
- Practical performances
- Extended writing tasks
- Reports
- Models
- Individual or Group Oral Presentations

Specific Requirements: Assignments

- a) Assignments are included as an integral part of both learning and assessment programs in most subjects. These assignments are compulsory. **ALL assignments at this school must be the student's own work** and proved to be so, through the drafting process in every subject. Any assignment/ assessment that is found to contain plagiarism and/or is copied or written by someone else may receive a Loss of Credit.

- b) All assignments in years 7 -10 will have 3 important checkpoints that are clearly identifiable on the task's cover page. An interim checkpoint, a draft due date and the final due date. If a student does not meet their commitment at any of these important junctures, the classroom teacher will phone / email parents to inform them of the outstanding work and consequences to be applied.
- c) Assignments must be completed and presented by the due date/time unless an extension has been granted where exceptional circumstances exist. The Head of Department and Deputy Principal will sign off on a "Request for Assignment Extension Form" to grant an extension. A minimum of 2 days notice is required.
- d) Absence on the due date requires the following:
- The work must be delivered to the school; emailed directly to the teacher; or posted in manner that clearly shows posting on the same day as the due date.
 - Contact should be made with the school if the work cannot be presented.
 - Students in Years 11 & 12 must produce a medical certificate to support their absence on that day.
 - Absence due to bereavement or other special circumstances on the due date must be supported by written/verbal parental communication if it is not possible to send the assignment to school with a friend or relative.
- e) If a student has had an extended absence prior to the due date, or a bereavement/family upset he or she may request an extension of the due date. All such requests are made to the HOD and to the Deputy Principal. If such a request is granted then the above conditions apply to the revised due date. The required proforma should be used (available from the office).
- f) Any application for an extension of the due date must be made in advance **at least two days before the due date**. Only in extreme circumstances verified by parents (e.g. unexpected illness) can an extension be requested on the due date. A parent letter **MUST** be received by the Head of Department. Absence due to illness on the due date must be supported by a medical certificate for Years 11 and 12. Reasons which indicate a lack of effort, or commitment by the student, are not acceptable reasons for making a request to extend the due date.
- g) **Staff** wishing to apply for a whole class extension to an assignment must seek prior advice from the Faculty Head of Department one week in advance of the due date. Where a whole class extension is granted, all students need to be informed of the change in due date at least one week before the due date so that they can manage their study tasks and commitments accordingly.

N.B. in all cases a "Request for Assignment Extension" must be completed before an extension can be granted (Forms available from the office).

Assignments which satisfy the above criteria, and for which an extension has been endorsed by the HOD (and Deputy Principal), will be assessed and credited towards the student's interim or exit level of achievement. Students will have *fulfilled course requirements* only when assignments and other required tasks are completed. All students/parents and caregivers should be familiar with the school's Good Standing Policy.

- h) Late assignments which do not satisfy the above criteria will be:
- commented on;
 - not given credit unless approval is given by the Faculty HOD and Deputy Principal; and
 - awarded a grade **based on** the assignment "draft" level of achievement, if draft work has been completed.
- i) Failure to submit an assignment or sit a test in Years 7, 8, 9 or 10 will result in
- No grade being awarded unless there is evidence of work in class or a draft upon which an assessment can be made.
 - Consequences for lack of progress/effort will be applied by the classroom teacher, in consultation with the Faculty HOD, after any checkpoint (interim/draft/final) which may include lunchtime and/or afterschool detentions. Students who continue to fail to submit assignment work will be referred to the faculty HOD.
- At this point the faculty HOD will;
- Inform the sub-school team
 - Ring the parent and organise times for the student to complete the assignment. This may include after school, Saturday mornings, Student Free Days or during regular school days where the student will be withdrawn from their regular routine.
 - Record the incident on Oneschool.
- In cases where the student has multiple outstanding pieces of assessment the sub-school team will assist to get the work completed.
- After the final due date, on return to school students will be required to either hand in their completed work or be immediately withdrawn from the regular class to complete a 'satisfactory' assignment. The classroom teacher will action this process in consultation with the Faculty HOD. *A satisfactory assignment is one in which the student has properly attempted every possible section of the assignment. This will be judged on the effort made to complete the work and not the quality of the work.*
- j) Failure to submit an assignment in Years 11 or 12 will result in
- The student being graded on the work submitted in the draft – (teacher and HOD make a judgement about criteria and standards achieved). The work will not receive any further comments.
 - If no draft is submitted the student will be graded on the work that the teacher had monitored during in class time

- (teacher and HOD make a judgement about criteria and standards achieved). The work will not be commented on.

- A possible loss of credit for the semester/subject. (Decisions about potential loss of credit are made in consultation between the Head of Department and relevant Deputy Principal).
- The student being required to submit a completed assignment which attracts comments, but not a “Level of Achievement”, in order to progress to the next semester in that subject.
- The appropriate action being taken under the Good Standing Policy via the Faculty HOD.

Specific Requirements: Tests/Examinations

- Tests/Examinations are included as an integral part of both learning and assessment programs in most subjects and as such are compulsory.
- Students must attend on days when Tests/Examinations are scheduled.
- Students who miss exams during block exam times **may** be able to sit for those exams **provided** this is done in the exam catch up session(s), and provided they have brought a note (Years 8, 9 and 10) / medical certificate (Years 11 and 12) explaining their absence during exam time. Other circumstances must be approved by the relevant HOD (and Deputy Principal). Students who miss exams during their normal class lessons should complete those exams as instructed by their teacher / HOD. Early examinations will only be permitted in consultation with the Faculty HOD and/or relevant Deputy Principal.
- Students who miss exams without a medical certificate or special consideration/exemption will usually be awarded a no result (N) and a Loss of Credit for Semester/Subject in Year 11 and 12. (This decision will be made by the Faculty HOD and Deputy Principal).

Students in Year 11 and 12 who repeatedly fail to submit assignments or sit for tests/examinations will be subject to the Good Standing Policy and may have their enrolment cancelled for refusal to participate in the program of instruction provided.

→ **Assessment – Procedures For Late Or Non-Submission**

Type Of Late/Non-Submission	Immediate	Possible End of Semester/ Course
Assignment – failure to submit draft by interim checkpoint, due date or have completed required tasks by check date.	<ul style="list-style-type: none"> • Teacher contacts parents by phone and applies consequences, detentions/ after school detentions. • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • Depends whether completed assignment submitted and whether by due date.
Assignment – submitted late and a) draft assignment has been completed or b) draft assignment not submitted but student worked on task in class and teacher monitoring verifies this.	<ul style="list-style-type: none"> • Commented upon (draft). <ol style="list-style-type: none"> Student graded on the work submitted in the draft - teacher and HOD make a judgement about criteria and standards achieved. Student graded on the work that the teacher had monitored during in class time- teacher and HOD make a judgement about criteria and standards achieved <ul style="list-style-type: none"> • Cover sheet with appropriate notations or any other evidence filed. • Appropriate GS letter sent. 	<ul style="list-style-type: none"> • Student retains credit. • LOA includes grades received for draft assignment.
Assignment - not submitted and a) draft assignment has been completed. or b) draft assignment not submitted but student worked on task in class and teacher monitoring verifies this.	<ul style="list-style-type: none"> • Student required to submit progress – not commented upon. <ol style="list-style-type: none"> Student graded on the work submitted in the draft - teacher and HOD make a judgement about criteria and standards achieved. Student graded on the work that the teacher had monitored during in class time- teacher and HOD make a judgement about criteria and standards achieved Teacher withdraws student and makes arrangements, via HOD, for the student to immediately complete the work to a 'satisfactory' standard. Parents phoned. <ul style="list-style-type: none"> • Cover sheet with appropriate notations filed. • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • Student retains credit. • LOA includes grades received for draft assignment. • LOA reflects the extent to which there has been sufficient coverage of the substantial elements of the course.

MAROOCHYDORE STATE HIGH SCHOOL PROSPECTUS

<p>Assignment - not submitted and no evidence of draft work of any sort.</p>	<ul style="list-style-type: none"> • Student will be required to submit. Teacher/Faculty HOD phones parents to arrange times for the student to complete the assignment. After school, Saturday mornings, or during the regular daily routine. Recorded on Oneschool. <p>Students will not attend classes in the following term until ALL assessment is completed to a 'satisfactory' standard for that subject.</p> <ul style="list-style-type: none"> • Non submit and no rating entered on profile. HOD to determine outcome with teacher. (Student Equity/Fairness must be considered before any credit can be awarded.) • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • ** Possible Loss of Credit • Judgement made about whether students retains credit largely depends upon whether the assessment is formative or summative. • If formative, there should be sufficient evidence to make a judgement about an LOA on exit. The student may receive a "Not Yet Rated" on the semester report and is credited with completion of the semester (or there may be enough evidence to make a judgement of a semester report LOA). • If summative and if no judgement is able to be made about substantial mandatory aspects the student receives Loss of Credit for the Semester. This may also contribute to a judgement being unable to be made about an Exit LOA.
<p>Late Assignment accompanied by medical certificate or special provisions documentation.</p>	<ul style="list-style-type: none"> • Assignment marked, commented upon and a notation recorded. • Documentation stapled to assignment. 	<ul style="list-style-type: none"> • Due consideration is given in the awarding of a Semester LOA or Exit LOA if the result was "atypical"
<p>Non Submit of an Assignment/Inability to sit class test or exam but extenuating medical or special circumstances.</p>		<p>Special Provisions Policy applied.</p>
<p>Failure to attend exam or class test but with medical certificate or special provisions documentation</p>	<ul style="list-style-type: none"> • Student sits exam immediately on return to school, (to enable student to progress). • Exam marked, commented upon and a notation recorded. • Documentation stapled to exam. 	<ul style="list-style-type: none"> • Due consideration is given in the awarding of a Semester LOA or Exit LOA if the result was "atypical"
<p>Failure to attend exam or class test with no medical certificate or no special provisions documentation.</p>	<ul style="list-style-type: none"> • Student sits exam immediately on return to school. • Exam marked, not commented upon and non submit and no rating entered on profile. Final credit decision to be made by teacher and Faculty HOD looking at the 'global' picture. • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • See ** Possible Loss of Credit above.
<p>Student sits exam or class test at scheduled time but only writes name on paper.</p>	<ul style="list-style-type: none"> • Student resits exam at first available opportunity. • Exam not marked, not commented upon and non submit and no rating entered on profile. • Appropriate GS letter sent/action taken. 	<ul style="list-style-type: none"> • See ** Possible Loss of Credit above.
<p>Refusal to attend exam or class test or repeated refusal to attempt exam (see above).</p>	<ul style="list-style-type: none"> • Appropriate disciplinary action – e.g. suspension/GS Policy/cancellation. 	<ul style="list-style-type: none"> • Cancellation of enrolment
<p>Failure to attend an Individual Oral Presentation</p>	<ul style="list-style-type: none"> • Teacher submits name to HOD. HOD notifies home. • Medical Certificate is supplied by student for assessment to be considered • Without the required documentation a student's result is awarded to script draft & visual support (if available) • Orals will not be rescheduled without Special Provisions being granted. 	<ul style="list-style-type: none"> • See ** Possible Loss of Credit above. • A draft of Assessment Response is to be included in Student Folio • NR noted on Profile • GS applied
<p>Failure to attend a Group Oral Presentation</p>	<ul style="list-style-type: none"> • See above (directly) • Attending Group Members present with a <i>reader</i> and no jeopardy to their results • Orals will not be rescheduled without 	<ul style="list-style-type: none"> • See ** Possible Loss of Credit above. • A draft of Assessment Response is to be included in Student Folio • NR noted on Profile

	Special Provisions being granted. Group is rescheduled to allow full participation at no jeopardy to results	<ul style="list-style-type: none"> • GS applied
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Revisiting Semesters and Undertaking Additional Assessment

See the QSA Information Statement: Revisiting semesters and undertaking additional assessment in Authority and Authority-registered subjects October 2010.

Support

A list of assessments is issued early each semester so that parents and students are aware of these commitments and can plan study programs accordingly. Students are actively encouraged to seek out assistance from subject teachers or Heads of Department if they are experiencing difficulties with assessment tasks. Time management, study skills and stress management are embedded in the whole school Pastoral Care program.

REPORTS

Detailed progress reports will be issued to Year 7 to 12 students at the ends of Terms 1, 2 and 3. Year 7 to 11 students will have Term 4 reports posted. Parents should ensure that reports are carefully perused.

Queensland Certificates of Education are issued by the Queensland Curriculum and Assessment Authority, Brisbane, to eligible students at the end of Year 12.

Exit Statements are issued by the school if a student leaves school before the end of the year.

Statements of Attainment are issued to all students studying Vocational Certificate subjects.

FLEXIBLE LEARNING OPTIONS

Year 11 and 12 students attend school four days per week from 7.25am to 2.35pm. Years 7, 8, 9 and 10 students attend school five days per week from 8.35am to 2.35pm. Year 11 and 12 do no less schooling; they simply do an extra 70 minutes each day for four days a week.

This frees up a day for flexible learning options. It provides a day for school based traineeships, Headstart and dual accreditation study at the University of the Sunshine Coast, home study and assignment time for academic students and for tutorials and extension workshops at school.

The flexible learning days are **Wednesday** and **Thursday**.

From time to time, activities are organised for students on their flexible learning day. There may be workshops, tutorials or extension activities. These will be arranged by relevant teachers.

Students may also make arrangements to come into the school to work on assignments etc. This must be arranged with a teacher beforehand. All students working at the school on their flexible learning day, must be in proper school uniform and sign in and out at the main office.

Students in Year 11 and Year 12 may also have a flexi study lesson where they are permitted to go home, depending on their timetable. Should this be the case, the terms and conditions will be outlined in a letter provided to parents and a permission slip will need to be signed and returned to the school.

UNIFORMS

With reference to Sections 360 – 363 of the *Education (General Provisions) Act 2006*, the Parents’ and Citizens’ Association of Maroochydore State High School has resolved that it supports the Principal in the development of a student dress code policy that all students attending Maroochydore State High School must comply with.

The Parents’ and Citizens’ Association believes that a school dress code policy at Maroochydore State High school promotes the objectives of the *Education (General Provisions) Act 2006*, and in particular that it:

- Promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- Promotes a supportive environment at the school by fostering a sense of belonging;

- Encourages tidiness, loyalty, teamwork and pride in the school and students’ own appearances.
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences.
- Helps to ensure that students are wearing clothing that is practical and safe in all learning situations, especially Science, Home Economics and Manual Arts.

The determination about school student dress code policy also includes standards regarding shoes, jewellery, hairstyles and make up. For any occasion, extremes in dress and appearance that will cause undue comment or distraction are not allowed.

Students attending Maroochydore State High School are required to wear the correct school uniform without alterations or additions while at school, including excursions and sport and while going to and from school.

The school strictly adheres to the uniform policy. The following outlines how the uniform is to be worn across different year levels and in different situations.

DRESS CODE/UNIFORM REQUIREMENTS (Ratified by the Parents’ and Citizens’ Association)

We have now completed the transition into our new uniform.

Uniform

Skirt	Charcoal pleated skirt with School emblem visible at hemline to reach the knee. Skirt not to be rolled at waist or re-hemmed
Shorts	Charcoal hipster knee-length dress short with School logo at hemline Charcoal knee-length walk short with school emblem at hem. May be worn with plain black belt – No large buckles
Long Pants	Students are permitted to wear long dress pants. The ‘Iconic Soul Black Chino Pant’ is an approved pant which can be purchased from Lowes. May be worn with a plain black belt – No large buckles
Formal Blouse	Striped over-blouse with piping and embroidered school emblem. Must have sufficient overlap of skirt to conceal midriff when arm is raised
Formal Shirt	Striped over-shirt with MSHS embroidered logo
Junior Secondary Polo Shirt	White polo shirt with green/gold panels across shoulders and under sleeves, green sleeves.
Senior Secondary Polo Shirt	White polo shirt with green/gold panels under sleeves.
Socks	White ankle socks
Tights	Black opaque or flesh coloured (not footless)
Hat (Bucket)	It is mandatory that Junior Secondary students wear a hat when outdoors

FORMAL UNIFORM

- The Formal Uniform can be worn on any day of the week, however Monday is preferred as this is when year levels hold parades. If a student has a Physical Education lesson on the designated formal uniform day then they should bring a sports shirt to change into for that lesson only.
- The Formal Uniform must be worn on all excursions and special occasions like Celebration of Excellence evening, school photos, unless the Principal has given an exemption for the particular activity.
- The Formal Uniform requirements apply to ALL students.

Other features of the student dress code

Please Note:

The determination about school student dress code policy also includes standards regarding shoes, jewellery, hairstyles and make up.

It is an expectation that shorts will be worn correctly placed – i.e. no underwear is to be seen at any time. If this is the case, the purchasing of a more correctly fitting short will be required.

It is also expected that blouses/skirts be worn correctly – i.e. no midriff to be seen.

Cargo pants (i.e. pants with outside pockets) are not acceptable. Polo Shirt sleeves must not be rolled up. T-shirts are not to be worn under the school uniform garments.

Sun safety – Caps, Hats, Sunglasses and Headbands

All students must wear a hat when outdoors for protection from the sun. Fashion beanies/bandanas are not part of the uniform.

Headbands for girls must be gold or green or black and not excessive in width.

Sunscreen (available free from every staffroom and several other locations at school) should also be worn when students are in the sun for an extended period.

Note: A school hat is available at the Uniform Shop.

Appearance

Extremes of hair style (i.e. bald, mohawk, extensions) are NOT PERMITTED. Hair must not be brightly coloured or dyed in an unnatural colour. If boys choose to wear a beard, it must be kept short and neatly groomed.

Tattoos are not acceptable.

Whilst we know it is difficult to determine how much make-up is too much, we ask that girls be limited to light foundation. Coloured lipsticks, coloured fingernails, mascara, eyeliners and cheek colour are not permitted.

Jewellery

The wearing of jewellery is done so under strict guidelines:

Standard items – Watch, signet ring, [religious flat ring], necklace of religious/cultural significance on long chain to be worn inside shirt so it is safe and cannot be seen.

Earrings – One (1) pair sleepers OR small studs allowable for male and female, one sleeper or stud on each ear. These are to be worn at student's own risk.

Under Workplace Health and Safety Guidelines, all other visible body piercing is not permitted as they have proven to be unhygienic and dangerous in some instances (i.e. pierced body jewellery on the face is NOT permitted – no studs, rings or bars are to be worn on the eyes, ears, nose, tongue or lip area.) Ear lobes with wide open holes are not safe/acceptable in the school environment.

Note: Students should remember that expensive jewellery worn to school is their responsibility.

Jumpers

Junior/Senior Secondary (male and female). Students may choose between a black fleece-lined polyester zip up jacket with green panels and gold piping or a black knit jumper. Both have the school emblem on them.

Tie

Male and female ties are available to wear with the formal uniform.

Shoes

Plain black leather joggers or all black leather shoes with black soles and black laces (to ankle height without logos, stripes or coloured soles.) The wearing of high-tops is not acceptable – e.g. Doc Martens, basketball shoes.

WEARING OF SUNGLASSES AT SCHOOL

While students are encouraged to wear sunglasses when they are out in the sun, students are not permitted to wear sunglasses in classrooms. When in class, sunglasses are to be kept in the student's pocket or in a case on the student's desk. If students cannot follow these requirements, they will not be permitted to bring sunglasses to school.

No responsibility will be accepted for damage to or loss of sunglasses at school.

Note also that the School Prospectus states that "No expensive items of any nature should be brought to school". This applies to sunglasses as well.

STUDENTS NOT IN UNIFORM

Parents/guardians are required to provide a note of explanation if a student is not dressed in approved school uniform.

Students' uniform is checked daily by the Period 1 classroom teacher. Any student wearing incorrect clothing or shoes are immediately sent to the front office with a uniform 'chit'. The student is given freshly washed clothing to change into. Shoes have been sprayed with antiseptic spray (like at the 10 pin bowling centres), at no charge. Student's clothing is put into a plastic bag and stored in our uniform room. Note: Students are not given the option of putting their incorrect clothing into their school bag.

UNIFORM SHOP

The uniform shop is located beside the canteen. It has an extensive range of the new uniforms. All items are readily available and reasonably priced. School uniforms are very economical and durable giving families' excellent value for money when the cost per wear is calculated over several years. Assistance can be provided if necessary due to financial pressures.

FREE DRESS DAYS

The Principal may permit the Student Council to hold a maximum of one free dress day per term. Students who choose to come out of uniform are required to wear proper shoes that meet our Workplace Health and safety requirements. Thongs, sandals, scuffs etc are not permitted. Clothing must be modest (e.g. midriff tops are not acceptable, see through clothing) and not have offensive messages or images displayed. Students who do not meet these basic requirements will be required to change/sent home. Students who take up the privilege of the free dress day are required to make a gold coin donation to the Student Council in aid of the designated charity being supported that day.

ABSENTEES

In an effort to minimise the number of unexplained/unauthorised absences, we have provided an Absentee Hotline 24-hour answering service (5409 7360) for parents to phone in on. Parents may also phone the office during office hours on 5409 7333 if they prefer to speak with someone in the office or enter absence through QParents App.

When phoning the Hotline, please clearly state the student's name, form class, date of and reason for absence. Should you require work to be sent home for your absent student (for long term absences only), please make contact with your student's Head of Year. We will telephone you when the work is ready to be collected - probably within 24-48 hours of your request.

The school will send an SMS text message to your mobile phone if your student is absent during their first lesson of the day, without your having communicated the reason for the absence. If you receive such a SMS text message, please text back the reason for the absence.

If you have been unable to SMS text back with the reason or to give prior notice and/or confirm the absence through the day with our Absentee Officer, a note must be presented at the office when your student returns to school.

Unauthorised absences are noted for your reference on School Reports.

Absence

- 1 Students are expected to attend school each day except in cases of genuine illness. Any absence from school needs to be explained. Parents should phone the absentee phone line 5409 7360 or provide the student with a note.
- 2 When a student is involved in an out-of-school activity that requires significant absence from school, e.g. sporting representation, overseas trip, the onus is on the parent/guardian to contact the school prior to the period of absence. This will give time for the student and their teachers to organise work and assessment programs.
- 3 Reward activities are offered to year 7, 8 and 9 students several times a year as a reward for full time attendance and/or a record of good behaviour.
- 4 **Note:** Year 11/12 students must comply with the "Academic Good Standing" policy. Extended absence from school may result in the student being affected in the following ways:
 - ◆ Queensland Certificate of Education ineligibility
 - ◆ Cancellation of enrolment
 - ◆ Centrelink payment cancellation

Late Arrival

- 1 Year 11 and 12 students who arrive after 7.30am must report to Student Reception.
- 2 Year 7, 8, 9 and 10 students who arrive after 8.40am must report to Student Reception.
- 3 The Receptionist will issue a late slip to the student.
- 4 Students are expected to have a note from their parent/caregiver explaining their lateness.
- 5 Students receiving Austudy/Centrelink payments and accreditation in some courses can be affected by time lost as a result of being late.

Early Departure

Students are to remain on school grounds during the day. However, should there be a valid reason to leave:

- 1 Students must have a signed and dated written request from a parent/guardian stating a valid reason for leaving school early.

- 2 It should be presented to the student receptionist either before school or at morning tea.
3. Lunch passes will not be granted. Students are not to use their mobile phone for this purpose.
4. Policy dictates, (for safety/security reasons) that a parent must contact the school and give permission for someone, other than those people (nominated on enrolment form) to collect a student.

Illness

- 1 Students who become ill need to go to the Student Counter with a note from their current teacher.
- 2 Students need to wait in the sick bay whilst a staff member contacts the parent/caregiver. Students are not to use their mobile phone for this purpose.
- 3 Parents are expected to make arrangements to collect students as soon as possible.
- 4 If office staff cannot contact parent/guardian, they will phone the person nominated on the emergency contact list. If the person is unknown to school staff, Identification may need to be shown.
- 5 Policy dictates, (for safety/security reasons) that a parent must contact the school and give permission for someone, other than those people (nominated on enrolment form) to collect a student.

STUDENT PARKING

Students wishing to park in the school grounds are required to complete an application for approval (available from the office) agreeing to the conditions therein and have it authorised prior to commencing to park. The school reserves the right to withdraw student parking approval.

COMPUTERS AND INTERNET - ACCEPTABLE USE POLICY

Your use of computers at this school indicates that you understand and accept our conditions of use. The policy guidelines below relate to students using both school computers and BYO Devices that are connected to our school Wi-Fi Network.

The computer facilities at Maroochydore High School are primarily designed and provided for your educational benefit, ie, to enhance the achievement of excellent student curriculum outcomes.

As such, your usage of computers during class time must be aimed at such goals. When using computers in class, students must be on task at all times. Students caught vandalising computer equipment may have their account disabled, and be dealt with under the school behaviour management policy which may also include financial restitution.

BYOd (Bring Your Own Device) Program

Maroochydore State High School strongly recommends that students become part of our BYOd Laptop program. This program involves students bringing their personally owned Windows or Apple device to school each day. Further information is available on our school website.

Key factors to consider

- ICT Support and Connectivity Fee
- You should have your own insurance and/or accidental damage insurance
- Your device must meet minimum Specifications (See BYOd Charter or BYOd Pamphlet)
- Will the device run the software necessary for all of my subjects?
- Our computer technicians are not permitted to repair hardware or software issues on BYOd devices. They will however provide support and advice where possible.
- Adobe Creative Cloud Suite is included as part of the ICT Support and Connectivity Fee
- Microsoft Office 365 is available for free
- Internet is filtered while students are at school

What do I need to do to be part of this program?

- Read the [BYOd charter information booklet](#) and BYOd Pamphlet.
- Purchase a device that meets the **Minimum Specification** – see school website for details
- Complete and return the [BYOd Student Participation and Connectivity request](#)
- Pay the ICT Support and Connection fee to the school cashier
- Student takes receipt and device to the Library for connection assistance.

The school is not responsible for damages or malfunctions to students' BYO devices.

Printing

Students are credited with \$5.00 to their printing account at the beginning of each year in anticipation of paying their SRS money. Students who have not paid their SRS money by the end of Term 1 each year will have their printing and internet entitlements disabled.

Printing is charged at 5 cents for a black and white printout and 15 cents for a colour printout. When your printing account is exhausted of funds, you can top up your account at the Library.

Use of the Internet

Internet access has been provided to schools by the State Government to facilitate the benefits of electronic research and communication.

As a result, it is a requirement of Education Queensland that parents and their students who wish to utilise this facility at school, sign the Acceptable Use Computers and Internet Agreement document.

Maroochydore State High School makes every endeavour to ensure responsible use of the internet, but makes no warranties of any kind for the service it provides. The School is not responsible for any damages a user may suffer. This includes loss of data, service delays and interruptions and missed deliveries.

Student use patterns indicate two major types of use - educational and recreational.

Recreational use is defined as accessing sites such as Music, Games, Movies, Sport and e-mail that are not related to a current educational research task.

Educational use is defined as accessing a site that is specifically related to a research task set by a student's teacher (often accompanied by a set of preselected sites).

The following policy will apply to students of Maroochydore State High School:

- At all times, the Internet is to be used **ONLY** for educational use. This will always be with the teacher's express permission.
- Games may **not** be played on school computers, with the exception of the computers games club, or where tech classes are making games as part of their class work.
- A home directory on the network is provided for students to store data for educational use. Students storing **recreational data or programs in their home directory will have these deleted** to facilitate current educational projects and may have some or all of the consequences listed below imposed. Students need to be aware of the difference between their home directory, the common folder and the submissions folder.

Students found using the internet for ANY use other than educational use will be dealt with under the school behavior management policy guidelines.

Please note that Section 85ZE of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly:

- *use a telecommunication service supplied by a carrier to menace or harass another person*
- *use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive*

Copyright law must be respected at all times. Users may NOT copy or redistribute another person's work. If using another person's work for educational purposes, the source and the owner must be acknowledged in your bibliography.

Managed Internet Service

MIS, the school Internet provider interface, produces the following reports:

- every search by a user,
- sites visited by a user where access has been denied
- downloads for each user

The logs of this data are checked on a regular basis and users not complying with our terms of usage as outlined in our 'Computers and Internet - Acceptable Use Policy' will be dealt with under the school's behaviour management policy. This policy is available from the school website.

The amount student downloads will be monitored on a regular basis. Students found abusing the internet by excessively downloading information deemed to be inappropriate, will face consequences as outlined in the school's behaviour management policy.

Use of E-Mail

Users need to be aware that e-mail is not strictly private, can be intercepted and/or misdelivered. E-mail needs to be treated as a public document. The email provided by Education Queensland is the only one that can be accessed at school.

Parents need to be aware that Education Queensland does monitor school based email services for offensive content and redirects offensive emails to the school Administration. However, no monitoring of web based email services is possible and Maroochydore State High School therefore makes no guarantee as to the appropriateness of e-mail content sent or received by students using web-based services.

Home Directories

Students are provided with storage space on the school servers. This space is referred to as a Home Directory. The Home Directory will appear as H:, labelled with the student's logon name e.g. jsmit40.

This space is provided for storage of data related to educational tasks. Students are required to keep their file directory organised and regularly delete unwanted files. As these directories are provided for educational benefit, all staff have access to your Home Directory. Any inappropriate and/or offensive material contained therein will require explanation and will be dealt with under the school's behaviour management policy.

Passwords

Computer access is controlled by way of a password. This protects each user's printing and internet balances.

Students are responsible for managing their password and should ensure no other student knows their password. Students are not permitted to 'share' passwords or give others access to their home directory or Internet account. Where this occurs both users may have their accounts disabled. Where students wish to work together on a project, their subject teacher may request a 'shared students' folder.

If a student wishes to change their password they can do so at the Library during lunch breaks or ask their teacher.

USEFUL LINKS

mis.eq.edu.au (to change your Internet password)

webmail.eq.edu.au (to check your email)

CANTEEN –“SWANEE’S”

Our Swanee’s provides an excellent range of food at very competitive prices. “Smart Choices” current price list is on the school website, included in your Enrolment Package and available from the office, as well as being advertised periodically in the School Newsletter.

Volunteers are required and welcome. Your support would be much appreciated. Phone: 5409 7368.

- 1 The canteen is open from 7am to buy breakfast, hot and cold drinks, lunch orders can be placed also. Uniform Shop is open from 7am-9am and 11am – 12pm.
- 2 Students may get ‘cash out’ by seeing the staff at the end of the recess break.
- 3 Students are expected to enter the canteen through the turnstile and pay for their food selection at one of the checkouts. Only those buying food and drinks are allowed inside the canteen.
- 4 Once food has been purchased, students are required to move back to their designated lunch areas.
- 5 Failure to pay for food is stealing. Offenders will be referred to the School Based Police Officer for charges to be laid.

Maroochydore State High School canteen menu has been developed in accordance to Queensland Government Smart Choices, which complies with the Australian Nutritional Guidelines.

SPORTING FACILITIES AFTER HOURS

Students, accompanied by an adult, may use the school sporting facilities after hours, **with the Principal's permission**. Forms for this are available at the office – when approved, applicants will be issued with a **Security Pass** to be carried at all times.

Authorised users are requested to keep away from buildings and to leave bicycles in the bicycle racks. **No skate boards are permitted inside the school grounds.**

SCHOOL EXCURSIONS

Maroochydore State High School offers a range of excursions / off site learning activities (OSLA) in all year levels.

Excursions/off site learning activities are offered in order for students to gain knowledge, understanding and practical skills in real life contexts relevant to their subjects and interests.

Excursions/OSLA are also an integral part of a number of senior subjects providing students with a relevant and current curriculum that should enhance employment prospects.

Excursions/OSLA are not free and must be paid for before the excursion/OSLA takes place; they are provided on a user pays basis. Many subjects include the cost of excursions in the User Pays Subject Fees, however, some excursions/OSLA are not included and must be paid for separately.

A number of longer trips are offered to students, including:

- Humanitarian Project Cambodia
- Japanese Language and Culture
- Ski Trip

The Parents’ and Citizens’ Association is consulted each year around all major excursions.

Sporting activities are also included as a School Excursion/OSLA; students may participate in interschool sport and R.E.A.P.

Parents are provided with a notice about excursions/OSLA outlining dates, times, transport arrangements, uniform and/or equipment requirements and whether there is an additional cost involved or if the excursion is included in the User Pays Subject fees.

By signing the Enrolment Agreement, parents are giving permission for their student to participate in excursions/OSLA (including interschool sport/R.E.A.P.). Should a parent not wish their student to participate in a particular activity, notice must be given in writing to the school.

BANNED ITEMS

Chewing/bubble gum, felt marking pens, permanent pens/markers and all forms of liquid paper/white-out other than white-out tapes, are not to be brought into the school. This rule enables those who care about the learning environment to combat graffiti.

Rubber bands are NOT to be brought to school. Aerosol deodorants are also banned and, if brought into the school grounds, will be confiscated. Alcohol, cigarettes, vapes, tobacco and other illegal substances / items (including knives and weapons), dangerous lighters and matches are prohibited and will be confiscated.

Images/material/clothing that can be interpreted (by staff) as offensive, pornographic or prohibited and if brought into the school grounds, will be confiscated. The possession and/or use of these at school or while travelling to and from school, may result in suspension/exclusion of the offender.

Spitting of any nature within the school grounds is strictly prohibited.

The school Student Code of Conduct will be referred to in determining the response to any breaches of the above.

WATER BOTTLES

Students are allowed to carry a clear water bottle with them to class. The water bottles should be left near the door in classes where water could compromise equipment and health and safety, as directed by teaching staff. Bottles can only be re-filled at break times. Only water can be taken to class. All juice, cordial drinks etc are to be consumed at break times.

CARE OF VALUABLES

Maroochydore State High School's policy is for **all** students to place their bags in a specific area – locker areas are designated for each year level. Each area is under security camera surveillance. This policy has proven invaluable in significantly reducing theft in the school.

All property should be clearly marked with your student's name. In a school of approximately 1350 students, it is virtually impossible to trace unmarked equipment. **Money must never be left in clothing or bags. No expensive non-curricula items of any nature should be brought to school.** No responsibility will be accepted for items/money lost/stolen from students' bags.

Mobile phones must not be left in bags and **must not** be left on during class time. Misuse of camera, video and sound recordable phones is now covered by our Student Code of Conduct and will attract consequences. **At NO time are mobile phones to be used to phone or text message home without school authorities being notified.**

Larger sums of money and other valuables required for classes should be left at the office for safekeeping.

DENTAL VAN

Periodically, the school is visited by the School Dental Service to check each child's teeth. A dental examination is offered to all consenting enrolled students in Preschool to Year 10. The dental unit is fully staffed and equipped to handle most dental work. All dental work does not proceed without the consent of the parent. For emergency appointments and between visits, parents can contact Kawana Oral Health.

ILLNESS AT SCHOOL

Facilities for students who become ill at school are very limited. If your child has symptoms of illness before leaving home, he/she should spend the day at home. Parents will be notified if students become ill and will be requested to take them home. It is important that we have a day time telephone number to contact a parent, relative or friend in case an emergency arises.

Please Note: As mentioned previously, students being collected from school during the day due to illness, appointments, etc., are to be met by their parent at the office where they will be "signed out".

Students are reminded that they are not to leave "sick bay" without letting one of the office staff know. If students are going home, we need to speak with the person collecting them. If they are going back to class they will need a "Student Late Pass". If they are going to morning tea/lunch/home at end of day, the office records need to be noted.

INJURIES

Where injuries are of a serious nature, or there is doubt as to the nature of the injury, the Ambulance will be called. If the ambulance bearer advises that further medical treatment is necessary, parents will be contacted by telephone to gain approval for such action. If parents cannot be contacted from information contained in the student files, the School authorities will give permission for treatment. The ambulance will transport the student to either a Doctor's surgery or to the Hospital. **Students WILL NOT be kept untreated in the school.** All Queensland citizens are now covered for the Ambulance through the Ambulance Levy.

Parents wishing to follow other procedures must advise the school in writing. Procedures requested must be acceptable to the School.

Please Note: Education Queensland and the school do not carry insurance for accidents. Parents need to use Medicare and/or private health insurance. This also applies to participation in school and interschool sporting activities and HPE.

MEDICATION

Please follow the procedures below if medication is required to be administered during school hours:

Obtain a letter from your Doctor detailing the type of medication you are taking, when medication is to be administered and the dosage required. Take the letter and medication to the student receptionist in the Administration building before the commencement of school and complete the "request to administer medication at the school" form. Medication not collected will be destroyed after the use by date has expired.

An official register for the Administration of Medication to students is kept. Students must have no medication on their person or in their bags – this includes analgesics (e.g. aspirin and panadol). The only exceptions – inhalers for asthma and epipens for severe allergic reaction. On written permission from a parent and with the approval of the school Principal, a student may be responsible for an inhaler or epipen.

Medication belonging to a student cannot be administered to another student, that is, you must have your own inhaler or epipen. These students should ensure that they have one with them at all times, especially at sporting events.

PRESCRIBED MEDICATION WILL NOT BE ADMINISTERED TO A STUDENT WITHOUT WRITTEN PERMISSION FROM A PARENT. NON-PRESCRIPTION MEDICATION (EG PANADOL) WILL NOT BE ADMINISTERED TO A STUDENT WITHOUT WRITTEN PERMISSION FROM A PARENT.

SUPERVISION

No Year 11 or 12 student should enter the grounds prior to 7.15am and no Year 7, 8, 9 or 10 student prior to 8:00am. Bus students may need to arrive earlier. Supervision of the grounds is provided at morning recess and during the lunch break only.

BUSES – (CDC Bus)

All students catching buses from the school interchange leave straight after school and are required to use the footpath to the interchange. A teacher supervises students leaving the grounds to catch these buses. Students waiting for the buses that leave later are required to remain on the school grounds and sit at the tables and chairs in the shade area of the tuckshop.

No student is to re-enter the grounds after leaving without the Principal's permission.

HOMEWORK

HOMEWORK POLICY - Statement of Intent

This is the school homework policy, developed in consultation with the school community and in line with Section 427 of the Education (General Provisions) Act 2006. Homework provides students with opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning.

The setting of homework takes into account the need for students to have a balanced lifestyle. This includes sufficient time for family, recreation, cultural pursuits and employment where appropriate.

Homework that enhances student learning:

- is purposeful and relevant to students needs
- is appropriate to the phase of learning (early, middle and senior)
- is appropriate to the capability of the student
- develops the student's independence as a learner
- is varied, challenging and clearly related to class work
- allows for student commitment to recreational, employment, family and cultural activities.

Using varied and challenging homework appropriate to students' learning needs.

Homework can engage students in independent learning to complement work undertaken in class through:

- revision and critical reflection to consolidate learning (practising for mastery)
- applying knowledge and skills in new contexts (a topic of interest, an authentic local issue)
- pursuing knowledge individually and imaginatively (investigating, researching, writing, designing, making)
- preparing for forthcoming classroom learning (collecting relevant materials, items, information).
- using technology to access school work, homework and even testing programmes through 'Moodle' where home has internet access.

Implementing the school homework policy

- Regular monitoring and collaboration amongst teachers will ensure consistent and effective implementation of the school homework policy.
- Failure to complete set homework is managed through the 'Good Standing Policy' of the school.

Responsibilities

Principals:

- Develop a school homework policy, in consultation with their school community, particularly the Parents and Citizens' Association.
- Distribute the school homework policy to staff, students and parents and caregivers, particularly at the time of student enrolment.
- Ensure the homework policy is effectively implemented throughout the school.
- Include an up-to-date school homework policy as part of their annual school reporting.

Teachers:

Teachers can help students establish a routine of regular, independent study by:

- ensuring their school's homework policy is implemented
- setting homework on a regular basis as determined by subject areas
- clearly communicating the purpose, benefits and expectations of all homework.
- checking homework regularly and providing timely and useful feedback.
- recording completion of homework and formally reporting to parents/caregivers
- using homework that is varied, challenging and directly related to class work and appropriate to students' learning needs.
- explicitly teaching strategies to develop organisational and time-management skills and providing opportunities to practice these strategies through homework
- giving consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework
- discussing with parents and caregivers any developing problems concerning their child's homework and suggesting strategies to assist with their homework.
- ensuring that all students have access to the resources required to complete the set task (e.g. not relying on all students having access to a computer.)

Students:

Students can take responsibility for their own learning by:

- being aware of the school's homework policy
- discussing with their parents or caregivers homework expectations
- accepting responsibility for the completion of homework tasks within set time frames
- following up on comments made by teachers
- seeking assistance when difficulties arise
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time/casual employment.

The role of parents and caregivers with homework

Through their Parents' and Citizens' Association, parents can have a key role in the development of a school's homework policy.

Parents and caregivers can help their children by:

- reading to them, talking with them and involving them in tasks at home including shopping, playing games and physical activity
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read and to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport, engaging in other recreational activities and working
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children's approach to the homework.

Considering students' other commitments when setting homework

In determining homework, it is important to acknowledge that students may be engaging in many different activities outside of school. These include a range of physical activities and sports, recreational and cultural pursuits. Older students may also have part-time/casual employment. Some students have responsibilities as caregivers.

Homework appropriate to particular phases of learning

The following is to operate as a guide in determining the amount of set homework that students might be expected to undertake. It is of course open to parents to consult with a student's teacher about additional materials or practice exercises with which parents can assist their children at home.

Homework tasks may include:

- daily reading to, with and by parents/caregivers or other family members
- linking concepts with familiar activities such as shopping, preparation of food, local environment and family outings
- conversations about what is happening at school
- preparation for oral presentations
- opportunities to write for meaningful purposes.

In the Junior Secondary years (Years 7, 8 and 9) some homework can be completed daily or over a weekly or fortnightly period and may:

- include daily independent reading
- be coordinated across different subject areas
- include extension of class work, projects and research.

In Year 7, 8 and Year 9 students should be given more responsibility for their own learning. They can be required to engage in independent learning to complement work undertaken in class.

Homework in Year 7, Year 8 and Year 9 could be up to but generally not more than 5 hours per week.

In the Senior Phase (Years 10, 11 and 12) the amount of time devoted to homework and independent study will vary according to the student's learning needs and individual program of learning, determined through their Senior Education and Training (SET) Plan.

While teachers may provide students with additional work relevant to their learning which the student may undertake at home, young people during this phase should generally be independent learners exercising their own judgement as to the out-of-hours time they devote to their studies.

It should be clear to students and caregivers that a 'NO' homework night in the Senior school does NOT exist for those students who are conscientiously working to maximise their results and ultimately maximise their choices on completion of their secondary education.

Of course, care should be taken to ensure that a balance is maintained between the various demands of study, sporting, recreational, cultural or part-time/casual employment activities.

SUGGESTED TIME ALLOCATION FOR HOME STUDY PER WEEK NIGHT:

For students to improve and to achieve to their full potential the following times have been recommended for each Year level:

- Year 7 60 mins per night
- Year 8 60 mins per night
- Year 9 60 mins per night
- Year 10 75 – 100 mins per night
- Year 11 2 hours (University Pathway) 1.5 hours (other Pathways.) per night
- Year 12 2 hours (University Pathway) 1.5 hours (other Pathways.) per night

These times are based on the 2006 Education Queensland Review of Homework Practices.

Homework is a necessary strategy in any effective classroom.

It allows for:

- a** Independent practice at home without peer and teacher input
- b** Reinforcement of the content covered that day or in previous lessons
- c** Students to sit down each evening and develop a habit of study and review in preparation for their senior years

The School's Guidance Officers are available to assist students in developing a study timetable. Also, the School's Youth Health Nurse can assist students with strategies for coping with the pressures of exams, as can the School's Chaplain.

FORMS OF ASSISTANCE**PARENT INTERVIEWS**

Parents are encouraged to visit the School to discuss a student's progress or any problems he/she may be experiencing. It is advisable to arrange an interview in advance so that information can be gathered relating to the student. This can be done by contacting your student's Care Teacher, Dean of Students (DOS) or the appropriate Head of School (HOS).

PARENT-TEACHER INTERVIEWS

Parent-Teacher interviews are usually held twice a year following the distribution of reports (Term 1 and Term 2). Parents will be advised of the dates and procedures through School newsletters. On-line booking software is used to arrange appointments. A start of year interview is held to allow Parents, Students and Care Teachers to meet and prepare goals for the year ahead.

PREPARING FOR MY PERSONAL BEST (MyPB)

Maroochydore SHS defines as its vision, *Excellence in education for all*. This ambition highlights the need to individualise the learning process, setting high expectations and offering high support so that every young person who attends Maroochydore SHS has the opportunity to graduate as the very best version of themselves. Our expectation is that every young person will graduate with the QCE and then either an OP or Vocational certificate of worth.

At the core of student academic success is the focus on ensuring the right conditions for learning. These conditions include regular attendance, active engagement and completing all assessment tasks. It is these areas that we must expect every student to focus on when preparing for their personal best. We refer to these elements as MyPB. While these elements have always been tracked, 2018 will again see modifications to the way we engage all students in self tracking of these expectations and the way we celebrate our students' ability to meet these expectations.

It will be an expectation that students, with the support of their families and the School, meet their MyPB commitments with the intention to attain positive academic outcomes. Explicit targets in each of these areas have been set by the school to support students as they develop and embed their learning routines for continued success. Students meeting these targets will not only benefit from the impact on their learning, but will also receive celebratory invitations. These celebrations are age appropriate and are based on a gradual release model so that as a young person matures from Year 7 to Year 12, the celebrations also change from greater emphasis on extrinsic motivators to a greater focus on intrinsic motivators.

FINANCIAL ASSISTANCE

Parents may be eligible for Government Financial Assistance under the following schemes:

Text & Resource Allowance – the Principal at Maroochydore State High School claims this assistance directly from Education Queensland on behalf of parents after P&C ratification

Living Away from Home Allowances Scheme (LAFHAS), Assistance for Isolated Students and Travel Assistance – further information can be obtained from School Financial Services on free call 1800 248 997.

Transport Assistance for daily access to school - contact your nearest Queensland Transport Office or telephone 132380

Youth Allowance - for students 16 years and over – contact your nearest Centrelink Office Abstudy - for Aboriginal and Torres Strait Islander students – contact your nearest Centrelink Office

FINANCIAL SUPPORT

The P&C provides subsidy for representative students across a range of activities. Application forms are available from the main office and when completed are submitted back through the office.

GUIDANCE OFFICERS

Guidance Officers Bronwyn Gillies and Leanne Jenkins are available to assist students with concerns about their schooling. These discussions may include course selection, further study and careers, and personal / interpersonal difficulties. Parents are encouraged to accompany students to interviews, which can be arranged through the School office (5409 7333).

SCHOOL-BASED POLICE OFFICER

The School Police Officer is based at Maroochydore High School five days per week. The role of the School-Based Police Officer is to build positive educational and social links between the young people at our school as well as carrying out active community policing. Students may access the Police Officer in A Block.

SCHOOL CHAPLAIN

Our School Chaplain can be found in A Block – student support services rooms. The Chaplain, who has a major support and welfare role with an emphasis on spiritual well being, is available **four** days a week for any support required / needed from students and staff.

SCHOOL HEALTH NURSE

Maroochydore State High School has the services of a School Based Youth Health Nurse who can also be found in A Block. The goal of this program is to increase the capacity of State Schools to develop structures and environments for young people undertaking secondary education.

The program hopes to enable and reinforce the young person's ability to maintain health and wellbeing, thereby facilitating a safe and healthy transition into adulthood by promoting the adoption of positive health behaviours and attitudes that continue throughout their lifespan.

Students can make confidential appointments with the School Nurse in A Block.

INDIGENOUS EDUCATION SUPPORT OFFICER

An Indigenous Education Support Officer is based at Maroochydore State High School and is available to support Aboriginal students and Torres Strait Islander students at Maroochydore State High School, particularly in the area of literacy and numeracy.

LEARNING SUPPORT AND SPECIAL EDUCATION UNIT

The school has invested significant resources to meet the special needs of students. The Learning Support Faculty's philosophy is that all students may exhibit special needs at some time during their secondary schooling. However, the focus is on literacy, numeracy and learning how to learn.

Year 7, Year 8 and Year 9 is targeted in these three areas to assist students to make a successful transition to high school.

There are programs in place for students who are gifted or show talent in a particular area through our Information Centre, as well as programs to assist students to make the transition from school to the working world through our Year Level Pastoral Care Programme and Guidance Officers.

Teachers and teacher-aides provide additional in-class support for students with disabilities under the inclusive schooling policy. The Special Education Unit operates for students with ascertained disabilities. This Unit and Learning Support is led by the Head of Special Education in conjunction with the School's Administration.

WAYS IN WHICH PARENTS CAN ASSIST THE SCHOOL

The staff at Maroochydore High School value highly the interest parents take in their students' school life, the programs they follow, the work they do, the friends they make and the teachers who teach them. We urge, and most sincerely invite you, to continue to take a keen interest in your student(s).

As well, we actively seek parental co-operation in encouraging the good habits of punctuality, neat appearance, suitable language and effective homework and study habits.

MEMBERSHIP OF PARENTS' & CITIZENS' ASSOCIATION

Parents are encouraged to attend Parents' and Citizens' Association meetings. These are held in the Conference Room on the second Monday of each month commencing at 6.00 p.m. The Annual General Meeting is held each year in March.

VOLUNTEER HELPERS:

The school greatly appreciates the assistance of volunteers to help with tutoring students in our Learning Assistance Program or working in the Canteen. Should you be able to assist in any way, please contact the main office on 5409 7333.

IMPORTANT NOTICE TO VISITORS TO THE SCHOOL (INCLUDING PARENTS)

Procedures are in place to assist in the protection of your children whilst attending this school.

If you are coming into the grounds for any reason, you are required to go immediately to the office, where you will be attended to by a member of the Office staff. The only exception to this are parents who are Swanee's volunteers or Learning Assistance Volunteers.

If you are leaving the Administration (office block) to go elsewhere in the school grounds, you must "sign in" electronically through the receptionist at the front counter. You will then be issued with a Visitors Pass to be carried on your person in full view (preferably on your pocket) for the duration of your stay.

On your way out of the grounds, your Pass is to be handed back into the office.

Your acceptance of the visitors pass indicates acceptance of the following conditions:-

- Your Pass must be worn at all times and returned upon departure.
- All visitors are subject to Maroochydore State High School and Education Queensland Health and Safety regulations and should not place others at risk.
- Visitors must confine their presence at this school to their area of business only.
- Protective clothing and footwear shall be worn in appropriate areas.
- Contractors are to see that areas where work is being undertaken are cordoned off so as to protect the well being of all persons in the school. Visitors must observe the area safety instructions at all times. In some areas the wearing of certain types of protective equipment is mandatory and in others is advised.
- Smoking is prohibited within the school grounds.
- Leave the buildings immediately on hearing an intermittent signal (fire alarm) and follow staff and students to the main school oval.
- Lock Down inside the closest room if continuous ringing of bell indicates danger outside of rooms
- Report all emergencies, accidents, injuries and/or safety concerns to the office immediately.
- Noise is to be minimised in consideration of operation of classes.
- All areas are to be kept clean and tidy.
- Make contact with students only when organised by a member of the staff.
- Parking – Visitors are asked to park only in designated areas.
- Vehicles – Please drive carefully in the school grounds.

CONSENT TO USE COPYRIGHT MATERIAL, IMAGE, RECORDING OR NAME

By signing the Enrolment Agreement for Maroochydore State High School, you give consent for your student to Maroochydore State High School and to the Department of Education, Training and to any Department or Agency of the State of Queensland (the Department and the State) to use and retain my student's

- **Name, image and sound or other recording; and**
- **Copyright material (Individual Work)**

This consent applies to any use of your student's name, recording or image and Individual work, in connection with Maroochydore State High School, the Department or State, including for the following purposes:

- assessment of students and other purposes associated with the provision of education;
- public relations, promotion, advertising, media and commercial activities;
- use by the media in relation to activities that show the Individual in a positive light, eg. drama and musical performances, sports and prize giving; and
- any other activities, if any, identified specifically by written notice.

This consent will continue until:

- where the Individual is under 18 years of age, when the Individual turns 18;
- in any other case, when the Individual revokes consent by writing to the Principal; and
- where more than one of these events may apply, whichever occurs first.

Despite the above, if, at the time such an event occurs, Maroochydore State High School, the Department or the State is using your student's name, recordings or images or any Individual work, or the State has entered into contractual obligations in relation to that material, the consent will continue in relation to that material until Maroochydore State High School, the Department or the State's use is complete or after the contractual obligations come to an end.

'Use' includes:

- to create, make copies of or reproduce or retain in any form, including by camera, video, or digital recorder, webcam, closed circuit television, mobile phone or any other device; and
- distribute, publish or communicate in any form, including via newsletters and other print media, television and the Internet (in accordance with the Department's Internet Publicity Policy), in whole or in part, and to permit other persons to do so.
- Maroochydore State High School, the Department or the State will not pay the Signatory, or my student, for my giving this consent or for the use of my student's name, recording or image, or Individual work.
- This Consent Form revokes and replaces all previous consent forms.

Nothing in the Consent Form limits the rights that Maroochydore State High School, the Department or the State have in relation to the use of your student's name, recording or image, copyright or other intellectual property under any other law.

Should you not wish to give consent for the use of your student's copyrighted material, image, recording or name, or at a later stage, revoke your Consent, then you must give notice of this in writing to the Principal, Maroochydore State High School.

COMPLAINTS MANAGEMENT

Complaints come to Principals and other school staff in many forms. Complaints can be from parents/carers, community, staff or students.

This document outlines the procedures undertaken at this school to manage complaints. Complaints management at this school is also underpinned by the Education (General-Provisions) Act 2006, Education Queensland's Complaints Management Policy contained in the Department of Education Manual and Making a Complaint web text located on the department's website.

<http://education.qld.gov.au/parents/making-a-complaint.html>

All complaints are handled in a positive and open way.

1. Documentation

The school documents all complaints.

- Complaints by a student/parent in regards to a teacher can be first directed to the HOD of the appropriate subject.
- Complaints by a student/parent in regards to a program/procedure at MSHS can be recorded and reported to the appropriate Administration person in a timely manner
- Admin members will alert the Principal where required and as soon as practicable after receiving the complaint.
- Complaints can be made directly to the Principal.

The record of the complaint:

- Uses objective language clearly stating the facts
- Contains information in chronological order as practically possible
- Uses quotation marks, where appropriate and necessary
- Is neatly and legibly written in biro/pen or in print in clear unambiguous language
- Includes, where necessary, initialled and dated corrections
- Includes signature, designation of the author, and time and date of the incident/complaint

If it is not resolved at the first point of contact, the complaint is acknowledged within five (5) working days by telephone, in person, by email, or in writing.

Documents related to the complaint are kept and stored in accordance with the relevant departmental policies and schedules. Please refer to the Department of Education Manual - *CM 10: Records Management Schools and Non-School Offices*. This includes schedules governing the archiving and disposal of records:

- General Disposal and Retention Schedule
- Retention and Disposal Schedule for Records held in Central and District Offices
- Retention and Disposal Schedule for Records held in Schools

2. Complaints Management Phases

There are four key phases in handling a complaint, with the option of a fifth phase for review of a complaint outcome:

- Phase 1 Receiving and clarifying the complaint
- Phase 2 Deciding how to handle the complaint
- Phase 3 Finding out about the complaint
- Phase 4 Making a decision about the complaint
- Phase 5 Review

Phase 1 – Receiving and Clarifying the Complaint

Any member of staff can receive a complaint.

Complaints are sometimes made with the assistance of an advocate, interpreter or by a third party (as agreed between the complainant and the Principal). In this case staff will receive and clarify a complaint from more than one person.

Many complaints are resolved at the first point of contact with information and/or an explanation, together with an apology and recognition of the effect the situation has had on the person. Some complainants may also want an undertaking that action will be taken to prevent the problem recurring. When the complaint is not resolved immediately the complaint is referred to the Principal as soon as is practicable.

If the complaint relates to a report about harm (whether physical/emotional/ sexual) of a student under 18 years attending a State educational institution, or the matter relates to possible criminal activity, the matter is immediately reported to the Principal or the Principal's supervisor advising them of all the particulars known.

Receiving a Written Complaint

When a written complaint is received, it is date-stamped and forwarded to the Principal.

Receiving an Anonymous Complaint

When an anonymous complaint is received, the complainant is told of the possible limitations associated with the making of an anonymous complaint.

Phase 2 – Deciding how to handle the complaint

When a staff member receives a complaint they:

- Begin the process of making an assessment about a complaint from the moment the complaint is received
- Make an assessment in the first instance about whether the issue can be dealt with as a concern or a complaint

The Principal decides whether to:

- Take no further action
- Attempt to resolve the complaint through resolution strategies such as mediation
- Refer the complaint to the relevant internal or external agency if required
- Initiate an investigation of the complaint, within the school, if further information is required.

Co-ordination of complaints

The Principal has final responsibility for the management of all complaints that relate to school management issues under his/her jurisdiction. The complaint can be referred to another staff member in the school for action (for example, the Deputy Principal, Business Manager or nominated staff member).

If the complaint relates to departmental policy, or a departmental policy position, the complainant is advised to take their complaint to the relevant district or regional office.

If the complaint is against the Principal, then the complainant is directed to the Regional Director, North Coast Regional Office.

If the complaint is in relation to official misconduct, student protection, staff grievances or a perceived breach of privacy, the complaint is directed to the Workforce Standards and Performance Unit and the Legal Services Branch.

Record of Complaint

The Principal ensures that records are kept of a complaint and any referral of a complaint for either internal or external review.

Phase 3 – Finding out about the complaint

The Principal or delegate gathers all the necessary facts about the complaint while keeping in mind the principles of natural justice of all parties concerned.

The Principal or delegate investigates complaints by:

- Collecting and analysing information relevant to the matter
- Working collaboratively with all people involved
- Finding the facts relating to the matter
- Identifying any contributing factors to the matter
- Consulting the relevant EPPR policy on issues that relate to the complaint
- Documenting the investigation report or outcome

Phase 4 – Making a decision about the complaint

Based on the facts about the complaint gathered in Phase 3, the Principal, or delegate makes a decision on the complaint.

Notifying the complainant of the decision

Within 28 days of receipt of the complaint, the Principal provides the complainant with either:

- A written response, including reasons for the decision or
- A written notification that their complaint has been referred to an internal or external agency.

Phase 5 Review Phase

If the complainant is not satisfied with this response, they are encouraged to discuss it further with the school Principal and/or advised to contact the Principal's supervisor, the Regional Director at the North Coast Regional Office.

Further review of the decision is available from the Office of Education Queensland and the Queensland Ombudsman as described in *Making a Complaint*.

Mobile Phone and other Electronic Device Policy

Rationale

Digital literacy refers to the skills needed to live, learn and work in a society where communication and access to information is dominated by digital technologies like mobile phones. The benefits brought about through these diverse technologies can be easily overshadowed by deliberate misuse which harms others or disrupts learning.

In consultation with the broader school community, Maroochydore State High School has determined that:

- mobile phones and other electronic devices are not to be used or sighted on school grounds during school hours, and
- the use of smart watches and other devices which may be used for video and image capture.

This policy excludes:

- computer devices that are used for learning
- the use of electronic devices used for approved school activities with written permission from the principal
- when electronic devices are required to be used for payment i.e. through the school cashier or in the canteen
- approved medical devices
- e-readers in the library.

The knowledge and confidence to navigate and use these technologies safely while developing digital literacy is a responsibility shared between parents, school staff and students.

Students, parents and visitors will see posters, such as the example beside, around the school that clearly identify our technology-free zones and times. Please respect the community agreed expectation for these spaces and behaviour.

If a parent needs to contact their child during school hours, this must be done through the school office. Should a student need to go home due to illness or any other reason during the school day, it is the school's responsibility to contact parents to coordinate and organise arrangements.



Policy Guidelines – Mobile Phones

It is unacceptable for students at Maroochydore State High School to use mobile devices. Once students enter the school grounds, mobile phones and other electronic devices must be switched off and put away.

The following rules apply.

It is unacceptable to use mobile phones:

- in an unlawful manner
- to take photographs or film other individuals.
- to send harassing or threatening text messages or inappropriate images to other individuals.
- as a camera to take photos/videos inappropriately, such as in change rooms or toilets.
- for cyber-bullying or to capture or distribute inappropriate material.
- to have or share illegal material, or evidence of illegal activity. Students will be required to remove any material deemed to be offensive from any device, website, or social network.

Policy Guidelines – Other Electronic Devices

It is unacceptable for students at Maroochydore State High School to use other electronic devices, including school approved laptops, to:

- download, distribute or publish offensive messages or pictures
- use obscene, inflammatory, racist, discriminatory or derogatory language
- use language and/or threats of violence that may amount to bullying and/or harassment, or even stalking
- insult, harass or attack others or use obscene or abusive language

- deliberately waste printing and internet resources
- damage computers, printers or network equipment
- commit plagiarism or violate copyright laws
- access social media, personal emails and internet chat
- send chain letters or spam email
- knowingly download viruses or any other programs capable of breaching the department’s network security
- invade someone’s privacy by recording personal conversations or daily activities and/or further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

Consequences for incorrect use of mobile phones and other electronic devices.

Unauthorised use of mobile phone/ electronic device	Possible Consequence
1 st Offence	<ul style="list-style-type: none"> • Phone/device sent to the office. Office records incident • Student provided with electronic device slip to take back to class and to hand in at the end of the day to collect device from the office. • Teacher enters the offence on One School as IT Misconduct • Extra learning opportunity (ELO) with teacher.
2 nd Offence	<ul style="list-style-type: none"> • Phone/device sent to the office. Office records incident • Teacher enters the offence on One School as IT Misconduct with referral • Teacher contacts Parent/Guardian • Student arranges ELO with DoS or HOD to discuss device policy and organise collection of device from the office.
3 rd Offence	<ul style="list-style-type: none"> • Phone/device sent to the office. Office records incident • Parent/Guardian contacted and meeting is arranged with DoS/DP and student where device will be returned to parent/guardian.
4 th Offence	<ul style="list-style-type: none"> • Phone/device sent to the office. Office records incident • In consultation with the Principal (or Officer in Charge) consequences will be applied.

Refusal to hand in the phone/electronic device will result in a consequence for failure to follow a reasonable instruction and will be dealt with through the school’s behaviour policy.

When the school has become aware that any device has been used for cyber-bullying or to capture or distribute inappropriate material, appropriate action will be taken in accordance with the school’s anti-bullying and behaviour management policies. Students will be required to remove any material deemed to be offensive from any device, website, or social network. Failure to comply with such requests will result in serious disciplinary action. Devices believed to contain illegal material or evidence of illegal material or evidence of illegal activity will be confiscated and handed to the police where appropriate.

Disclaimer

If a student brings a device into the school grounds, it is entirely at the owner’s risk. The school cannot accept any responsibility for the theft, loss, damage, or health effects from the possession of mobile phones on school property. Parents and students should consider whether their mobile phones and electronic devices are insured as personal property, as they are not insured by the school or Education Queensland.

The policies and procedures of Maroochydore State High School may be subject to change throughout the school year. Any changes will be notified to parents and carers through the school Newsletter, school Facebook page, and will also be updated on the school website. Students will be advised through the daily notices and also through email and school assemblies.

Student Code of Conduct

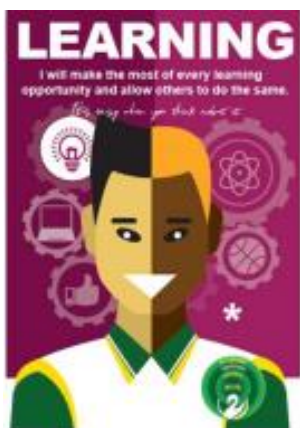
The Maroochydore State High School Student Code of Conduct has been developed in consultation with the Parents' and Citizens' Association and the School Council. Our school community aims to develop an environment which is supportive of all students, providing all with opportunities for success. Essential to our supportive school environment is the partnership which exists between students, parents, teachers and the general community; a partnership which encourages students' self-discipline, is responsive to all students' needs and which models positive and productive attitudes.

Courtesy, consideration and cooperation between all members of the school population are necessary to create a pleasant atmosphere and an environment conducive to learning. Each person in the Maroochydore State High School community must respect the rights of every other person in the school community.

The MSHS Student Expectations are based on our core values:

- **LEARNING** I will make the most of every learning opportunity and allow others to do the same.
- **RESPECT** I will respect myself, all others, the school community, environment and facilities.
- **SAFETY** I will act safely and be accountable for my actions.

A copy of the Student Code of Conduct is provided for all parents on enrolment of their student. The Student Code of Conduct is also published for student reference in the Student Diary and also available via our website: www.maroochydoreshs.eq.edu.au





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.....
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