



# STUDENT HANDBOOK

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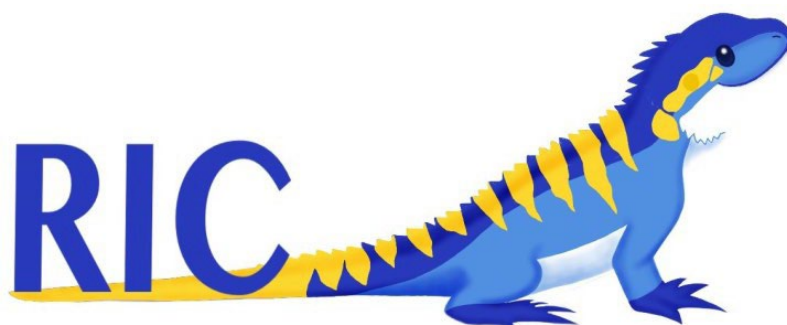
## 2025



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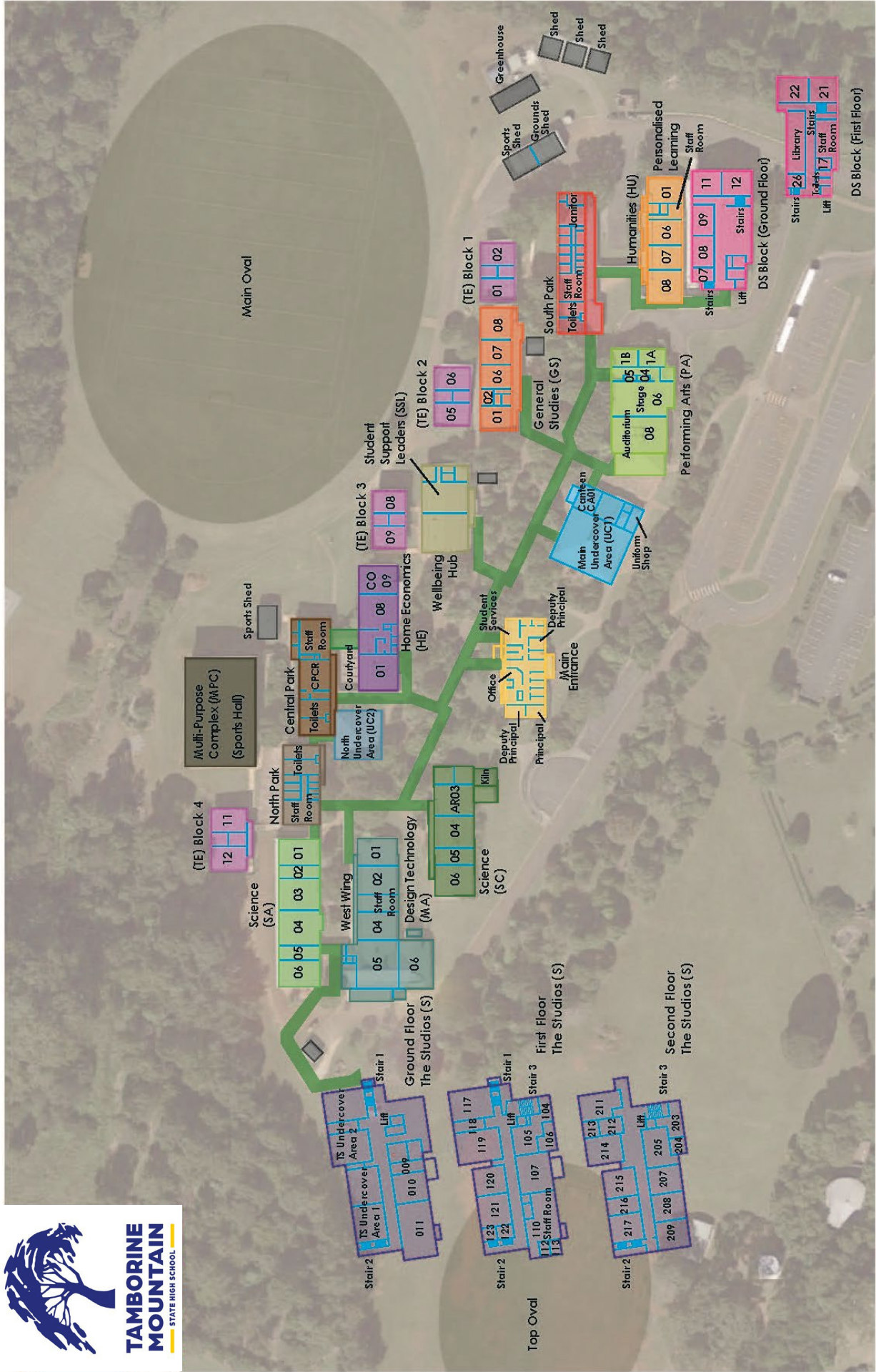
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**NAME:** Tamborine Mountain State High School  
**ADDRESS:** 67 – 87 Holt Road, North Tamborine QLD 4272  
**CONTACT NUMBERS:** Office: 5545 7222 Fax: 5545 7200  
**E-MAIL:** [principal@tamborinemtnshs.eq.edu.au](mailto:principal@tamborinemtnshs.eq.edu.au)  
**STUDENT SERVICES E-MAIL:** [Absences@tamborinemtnshs.eq.edu.au](mailto:Absences@tamborinemtnshs.eq.edu.au)  
**WEB ADDRESS:** [www.tamborinemtnshs.eq.edu.au](http://www.tamborinemtnshs.eq.edu.au)  
**QPARENTS** <https://qparents.qld.edu.au/#/login>  
**OFFICE HOURS:** 8:00 am – 4:00 pm Monday to Friday



R – RESPECT  
 I – INTEGRITY  
 C – CARE

Tamborine Mountain SHS Day Structure				
Description	Start	End	Duration (minutes)	Bell Times
				8.40am Warning bell for start of the day
Form	8:45 am	9:00 am	15	9.00am Move to Period 1
Period 1	9.00 am	9:55 am	55	9.55am Move to Period 2
Period 2	9:55 am	10:50 am	55	10.50am Break 1 begins
Break 1	10:50am	11:40am	50	11.35am Warning Bell for Period 3
Period 3	11:40 am	12:35 pm	55	12.35pm Move to Period 4
Period 4	12:35 pm	1:30 pm	55	1.30pm Break 2 begins
Break 2	1:30 pm	2:05pm	35	2.00pm Warning Bell for Period 5
Period 5	2:05 pm	3:00 pm	55	3.00pm End of Day





## AFTER-SCHOOL ROOM

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The after-school room is opened at 3.15 pm and closes at 4.15 pm.

## ANTI-BULLYING POLICY

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Tamborine Mountain State High School is committed to developing positive interpersonal relationships between members of the school community. Bullying and harassment at school are **unacceptable** behaviours and will not be tolerated.

Bullying is an aggressive behaviour that relies on an abuse of power and seeks to deprive people of their rights.

It is a deliberate, hurtful physical and/or psychological behaviour. It is done with intent to injure, embarrass or violate.

Bullying is repeated intimidation; verbal, non-verbal, emotional, social or physical, conducted by an individual or group against others, resulting in the emotional disturbance of the victim.

It is not necessarily a repetitive attack that causes distress but the threat of future attacks. It is recognized that bullying can be carried out by anyone in the school community. It is difficult for those being bullied to defend themselves.

PHYSICAL	VERBAL	SOCIAL	NON-VERBAL
<ul style="list-style-type: none"><li>• Invading personal space</li><li>• Hitting/punching/choking/pinching</li><li>• Taking and throwing property</li><li>• Taking and hiding property</li><li>• Borrowing property without permission</li><li>• Tripping/kicking</li><li>• Grabbing</li><li>• Pushing/jostling</li><li>• Unwelcome touching</li></ul>	<ul style="list-style-type: none"><li>• Name calling</li><li>• Threats</li><li>• Abuse</li><li>• Unwanted requests</li><li>• Suggestive or unwanted comments</li><li>• Obscene or vulgar language</li><li>• Teasing/taunting</li><li>• Intimidation</li><li>• Creating/communicating rumours</li></ul>	<ul style="list-style-type: none"><li>• Talking about others</li><li>• Writing notes about others</li><li>• Use of the internet, social media or e-mail to spread misinformation, and rumour or to threaten</li><li>• Ignoring</li><li>• Rejecting</li><li>• Ostracising</li><li>• Instilling fear</li><li>• Isolating</li><li>• Commenting negatively about family</li></ul>	<ul style="list-style-type: none"><li>• Threatening body language</li><li>• Hand or body gestures</li><li>• Exclusion</li><li>• Facial expressions</li><li>• Glares/stares</li></ul>

## Harassment

Harassment is any unwelcome attention that is offensive, humiliating or intimidating. It is designed to make the person feel embarrassed, frightened, hurt or uncomfortable because of a comment or action.

Harassing behaviours are directed toward someone on the basis of differences such as gender, racial background, religious or cultural beliefs, sexual orientation, ability and disability, appearance and socioeconomic status.

## Reporting

It is important to remember that all bullying and harassment needs to be reported. This is “not dobbing” but rather reporting abuse.

Students wishing to report an incident can report directly to any staff member or any member of the school’s Administration Team. Options may include interview, telephone contact, email contact, letter or parental referral.

Assistance is available through contact with:

- Form teacher
- Friends/Peer supporters
- Student Support Leader (SSL)
- Guidance Officer
- Clinical Social Worker
- Mental Health Clinician
- School Administration

## Consequences for bullying

- Official warning
- Parent/caregiver notification
- Separation
- Internal school suspension
- 1-5 Saturday detention
- 6-20 external suspension
- Alternate programs
- Behaviour Plan
- Conferencing
- Referral to other agencies and providers
- Contracts with students
- Regional Office intervention
- Exclusion

## **TAMBORINE MOUNTAIN STATE HIGH SCHOOL ANTI-BULLYING COMMITMENT**

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The Anti-Bullying Commitment provides a clear outline of the way our community at Tamborine Mountain State High School works together to establish a safe, supportive and disciplined school environment. This commitment is provided to all students and their parents/caregivers upon enrolment, and may be revisited with individual students if particular problems around bullying arise.

### **Tamborine Mountain State High School – Anti-Bullying Commitment**

We agree to work together to improve the quality of relationships in our community at Tamborine Mountain State High School. It is through intentional consideration of our behaviour and communication that we can reduce the occurrence of bullying, and improve the quality of the schooling experience for everyone.

The agreed national definition for Australian schools describes bullying as:

- involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert). Bullying behaviour is repeated, or has the potential to be repeated, over time (for example, through sharing of digital records);
- having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.
- ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm.

PHYSICAL	VERBAL	SOCIAL	NON-VERBAL
<ul style="list-style-type: none"> <li>• Invading personal space</li> <li>• Hitting/punching/choking/pinching</li> <li>• Taking and throwing property</li> <li>• Taking and hiding property</li> <li>• Borrowing property without permission</li> <li>• Tripping/kicking</li> <li>• Grabbing</li> <li>• Pushing/jostling</li> <li>• Unwelcome touching</li> </ul>	<ul style="list-style-type: none"> <li>• Name calling</li> <li>• Threats</li> <li>• Abuse</li> <li>• Unwanted requests</li> <li>• Suggestive or unwanted comments</li> <li>• Obscene or vulgar language</li> <li>• Teasing/taunting</li> <li>• Intimidation</li> <li>• Creating/communicating rumours</li> </ul>	<ul style="list-style-type: none"> <li>• Talking about others</li> <li>• Writing notes about others</li> <li>• Use of the internet, social media or e-mail to spread misinformation, and rumour or to threaten</li> <li>• Ignoring</li> <li>• Rejecting</li> <li>• Ostracising</li> <li>• Instilling fear</li> <li>• Isolating</li> <li>• Commenting negatively about family</li> </ul>	<ul style="list-style-type: none"> <li>• Threatening body language</li> <li>• Hand or body gestures</li> <li>• Exclusion</li> <li>• Facial expressions</li> <li>• Glares/stares</li> </ul>

We believe that no one deserves to be mistreated and that everyone regardless of race, colour, religion, immigration status, nationality, size, gender, popularity, athletic capability, academic outcomes, social ability, or intelligence has the right to feel safe, secure, and respected.

**I agree to:**

- Treat everyone with kindness and respect.
- Abide by the school's anti-bullying policies and procedures.
- Support individuals who have been bullied.
- Speak out against verbal, relational, physical bullying and cyber bullying.
- Notify a parent, teacher, or school administrator when bullying does occur.

Student's signature:

Parent/Caregiver's

signature:

School representative

signature:

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## **ASSESSMENT POLICY**

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Assessment is an integral part of the school curriculum. It assists in the development of important skills. Assessment varies in nature from subject to subject. It can take the form of assignments, projects, oral presentations, examinations, experiments, practical demonstrations and performances.

### **Calendar**

At the beginning of each semester, students will be given an assessment calendar. This is a guide as to when assessment will occur for each subject. This calendar will enable students to adequately plan for assessment. Students are encouraged to record these dates in Outlook.

### **Assessment Task Sheets**

The following information will be included on assessment task sheets:

- clear and specific statement of task
- details of time allocations for work completion in-class
- clear definitions of parameters such as length, structure, time and method of presentation
- preliminary due date and final due date
- expectations of work requirements/standards to be met for monitoring
- weighting for different sections, if applicable
- literacy strategies
- numeracy strategies.
- General Capabilities (Australian Curriculum Icons):
- ICT Capability
- Critical and Creative Thinking
- Personal and Social Capability
- Ethical Behaviour
- Intercultural Understanding.
- Cognitive Verbs. When reading a task sheet you will find reference to this term e.g. explain, analyse, evaluate, demonstrate etc.
- marking criteria
- weighting or function in the assessment program (if applicable)
- ownership declaration.

### **Preparation**

Sufficient in-class time under teacher supervision will be allocated to allow students the opportunity to understand the requirements of the task and to develop the task. Where appropriate, in-class time will be given to the completion of the task.

When completing a task students need to ensure that:

- all work is their own sufficient time is allowed to plan, research, write, rewrite and present a final submission
- work required for sighting on monitoring dates is complete
- submission takes place (Year 7 – 9) on or before 4:00 pm on the Thursday of the week due. Students should submit something in the lesson (just in case). You can submit by 4:00 pm at Student Services.
- scripts of orals need to be submitted on the due date and at the designated lesson
- orals are to be presented during the scheduled class on the due date



- teachers and Heads of Departments have been advised prior to the due date of circumstances that prevent submission. The assignment extension process has been followed.
- a receipt is received for any assignment submitted through Student Services.

## **Assistive Technology and Support**

Students who have been identified as candidates for the use of assistive technology or extra support will be assessed as per standard criteria.

Assistive technology may include iPad; scribe pens; e-platforms; laptops and specific software. Support may include extra time; verbalised responses; scaffolded criteria and a scribe.

## **Preliminary Grade and Feedback (Year 7 – 9 Only)**

Preliminary grade and feedback are an important part of the learning process. Preliminary marked work will be returned to students with constructive comments clearly outlining areas of strength and improvement (annotated) and an overall preliminary grade against criteria. Staff have two weeks (10 working days) to return the preliminary feedback/grades.

### **Students**

On the preliminary due date for an assignment, the teacher will review each student's progress on the assessment item and provide feedback and a preliminary grade against criteria. Any student who, at the preliminary grade stage has made insufficient progress or whose standard of work is not appropriate will be referred to the lunchtime "Monitoring Room". This room is designed to provide a form of compulsory time management.

The student is required to report to this room from 11.10 am daily until their assignment is of the appropriate standard to be "cleared" by the subject teacher. Each student who is required to report to the lunchtime "Monitoring Room" is given a reminder through form class/parade. Students must report to the Monitoring Room regardless of whether the referral has been sighted by students through form class/parade, as students are advised during subject class. Parents/Caregivers are texted/emailed this information.

It is the student's responsibility to report to the monitoring room until their work has been approved by the relevant teacher. Monitoring work must be cleared with the teacher prior to the commencement of form class. Failure to report to the "Monitoring Room" will result in further disciplinary consequences e.g. Weekly Withdrawal Room (WWR) Year 7 - 8 or a Wednesday Study Day (Year 9) for completion of workbooks, completion of monitoring work, suspension. Parents/caregivers will be notified through text message or email.

See Assessment Process, Monitoring Process and Weekly Withdrawal Room Flowcharts.

### **Teachers**

Teachers are required to provide a list of students who are to attend the Monitoring Room by the next day by 1.30 pm the day after the preliminary feedback and grade is returned. Students must be advised.

## **Parents/Caregivers**

All effort is made to contact parents/caregivers when their child is referred to the "Monitoring Room" thereby allowing parents/caregivers to encourage their child to give additional effort to the assessment task prior to the final due date. Each student, when referred, has a text notification forwarded to their parent/caregiver. See Assessment Process, Monitoring Process and Weekly Withdrawal Room Flowcharts.

## **Late Submissions**

The late submission of any assessment item on the final due date is regarded as a very serious matter. The submission of an assessment item past the advertised final due date will result in the following action:

### **Year 7 – 9**

- The student will be given the preliminary result for the assessment task.
- The Year 7 – 8 students will be required to remain after school in the Assignment Room for two hours to complete fully the assessment task to a satisfactory level and the Year 9 student will attend school on a Wednesday Study Day (all day).

### **Year 10 - 12**

- The student will be required to complete as much work as possible on the assignment item during the next scheduled lesson and this will be graded.
- The student will attend school on the Wednesday Study Day (all day).
- It is important to note that if a student leaves an assessment item at home, they are required to contact parents/caregiver to deliver it to the school. Submission the next day would be regarded as a late submission. In all instances parents/caregivers are contacted if their child submits a piece of assessment late. This notification is via text message.
- Failure of electronic equipment is also not an acceptable reason for late submission. Students are encouraged and are responsible for keeping back-up copies and drafts.

## **Extensions**

A number of situations can occur where a piece of assessment cannot be submitted/performed on the due date. The Head of Department will grant an extension where exceptional circumstances exist. For example:

- Extended absence due to illness, supported by a medical certificate (Year 10 - 12) or through parental communication (Year 7 - 9).
- Absence due to illness or bereavement or other special circumstances on the due date, supported by parental communication.
- Student is physically unable to participate due to an injury.
- Student has been suspended.

The Head of Department is the only staff member who can grant an extension. Draft work or work completed up to the seeking of an extension should be sighted at the time that the extension is requested.

Extensions should be sought prior to the due date, where possible. It is the discretion of the HOD as to whether an extension is granted. The specific details or conditions for the new due date will then be written on the relevant criteria sheet.

## **ABSENCES**

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If a student is absent on the day a submission deadline, they are required to follow the procedure below.

### **Tests and Examinations**

- A parent/caregiver should call Student Services to explain the exceptional circumstances
- e.g. emergency, family bereavement prior to the test.
- In Year 7 - 9, provision of a note from parents/caregivers explaining the absence.
- For summative assessment in Year 10 - 12, provision of a medical certificate as written proof of absence for illness on the day of return to school is required.

The student will then be required to complete the same or similar test on their return to school. It is the student's responsibility to complete the test at the time arranged by the Head of Department.

Emergent situations will be managed by the Administration.

If the above procedures are not followed, a result cannot be credited towards a level of achievement for that subject or for the completion of course requirements.

### **Orals**

#### ***Preparation Schedule***

To ensure equity, names are to be drawn randomly ("out of a hat") following each speech so that all students are prepared for every lesson during the presentation lessons. Specific dates may be given to individual students where appropriate. On the first due date of the oral presentation, all students are required to submit their script.

#### ***Non-Submission of Script***

If a student does not submit a script, they will receive two hours after-school (Year 7 – 8) or attend a Wednesday Study Day (Year 9 – 12). The student will then make their presentation at the beginning of the oral assessment period. The student's name will be recorded on the overdue assignment log (oral – script).

#### ***Non-Presentation of Orals***

- Year 7 – 9 students will receive the preliminary result. The student's name will be recorded on the overdue assignment log (oral – presentation). The student will be required to complete the oral to a satisfactory effort.
- Year 10 – 12 students must make at least an utterance. They will be assessed on that effort. The student's name will be recorded on the overdue assignment log (oral – presentation).

#### ***Legitimate Absence***

- The script, criteria sheet and any visual aids are to be given to teacher the next day.
- Year 10 and 12 - a medical certificate is required.

## **ASSIGNMENTS - WRITTEN AND SPOKEN**

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If a student is absent from school on the preliminary due date Year 7-10 (Thursday) or the final due date:

- The written assignment or oral script should be sent to school with a friend/sibling/parent/ caregiver, clearly indicating the teacher's name. The assignment/script should be submitted to Student Services by 4:00pm.
- Alternatively, the assignment may be emailed (Absences@tamborinemtnshs.eq.edu.au).
- For assessment in Year 10 - 12 provision of a medical certificate, confirming illness on the day the assignment was due, is necessary.
- Parents/caregivers should contact the Principal or a Deputy Principal about emergent situations.
- In Year 7 - 9 the provision of a note from parents/caregivers explaining the absence on the day is sufficient.
- The assignment should be submitted on the student's first day of return to school. Even if the student does not have the subject on the day they return to school, they must still submit the assignment. Failure to submit the assignment on the first day of return will be regarded as a late submission.

Note: The assignment must be presented on the first day back at school.

### **Non-Provision of a Medical Certificate**

- Year 10 - 12 - if a student is absent on the day assessment is due, they must submit a medical certificate on the day of their return.
- Failure to submit the medical certificate on the day of the student's return will result in
  - the student being required to complete as much work as possible on the item during the lesson and this will be graded
  - or
  - draft only assessed (Drafts need to be retained and stored appropriately).

### **Cheating**

Cheating is a serious infringement. Suspected instances of cheating will be referred to the relevant Head of Department. An investigation will be undertaken to determine the level of intent of each participant.

Cheating includes:

- copying another student's work
- plagiarism
- sharing assignment and other research work/results
- using unauthorized notes in an exam
- sharing answers in examinations
- excessive in-put by another person
- using assistive digital devices (iPhones, iPods, ear phones etc)
- sharing information about an exam/assessment
- Consequences for cheating may include:
- completion of referencing workbooks
- an E- result/graded to point of discretion
- community service
- withdrawal from subject
- Saturday detention
- suspension/exclusion

## Plagiarism

Student work will be deemed to be plagiarised if it contains:

- a) text, images, or audio/visual content that has come from another source and has not been referenced.
- b) work that can be demonstrated to be the work of another person or that it is a copy of another person's work.
- c) work that is claimed to be student's own original work that can be demonstrated to be not the student's work, for example an essay that shows a literacy level significantly higher than that normally demonstrated by the student.
- d) Students will be given every opportunity to demonstrate or prove authorship and ownership of work. If a student has had parental help or tutoring from sources outside of the school, then this work does not constitute the student's original work and thus must be referenced appropriately if it is not to be treated as plagiarism.

## Ownership Declaration

Where original student work is a requirement of the assessment item, the assessment item will have a cover sheet, which contains the paragraph:

This work is the original work of the student indicated below. Except where referenced or otherwise indicated, the student claims ownership and authorship of all work. (Falsely claiming ownership of other people's work is in violation of the Copyright Act)

Student \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

This cover sheet is to be submitted with the completed assessment item.

## At check point/monitoring due date

Where plagiarism is detected or suspected:

- A clear indication on the monitoring submission must be made to show where the suspected or detected plagiarism occurs
- The student must be informed clearly (verbal or written) of the teacher's concerns with regard to ownership of indicated sections

## At final due date

Where plagiarism is detected or suspected:

- The student will be interviewed and given an opportunity to prove ownership or explain how the incident of plagiarism occurred.

When the teacher and Head of Department have evidence to indicate plagiarism in an assessment task, the student grade at the preliminary due date (removing the plagiarism parts) will be awarded as the assessment result. The Head of Department in consultation with the Administration will then determine whether selective updating is available and/or appropriate and whether further consequences need to be applied.

## Timetable Changes

Timetable changes occur to optimise class sizes and composition for learning. Classes will change due to:

- new enrolments; (where possible students are placed in appropriate subject and class)
- subject changes. (Students and parents need to ensure that the appropriate subjects are studied, and at times subject changes will need to take place. Due to the complexity of the timetable, there are circumstances where a single change in subject may result in changes to more than one class)

Throughout the year as class sizes and composition change, the classes are checked by the Administration team as well as the relevant Heads of Department.

## Subject Changes

- Subject changes (into a new subject) occur in the first 2 weeks of Term 1 and 3.
- Timeframes for changing subjects in the senior school occur in the first 2 weeks of Term 1 only (year-long subjects).

## Class Changes

Requests for class changes within a subject are **not considered** for timetabling reasons.

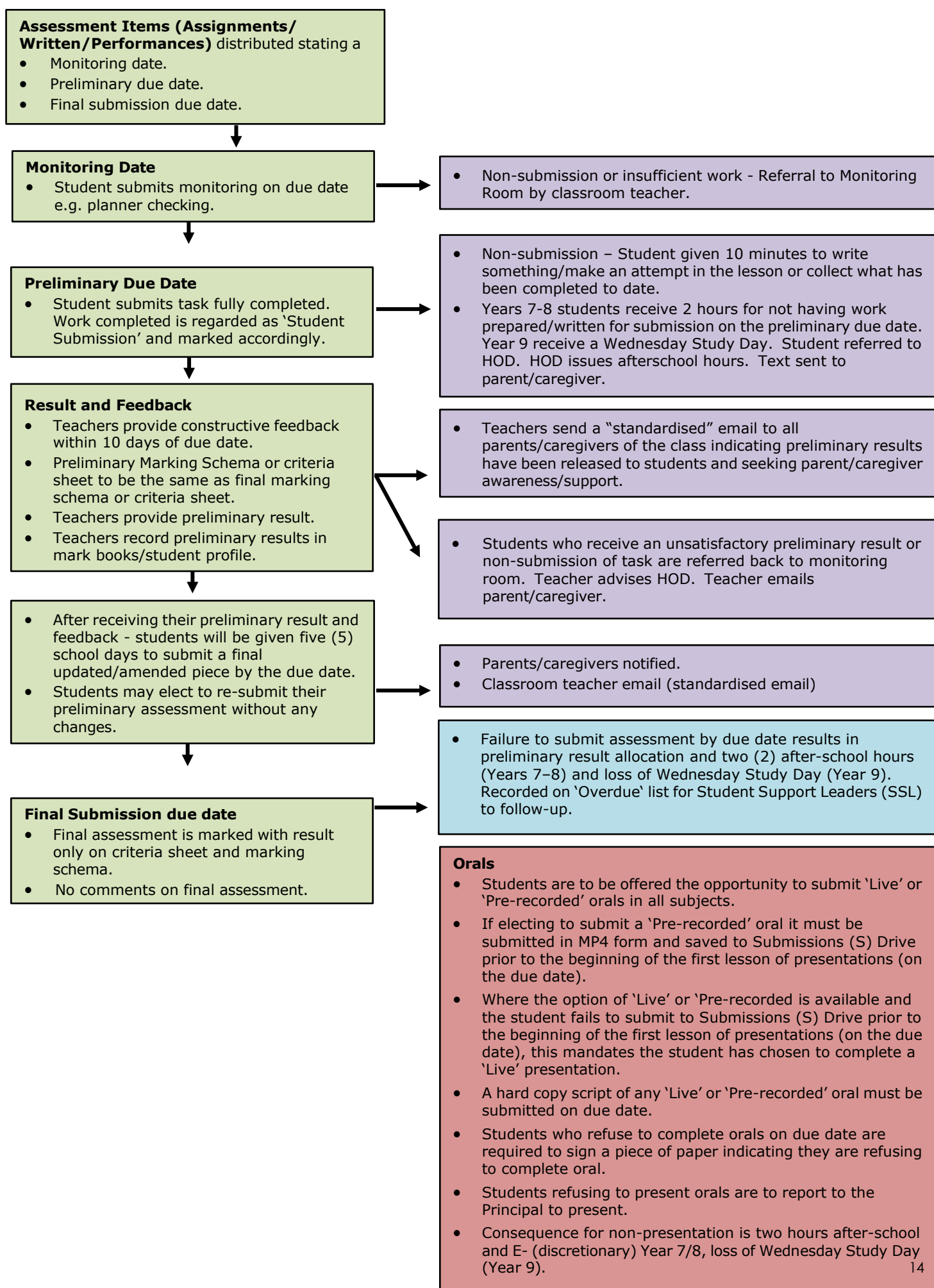
Support is given to students to help them if they are experiencing difficulty in a class. Requests for support may be directed through the teacher, Head of Department or any appropriate school contact.

Our student support teams may nominate and organise a class change in exigent circumstances in consultation with a Head of Department, for example where a student's behaviour plan requires additional measures to be undertaken.



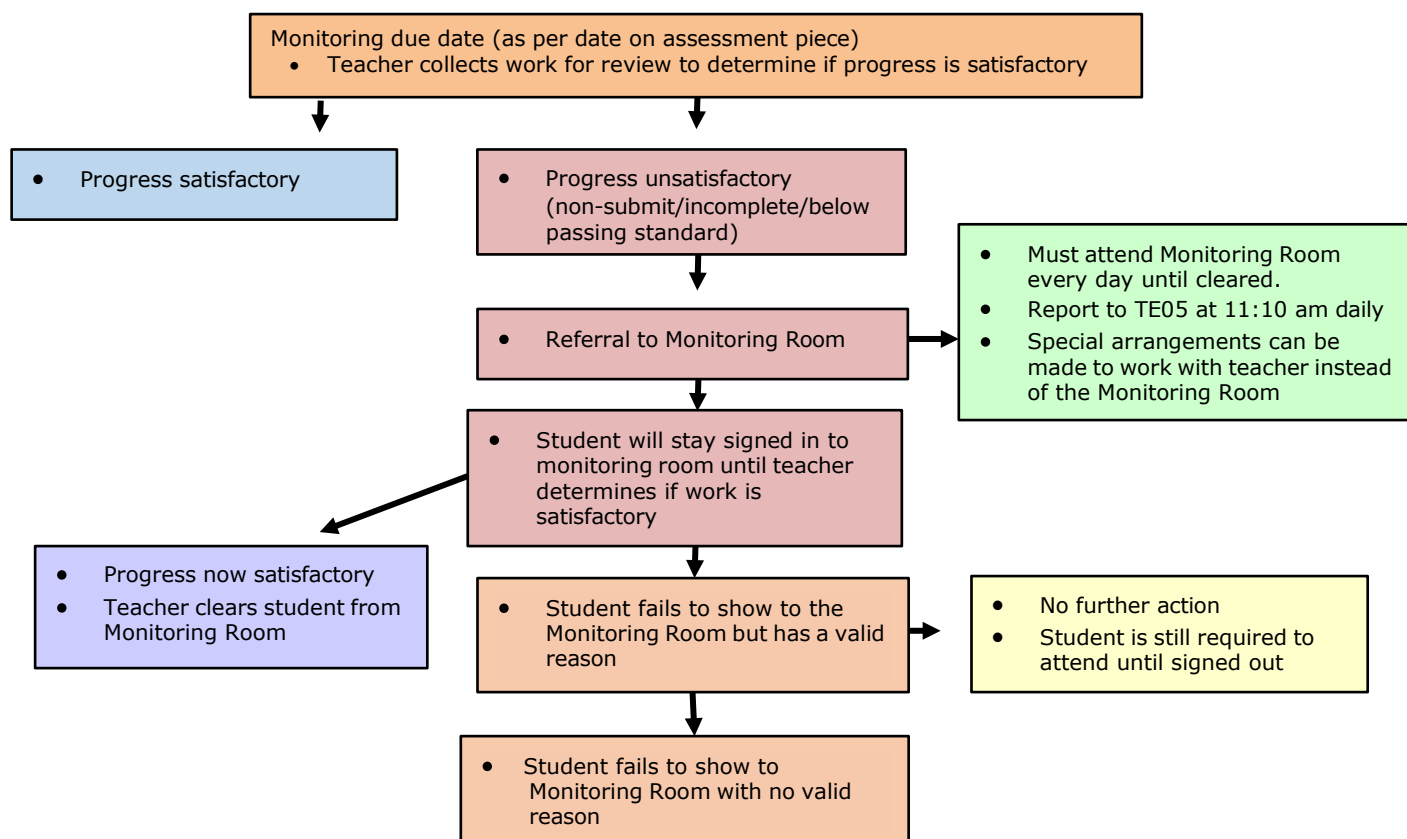
# ASSESSMENT PROCESSES

## YEARS 7 – 9



## MONITORING ROOM PROCESS YEARS 7 – 8

Students who have not submitted sufficient work to meet monitoring expectations are referred to the Monitoring Room.



### Points to note:

- (1) Once assessment due date arrives, student will be removed from Monitoring Room.
- (2) Monitoring Room processes for PL students act independently of school Monitoring Room – will operate same as they currently do.

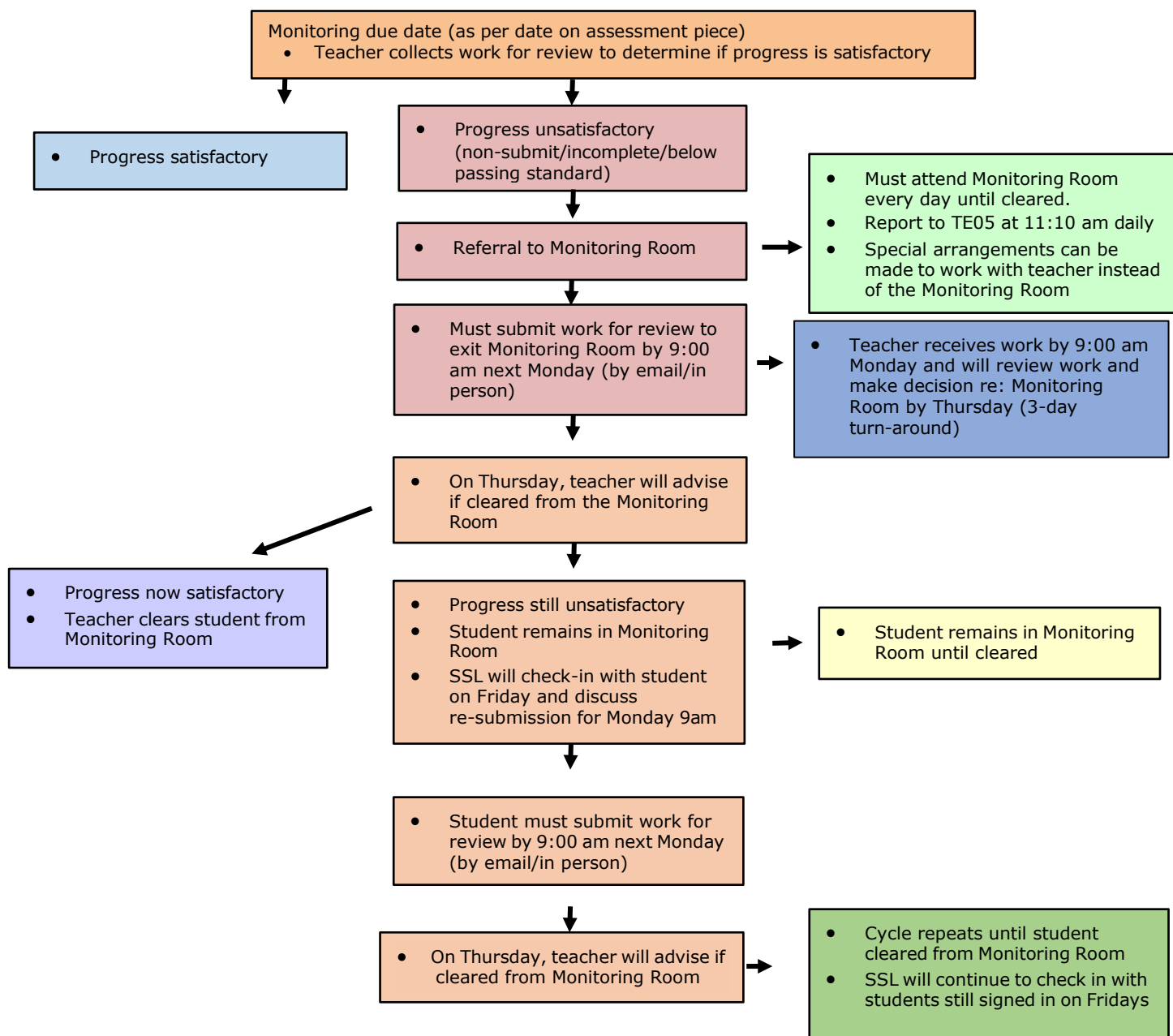
### No Show to Monitoring Room

- Any no show to the Monitoring Room is referred to SSL for management/action.
- (1) **First No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
  - (2) **Consequence for non-completion** – Support Hub attendance at first lunch for two weeks, peer leader assigned to support student with overdue work.
  - (3) **Second No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
  - (4) **Consequence for non-completion** – Support Hub attendance at first lunch for two weeks, peer leader assigned to support student with overdue work.
  - (5) **Third No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
  - (6) **Consequence for non-completion** – Assigned to Support Hub Weekly Withdrawal Room
  - (7) **Fourth No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
  - (8) Consequence for non-completion – Assigned to Support Hub Weekly Withdrawal Room
  - (9) **Fifth No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
  - (10) **Consequence for non-completion** – Saturday detention x1
  - (11) **Sixth No Show** → Student receives warning note to be completed by referred class teacher. Text sent to parent/carer for overnight grace period to complete work and be signed out by period 2 next day.
  - (12) **Consequence for non-completion** – SSL case management Discipline Improvement Plan

## MONITORING ROOM PROCESS – YEAR 9

Transitioning to tighter rules similar to Year 10-12

Students who have not submitted sufficient work to meet monitoring expectations are referred to the Monitoring Room.



### Points to note:

- (1) Once assessment due date arrives, student will be removed from Monitoring Room.
- (2) Monitoring Room processes for PL students act independently of school Monitoring Room – will operate same as they currently do.

### Absent on Monitoring Due Date

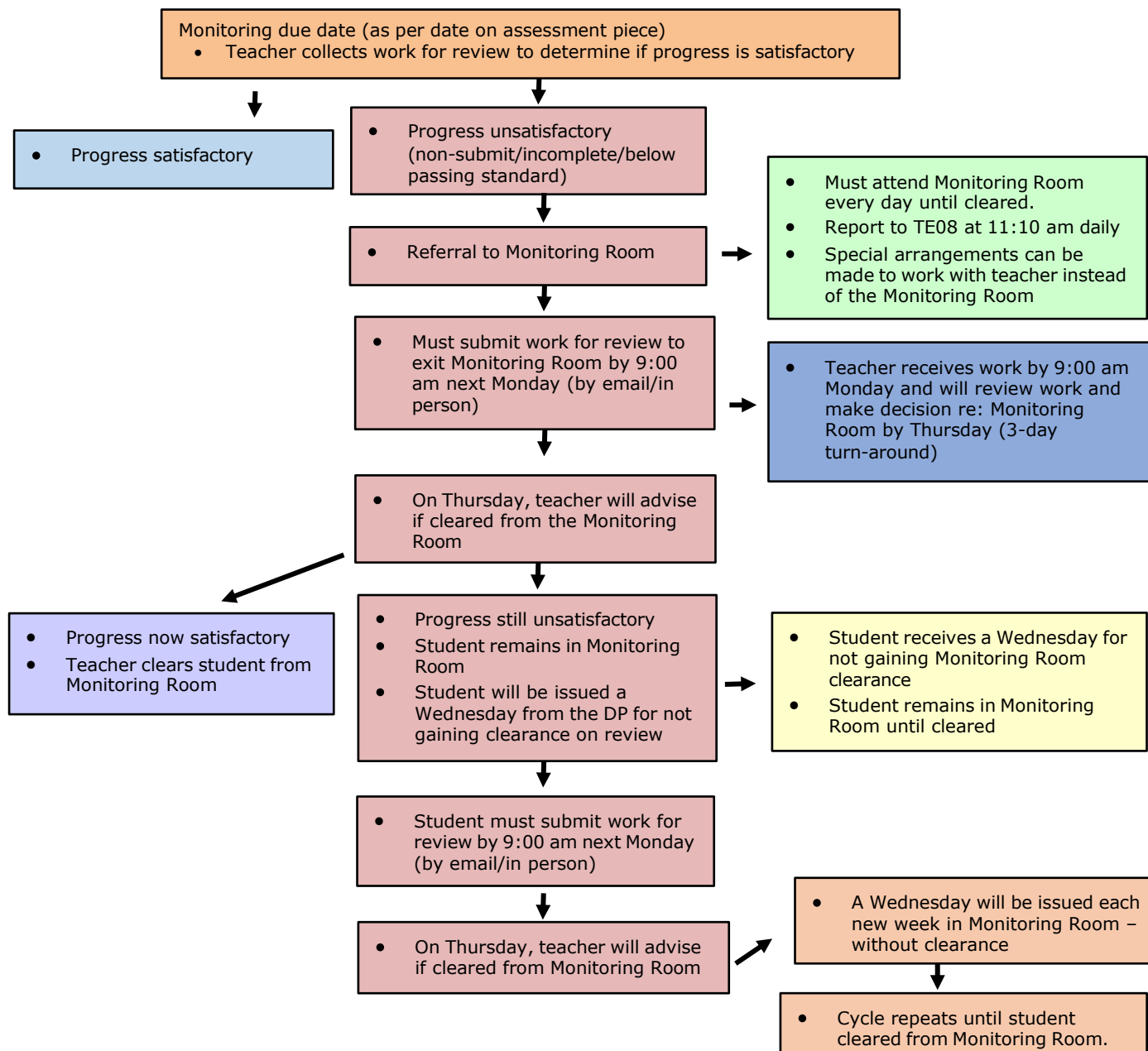
- (1) Students absent on due date are required to submit their monitoring draft by email or in person (via office).
- (2) Failure to submit your monitoring draft on due date results in automatic referral to Monitoring Room.
- (3) You can submit a medical certificate to SSL HOD for immediate clearance from the Monitoring Room on your return and/or you can apply contact the HOD for a formal extension – if granted you will be cleared from the Monitoring Room.

### No Show to Monitoring Room

- Any no show to the Monitoring Room is referred to SSL for management/action.
  - (13) **First No Show** → Loss of Wednesday x 1
  - (14) **Second No Show** → Loss of Wednesday x 2
  - (15) **Third No Show** → Saturday detention x 1
  - (16) **Fourth No Show** → SSL case management Discipline Improvement Plan

## MONITORING ROOM PROCESS YEARS 10 – 12

Students who have not submitted sufficient work to meet monitoring expectations are referred to the Monitoring Room.



### Points to note:

- Once assessment due date arrives, student will be removed from Monitoring Room.
- Diploma (Business) runs its own Monitoring Room process independent of school Monitoring Room.
- Monitoring Room processes for PL students act independently of school Monitoring Room – will operate same as they currently do.

### Absent on Monitoring Due Date

- Students absent on due date are required to submit their monitoring draft by email or in person (via office).
- Failure to submit your monitoring draft on due date results in automatic referral to Monitoring Room.
- You can submit a medical certificate to your year level DP for immediate clearance from the Monitoring Room on your return and/or you can apply contact the HOD for a formal extension – if granted you will be cleared from the Monitoring Room.

### No Show to Monitoring Room

- Any no show to the Monitoring Room is referred by SSL to DP for management/action.
  - First No Show** → Loss of Wednesday x 1
  - Second No Show** → Loss of Wednesday x 2
  - Third No Show** → Saturday detention x 1
  - Fourth No Show** → Cancellation of Enrolment

### Privileges Requirements

Number of Wednesdays allowed to retain access to Jerseys/Formal is 6 or more

## **WEEKLY WITHDRAWAL ROOM (WWR)**

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- Weekly Withdrawal Room (WWR) operates for Year 7 – 8 during school time.
- WWR operates from the Support Hub.
- Students referred to WWR are withdrawn for one (1) full school day and do not attend normal scheduled classes.
- WWR operates on different days each week.
- Each student's allocation to the WWR occurs in consultation with classroom teachers. Withdrawal occurs on the next scheduled withdrawal day.
- Student undertakes supervised booklet completion during the day in WWR. Students do not use technology during the WWR day.
- Room operates in silence and students are seated at separate cubicle booths.
- Students have different recess times. Access to tuckshop is available but is supervised and lunchtime socialisation is limited. Lunch hours do occur outside and opportunities for physical activity exists.
- Misbehaviour or disobedience while in the WWR may result in suspension.
- Parents/Caregivers are notified by text of student's referral to WWR in advance of the scheduled day of attendance in WWR.
- Referral to WWR involves an alternative school program inclusive of different supervised lunch hours.
- Students referred to WWR as a result of accumulated after-school hours clear three (3) hours per full day in the WWR.

## **BEHAVIOUR MANAGEMENT**

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### **School Rules**

- Do what it takes to learn.
- Respect and support the rights of others.
- Act responsibly.

### **Classroom Behaviour Expectations**

School wide expectations include:

- wearing correct school uniform
- being punctual
- being prepared to learn
- completing homework
- having correct equipment
- not talking when the teacher or others are talking
- raising hand to talk or to give an answer
- moving orderly, quietly, at a walk, without any jostling or shoving
- using recess and lunch-time for toilet visits
- not wearing hats, beanies, gloves and scarves in the classroom

- not eating or drinking in classrooms. Water is acceptable with teacher permission except in science labs
- not using mobile phones or any electronic devices in classrooms without teacher direction
- These items are to be stored at Student Services.
- engaging in learning and completing tasks
- respecting difference
- accepting diversity
- resolving conflict peacefully
- obeying the 'hands off' rule

## **Disruptive Behaviour in the Classroom**

If the student has interfered with the rights of other students to learn or of teachers to teach,  
or

showed persistent and willful inattention or indifference to school work, despite attempts by the teacher to help the student the following consequences will apply –

### **Step 1**

Verbal warning.

### **Step 2**

Name on the board and detention with the teacher at second break.

### **Step 3**

Student referred to relevant Head of Department via "HOD Referral" form.

A Head of Department referral will result in:

- an hour after-school (Year 7 - 8)
- Wednesday Study Day attendance (Year 9 – 12)

## **Misconduct**

- abusive language/swearing
- acted illegally
- alcohol use
- assault
- breached "hands-off" code
- breaches of school 'Personal Technology Policy'
- bullying
- cheating
- chewing gum use
- cyber bullying
- defacing school resources (texts, novels etc.)
- dress code breaches
- drug use including vaping
- failure to attend class
- failure to submit assessment
- graffiti/vandalism/wilful damage
- harassment/sexual harassment
- igniting objects
- inappropriate supply or possession of intoxicating substances and/or utensils (including but not limited to illegal drugs or illegal drug implements, paint, glue and prescription drugs)



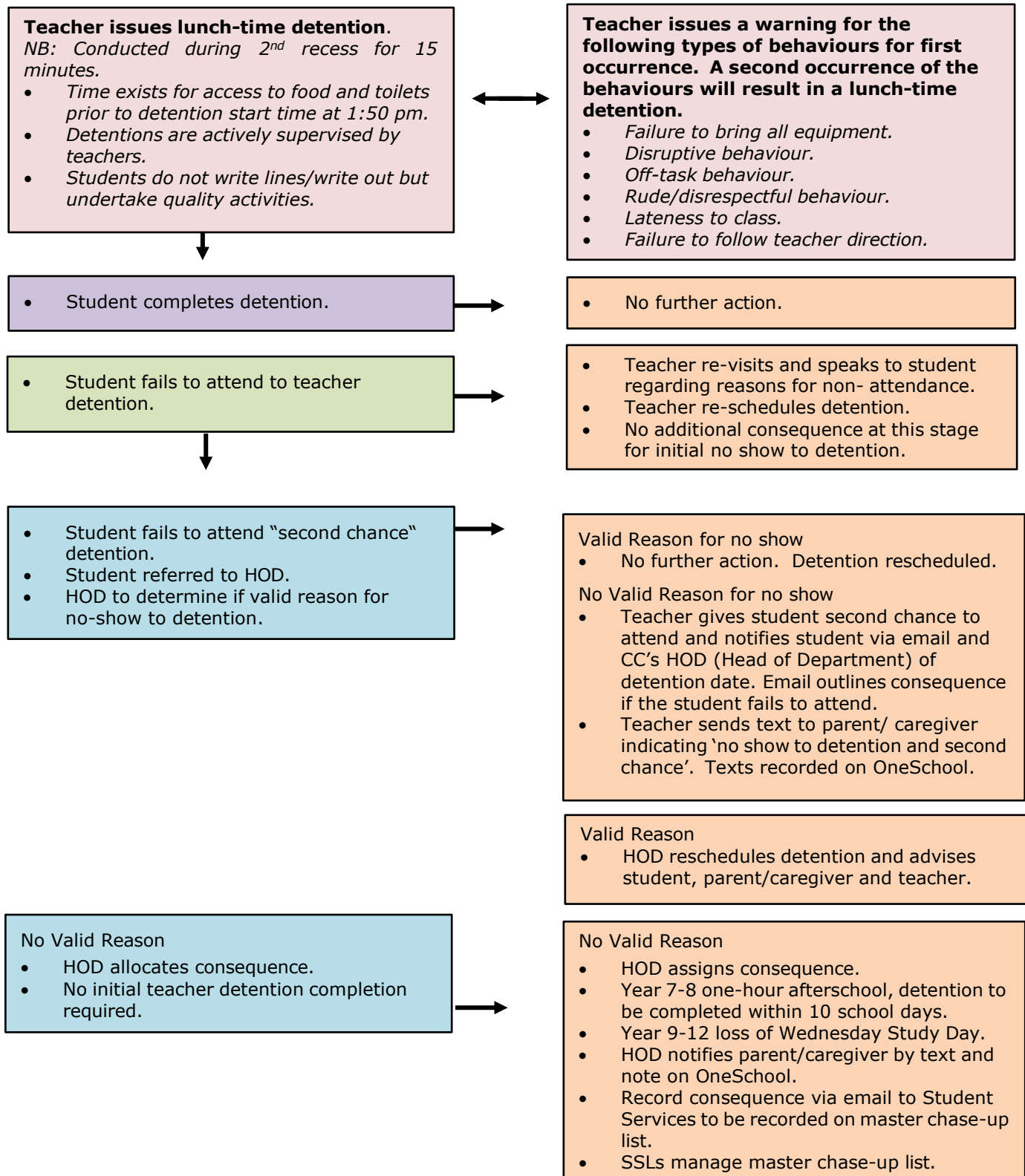
- littering
- misuse of technology
- other serious matters
- participation in unethical or immoral behaviour
- persistent failure to complete tasks to an acceptable standard
- persistent and wilful inattention or indifference to school work
- persistent failure to follow directions
- persistent interference with the rights of other students to learn and teachers to teach
- possession/sharing pornographic material
- unauthorised publication of school related photos on social media
- racial vilification
- spitting
- threatened or committed a violent act
- threatened the good order of the school by refusing to follow the school's behaviour code
- threatened the safety or well-being of a student, member of staff or another person
- theft
- truancy
- unauthorised publication or posting of recorded sound or video at school or school events
- use of internet or electronic media devices to abuse or denigrate
- violence
- weapons

## **Consequences for Misconduct**

Consequences include but are not restricted to:

- correction
- detention
- community service
- restitution
- written reflection
- task completion
- isolation
- conflict resolution
- referral to Administration (Principal, Deputy Principals)
- withdrawal
- Saturday detention
- suspension
- cancellation of enrolment
- exclusion

## CLASSROOM DETENTIONS



## BEHAVIOUR (POSITIVE)

A variety of positive acknowledgement exists at Tamborine Mountain State High School.

Strategy	Details
Bronze, Silver & Gold level reward letters for student's report cards	All subjects achieved at an HA/VHA standard in all categories. Four reporting periods per year.
Facebook	Acknowledging student success in a variety of areas.
Formal recognition Awards – Academic and Sport	Annual Ceremonies.
Leadership positions - Student Council Representatives, Peer Supporters, School Captains, Sport's Captains, Band Captain	<ul style="list-style-type: none"> <li>• Badge</li> <li>• Tie</li> <li>• Certificate</li> </ul>
Participation/achievement certificates	Faculty based. Maths/English competitions - within school and external National/State competitions (ICAS). Student Council events - blood donation, collection for charities.
Principal Honours Award	Must meet all: Over Terms 1, 2 and 3 report cards. <ul style="list-style-type: none"> <li>• Attendance - greater than 95%</li> <li>• Behaviour - all excellent</li> <li>• Effort – all excellent</li> <li>• No Saturday detention/Year 9-12 Wednesday attendance/Year 7-8 afterschool hours/suspension</li> </ul>
Principal Merit Badges (Bronze, Silver, Gold).	Individual students for various significant situations e.g. good role modelling of school values.  As nominated by staff and students.
Recognition in local newspapers	Acknowledging student success in a variety of areas.
Students who achieve an excellent report card in the categories of achievement, effort, behaviour.	Wednesday Study Day to study at home each week.
Text messaging to successful South Coast Sport representatives	Congratulating students and parents/ caregivers
TMSHS postcards	Staff send positive post cards at any time during the school year to congratulate students for a wide variety of behaviours, improvements etc.
Verbal recognition on whole school/ Year level parades.	Individual/whole year level recognition e.g. NAPLAN results, ICAS, volunteer work, charity events.
Years 7, 8 & 9 – Annual excursion to a local theme park in Week 8 of Term 4.	Students who have consistently behaved in a positive manner invited to whole day excursion in Week 8 of Term 4.

## BIBLIOGRAPHY

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A bibliography is a list, in alphabetical order, of all the resources used in producing your essay or report.

Our school uses the Harvard System.

Below is a list of entries which provide examples of most of the sources available. Do not forget to arrange the resources in alphabetical order by their author's name or source name e.g. title.

Examples:

Book with one author	Roberts, J. (1984) <i>Australian English 2</i> , Methuen Australia: Sydney.
Book with three authors	McCauley, D. Brown, P. and Mills, M. (2000) <i>SOSE for Queensland. 1: Studies of Society and Environment</i> , Jacaranda: Milton, Qld.
Book with more than three authors	Davies, M. et al. (1981) <i>The Business of Communicating</i> , McGraw-Hill: Roseville, N.S.W.
Book with an editor	Kable, J. (ed.) (1990) <i>An Arc of Australian Voices</i> , Oxford University Press: Melbourne
Magazine article with author/editor	Henson, R. (1983/4) The Silk Road. <i>In Craft Australia</i> (Summer), pp19-24.
Newspaper article with no author	'Bosses Stall on Pay Rise' (1990) <i>The courier Mail</i> (Brisbane), November 19, p1.
Newspaper article with author	O'Connor, M. (1992), 'We've Joined Television's big League At Last', <i>The courier Mail</i> (Brisbane), October 4, p18.
Organisation as author	Health Media of America (1988) <i>Cholesterol and nutrition</i> , Grolier Educational Corporation: Danbury CT
Encyclopaedia article with author	Cardozo, m. (1978) 'Brazil', <i>World Book Encyclopaedia</i> , world Book, Inc.: London, vol. 11, pp474-476.
Encyclopaedia article without author	'Black Americans' (1978) <i>World Book Encyclopaedia</i> , 11, 306-307.
One author in a book edited by others	Spate, V. (1981) 'Orphism' in Nikos Stangos, <i>Concepts of Modern Art</i> , Thames and Hudson: London.

Computer data bases	P.C. Globe (Computer Software) (1990) Version 5.0. Temple, Arizona, P.C. Globe Inc.
CD Rom data	'Insulin' (CD ROM) (1992) McGraw-Hill Science and Technical Reference, Releases 2.0
Video recording	'Animal Communication' (video) (1990) Quantum A.B.C.: Sydney
World Wide Web (Internet)	O'Hanlan, L. (2000) Better Mars life through engineering. <i>Discovery News</i> (online). 13 October 2000. <a href="http://www.discovery.com/news/briefs/20001013/2p_mars.html">http://www.discovery.com/news/briefs/20001013/2p_mars.html</a> [Accessed 26 May 2001].

Arrange all items alphabetically by the main entry, whether it be author or title

- Bosses Stall on Pay Rise (1990) *The Courier Mail* (Brisbane), November 19, p 1.

Davies, Malcolm et al. (1981) *The Business of Communicating*, McGrawHill: Roseville, N.S.W.

Jones, Carol and Mitchell, Judie (1988) *Writer's Horizons*, Longman Cheshire: Melbourne.

## Referencing

Referencing must be used to acknowledge that direct quotations have been used (i.e. the, actual words of the author) or the opinions and ideas of others.

Referencing a source is made at the appropriate place in the text by stating: surname (s) of author (s) year of publication, page number (s)

Referencing without a direct quotation	Real difference only comes from taking risks. (Smith, 1988 : 94)
Referencing with a direct quotation	Jones (1988 : 124) states that "It is not just the nature of the world and human behaviour that people explore in the narrative."
Referencing without an accredited author	It is stated in 'Black Americans' in World Book Encyclopaedia (1978 : 306f) that "Americans showed increasing concern over racial discrimination."
Referencing a poem or play	Murray, Les. Blood, verse 9, line 2. Williamson, David. Don's Party, Act 2.
Referencing from the Internet	Include – <ul style="list-style-type: none"> <li>• Format e.g. online</li> <li>• File address e.g. <a href="http://www.discovery.com">http://www.discovery.com</a></li> <li>• Date accessed in square brackets e.g. [Accessed 4 July 2001]</li> </ul>

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If the publication date is unavailable use n.d. for 'no date' e.g.  
O'Hanlan, L. (n.d.) Better mars life through engineering.  
Discover News (online). 13 October 2000.  
<http://www.discovery.com/news/briefs/20001013/sp-mars.html>  
[Accessed 26 May 2001]

By itself, this referencing is not enough. It MUST be related to the bibliography which MUST accompany your work.

## **BUSES**

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### **Bus Safety**

Safety is of paramount importance on all school buses. Students are expected to comply with the school bus rules. Co-operation and mutual support of students, drivers and the school will ensure buses continue to operate in a safe and orderly manner.

### **Rules for Buses**

Whilst boarding or travelling, students are expected to –

- attend the bus assembly and follow teacher directions
- remain in their allotted seat at all times and be seated appropriately
- use seat belts as provided
- keep their feet on the floor
- keep the noise level very low and refrain from loud behaviour
- only board and alight from a stationary bus
- keep the bus free from litter
- use appropriate language at all times
- obey the bus driver's requests and directions
- behave respectfully towards other students at all times

### **Consequences**

School consequences apply to bus misconduct. Suspension from the bus may occur if there is:

- verbal and physical harassment
- swearing
- inappropriate interaction with other students or members of the public
- fighting
- vandalism of property - students and bus
- abuse of bus driver
- drug use or smoking
- repeated offences committed
- unsafe behaviour
- use of a device to photograph students in school uniform and/or uploading of photographs of students in school uniform to social media site or on laptop.

### **Travel Issues**

Any travel issues must be directed to the relevant bus company.

#### *Tamborine Mountain Coaches*

Phone Number: 55451298  
Fax: 55452730

#### *Logan Coaches*

Phone Number: 55463077  
Fax: 55463993



## **DRUG POLICY**

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There is no place for illicit and unsanctioned drug use in schools.

Students are forbidden to have in their possession, to use or be affected by any illicit or unsanctioned drugs at any time they are at school or participating in a school approved activity. Such behaviour may result in an exclusion.

Students who knowingly remain with other students when they use or have illicit or unsanctioned drugs in their possession, will be eligible for school disciplinary consequences.

This includes:

- all illicit drugs and drug related objects such as syringes and pipes
- unsanctioned drugs such as alcohol and tobacco products (cigarettes, vapes etc)
- unsanctioned prescription drugs or medicines
- unsanctioned solvents or analgesics

### **Response to Any Suspected Drug-Related Incident**

- The safety and welfare of all students will be a priority
- First aid and/or emergency care will be initiated if necessary
- The incident will be reported to the Principal or nominee
- An investigation will take place to determine the facts relating to the incident
- Student property (e.g. school bag) may be temporarily confiscated pending an authorised search
- The police will be contacted in all instances of suspected possession and/or use of illicit drugs

### **Possession or Use of Illicit Drugs**

In the case of possession or use of unsanctioned drugs –

- Parents/caregivers will be contacted
- The student will be eligible for school disciplinary consequences

The Tamborine Mountain State High School Drug Education Policy and Procedures is binding on all members of the school community including staff, voluntary workers, parents/caregivers and students. All members of the school community have a responsibility to report incidents of suspected possession or use of illicit or unsanctioned drugs to the Principal.

All parents/caregivers are directed to the Tamborine Mountain SHS Drug Policy and Procedures for further details on school actions in drug matters.

## **ELIGIBILITY FOR CERTIFICATION**

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In order to ensure formal certification of Year 11 and 12, specific policy expectations must be met.

In view of this, Tamborine Mountain State High School has outlined clearly expectations regarding –

- the completion of assessment and
- the student's attendance record

## **Completion of Assessment**

Students must complete and submit all assessment items.

## **Attendance**

The number of absences is limited to a total of ten days per semester.

Students exceeding this limit, or not submitting assessment, will undergo a review to establish their eligibility for certification.

## **EMAILS**

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Our school uses Outlook as a common communication platform. Staff will communicate notices, administrative arrangements, schedules etc. via email.

All students are required to check their Outlook email several times a day.

## **EMERGENCIES**

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### **Fire Evacuation**

1. Continuous ringing of the electric bell and the sounding of the fire siren signifies the need to evacuate the buildings.
2. Move immediately to the oval and assemble in form group in alphabetical order. Students are to remain seated in their form group until dismissed.

### **Lock Down (Invacuation)**

Intermittent ringing of the electric bell signifies the need to remain in a building.

1. Go quickly inside or remain inside the nearest building.
2. Follow teacher instructions.
3. Keep low and out of sight of windows.
4. Close and lock the doors after people stop entering the room.
5. Remain inside the building until the "Emergency Evacuation" signal of continual ringing of the school siren sounds then proceed to the oval for assembly.

## **EXCURSIONS**

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- Students must be in full school uniform including black leather shoes and white socks unless otherwise approved.
- The school tracksuit must not be worn on formal excursions, but is permitted on sporting excursions.
- The senior jersey is not permitted to be worn on excursions.
- All students must return to Tamborine Mountain State High School unless approved by the Administration.
- Students are not permitted to drive to excursions.
- Parents/caregivers collecting students from excursions must have photo ID.

## **HANDS OFF RULE**

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Physical contact is not permitted. Breaches of 'hands-off' rule include 'rough and tumble', 'pushing and shoving', tripping, bag pulling, head locks etc.

Possible consequences include -

- Detention
- After-school hours or Senior Study Day attendance
- Suspension

## **HOMEWORK**

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### ***Purpose of Homework***

Homework provides students with opportunities to consolidate their classroom learning, establish lifelong learning behaviour, and involve family members in their learning.

Homework that enhances student learning:

- is purposeful and relevant to students' needs.
- is appropriate to the phase of learning (Junior or 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 learning and assessment.
- allows for student commitment to recreation, employment, family and cultural activities.

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

- revision and reflection.
- applying knowledge and skills in new contexts.
- pursuing knowledge individually and imaginatively.
- preparing for forthcoming classroom learning.

### ***Activities***

Homework is set over a weekly period. As a minimum, a student will have either a weekend or Wednesday included in the time frames to complete the homework, and may:

- include daily independent study and/or revision.
- include projects, reading, research and assessment work.

### ***Independent Home Study Expectations:***

#### **Year 7 and 8 Students**

As a guide, Year 7 and 8 students may be given up to approximately 3 hours of homework per week.

- Have regular scheduled homework activities for Maths and English, consolidation or revision tasks for Maths and *English Rules* for English.
- An assessment task replaces homework, and is seen as independent study.
- Homework is given early in the week allowing one week for completion (7-day cycle so weekend is included).
- Each teacher will have clearly communicated with their class a procedure to follow if students can not complete the required assessment work, and they are experiencing difficulty e.g. see the teacher before school as soon as possible to notify the teacher of their difficulties.

### **Year 9 Students**

As a guide, Year 9 students are expected to complete approximately 4 hours per week on homework/independent study, but will vary according to the student's learning needs, and individual program of learning.

### **Senior Phase**

#### **Year 10 Students**

In the Senior Phase, Year 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, as determined through their Senior Education and Training (SET) Plan.

As a guide, Year 10 students may be given up to approximately 7.5 hours of homework/independent study per week.

#### **Year 11 and 12 Students**

Year 11 and 12 students are expected to complete up to 15 hours of homework/independent study per week. A senior student will have either a weekend, or Wednesday included into the time frames to complete the homework task. As an independent learner, senior students need to exercise their own judgement to complete their independent study across the week outside of school time.

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

### **Failure to Complete Homework**

#### **Year 7 and 8**

<b>Occasion</b>	<b>Consequence</b>
<b>First</b>	Warning
<b>Second</b>	Second break lunchtime detention
<b>Third</b>	Referral to HOD with a 1 hour afterschool consequence. Parent/caregiver contact will occur by text.
<b>Subsequent</b>	Referral to HOD. HOD consultation with SSL team to identify any additional support required. 1 hour afterschool consequence – unless advised otherwise by SSL team. Parent/caregiver contact regarding consequence will occur by text.

#### **Year 9, 10, 11 and 12**

<b>Occasion</b>	<b>Consequence</b>
<b>First</b>	Warning
<b>Second</b>	Second break lunchtime detention
<b>Third</b>	Referral to HOD with a 1 x Loss of Wednesday Study Day. HOD will contact parent/caregiver by text/email.
<b>Subsequent</b>	Teacher refers student to HOD. HOD contacts parent/caregiver (text/email). HOD applies consequence <ul style="list-style-type: none"><li>• Year 9, 10, 11 – 12 – Attendance on 1, or multiple Wednesday Study Days</li></ul>

### **Student Responsibilities**

Students can take responsibility for their own learning by:

- utilising their Wednesday Study Day to complete homework or independent study.
- discussing with their parents/caregivers their assessment expectations.
- accepting responsibility for the completion of assessment expectations within set time frames.
- acting upon feedback given by teachers.
- seeking assistance when difficulties arise.
- organising their time to manage and balance home expectations, participation in physical activity, sport, cultural and recreational activities and part-time employment.

### **Teacher Responsibilities**

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

- the relevant setting of homework completion on a regular basis.
- clearly communicating the purpose, benefits and expectations of all homework.
- checking homework regularly, and providing timely and useful feedback.
- using homework that is varied, challenging, directly related to class learning 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) in which students could be engaged.
- discussing with parents and caregivers any developing problems concerning their child's homework, or independent study and suggesting strategies to assist with homework.
- providing an outline of homework and assessment items for their subject area.

### **Parent and Caregivers' Responsibilities**

Parents and caregivers can assist by:

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

### **Suggestions for Parents/Caregivers**

Monitor the length of time your child is undertaking homework completion. If after the allocated homework/independent study time e.g. Year 7 (approximately 3 hours); Year 8 (approximately 3 hours); Year 9 (approximately 4 hours), the homework is not completed, please sign to verify time has lapsed.

## **HUGGING/KISSING**

Part of adolescent development is the need to hug as a social greeting. Hugging as a physical gesture to greet, celebrate or comfort is permissible. These hugs are short and act more as a greeting or parting gesture.

Romantic hugs or lingering embraces are not permitted. Students displaying such affection will be referred to the Student Support Leaders.

Consequences are reflective of the level of physical contact. Possible consequences –

1. Warning
2. Lunch break separation
3. Afterschool community service
4. Parent/caregiver contact
5. Saturday Detention/Suspension.

## **IMPROPER USE OF TECHNOLOGY**

- No student attending the school may identify, discuss, photograph or otherwise publish personal information or personal opinions about school staff, fellow students or the school. This covers in-school use and beyond school use.
- No student is to discuss on-line any personal information that identifies fellow students, teachers, other staff or the school itself.
- No student is to publish any personal opinions about fellow students, teachers, staff or the school itself.
- No student is to place or publish identifying photographs of fellow students, teachers, staff or the school itself.
- No student is to use digital/electronic devices to assist their performance unfairly in examinations/tests.

Such usage breaches the school ethos which upholds the dignity and good name of students, staff and the school itself. The school takes seriously its duty to protect the privacy rights of all members of the school community and its good name.

## **LIFT USE – THE STUDIO AND DOUBLE STORY BUILDING**

Lift use is permitted for –

- Disabled students
- Students with significant injuries e.g. requiring crutches
- Students using trolleys.

## **MOBILE PHONES AND DIGITAL DEVICES**

The use of mobile phones, I-Pods, digital cameras, personal laptops, Apple watch/Samsung watch and similar devices in class is disruptive to the learning environment of all students.

- All electronic digital devices and mobile phones are to be handed in to Student Services prior to school.
- Failure to comply with this guideline may result in a confiscation.
- If necessary, students may access their mobile phone during recesses under the supervision of Student Services staff.
- Important messages will be communicated to students wherever possible.



Appropriate disciplinary action will be taken against any student who:

- a) photographs or films other individuals without school permission.
- b) sends harassing or threatening messages.
- c) sends inappropriate/offensive photos/images.
- d) Takes images of students in uniform and/or uploading of photographs of students in school uniform to social media site or on to laptops.
- e) uses a mobile phone or electronic device to cheat in exams or assessments.

Consequence for possession of mobile phone –

- 1st offence – warning – named recorded to phone register at Student Services
- 2nd offence – 2 hours afterschool/Wednesday
- 3rd offence – Saturday detention
- 4th offence – 2 x Saturday detention, phone confiscation held at Administration Office, parent/caregiver pick-up of phone.
- 5th offence – 6-day suspension

Consequence for using mobile phone at school –

- 1st offence – Saturday detention
- 2nd offence – 2 x Saturday detention, phone confiscation held at Administration Office, parent/caregiver pick-up of phone.
- 3rd offence – 6-day suspension

This policy also applies to students during school excursions and extra-curricular activities. Some excursions may permit the use of mobile phones for security reasons. Parents/caregivers will be notified via letter/email of any such permission.

No liability will be accepted by the school in the event of the loss, theft or damage of any device.

## **OUT OF BOUNDS AREAS**

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For safety and security reasons the following areas are out of bounds at ALL TIMES unless under the direction/supervision of teachers:

- All gardens
- All staircases
- Any areas under construction
- Bicycle racks
- Car parks
- Front of DS block
- Northern end of Triple Story block
- Northern end of the Multi-purpose Complex pumps, drains and pump covers
- School oval, Basketball Courts, Multi-Purpose Complex before school
- Shed and storage areas
- Southern end of DS block
- Staff rooms
- Staff toilets
- Stairs/ramps next to the Performing Arts Centre
- The environmental corridor
- Western side of Art/Science block (AR03).

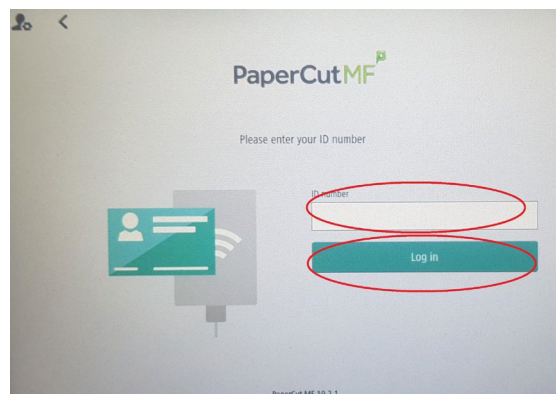
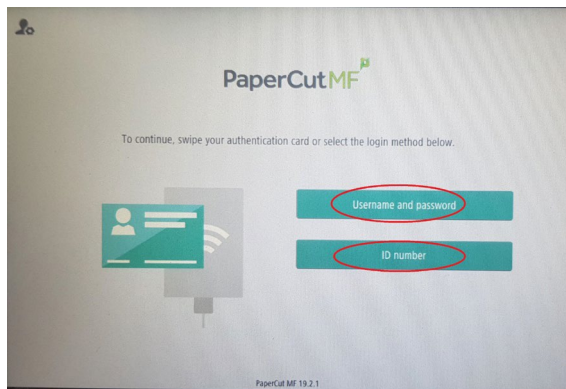
## PHOTOCOPYING

### How to print:

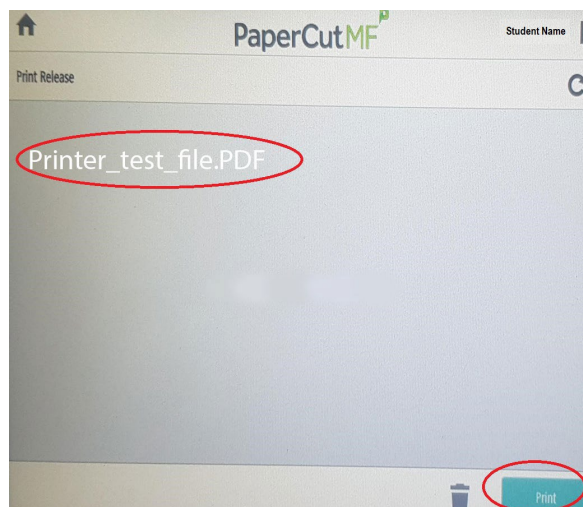
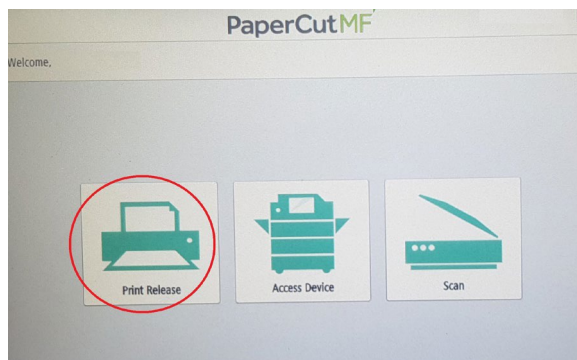
Students print to the P2265FollowMe copier. Once the documents have been forwarded to the copier walk to either TE09 (Color), SSL Hub (Colour), DS25 (Colour) Triple Story second floor (Colour) or DS25 (Color).

The printed document must be collected within forty-eight hours or the document will be deleted from the queue and you will need to print them again.

At the copier, tap the white box to make the keyboard appear. Once the keyboard is showing, type in Student ID - (this can be found on the student ID card, timetable or on OneSchool. It consists of ten digits followed by a letter). Tap "Ok", then tap "Login".



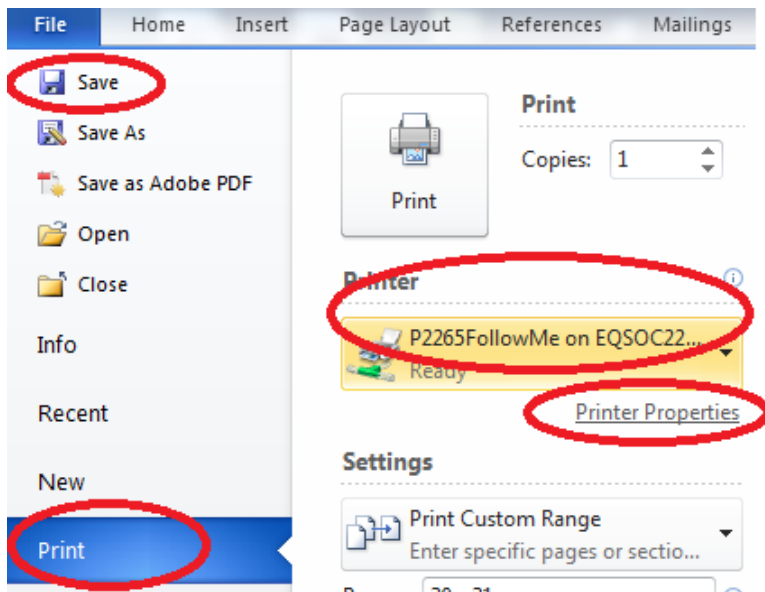
On the next screen, tap "Select All" then tap "Print Release".



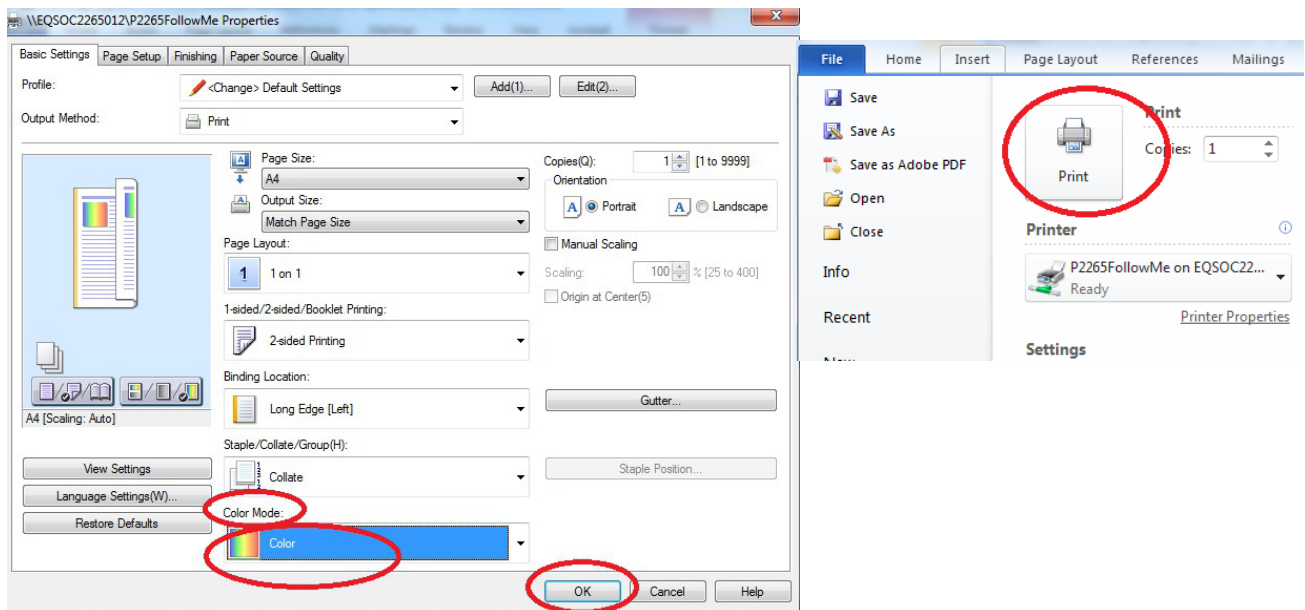
Select print job. Select print.

## To print in colour:

To be able to print in color, open the printer properties. To do this click File -> Print. Select the P2265FollowMe printer and click "Printer Properties".



Click on the dropdown box under "Color Mode" and select "Auto Color/B&W". Finally click "Ok" and then "Print". Your document will print in color.



Be sure to login to a colour printer (TE09, SSL Hub, DS25, Triple Story second floor) otherwise it will still print in black and white.

## **PROHIBITED ITEMS**

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- Aerosol cans
- Alcohol
- Chemicals
- Chewing gum
- Cigarettes/vapourizer pen/e-cigarettes
- Drugs
- Electronic cigarettes
- Energy drinks with high caffeine levels
- Glass bottles
- Illegal substances
- Laser lights/pens
- Lighters/matches
- Liquid paper
- Metal rulers
- Nikko pens
- Offensive publications in any format
- Personal electronic devices
- Skateboards
- Weapons (including toy guns and cap guns; knives).

## **PUBLIC HOLIDAYS AND STUDENT FREE DAYS**

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### **Student Free Days 2025**

Friday                      5 September

### **Public Holidays 2025**

Monday	27 January	Australia Day
Friday	18 April	Easter Friday
Monday	21 April	Easter Monday
Friday	25 April	ANZAC Day
Monday	5 May	Labour Day
Monday	11 August	Scenic Rim Show Holiday
Monday	6 October	King's Birthday

## **SCHOOL PROCEDURES**

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### **Absent from School**

A note of explanation is required to be submitted to the form teacher on the day of the student's return to school unless parent/caregiver has notified school through QParents. If the student is likely to be absent for three or more days, parents/caregivers are to contact the school –

- Mobile: 0416907032
- Telephone: 55457260
- Email: Absences@tamborinemtnshs.eq.edu.au

Attendance at school is compulsory by law if the student is under 16 years of age.

### **Change of Address / Telephone Number**

See Administration Office staff for change of details forms.

### **Excused from Physical Education / Sport / Drama / Dance**

A note of explanation from the parents/caregivers is to be given to the teacher or the Head of Department.

### **Guidance Officer / Clinical Social Worker / Mental Health Clinician / Psychologist / Student Welfare Worker / Social Work Student**

Appointments are made through SSL Hub.

### **Late to School**

If a student is late to school and the time is after 8.45 am, they must report to the office. If this procedure is not followed, the student will be marked absent for that day.

### **Leave Tamborine Mountain SHS or Transfer to Another School**

Parents/caregivers are required to notify Administration by letter. Students are required to return all texts, library books, laptop and ID cards. All documentation is required to be completed before refunds are made.

### **Leaving School Early**

If a student is required to leave school during the day, a note must be handed to Student Services. This should be submitted before school. Appointments during school time should be avoided. However, the school appreciates that some specialist appointments may need to be scheduled during that time. Before leaving, students are to report to the Student Services and parents/caregivers should sign out the student.

Parents/caregivers are required to provide proof of identification prior to the release of the student.

### **Lost Property**

Contact Student Services.

### **Money, Valuables, Mobile Phone or Electronic Equipment**

If possible, extra money or valuables should not be brought to school. If essential, such items should be carried on the student at all times or left at Student Services for safekeeping.

Mobile phones, iPads, laptops, iPods, MP3 players etc must be kept at Student Services.

### **Sickness**

If a student is in class, they should ask the teacher for a note and report to Student Services. If a student is not in class, they should report to the nearest teacher and then to Student Services.

Students will be permitted to access the sick bay for ten minutes. After this time, students will need to return to class or a parent/caregiver will be contacted.

It should be noted if students remain unwell in sick bay after 2:30 pm, Tamborine Mountain State High School will advise parents/caregivers that the student needs to be collected as unsupervised bus travel for an unwell student is not an advisable risk.

### **Parent/Caregiver Contact**

Students are not to email or phone parents/caregivers directly. They must report to Student Services for all parent/caregiver contact.

## **SCHOOL COMPUTER NETWORK AND INTERNET ACCESS**

Our school computer network provides student access to curriculum software and the internet by means of a consistent and secure network from all computers in the school.

Students must:

- keep their password secret and not attempt to discover the passwords of other users
- be responsible for saving and keeping back-up copies of their work
- not tamper with the work or files of other students or those of staff or the school
- not load offensive files or save on school computers
- avoid damage or interference with computers and peripheral devices (e.g. printers, modems, etc)
- not tamper with any computer network or individual computer settings or configurations
- not install any external software on any computer or infringe software copyright laws
- report any software, hardware or network problems to a teacher

In accessing the Internet students must:

- access only information relevant to their studies and refrain from accessing any newsgroups, web pages and the like that could be considered offensive e.g. pornographic, racist, violent, illegal, illicit, etc.
- not use obscene, vulgar, rude, inflammatory or disrespectful language
- not reveal any personal information including names, addresses, telephone numbers, credit card details etc for themselves or others
- accept responsibility for obeying copyright laws in downloading, using and/or publishing information on the internet
- avoid plagiarism that is use of others' work in completion of assignments, reports etc. Sources for quotations must be accurately recorded.

Drive space will be made available for students to save their files at school.

Students who abide by these expectations will maintain the privilege of using the network and accessing the Internet at school. Students who fail to abide by these expectations will be denied access to the network and the internet. The school's "Student Code of Conduct" and "Student Laptop Charter Agreement" will be used when irresponsible use of the network or the Internet occurs. These expectations are binding for ALL users of the school network.

## **SEMESTER DATES**

### **Term Dates - Semester One, 2025**

TERM ONE	Monday 28 January – Friday 4 April
TERM TWO	Monday 22 April – Friday 27 June

### **Term Dates - Semester Two, 2025**

TERM THREE	Monday 14 July – Friday 19 September
TERM FOUR	Tuesday 7 October – Friday 12 December

FINAL DAY	Year 12	Friday	21 November 2025
	Year 10 & 11	Friday	28 November 2025
	Year 7, 8 and 9	Friday	5 November 2025
Alternative Program			
	Year 7, 8 and 9	8 December – 12 December 2025	

## **SPORT**

### **Sport Houses**

Tamborine Mountain State High School has four houses. They are –

- |             |                  |               |
|-------------|------------------|---------------|
| 1. Yarga    | Orange and black | (Surname A-E) |
| 2. Curtis   | Green            | (Surname F-K) |
| 3. Waiburra | Red              | (Surname L-R) |
| 4. Holt     | Purple           | (Surname S-Z) |

## **STUDY ROOM**

The study room is a supervised room for the purpose of quiet independent school work. The expectations of the study room are –

- Students will work productively each lesson. They are not permitted to communicate with each other whilst in the room.
- Students must work silently and independently.
- Students must undertake school work.
- Students are not permitted to view films or to play non-educational games on their laptop.
- Students must be in school uniform.
- Students are not permitted to leave the study room to seek assistance from other staff. Under exceptional circumstances the Administration may provide written permission for a student to be excused from the room.
- Students are in attendance for the full five periods. Students are not permitted to have a 'recess' between lessons. Water bottles are permitted in the classroom.
- All senior agreement expectations apply.

## **TECHNOLOGY ROOM (TE09)**

If a student has an issue with a device and there are no "techies" in the Technology room the student must return to class and try again next period.

Students must not come to the Technology room during class changes or in the last 10 minutes of lunch break.

## **UNIFORM AND APPEARANCE POLICY**

The school uniform is valued by the school community for encouraging a sense of self-esteem, belonging and self-discipline in students. The School and the Parents' and Citizens' Association have agreed on the expectations of students with

regard to uniform and personal appearance.

All students are expected to observe the standard of correct attire while on their way to, during and on their way home from school.

<b>Boys' Uniform</b>	<b>Girls' Uniform</b>
<ul style="list-style-type: none"> <li>Boys' shirt</li> <li>Boys' navy shorts</li> <li>Boys' navy trousers</li> </ul>	<ul style="list-style-type: none"> <li>Girls' blouse</li> <li>Girls' tartan skirt (below knee length) Students are not permitted to shorten their skirts by any means (cutting, rolling, etc.). Students found wearing short skirts will be required to amend the skirt to the required length or to purchase a replacement will be eligible for uniform breach consequences.</li> <li>Girls' navy slacks/shorts</li> </ul>
<b>Boys' Uniform</b>	<b>Girls' Uniform</b>
<ul style="list-style-type: none"> <li>Black leather/vinyl shoes (impervious uppers) with black shoelaces</li> <li>White sport socks (no markings, logos or colour trim, ankle length)</li> </ul>	<ul style="list-style-type: none"> <li>Black leather/vinyl shoes (impervious uppers) with black shoelaces</li> <li>White sport socks (no markings, logos or colour trim, ankle length)</li> <li>Navy/black stockings</li> </ul>
<b>Winter - Boys</b>	<b>Winter - Girls</b>
<ul style="list-style-type: none"> <li>Tracksuit pants</li> <li>School jumper</li> <li>Spray jacket</li> <li>Winter jacket</li> </ul>	<ul style="list-style-type: none"> <li>Tracksuit pants</li> <li>School jumper</li> <li>Spray jacket</li> <li>Winter jacket</li> </ul>

### **Formal Uniform**

- Formal uniform is to be worn on Monday, Tuesday, Thursday and Friday.
- The formal uniform also includes BLACK leather/vinyl shoes, black laces and white socks. The leather/vinyl shoes are a requirement of Workplace Health and Safety risk assessment of the school and must have impervious uppers.
- Mary/Lady Jane, canvas, mesh shoes, basketball shoes or boots are not acceptable.
- Coloured trimmed shoes, logos, coloured shoe laces or socks with markings are not permitted.



- On excursions and on formal occasions, complete formal uniform is required. This includes black leather/vinyl shoes. Tracksuit pants, spray jackets and jerseys are **not** permitted unless the excursion is a sporting or practical activity.
- 

### **Sports Uniform**

• Unisex polo shirt	• Black leather/vinyl sport shoes (no canvas, mesh shoes basketball shoes or boots)
• Unisex sport shorts	• White sport socks (no markings, logos or colour trim, ankle length)

Specialised sport shoes may be worn for specific activities e.g. track and field events. Once the activity is completed students are required to wear their black school shoes.

- Sports uniform may be worn all day on a Wednesday.
- Sports uniform may be worn to Health and Physical Education, Dance, Drama and sport activities.
- It is the responsibility of students to get changed into and out of their sports uniform either prior to school or at lunch times, depending on when they are required to wear it.

If a student has one of these classes during:

- Periods 1 and 2 – they are permitted to wear sports uniform to school and in form, period 1 and period 2.
  - Period 3 or 4 – they are permitted to wear sports uniform in both period 3 and 4.
  - Period 5 – they are permitted to wear sports uniform home.
- It is the responsibility of students to get changed into and out of their sports uniform either prior to school or at lunch times, depending on when they are required to wear it.

The formal uniform and the sport uniform are not permitted to be mixed and matched.

## **Winter**

- The school jacket may be worn with any other school uniform item.
- During winter months, students are permitted to wear the school tracksuit or part thereof on any day. It may be worn with either the formal or sport uniform. It is not to be worn on excursions or to formal occasions.
- Beanie/gloves/scarf are permitted in school colours (navy blue, sky blue, yellow or white) only. They are not to be worn during class time.
- Short-sleeved undershirts are permitted in school colours. The sleeves and bottom of the undershirt must not be visible.

## **Jewellery and appearance**

- 1 watch
- 1 flat ring
- 1 fine linked chain - no coloured necklaces, leather necklaces or material necklaces; gold, silver and rose gold chains allowed; Must be no larger than 4mm.
- No pendants permitted. Students seeking permission to wear a pendant for genuine reasons (e.g., religious, cultural or medical considerations) are to seek approval from administration for an exemption. If an exemption is granted, the student must take responsibility for wearing the pendant in a location that is not visible and in line with Administration's expectations.
- 2 sets of earrings (sleepers or studs; gold; silver and/or school colours)
- Ear studs and plugs must be no larger than then 7mm.
- The diameter of the inside of a sleeper must be no larger than 10mm. The thickness of the sleeper must be no larger tan 2mm.
- No permanent or attachable charms permitted on earrings.
- Retainers/stretchers/ tapers/ spacers/tunnels are not permitted
- Facial piercings are not permitted
- Anklets are not permitted
- Make up and coloured nail polish are not appropriate for the school environment. Students wearing nail polish will be directed to Student Services, where nail polish remover is available. Likewise students with make-up will be required to remove it. Clear lip-gloss/balm is permitted. Tinted moisturiser is not permitted. Extended, permed, lifted, false or gel eye lashes are not permitted. Tinted eyebrows are not permitted.
- Hairstyles must be neat, clean and tidy. Hair colourings must be natural tonings. Subtle natural colour highlights are acceptable, whilst full block

colour differentiation is inappropriate. If unsure, students should see administration before proceeding. Long hair must be tied back with hair accessories (eg, scrunchie) in school colours if the activity warrants it. Small hair ties can be in school colours or black.

- Students should be of neat and tidy appearance at all times. Mid-riffs are not to be visible.


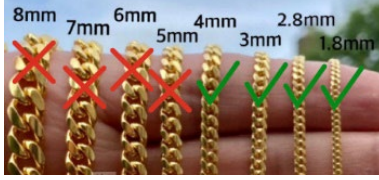

### **Hats**

- The school supports a sun safe policy.
- Students may wear their individually chosen hat provided it does not promote alcohol, drugs or offensive material.
- Hats are to be worn during any outdoor class activity.
- The wearing of hats during recess is encouraged.
- Sunscreen is provided for student use.

### **Procedure for Students Out of Uniform**

- Teachers are expected to check students are following the uniform policy every lesson.
- Students who are out of uniform for any reason will need to take a note of explanation to Student Services when they arrive at school in the morning. The explanation will be assessed by a member of the Administration and an appropriate course of action determined.
- Students out of uniform will be expected to access loan clothing from the school uniform pool. If an appropriate item or size is unavailable, students may be supplied with an exemption slip for the appropriate period of time.
- Students must have this exemption slip on their person at all times and produce the slip when requested.
- Students out of uniform without an exemption note are to be referred to Student Services.
- Failure to follow these procedures will result in an appropriate consequence.

# TAMBORINE MOUNTAIN STATE HIGH SCHOOL SCHOOL UNIFORM AND APPEARANCE REQUIREMENTS

BOYS' UNIFORM	GIRLS' UNIFORM
<ul style="list-style-type: none"> <li>Boys' shirt</li> <li>Boys' navy shorts / navy slacks</li> </ul> 	<ul style="list-style-type: none"> <li>Girls' blouse</li> <li>Girls' tartan skirt (below knee length)</li> <li>Girls' navy slacks/shorts</li> <li>Navy blue/black plain stockings</li> </ul> <p>Students are not permitted to shorten their skirts by any means (cutting, rolling etc.). Students found wearing short skirts will be required to amend the skirt to the required length or to purchase a replacement. Students will be eligible for uniform breach consequences.</p> 
WINTER UNIFORM	SPORTS UNIFORM
<ul style="list-style-type: none"> <li>School jumper</li> <li>Spray jacket</li> <li>Winter jacket</li> <li>Tracksuit pants</li> </ul> 	<ul style="list-style-type: none"> <li>Unisex polo shirt</li> <li>Unisex sport shorts</li> <li>White sport socks (no markings, logos or colour trim, ankle length)</li> <li>Black leather/vinyl sport shoes (no canvas, mesh shoes, basketball shoes or boots)</li> </ul> <p><u>Please note</u></p> <ul style="list-style-type: none"> <li>Sports uniform may be worn all day on a Wednesday.</li> <li>Sports uniform may be worn to Health and Physical Education, Dance, Drama and sport activities.</li> </ul> <p>If a student has one of these classes during:</p> <ul style="list-style-type: none"> <li>Periods 1 and 2 – they are permitted to wear sports uniform to school and in form, period 1 and period 2.</li> <li>Period 3 or 4 – they are permitted to wear sports uniform in both period 3 and 4.</li> <li>Period 5 – they are permitted to wear sports uniform home.</li> </ul> <ul style="list-style-type: none"> <li>It is the responsibility of students to get changed into and out of their sports uniform either prior to school or at lunch times, depending on when they are required to wear it.</li> </ul> <p><b>The formal uniform and the sport uniform are not permitted to be mixed and matched.</b></p> 
FOOTWEAR	
<ul style="list-style-type: none"> <li>Black leather/vinyl with impervious uppers (the top of the foot must be covered). No markings. Black shoelaces.</li> <li>White sport socks (no markings, logos or colour trim, ankle length)</li> </ul>	
Permitted Shoes	The following Shoes are not permitted
	
JEWELLERY/APPEARANCE	
<p>The following clothing items are permitted in school colours (sky blue, navy blue, yellow or white).</p> <ul style="list-style-type: none"> <li>Scarves, gloves, beanies (not to be worn during class time)</li> <li>Undershirt (must not be visible)</li> </ul> <p>Students should be of a neat and tidy appearance at all times.</p> <p><b>Appearance:</b></p> <ul style="list-style-type: none"> <li>Natural hair colours only - subtle natural colour highlights permitted</li> <li>No tracks or patterns in hair</li> <li>Hair accessories (eg. scrunchies) must be in school colours</li> <li>Small hair ties may be school colours or black</li> <li>Full block colour differentiation is inappropriate</li> <li>Clear lip-gloss/balm is permitted</li> <li>No make-up</li> <li>No tinted moisturiser</li> <li>No coloured nail polish</li> <li>No extended, permed, lifted, false or gel eye lashes</li> <li>No tinted eyebrows</li> </ul> <p><b>Jewellery:</b></p> <ul style="list-style-type: none"> <li>1 watch</li> <li>1 flat ring</li> <li>1 fine linked chain - no coloured necklaces, leather necklaces or material necklaces; gold, silver and rose gold chains allowed; Must be no larger than 4mm.</li> <li>No pendants permitted. Students seeking permission to wear a pendant for genuine reasons (e.g., religious, cultural or medical considerations) are to seek approval from administration for an exemption. If an exemption is granted, the student must take responsibility for wearing the pendant in a location that is not visible and in line with Administration's expectations.</li> <li>2 sets of earrings (sleepers or studs; gold; silver and/or school colours)</li> <li>Ear studs and plugs must be no larger than then 7mm.</li> <li>The diameter of the inside of a sleeper must be no larger than 10mm. The thickness of the sleeper must be no larger tan 2mm.</li> <li>No permanent or attachable charms permitted on earrings.</li> <li>Retainers/stretchers/ tapers/ spacers/tunnels are not permitted</li> <li>Facial piercings are not permitted</li> <li>Anklets are not permitted</li> </ul>	
<p><b>Jewellery Size Guide:-</b></p> <p><b>Earrings:-</b></p>  <p><b>Permitted Earrings: -</b></p> 	
	
<p><b>Necklaces:-</b></p> 	
<p><b>The following earrings/spacers/stretchers are NOT permitted:-</b></p> 	
<p>Please be aware that our uniform policy aims to be clear about student appearance, jewellery and accessory expectations and what students are not allowed to wear, but our list is not exhaustive. If it is not listed in the policy, it is not permitted.</p> <p>For clarification, please contact administration.</p>	





**TAMBORINE  
MOUNTAIN**  
— STATE HIGH SCHOOL —