<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday Thursday Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>First bell</td>
<td>8.45 am</td>
<td>First bell</td>
<td>First bell</td>
</tr>
<tr>
<td>Year Parade</td>
<td>8.50 am – 9.00 am</td>
<td>Year Parade</td>
<td>Year Parade</td>
</tr>
<tr>
<td>Full Assembly (Mon)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 1</td>
<td>9.00 am – 9.55 am</td>
<td>Period 1</td>
<td>Period 1</td>
</tr>
<tr>
<td>Period 2</td>
<td>10.00 am – 10.55 am</td>
<td>Period 2</td>
<td>Period 2</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>10.55 am – 11.40 am</td>
<td>Lunch 1</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>Period 3</td>
<td>11.45 am – 12.40 am</td>
<td>Period 3</td>
<td>Period 3</td>
</tr>
<tr>
<td>Period 4</td>
<td>12.45 am – 1.40 pm</td>
<td>Period 4</td>
<td>Period 4</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>1.40 pm – 2.05 pm</td>
<td>Lunch 2</td>
<td>Lunch 2</td>
</tr>
<tr>
<td>Period 5</td>
<td>2.10 pm – 3.05 pm</td>
<td>Sport</td>
<td>Period 5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**After-school Room**

- The after-school room is opened at 3.15 pm and closes at 5.00 pm.
- Students who are undertaking the second after-school hour will be required to report to the office at 5.00 pm for parent/caregiver to sign the student out.

**Anti-Bullying Policy**

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.

<table>
<thead>
<tr>
<th>PHYSICAL</th>
<th>VERBAL</th>
<th>SOCIAL</th>
<th>NON-VERBAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invading personal space</td>
<td>Name calling</td>
<td>Talking about others</td>
<td>Threatening body language</td>
</tr>
<tr>
<td>Hitting/punching/choking/pinching</td>
<td>Threats</td>
<td>Writing notes about others</td>
<td>Hand or body gestures</td>
</tr>
<tr>
<td>Taking and throwing property</td>
<td>Abuse</td>
<td>Use of the internet or e-mail</td>
<td>Exclusion</td>
</tr>
<tr>
<td>Taking and hiding property</td>
<td>Unwanted requests</td>
<td>to spread misinformation, and rumour or to</td>
<td>Facial expressions</td>
</tr>
<tr>
<td>Borrowing property without</td>
<td>Suggestive or unwanted comments</td>
<td>threaten</td>
<td>Glares/stares</td>
</tr>
<tr>
<td>permission</td>
<td>Obscene or vulgar language</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tripping/kicking</td>
<td>Teasing/taunting</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grabbing</td>
<td>Intimidation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pushing/jostling</td>
<td>Creating/communicating rumours</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unwelcome touching</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 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
- Year Level Co-Ordinator
- School Nurse
- Chaplain
- Guidance Officer
- School Administration

**Consequences for bullying**

- Official warning
- Parent notification
- Internal school suspension
- 1-5 day external suspension
- 6-20 external suspension
- Alternate programs
- Conferencing
- Referral to other agencies and providers
- Contracts with students
- District Office intervention
- Exclusion
Assessment Policy

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
- monitoring date/dates for presentation of draft/drafts
- expectations of work requirements/standards to be met for monitoring
- weighting for different sections, if applicable
- 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 on or before 4.00 pm on the Wednesday of the week due.
- 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.

**Drafting**

Drafting is an important part of the learning process.

Student drafted scripts should be returned to students with constructive comments clearly outlining areas of strength and improvement (annotated). Staff have up to one week (5 working days) to return drafts.

<table>
<thead>
<tr>
<th>Mode</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written</td>
<td>• Teacher consultation allowed</td>
<td>• Teacher consultation allowed</td>
</tr>
<tr>
<td></td>
<td>• Outline submitted</td>
<td>• One draft or outline submitted</td>
</tr>
<tr>
<td></td>
<td>• Maximum two drafts submitted</td>
<td></td>
</tr>
<tr>
<td>Spoken/Signed/Multimedia/Process</td>
<td>• Teacher consultation allowed</td>
<td>• Teacher consultation allowed</td>
</tr>
<tr>
<td>Diaries/Practical Assessment</td>
<td>• Maximum two drafts submitted</td>
<td>• One draft or outline submitted</td>
</tr>
<tr>
<td></td>
<td>• Feedback provided during rehearsal/practice</td>
<td>• Feedback provided during rehearsal/practice</td>
</tr>
</tbody>
</table>

**Selective Updates**

Students are only allowed to have one draft viewed and commented on during the resubmit process.

**Monitoring**

Approximately half way through the allocated time period for an assignment, the teacher will review each student’s progress on the assessment item. This is called “monitoring”. Any student who, at the “monitoring 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 “Monitoring Room” is given a reminder through form class/parade.

It is the student’s responsibility to report to the monitoring room until their work has been approved by the relevant teacher. Failure to report to the “Monitoring Room” will result in further disciplinary consequences e.g. scheduled after school completion of required work, completion of workbooks, suspension. Parents/caregivers will be notified through text message, email or mail.
Late Submissions

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

Years 8 – 10

- The student will be given an E- for the assessment task.
- The student will be required to remain after school in the Assignment Room for two hours to complete fully the assessment task to a satisfactory level.

Years 11 and 12

- The student will be required to complete as much work as possible on the assignment item during the lesson and this will be graded.
- The student will attend school on the Senior 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/guardian to bring 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 to keep 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 (Years 11 and 12) or through parental communication (Years 8, 9 and 10)
- 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. Drafts 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 at least two (2) days 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 criteria sheet.
Absences

If a student is absent on the day a submission deadline they are required to follow the procedures 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 and:

- For summative assessment in Years 11 and 12, provide a medical certificate as written proof of absence for illness on the day of return to school.
- In Years 8, 9 and 10, provide a note from parents explaining the absence.
- 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 selected (“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 due date for 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 (Years 8 – 10) or attend a Senior Study Day (Years 11 – 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

- Years 8 – 10 receive an E-. 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.
- Years 11 – 12 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

- Script, criteria sheet and any visual aids given to teacher the next day.
- Years 11 and 12 - a medical certificate is required.

Assignments - Written and Spoken

If a student is absent from school on the due date (Wednesday):

- The written assignment or oral script should be sent to school with a friend/sibling/parent, clearly indicating the teacher’s name. The assignment/script should be submitted to Student Services by 4:00pm. Alternatively, the assignment may be emailed to Absences@tamborinemtnshs.eq.edu.au.

- For assessment in Years 11 and 12 provision of a medical certificate, confirming illness on the day the assignment was due, is necessary. Parents should contact the Principal or a Deputy Principal about emergent situations.

- In Years 8, 9 and 10 provision of a note from parents 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.

Non-Provision of a medical certificate

- In Years 11 and 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
  - draft only assessed (drafts need to be retained and stored appropriately)
  - or
  - the student will be required to complete as much work as possible on the item during the lesson and this will be graded.

Selective Updating Policy

Students in Years 9 – 12 have the opportunity to selectively update their assignments. Thus students are given the opportunity to demonstrate further knowledge and skill acquisition by undertaking additional assessment tasks.

All students, at the beginning of each semester, will be advised by their teachers and/or Heads of Department which areas/items will be available for selective updating that semester. A full copy of the “Selective Updating Policy” can be accessed via the school website or by collecting a copy from the Administration Office.
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 devises (iPhones, iPods, ear phones etc)

Consequences for cheating may include:

- completion of referencing workbook
- an E- result
- suspension/exclusion
- community service
- withdrawal from subject

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 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

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.

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

**Behaviour Management**

**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 is talking
- raising hands 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 and scarves in the classroom
- not eating or drinking in classrooms. Water is acceptable with teacher permission
- not using mobile phones/IPods/MP3 players/electronic devices in classrooms
  These items are to be stored at Student Services.
- engaging in learning and completing tasks
- respecting difference
- accepting diversity
- resolving conflict peacefully

**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 wilful 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.

Step 3
Student referred to relevant Head of Department via “HOD Referral” form.

**Misconduct**

- abusive language/swearing
- acted illegally
- alcohol use
- breached “hands-off” code
- breaches of school ‘Personal Technology Policy’
- bullying
- cheating
- chewing gum use
- cyber bullying
- defacing school resources (diary, texts, novels etc)
- dress code breaches
- drug use
- failure to attend class
- failure to submit assessment
- graffiti/vandalism/wilful damage
- harassment/sexual harassment
- igniting
- 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)
- interfered with the rights of other students to learn or of teachers to teach
- littering
- misuse of technology
- other serious matters
- persistent failure to complete tasks to an acceptable standard
- persistent failure to follow directions
- persistently interfered with the rights of other students to learn and teachers to teach
- possession/sharing pornographic material
- racial vilification
- shown persistent and wilful inattention or indifference to school work
- 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 other person
- 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
- suspension
- cancellation of enrolment
- exclusion

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**Bibliography**

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. There are other ways but this is the simplest method.

Below is a list of entries which provide examples of most of the sources you would use. Do not forget to arrange the resources in alphabetical order of their author’s name or source name e.g. title.
**Examples:**

<table>
<thead>
<tr>
<th>Type</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newspaper article with author</td>
<td>O’Connor, M. (1992), ‘We’ve Joined Television’s big League At Last’, <em>The courier Mail</em> (Brisbane), October 4, p18.</td>
</tr>
<tr>
<td>Organisation as author</td>
<td>Health Media of America (1988) <em>Cholesterol and nutrition</em>, Grolier Educational Corporation: Danbury CT</td>
</tr>
</tbody>
</table>
Arrange all items alphabetically by the main entry, whether it be author or title -


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


Referencing from the Internet

Include –
- Format e.g. online
- File address e.g. http://www.discovery.com
- Date accessed in square brackets e.g. [Accessed 4 July 2001]

If the publication date is unavailable use n.d. for ‘no date’ e.g.
O’Hanlan, L. (n.d.) Better mars life through engineering.

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

Buses

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

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

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**

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 suspended from school.

**This includes**

- all illicit drugs and drug related objects such as syringes and pipes
- unsanctioned drugs such as alcohol and tobacco products
- 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 suspended or excluded

The Tamborine Mountain State High School Drug Education Policy and Procedures is binding on all members of the school community including teachers, school services officers, 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.

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**Eligibility for Certification**

In order to ensure formal certification of Years 10, 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.

Emergencies

Fire Evacuation

Continuous ringing of the electric bell and the sounding of the fire siren signifies the need to evacuate the buildings.

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.
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.

Homework

Activities

In secondary school some homework can be completed over a weekly period and may:

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

Students can take responsibility for their own learning by:

- discussing with their parents or caregivers homework expectations.
- accepting responsibility for the completion of homework expectations within set time frames.
- acting upon comments made 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.

Weekly Homework Expectations:

It is an expectation that homework is set weekly.

Year 8

- Maximum 30 minutes homework per week for each subject studied which includes all assessment/assignment preparation and drafting.
- A total of 3 hours homework per week is the expectation when all homework for all subjects studied is tallied.

Year 9

- Maximum 45 minutes homework per week for each subject studied which includes all assessment/assignment preparation and drafting.
- A total of 5½ hours homework per week is the expectation when all homework for all subjects studied is tallied.

Senior Phase

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, as determined through their Senior Education and Training (SET) Plan. As a guide, Year 10 students may be given up to 7.5 hours of homework per week, Year 11 and Year 12 students may receive up to 10 hours per week.

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.

### Mobile Phones and Digital Devices

The use of mobile phones, pagers, portable CD and MP3 players, Personal Digital Assistants, I-Pods, digital cameras, personal laptops 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.

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 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 Area

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
- Bicycle racks
- Car parks
- Northern end of SA block
- Northern end of the Multi-purpose Shelter pumps, drains and pump covers
- Shed and storage areas
- Staff rooms
- Staff toilets
- Stairs/ramps next to the Performing Arts Centre
- The environmental corridor
- Western side of Art/Science block (AR03)
Prohibited Items

- Aerosol cans
- Alcohol
- Chemicals
- Chewing gum
- Cigarettes
- Drugs
- Energy drinks with high caffeine levels
- 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/Professional Development Days

Professional Development Days 2014

Wednesday  22 January
Thursday    23 January
Friday      24 January
Monday     20 October

Public Holidays 2014

Sunday    26 January    Australia Day
Monday    27 January    Australia Day Holiday
Friday    18 April    Good Friday
Monday    21 April    Easter Monday
Friday    25 April    ANZAC Day
Monday    9 June    Queen’s Birthday
Monday    11 August    Beaudesert Show Holiday
Monday    6 October    Labour Day
School Procedures

- **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. If the student is likely to be absent for three or more days, parents are to contact the school on 55457260. Attendance at school is compulsory by law if the student is under 16 years of age.

- **Change of Address / Telephone Number**
  See Student Services 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 / School Nurse / Chaplain / Youth Support Co-Ordinator / Youth Pathways Consultant Appointments**
  Appointments are made through Student Services.

- **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 are required to notify Administration by letter. Students are required to return all texts, library books 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 should sign the student out. **Parents 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, discmans, 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/guardian will be contacted.
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 etc 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 (i.e. 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 “Responsible Behaviour Plan” 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.
## 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)

## Student Organiser/Diary/Journal/Notebook

The use of a student organiser, diary, journal or similar item to publish personal information that identifies or impacts upon the reputation of fellow students, teachers, school staff or the school is unacceptable. This will be considered and treated as misconduct.

## Term Dates

### Semester One, 2014

<table>
<thead>
<tr>
<th>TERM ONE</th>
<th>Tuesday 28 January – Friday 4 April</th>
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</thead>
<tbody>
<tr>
<td>TERM TWO</td>
<td>Monday 22 April - Friday 27 June</td>
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</tbody>
</table>

### Semester Two, 2014

<table>
<thead>
<tr>
<th>TERM THREE</th>
<th>Monday 14 July - Friday 19 September</th>
</tr>
</thead>
<tbody>
<tr>
<td>TERM FOUR</td>
<td>Tuesday 7 October - Friday 12 December</td>
</tr>
</tbody>
</table>

### FINAL DAY

<table>
<thead>
<tr>
<th>Year 12</th>
<th>Friday</th>
<th>14 November 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 10 and 11</td>
<td>Friday</td>
<td>28 November 2014</td>
</tr>
<tr>
<td>Years 8 and 9</td>
<td>Friday</td>
<td>12 December 2014</td>
</tr>
</tbody>
</table>

## 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.
Boys’ Formal Uniform | Girls’ Formal Uniform
---|---
• Boys’ shirt | • Girls’ blouse
• Boys’ tie (Seniors) | • Tartan tie
• Boys’ navy shorts | • Girls’ tartan skirt (below knee length)
• Boys’ navy slacks | Female 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.
• Girls’ navy slacks/shorts

On some occasions, the formal skirt may be mandated e.g. Awards Ceremony

• Black leather shoes (impervious uppers) with black shoelaces
• White sport socks (no markings, logos or colour trim, ankle length)

Winter - Boys | Winter - Girls
---|---
• Tracksuit pants
• School jacket
• School jumper
• Spray jacket

• Tracksuit pants
• School jacket
• School jumper
• Spray jacket

Formal Uniform

• Formal uniform is to be worn on Monday, Wednesday, Thursday and Friday.

• The formal uniform also includes BLACK leather shoes, black laces and white socks. The leather 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 or boots are not acceptable.

• Coloured trimmed shoes, logos or socks with markings are not permitted.

• On excursions and on formal occasions, complete formal uniform is required. This includes black leather shoes. Tracksuit pants, spray jackets, shorts and jerseys are not permitted unless the excursion is a sporting or practical activity. This will be advised on the relevant parent permission letter.

Sports Uniform

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

Sports uniform may be worn on Tuesday. However, a class which has Health and Physical Education, Dance, Drama or a sport activity in Periods 1, 2, 3 or 4 (on days other than Tuesday) are required to change at the conclusion of the lesson into the formal uniform. A class which has Health and Physical Education, Dance, Drama or a sport activity in Period 5 may wear the sports uniform on their way home from school.
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 of the undershirt must not be visible.

Appearance

- A watch, a thin chain (no pendant), two pairs of sleepers or studs for pierced ears, and a flat ring are the approved jewellery for school. Anklets are not permitted. Work Place Health and Safety regulations will sometimes require all jewellery to be removed. Students will be instructed to remove excess jewellery. Non-compliance will result in jewellery being removed and secured at Student Services.

- Body jewellery poses a Workplace Health and Safety risk and as such is not permitted. **Facial piercings are not permitted** and therefore may not be worn covered or uncovered. Ear studs and plugs must be no larger than the plug end of a biro. **Retainers, stretchers/tapers and spacers/tunnels are not permitted. Ear jewellery must not extend beyond the width of the ear lobe. Ear jewellery must be gold, silver or school colours.**

- 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.**

- 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. Blade 1 or full head shaves are inappropriate as a result of sun safety implications. If unsure, please see the Principal before proceeding. Long hair must be tied back if the activity warrants it.

- Students should be of neat and tidy appearance at all times. Mid-riffs are not to be visible. Skirts are to be of knee length. Boys’ shirts are to be tucked in during class time, assemblies and formal occasions.
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

- 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.
- Failure to follow these procedures will result in an appropriate consequence.

WEBSITE

The school website can be accessed by www.tamborinemtnshs.eq.edu.au

The website contains specific school policies, school profile, curriculum, newsletter, calendar, general student information and school contact information.
### TAMBORINE MOUNTAIN STATE HIGH SCHOOL

**SCHOOL UNIFORM AND APPEARANCE REQUIREMENTS**

#### BOYS’ FORMAL UNIFORM
- Boys’ shirt
- Boys’ tie (senior students)
- Boys’ navy shorts / navy slacks

#### GIRLS’ FORMAL UNIFORM
- Girls’ blouse
- Tartan tie
- Girls’ tartan skirt (below knee length)
- Girls’ navy slacks/shorts
- Navy blue/black plain stockings

Female 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.

On some occasions, the formal skirt may be mandated e.g. Awards Ceremony

#### SPORTS UNIFORM
- Unisex polo shirt
- Unisex sport shorts
- White sport socks (no markings, logos or colour trim, ankle length)
- Black leather sport shoes (no canvas, mesh shoes or boots)

Please note
- Sports uniform may be worn on Tuesday.
- Students who study Health and Physical Education, Dance, Drama or a sport activity in Period 1, 2, 3 or 4 (on days other than Tuesday) are required to change at the conclusion of the lesson into the formal uniform. A class which has Health and Physical Education, Dance, Drama or a sport activity in Period 5 may wear the sports uniform on their way home from school.
- The formal uniform and the sport uniform are not permitted to be mixed and matched.

#### FOOTWEAR
- Black leather with impervious uppers (the top of the foot must be covered). No markings.
- Black shoe laces
- White sport socks (no markings, logos or colour trim, ankle length)

Please note

`The following shoes are not permitted –`
- Canvass or mesh shoes
- Mary/Lady Jane shoes
- Coloured trim shoes
- Boots
- Open shoes
- Thongs
- Sandals
- Ugg boots

#### WINTER UNIFORM
- School jacket
- School jumper
- Spray jacket
- Tracksuit pants

#### JEWELLERY / APPEARANCE

The following clothing items are permitted in school colours (sky blue, navy blue, yellow or white).
- Scarves, gloves, beanies (not to be worn during class time)
- Undershirt (must not be visible)

Students should be of a neat and tidy appearance at all times.

**Jewellery:**
- 1 flat ring
- 2 sets of earrings (sleepers or studs; gold; silver; school colours)
- 1 fine linked chain (no pendant)
- 1 watch
- Anklets are not permitted
- Facial piercings are not permitted
- Ear studs and plugs must not be larger than the plug end of a biro. 
- Retainers/stretchers/tapers/spacers/tunnels are not permitted
- Ear jewellery must not extend beyond width of ear lobe.

**Appearance:**
- Natural hair colours only
- Subtle natural colour highlights permitted
- Full block colour differentiation is inappropriate
- Blade 1 or full head shaves is inappropriate as a result of sun safety implications
- Clear lip-gloss/balm is permitted
- No make-up
- No tinted moisturiser
- No coloured nail polish