

Mansfield State High School

PROSPECTUS

2018

Amended - Monday 25 August 2018



*We aim to create confident, informed and
well-balanced Mansfield State High School graduates.*

SCHOOL DIRECTORY

Executive Principal

Mrs Karen Tanks

Deputy Principals

Ms E Hamilton

Years 7 and 8 Ms Peterson
Years 9 and 10 Mrs Anghel
Years 11 and 12 Mrs M Overs (Acting) / Ms B Clarke (on leave)

Heads of Department

English Mrs C Bladin
Mathematics Mr P Broome
Science Ms T Vander Spoel
Languages Mr K Gordon
Social Science Mr L Hackett
Information Technology Mr M Casey (Acting)
Health & Physical Education Mr C Healey
Practical Arts Mr R Miller
Business Education Mrs R Sagner
The Arts Mrs S Pritchard
Music Mrs K Jacobson (Acting)
Senior Secondary Ms K Hixon (Acting)
Middle Secondary Mr T Cox (Acting)
Junior Secondary Mr M Grant (Acting)
Pedagogy and Student Engagement Mrs J Hardie (Acting)
Learning and Performance Mr M Redhead (Acting)
Differentiated Learning Ms S Moye

Librarians

Ms J Bowler, Ms K Robertson

Sports Co-ordinator

Mr N Kalpakidis

MAP (Mansfield Activities Program) Co-ordinator

Mrs A Croll – Senior
Mr D Kwan – Junior

Guidance Officers

Ms C Neilsen – Ph 3452 5318
Ms K Mistry – Ph 3452 5316
Mrs J Lawton – Ph 3452 5321

School Nurse

Mrs D Waldron

School Chaplain

Mr G Petersen

Business Services Manager

Mrs S Ebert

School Community Liaison Officer

Mrs S Holley

Address

Corner Broadwater and Ham Roads
Mt Gravatt 4122

Telephone

3452 5333

Email

info@mansfieldshs.eq.edu.au

Enrolments

enrolments@mansfieldshs.eq.edu.au

Postal Address

PO Box 229
Mansfield Q 4122

Fax

3452 5300

Canteen

3452 5323

Absences

absences@mansfieldshs.eq.edu.au
OR 3452 5306 (leave a message)
OR reply to SMS text.

Website

www.mansfieldshs.eq.edu.au

SECTION 1: ENROLMENT INFORMATION**1.1 IMPORTANT DATES 2017**

| | | | |
|-------------------|-----------------------------|--------|-----------------------------|
| Semester 1: | Mon 22/01/18 – Fri 29/06/18 | Term 1 | Mon 22/01/18 – Thu 29/03/18 |
| | | Term 2 | Mon 16/04/18 – Fri 29/06/18 |
| Semester 2 | Mon 16/07/18 – Fri 14/12/18 | Term 3 | Mon 16/07/18 – Fri 21/09/18 |
| | | Term 4 | Mon 8/10/18 – Fri 14/12/18 |
| Student Free Days | | Term 1 | Thu 18/01/18, Fri 19/01/18 |
| | | Term 4 | Mon 22/10/18 |

Year 10 and 12 finishing dates for 2018:

- Year 12 - Friday 16/11/18
- Year 10 and 11 - Friday 30/11/18

1.2 ENROLMENTS

Enrolments will only be accepted for:

- A. **Students within the catchment area:**
1. after attendance at an Open Day with a parent and
 2. after online application is submitted and
 3. after attendance at a scheduled Parent and Student Group Conference with the Executive Principal and
 4. after a letter of acceptance has been received.
- B. **Students outside of the catchment area:**
1. after attendance at an Open Day with a parent and
 2. after online application and application fee is submitted and
 3. after an interview with the Executive Principal and
 4. after a letter of acceptance has been received and the placement fee has been paid.

1.3 APPOINTMENTS

Office staff will be in attendance from 8am to 4pm from Monday 15 January 2018 and will arrange appointment times with the Executive Principal at mutually acceptable times. The school telephone number is: 3452 5333.

During the year, interviews with a Teacher, the Student Development Program (SDP) Teacher, Guidance Officer, Deputy Principals or Executive Principal may be arranged. To avoid interruptions to the school program, all appointments should be made beforehand by phoning the school. The Guidance Officers' telephone numbers are: 3452 5316 or 3452 5318.

1.4 START OF SCHOOL YEAR

The starting date for Year 7 will be advised later in the year. It is intended to stagger the starting dates for the various year levels.

1.5 WEBSITE

Our school website (www.mansfieldshs.eq.edu.au) is a useful resource. Please use it to assist you to gain the most recent information.

SECTION 2: SCHOOL PROFILE, STATEMENT OF PURPOSE

2.1 SCHOOL PROFILE

Mansfield High School is located in the Brisbane South District and services the communities of Mansfield, Wishart, Mt Gravatt, Mt Petrie, Mackenzie and some parts of other surrounding suburbs. The community consists of a broad cross-section of society and includes a wide range of socio-economic, ethnic and cultural backgrounds. Over forty different languages are spoken in the students' homes.

Teaching staff numbers are approximately one hundred and forty for over two thousand students. It is a stable staff with a relatively low turnover rate. In 2018 the school will have approximately 2500 students.

The school has a proven record of academic, cultural, service and sporting achievements and a high level of interaction with its community. Students are well motivated with a positive attitude towards education. The school is regarded as a traditional school and is characterised by the highest standards of personal presentation, behaviour, and academic performance. These standards are strongly endorsed by the Parents & Citizens' Association.

The school provides a wide range of Authority and Authority-Registered subjects in Years 11 and 12. Our Excellence Programs, French Immersion, Music Accelerando, Instrumental Music and the Technologically Integrated Curriculum Program are well established. Entry to these two programs is by selection. Some school-based traineeships and apprenticeships are offered. Two Guidance Officers on staff are available for advice on courses, careers and personal matters. Parents may also contact the Guidance Officers regarding their students.

Opening in 1974, the school has had an ongoing building programme. It incorporates conventional and flexible teaching spaces as well as some modern specialist areas. The comprehensive computer program for all year levels has seen the establishment of a large number of Computer Centres within the school. This area is constantly being updated allowing students access to wonderful opportunities. The Assembly Hall is used for a range of school activities. The school has extensive sporting facilities, including a gym, tennis courts, indoor and outdoor basketball and volleyball courts. Well maintained ovals cater for the full range of outdoor sports.

The **School Badge** shows the school colours, teal blue and white, chosen as the colours of the United Nations Organisation. The shield bears the name *Mansfield* and *S.H.S.* for *State High School*. The flag of the United Nations is also incorporated in a basic design taken from the coat of arms of Sir Alan Mansfield.

The **School Motto**, similarly adopted from the Mansfield family, reminds the student to remain "*Steadfast*", or firm of purpose, in upholding the highest ideals of the school and community.

The four **School Houses** were named after people renowned for their work in the cause of peace:

Hammar skjold (Gold) Gandhi (Blue) Schweitzer (Green) U Thant (Red)

2.2 VISION STATEMENT

"Quality Learning in a Caring Environment"

Mansfield State High School is a culturally rich, inclusive and supportive learning environment built on mutual respect. A passionate commitment to high standards cultivates achievement and the development of individual talents for every student.

Our purpose is to achieve the best educational outcomes for every student in our school community and to encourage students to function as responsible members of society. Our aim is to help create confident, informed and well-balanced Mansfield State High School graduates.

2.3 VALUES AND BELIEFS

WE TAKE PRIDE IN

- High academic standards
- High standards of behaviour
- High standards of presentation
- Achievement through maximum effort
- Cultural, service and sporting achievements
- Embracing individual differences
- Valuing the contribution of all individuals
- Promoting individual self-esteem
- Promoting and utilising technology appropriately
- Promoting quality leadership and teamwork
- A rewarding partnership between school and community.

WE ARE COMMITTED TO

- Promoting the best interests of students
- Personal achievement and success
- Accepting personal accountability.

SECTION 3: RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

3.1 PURPOSE

Mansfield State High School is committed to providing a caring, safe, supportive, and disciplined learning environment where all of its members are valued, and where social and academic learning outcomes are maximised through a quality curriculum. This is emphasised in the school's philosophy of 'Quality Learning in a Caring Environment'. The school recognises the close relationship between effective teaching, quality learning, high achievement and responsible and respectful behaviour.

Mansfield SHS is a culturally rich, inclusive and supportive learning environment built on mutual respect. A passionate commitment to high standards cultivates achievement and the development of individual talents for every student. The school is committed to achieving its objectives to:

- *Deliver the highest quality curriculum, teaching, learning and assessment practices.* A relevant, challenging and engaging educational experience prepares students for both academic success at school and the best possible pathway to life, study and work after school. This is predicated on teaching knowledge and higher order thinking skills in ways that respond to a student's learning needs and is academically rigorous.
- *Provide a whole school approach to achieve high standards in literacy and numeracy for all students.* It is every student's right to be literate and numerate in order to be fully functioning citizens who can participate in and contribute to an increasingly globalised and disconnected world.
- *Provide a safe and caring environment where all students and staff learn about and value the "culture of care" within the school.* Understanding what it means to be a caring person who knows how to care for self and others requires a high school experience that imbues students with tolerance and an appreciation of difference. This requires a framework for thinking about pedagogies, assessment, intervention, and prevention support so students receive optimal benefit from their educational experience at Mansfield High School.
- *Maintain a school climate where high standards of behaviour, performance and participation are the foundation for students to achieve their potential.* A school climate that enables students to reach their potential requires a safe and disciplined school environment. This is predicated on the assumption that every child can achieve and that every child should be expected to behave and perform. Every person's performance is critical in achieving an environment where students are engaged in both the curriculum and extra-curricular experiences.

The Responsible Behaviour Plan for Students provides a framework for teaching responsible and respectful behaviour that demonstrates respect for themselves and others. It affirms that students and teachers have the right to work to their potential, free from disruption, abuse or threat. It also affirms that parents have a joint responsibility to encourage students to be accountable for their behaviour and to contribute to the wider school community in a positive manner.

3.2 CONSULTATION AND DATA REVIEW

Mansfield State High School developed this plan in collaboration with our school community. Broad consultation with parents, staff and students was undertaken through survey distribution and community meetings.

A review of important data sets for this school was undertaken. They included but were not limited to attendance, unexplained absences, cancellations, suspensions and exclusions, behaviour incidents which included bullying and cyber bullying. Other inappropriate online behaviour including inappropriate use of mobile phones or other electronic devices also informed the development process.

The Plan was endorsed by the Executive Principal, the Chair of the School Council, and the Assistant Regional Director and will be reviewed as required.

3.3 LEARNING AND BEHAVIOUR STATEMENT

At Mansfield State High School, our values and beliefs are driven by the school's philosophy of 'Quality Learning in a Caring Environment' and reflect Education Queensland's *Code of School Behaviour* by affirming the following values:

1. *Professionalism:* committing to the highest standards of accountability and performance
2. *Respect:* treating all people with respect and dignity
3. *Innovation and Creativity:* fostering safe environments that support innovative and creative practice
4. *Diversity and Inclusiveness:* encouraging all members of the community to participate in education and cultural activities
5. *Excellence:* supporting the pursuit of excellence.

Our school rules have been agreed upon and endorsed by all staff and the School Council. They are aligned with the values, principles and expected standards outlined in Education Queensland's *Code of School Behaviour*. These responsibilities for students, parents and staff are noted in Appendix 1. This acknowledges that all areas of the school are learning and teaching environments.

3.4 PROCESSES FOR FACILITATING STANDARDS OF POSITIVE BEHAVIOUR AND RESPONDING TO UNACCEPTABLE BEHAVIOUR

Universal Behaviour Support

The first step in facilitating standards of positive behaviour is communicating those standards to all students. At Mansfield State High School we emphasise the importance of directly teaching students the behaviours we want them to demonstrate at school. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent inappropriate behaviour and provide a framework for responding to unacceptable behaviour.

A set of behavioural requirements in specific settings has been attached to each of our school rules. The *School-wide Requirements Teaching Matrix* below outlines our agreed rules and specific behavioural requirements in all school settings.

| SCHOOL-WIDE REQUIREMENTS TEACHING MATRIX | | | | |
|--|--|--|--|--|
| | ALL AREAS | CLASSROOMS | SCHOOL GROUNDS INCLUDING OVALS | OUTSIDE SCHOOL GROUNDS |
| CO-OPERATE | <ul style="list-style-type: none"> Follow instructions immediately Use resources appropriately Be in the right place at the right time Comply with the dress code Support, encourage and assist classmates Be patient and kind with others | <ul style="list-style-type: none"> Actively participate; be prepared Sit appropriately; do what is asked of you Enter and exit room in an orderly manner Use your Student Handbook as a <i>Passport</i> when not in classes | <ul style="list-style-type: none"> Keep passageways clear at all times Share school spaces and resources Use toilets during breaks Be ready for class when the second bell goes Use the oval for active play and sporting activities Keep the grounds clean and free of litter | <ul style="list-style-type: none"> Leave school promptly Follow road rules and rules of the place you are in Only bring to school what is appropriate and allowable |
| APPRECIATE | <ul style="list-style-type: none"> Acknowledge the contributions of others Always be well-mannered and say thank you Be courteous and polite Appreciate others' integrity and courage | <ul style="list-style-type: none"> Appreciate others' points of view Encourage and praise others' efforts Take an active and positive role in classroom activities Care for the work spaces and resources Be honest; have a positive attitude | <ul style="list-style-type: none"> Act peacefully and calmly Care for your skin; be sun-safe; wear the hat outside classrooms Play fairly – take turns, invite others to join in Endeavour to eat well Appreciate the importance of your personal presentation and hygiene | <ul style="list-style-type: none"> Be a good role model for your school and your school friends Act with integrity/courage Be proud and positive about your school Appreciate the importance of your personal presentation |
| RESPECT | <ul style="list-style-type: none"> Respect yourself. Respect others' dignity, feelings, cultural differences, property Respect all school resources Clean up after yourself Use polite language Expect more of yourself! | <ul style="list-style-type: none"> Respect others' rights to learn Talk in turns Be a good listener Show dignity, act with class and respect differences Be punctual | <ul style="list-style-type: none"> Walk quietly and in an orderly fashion Always have sport shoes and a hat on when on the oval Return equipment to the appropriate place before the bell | <ul style="list-style-type: none"> Respect the privacy of others Respect the school's uniform when you are out of the school Be fair to yourself and others Respect others whilst on the internet Respect other travellers on public transport –be the first to offer your seat |
| EFFORT | <ul style="list-style-type: none"> Work hard and have a positive attitude Get involved; consistently have a go! Don't be afraid Work hard, be persistent | <ul style="list-style-type: none"> Strive for excellence; embrace the expectations placed upon you Focus on positive self-talk Complete everything to the best of your ability | <ul style="list-style-type: none"> Keep all areas clean Care for the environment Care for others Move on the first bell; be there by the second bell | <ul style="list-style-type: none"> Commit whole-heartedly to all school activities Work hard to act with integrity and courage Be considerate to others on public transport and footpaths |

These requirements are communicated to students via a number of strategies, including: enrolment interviews with students and their parents, the school website, the prospectus, student enrolment packages, mail-out to new students coming into our school. These important lessons are taught in roll-marking classes at the beginning of the year and in scheduled classes. The reinforcement of learning occurs in school assemblies and during active supervision by staff during classroom and non-classroom activities.

Mansfield State High School implements the following proactive and preventative processes and strategies to support student behaviour:

- a clearly stated, positive purpose as outlined in the *Responsible School Behaviour Plan*
- a set of requirements through the *Code of School Behaviour*
- defined responsibilities and rights of students, parents and staff
- active engagement by students which includes all students annually signing a document to indicate they are aware of the school rules
- opportunities for teaching school-wide expectations including in an annual designated lesson, and
- access to a wide range of resources.

Other important processes include:

1. Individual learning plan developed with students, parents and relevant specialists (where appropriate) for students who demonstrate repeated inappropriate or unacceptable behaviour to provide a personal framework of positive behaviour requirements and actions and to enable staff to provide consistent strategies or adjustments across all learning environments.
2. Implementation of policies to address specific behaviours.

Classroom teachers have a duty of care to monitor and promote high standards of behaviour of students in their classes. Engaging curriculum, inclusive practices and effective teaching are the starting points of our behaviour support strategies. Classroom teachers are supported in these endeavours through access to relevant professional development, mentoring from the relevant Head of Department, and open and informed communication with school leaders.

Student Development Program (SDP)

Every student in our school participates in the Student Development Program. In fact, it encompasses everything that happens in the school, both inside and outside of the classroom (in the areas of academia, culture, service and sport) to assist students to reach their potential.

As part of this Program, on Tuesday mornings (Years 10,11,12) and Wednesday mornings (Years 7,8,9) every student has an SDP lesson. The Program includes aspects such as study techniques, life skills, and QCS preparation. Our Student Handbook plays a vital role in the SDP, as it contains much information which is used throughout the students' high school years to prepare students better for their futures.

We aim to do our best to create confident, informed and well-balanced Mansfield State High School graduates.

Reinforcing expected school behaviour

At Mansfield State High School communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

Some programs in operation include:

Volunteer@Mansfield (V@M) – This is an overarching service initiative to ensure that students who contribute in positive ways to our school community are also acknowledged for their efforts. A points scheme is in place. Once students have completed 2000 minutes of service, if they continue to contribute to the school community in the area of service, they are eligible for a V@M badge. Minutes recorded count towards the school's Service Awards. These points accrue over the student's years at school. Points gained from service to the Rauchle Service Club and the Environmental Council also contribute to V@M points.

Mansfield Star - Through the Mansfield Star program students are identified for having acted in accordance with the philosophy of the school and are acknowledged accordingly.

Senior Program - All prospective Year 12 TIP Leaders attend workshops on developing positive relationships with their peers and younger students. In The Inter-Year Program (TIP) Senior students assist particularly Year 7 students in their induction into the school.

Buddy System - New students are 'buddied' with a responsible student.

Prefect Body - This Senior student body creates a positive role model for students, promotes positive student behaviour through assembly presentations, and supports students in positive behaviours in the various aspects of school life. The encouragement of House spirit helps develop a sense of belonging to the whole Mansfield State High School community.

Student Council - This Council, comprising Student Development Program (SDP) Class representatives, provides an avenue for students to voice issues and concerns which are presented to the Administration. Student Council members also help organise student activities.

Rauchle Service Club - Students are able to join this Club, raise their level of social conscience and work together to help others and raise money for charities outside of the school. This Club also includes the **Environmental Council**, which is another avenue for students to be formally recognised for demonstrating positive behaviours.

Responding to unacceptable behaviour

Students come to school to learn. Behaviour support represents an important opportunity for learning how to get along with others.

Anti-bullying Program

Students are aware of responsible reporting and strategies for dealing with harassment. Action for harassment is a three stage process: non-punitive conflict resolution, then counselling and consequences for actions, and then suspension. Students need to report incidents of harassment when they occur, so that the situation does not become more serious.

Each Deputy Principal is allocated year level groups for the purpose of providing behaviour support to students, parents and staff.

Targeted behaviour support occurs around a specific setting, issue, student or group of students. It includes but is not limited to:

- (i) **Working It Out Sheet** - This is used when a student behaves inappropriately. The purpose is for the:
 - student to identify his/her behaviour
 - student to recognise why his/her behaviour is inappropriate
 - student to consider alternate behaviour which would be appropriate
 - school to document consequences, and
 - school to communicate to parents.
- (ii) **Behaviour Sheet** - This is used when a student or class requires additional support. The purpose is to:
 - monitor behaviour during each lesson providing feedback about behaviour to the student, parent, teachers and Administration, and
 - provide support to modify behaviour.
- (iii) **Behaviour Contract** - This is used when a student continues to behave inappropriately or when he/she is returning from suspension. It is drawn up after a counselling session with the Guidance Officer, a Parent and the Student. It identifies behaviours, which the student will and will not exhibit, and the consequences of this.
- (iv) **Participation Agreement**: This is a formal agreement signed by the student and witnessed by the parent and the Executive Principal. This is ordinarily used for post-compulsory aged students. This agreement is a commitment to comply with the responsible behaviour plan with specific reference to:
 - working diligently in class
 - completing all homework and assignments on time and to an acceptable standard
 - behaving in a manner that does not infringe on the rights of others to learn
 - attending school regularly and punctually
 - complying with all school rules and presentation requirements.
- (v) **Semester Reviews** – Each semester, the Heads of Departments analyse the data for their department and conduct interviews with teachers who identify students at risk. The Heads of Departments in turn, relay the names of these students in their interview with their line managers. Students identified are referred to appropriate personnel and/or the Student Services team.
- (vi) **Parent/Student/Teacher Evenings** - These evenings provide opportunities for open communication about student progress and behaviour at school.

The Student Services team (Administration staff, Guidance Officers, Head of Department - Differentiated Learning, and Chaplain) co-ordinate the case management of students in need of intensive behaviour support. A collaborative consultation process is facilitated, involving the appropriate teachers, the student, the parents/caregivers, and relevant school support personnel.

Students who engage in serious unacceptable behaviours such as major violent physical assault or the use, supply or possession of weapons (including knives) or drugs may receive a School Disciplinary Absence (suspension or proposal/recommendation for exclusion) as a consequence of unacceptable behaviour. There is a strong likelihood that unless there are mitigating circumstances that an exclusion may be recommended.

3.5 CONSIDERATION OF INDIVIDUAL CIRCUMSTANCES

To ensure alignment with the *Code of School Behaviour* when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times.

3.6 FURTHER INFORMATION

The detailed version of our school's *Responsible Behaviour Plan for Students* is on our website.

RESPONSIBILITIES OF THE SCHOOL COMMUNITY

This section seeks to outline the specific responsibilities of each of the key stakeholder groups in the school, specifically students, parents and the school.

Responsibility of students to:

- attend school regularly, on time, ready to learn and participate in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from all staff
- abide by school rules, meet homework, bookwork and assessment requirements
- be well presented and wear the school's uniform as prescribed
- behave in a responsible manner that does not infringe on others' rights to learn
- respect the property of the school and others
- maintain a clean and safe environment
- at all times be a worthy ambassador for Mansfield State High School.

Responsibility of parents to:

- take an active role in the child's academic and social development by attending school activities, parent evenings and interviews
- inform the school if there are any problems that may affect the child's ability to learn
- inform the school of the reason for any absence prior to or within 48 hours of the absence
- make arrangements to enable the child to arrive at school on time
- encourage the child to use safe practices
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling the child to achieve maturity, self-discipline and self-control
- abide by the school's policy regarding access to school grounds before, during and after school hours.

Responsibility of school to:

- develop each individual student's talents as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations and requirements regarding the responsible behaviour plan for students and the school's presentation code policy
- ensure that the parent is aware of the school's record-keeping policy
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.

SPECIFIC REQUIREMENTS OF STUDENTS

DRESS AND GROOMING

1. Students must wear full school uniform (as specified in the prospectus) at all times whilst in attendance at school, whilst travelling to and from school and on special occasions. Formal school uniform is worn on school excursions and when a student is representing the school. All items must be clearly marked with the owner's name. Neatness and cleanliness of uniforms are essential.
2. Students must wear the school hat or cap (as prescribed) when outdoors.
3. Make-up and jewellery are not part of the school uniform and must not be worn. Girls may wear clear nail polish only; however, french-tips are permitted on short nails. Nails are to be of a safe length. No artificial nails are permitted. Girls may wear a wrist watch, and one pair of small, fine, plain round silver or gold sleepers or studs in the lower ear lobes. Boys may wear a wrist watch. Watch bands for both males and females are to be gold, silver or in subdued colours. Any religious necklaces are to be on a fine silver or gold chain, but they are not to be visible at any time. No other piercings or tattoos are to be visible. Clear earrings, band-aids etc are not to be used to cover piercings/tattoos. Wrist flash drives are not to be worn.
4. Hairstyles must be neat, tidy and conservative. Extreme hairstyles, unnatural colours or substances used to spike the hair are not permitted. Only one natural hair colour is permitted. A number 2 blade is the minimum hair cut length. For health and safety reasons, hair must be restrained if more than collar length. It is to be tied back in the middle of the head no more than five centimetres above the nape of the neck (in either one ponytail, or one bun, or one plait or one braid) with a band (in a colour similar to that of the hair) and covered by a ribbon for girls, in the school colour of teal, available only at the Uniform Shop. Girls may have a maximum of one hair braid on each side of the head to ensure that loose hair is kept from the face.
5. Students must be clean shaven at all times.
6. The wearing of thongs or sandals is not permitted and students will be denied entry to certain rooms if unacceptable footwear is worn.
7. Jumper sleeves are worn just past the wrist. Jumpers must not be tied around the waist/shoulders. While the wearing of a singlet or undershirt is allowable, this is not to be visible at the collar or sleeves.
8. Correct sports uniform is to be worn during sport or physical education. Students will change into sports uniform at the commencement of a period of sport or physical education and will change back before the period ends. Boys' trousers and girls' slacks are part of the formal uniform and will not be worn for sport or HPE. During breaks students may play on the ovals, if they are wearing sports shoes and not engaging in activities that might compromise their formal uniform; otherwise full sports uniform must be worn. Teachers' directions must be followed at all times.
9. Students who compete in inter-school sport may wear the complete sports uniform home after competition. Students going to the gym in the mornings may wear their correct sports uniform, as long as they are delivered by car to the school gate. Students training in a sport after school must wear the full formal/full school sports uniform home. The training/team uniform is not worn in public.
10. Students compelled by any circumstances to wear incorrect or incomplete uniform must report to a member of the Administration before school with a note of explanation. This note must be signed by the member of Administration and kept with the student. Where possible, arrangements will be made to correct the situation to allow students to engage in their usual learning activities.
11. For any occasion, extremes in dress or grooming that will cause undue comment or distraction or that will be a disruptive influence, are not allowed.
12. By collaborative decision-making of all concerned, it has been agreed that all students must wear the chosen uniform at all times. In instances when students are withdrawn from class for a breach of the uniform code, an alternative education program will be provided to ensure that the student's education is not compromised.

CLASSROOMS AND BUILDINGS

1. At no time are students to enter rooms without a supervising teacher.
2. Students are not permitted on verandahs before school or during breaks unless under the supervision of a teacher.
3. Food and drink are not to be taken into buildings. Students may only take water bottles into classrooms if absolutely necessary. However water bottles are not to go into computer rooms, science laboratories or workshops.
4. Lesson changes are for movement between classes only. This is to be brisk and orderly. Students are not to visit lockers, eat food, socialise or visit toilets between lessons. On stairways and verandahs, students will keep to the left.
5. Classes must assemble in two lines close to the classroom wall to await the arrival of the teacher. Before entering the classroom, uniforms must be tidy and students must be presented appropriately. Hats are on heads.
6. Bags must be placed in the racks provided outside of the classroom or arranged in a tidy fashion outside of the room so as not to obstruct passage to rooms and not to create a safety issue.
7. Students must not sit on stairs during breaks and must keep the approaches to stairs and doorways clear of bags.

8. When moving from a classroom to a new location, students must move as a class in an orderly fashion under the direction of their teacher.
9. Students are not permitted to enter staff rooms.
10. Students are only to use the lifts if they have a note in their Student Handbooks from a Deputy Principal or Head of Department in that building. At times, if noted in the Student Handbook, another student may accompany him/her to assist.
11. Doors which are marked as an EMERGENCY EXIT are only to be used in a genuine school emergency such as a fire evacuation.

GROUND

1. Chewing gum is not permitted whilst students are involved in any school activity or whilst they are in school uniform.
2. Permanent marking felt pens are not permitted in this school.
3. No student is to be at the bicycle racks – except owners placing or retrieving their bicycles. Bicycles must not be ridden in the school grounds. Safety helmets must be worn to and from school.
4. Under normal circumstances, students are not permitted to leave the grounds at any time during the school day. There are no regular lunch passes. In emergencies, a student may approach the Executive Principal or Deputy Principals for permission to go home and may be issued with a special pass to do so. Passes for appointments are issued at the Lower Office.
5. Students waiting to be served at the canteen must form queues. Students must be respectful and courteous to the canteen staff. They must be presented appropriately with hats on. Students at the canteen are under the direct control of the teacher on duty there.
6. All litter must be placed in the bins provided. Students will be requested to pick up litter in the areas they frequent.
7. Students are encouraged to use the sporting facilities available during the lunch break. Food and drinks must not be taken onto the ovals or into the hall. Students are not to sit on the ovals. The ovals must not be used at morning recess. The hall may only be used when a teacher is present. Students are not to play contact sports unless under the supervision of a teacher.
8. Handball is only permitted in designated areas.
9. No student is to remain in the school grounds after school unless under the supervision of a teacher or with authority of the Executive Principal.
10. Students are not permitted near any car parked in the school grounds.
11. Due to safety reasons, students are not to be unsupervised within 10 metres of the fence line. They are also not to interact with members of the public who are in the vicinity of the fence line or who enter the grounds, except to give them directions to the office. Students are also not to enter the bush on the boundaries. Students must not enter out-of-bounds areas. Out of bounds areas will be identified to students, but can be assumed to be any areas which are not easily visible by staff on playground duty.

STUDENT ABSENCE

1. An explanation of a student's absence must be made by a parent or guardian, via text, email or phonecall to the absence line, or with a note presented to their SDP teacher within two days of returning to school. Except in special circumstances, failure to do so will result in an after school detention.
2. If a student is to be absent for more than a couple of days, the parent needs to contact the relevant Deputy Principal to discuss the absence.
3. If a student will be knowingly absent for assessment, it is school policy not to administer the test earlier.
4. Students are not to be absent from school in order to study (without school approval) or to work on assessment.

GENERAL

1. Responsible behaviour is required of students at all times.
2. Common rules of courtesy must always apply. When addressed by a member of staff or a visitor, students must answer in a respectful manner.
3. Students are reminded that, to and from school, their conduct must be such that it reflects credit on the school community. Conduct that interferes with the good order of the school or damages its reputation will not be tolerated.
4. Students are encouraged to participate in all aspects of school life: academic, sporting, cultural, service and social. Students are discouraged from confining their friendship to a particular boy or girl during lunch breaks and between lessons. In a formal work environment, any physical contact needs to be appropriate.

5. Students must have their ID card with them at all times especially in order to swipe in and out of class and to borrow items from the Resource Centre. Repeated failure to do this will be treated as non-compliance.
6. While students are encouraged to use roll-on or stick deodorant, no aerosol cans are permitted at school for health and safety reasons.
7. Carbonated drinks (soft drinks) are not to be brought to school unless expressly permitted by the Executive Principal.
8. The possession, purchase, distribution or consumption of alcohol, tobacco or any prohibited substance is expressly forbidden at, or prior to school or any school function/event or while wearing the school uniform. Where there is evidence of involvement in illegal drugs, students are suspended pending exclusion and police are notified.
9. No knives of any type, including fruit knives, butter knives or craft knives, or any item that can be used as a weapon, such as laser pointers or shanghais, are allowed at school. Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff. If a student has a knife at school, the police might be informed. Possessing a knife (or an item that could be used as a weapon) at school may result in serious disciplinary consequences. Unless there are unusual circumstances, Mansfield State High School would ordinarily move to recommend a student be excluded from the school in these circumstances. Police can search a student and their property at school if they suspect a student has a knife. A student may be charged with a criminal offence and may face serious consequences if convicted, including a fine or jail. School property such as desks or lockers may be searched if the Executive Principal suspects that a student has a knife on or in school property. If the Executive Principal suspects the student has a knife in his/her bag, the bag may be temporarily confiscated until police arrive. In some circumstances with the student's or parent's permission, a student's bag may be searched by school administration. If the student does have a knife at school, it can be confiscated by the Executive Principal and given to the police.
10. Harassment of any kind is unlawful under the Anti-Discrimination Act 1991.
All students need to be free of it in its various forms. Problems of this nature are to be reported to the Executive Principal or a Deputy Principal. The School Bullying Policy adopts a three phase approach: 1. non-punitive consequences with mediation and/or conflict resolution; 2. consequences for repeat offence; and 3. suspension.
11. Students are not to have mobile phones in their possession at school during school hours. When it is necessary for a student to bring a mobile phone, it must be deposited at the Resource Centre on arrival (from 8am) and collected from the Resource Centre on departure. Prior to 8am, mobile phones must remain on the student's person, but they are to be neither in use nor visible. Students using their mobile phone before 8am will initially be asked to put the item away. If this conduct is repeated, the matter will be dealt with as non-compliance. These rules also apply to students during exam block. Students found with a mobile phone in their possession/visible and who do not have the Executive Principal's express permission, are suspended. Students, who have permission to use a phone locker, must deposit the phone in the locker when they arrive and collect it when they depart. No other access is allowed. Students are not to congregate in the phone locker area. The mobile phone locker agreement conditions must be adhered to.
12. Personal computer devices (such as laptops, iPads and tablets) must not be brought to school. These devices are not usually necessary as the school has an extensive number of computers and laptops. If a personal device is required, students must approach the Head of IT to discuss their special requirements.
13. Images (still or moving) of any student in a Mansfield High School uniform or any persons in the school grounds must not be placed on the internet or distributed unless express permission is given by the Executive Principal.
14. Digital recorder/player devices are not permitted. The use of headphones/ear phones attached to playing devices is not permitted unless as part of the curriculum and with the relevant teacher's permission. Cameras may be used for an appropriate curriculum activity approved by the Head of Department.
15. Students must return directly to their homes after being dismissed from school. Students may be required to perform errands for their parents before or after school, but they must not loiter at shopping centres, and they are reminded that their conduct must be impeccable, as it will be observed at all times when they wear the school uniform which includes the school hat. Students are not permitted to leave the school grounds to visit local businesses when required to remain at school for activities which will extend or vary the school day.
16. The utmost care and respect for all school property is required. Students must return all sporting equipment, book and non-book materials loaned to them, when due or requested.
17. Students are not to use skateboards, scooters, rollerblades or the like as a means of transport to and from school. These items are not to be brought into the school grounds.
18. On school excursions, general school rules apply. Quiet and correct behaviour is required as it is when students are at any time in the public eye – at the theatre, at outside sporting venues, in buses, on the street. Students must always be good ambassadors for the school. Students will not be permitted to go on excursions if their presentation is not correct in all respects.

Appendix 3

CODE OF CONDUCT FOR BUSES (AND OTHER PUBLIC TRANSPORT)

This Code of Conduct has been formulated by Education Queensland and Queensland Transport and applies to all students attending schools in Queensland and who use buses either to travel to and from school or for other school related activities, such as excursions and sport.

Students must ensure that they have made arrangements so that they pay for their journey at all times.

| BEHAVIOUR | EXAMPLES OF HOW TO MEET THE CODE |
|---|--|
| Respect other people and property. | Students are required to: <ul style="list-style-type: none"> Treat other people and their possessions with respect. Always stand and offer their seats to adults or anyone in need of a seat eg young children Follow the bus driver's directions without argument. Politely offer adults their seat if the adult is standing. Not wait on private properties. Not interfere with bus property, equipment, shelters and signs by marking or damaging them in any way. |
| Wait for the bus in an orderly manner. | Students are required to: <ul style="list-style-type: none"> Wait well back from the bus until it stops and allow other passengers to leave the bus first. Stand quietly without calling out or shouting. Not push other people in the line or push into the line. |
| Whilst on the bus, students conduct themselves in an orderly manner. | Students are required to: <ul style="list-style-type: none"> Always follow instructions from the driver about safety on the bus. Show their bus pass, ticket, go card or ID upon request. Sit properly on a seat if one is available (in an allocated seat if directed by the driver). If standing, remain in the area designated by the driver. Store school bags under the seat or in appropriate luggage areas. Speak quietly and do not create unnecessary noise. Wear a seat belt where fitted. It is not appropriate for students to: <ul style="list-style-type: none"> Bully or harass other students or the driver. Place feet on the seats. Fight, spit, use offensive language or behave poorly in other ways. Throw any article around or from the bus. Consume food or drink, or play music without permission of the driver. Smoke (prohibited on all buses). Travel under the influence of illegal drugs, alcohol or volatile substances. Allow any portion of their body to protrude out of the bus windows. Stand forward of the front seat. Use a mobile phone to send threatening messages, or photograph others without consent. Distract drivers through use of mobile phones or hand-held devices. |
| Use designated stops. | It is the responsibility of students to disembark at their correct designated stop. |
| When alighting from the bus, do so in an orderly manner. | Students are required to: <ul style="list-style-type: none"> Wait until the bus stops before standing to get off. Alight from the bus in a quiet and orderly fashion. Never cross the road in front of the bus. Wait until the bus has moved away and it is safe to do so. Use crossings or traffic lights if available. |
| In case of an emergency or a breakdown, follow the driver's directions. | Students are required to: <ul style="list-style-type: none"> Follow the instructions of drivers at all times. Wait until the bus stops before standing to get off. Leave the bus in a quiet and orderly fashion. Wait in the area indicated by the driver. |

Please note that this list of behaviours is not intended to be exhaustive. It forms the basis for any rules developed by individual operators for the management of behaviour on their buses.

SCHOOL UNIFORM DETAILS

The Mansfield High School P & C Association has decided on the policy of wearing the complete school uniform correctly every day. When practical classes demand a specialist uniform, such as the sports uniform for HPE, students will change before class into the required uniform and change back into dress uniform at the end of that class. The wearing of the uniform is an important part of the development of a healthy school tone and all students are required to wear the uniform with pride.

For reasons of uniformity, all items with the exception of shoes (in the style specified), need to be purchased from our school's uniform shop. We believe that all items will be more than competitively priced.

GIRLS' FORMAL UNIFORM

| | Item | How / when worn |
|-------------------------------------|---|---|
| <i>Blouse</i> | White poly rayon with Mansfield teal trim on collar, short sleeves, chest pocket. Buttoned down front. All buttons done up. School badge on pocket. | Appropriate size will not allow flesh to be seen when arms are raised. The blouse is not worn tightly. |
| <i>Skirt</i> | Poly rayon Mansfield teal pleated skirt. | To be worn between bottom of kneecap and mid-calf. Please leave a generous hem. Worn on the waist. Adjust waist by tightening buttons at back. |
| <i>Shoes</i> | Black laced-up polished leather school shoes of plain, conventional design (with heels - maximum 2cm) and black laces – not leather sport shoes. No laces around the shoes. Just plain black with no silver or gold. Soft low/no heel ballet-like shoes are not acceptable. See the uniform shop for some acceptable shoe styles. | Laces are to be tied tightly with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished. |
| <i>Socks</i> | Short white socks with teal scalloped picot trim on turnover. | To be worn folded over. Need to buy large enough so that the sock does not look like an anklet sock. |
| <i>Tights</i> | (Optional in Winter) Beige tights as supplied through our uniform shop. | To always be in good condition. |
| <i>Jumper</i> | (Optional) Poly-cotton V necked with school badge on left chest. Teal and white stripes on bottom of sleeves and at neckline. Neither tight nor sloppy. | Students may wear the school jumper and/or blazer. Sleeves are not to be pulled over the hands. They are to remain in good condition. |
| <i>Blazer</i> | (Optional) Junior Navy with school badge on front pocket. Orders are to be pre-paid. | May be worn with or instead of the jumper. Pockets are not for warming hands. |
| <i>Slacks</i> | (Optional) Mansfield teal slacks. NB Long sleeved school blouse may be worn with slacks only. However there is no compulsion to purchase this blouse. | To be worn just below the waist. To be worn in Terms Two and Three with the white formal school blouse (NOT the school sports polo shirt). |
| <i>Scarf</i> | (Optional) Navy polo fleece with small badge embroidered on end. | To be worn as prescribed by the school. May be worn without the jumper. |
| <i>Hat</i> | All students must wear the school hat, which is navy with the school badge on the front. | The badge is to be facing the middle of the student's front and the brim is turned down parallel with the ground. The brim is one centimetre above the eyebrows. To be worn at all times with the formal uniform, except inside buildings. Hats are named prominently INSIDE . |
| <i>Hair Ribbon</i> | The only hair adornment is teal ribbon as available at our uniform shop. It is to be 50-100cm in length. | It must be worn around the hair over hair ties that are similar to the student's hair colour. Hair is tied back no more than 5cm above the nape of the neck. |
| <i>Moslem Girls' Formal Uniform</i> | Some Moslem girls are permitted to wear a slightly different uniform. The only variations are: <ul style="list-style-type: none"> • A plain white non-transparent head scarf with no ornamentation may be worn • A long sleeved Mansfield blouse may be worn (to be ordered with four weeks' notice) • School tights may be worn in seasons other than Winter • School slacks may be worn in seasons other than Winter • No skivvies etc are to be visible under the blouse. | |

BOYS' FORMAL UNIFORM

| | Item | How / when worn |
|--------------------------|---|---|
| <i>Shirt</i> | Mansfield teal short sleeved collared shirt with white piping on sleeve and pocket. School badge on chest pocket. The shirt is of a conventional button-through style. The top button is not done up. | It must be worn tucked into shorts or trousers. The collar must be turned down. Long sleeved shirts must be worn by some students. |
| <i>Shorts / Trousers</i> | Poly rayon mid-grey shorts with two pleats on each side at front, six belt loops and zip at front. Two pockets at front and inner pocket on back right. Trousers are in the same style and fabric. Both items are only available at our uniform shop. | The length of the shorts is to the top of the knee. Shorts and trousers must be worn with the belt described below. Trousers are to be worn to the top of the heel at the back. |
| <i>Belt</i> | Black 30mm leather belt with plain silver buckle and black keeper. For reasons of uniformity, belts are available only at our uniform shop. | Shorts and trousers must be worn with the designated belt. |
| <i>Shoes</i> | Black laced-up polished leather school shoes of plain, conventional design (with heels - maximum 2cm) and black laces – not leather sport shoes. No laces around the shoes. Just plain black with no silver or gold. Soft low/no heel shoes are not acceptable. See the uniform shop for some acceptable shoe styles. | Laces are to be tied tightly with a bow at the top. The backs must always be firm to support the heel. Shoes must be in good order and polished. |
| <i>Socks</i> | Long mid-grey with Mansfield teal stripes at top are worn with shorts. May wear short plain mid-grey socks with long trousers. | Garters must be used if long socks are not self-supporting. Top of sock must be turned over appropriately and be worn just below the knee. |
| <i>Jumper</i> | (Optional) Poly-cotton V necked with school badge on left chest. Teal and white stripes on bottom of sleeves and at neckline. Neither tight nor sloppy. | Students may wear the school jumper and/or blazer. Sleeves are not to be pulled over the hands. They are to remain in good condition. |
| <i>Blazer</i> | (Optional) Junior Navy with school badge on front pocket. Orders are to be pre-paid. | May be worn with or instead of the jumper. Pockets are not for warming hands. |
| <i>Scarf</i> | (Optional) Navy polo fleece with small badge embroidered on end. | To be worn as prescribed by the school. May be worn without the jumper. |
| <i>Hat</i> | All students must wear the school hat, which is navy with the school badge on the front. | The badge is to be facing the middle of the student's front and the brim is turned down parallel to the ground. The brim is one centimetre above the eyebrows. To be worn at all times with the formal uniform, except inside buildings. Hats are named prominently INSIDE . |

SPORTS UNIFORM (BOYS AND GIRLS)

| | | |
|---------------------------|--|---|
| <i>Shirt</i> | White polo shirt with teal side panels and collar and buttoned at neckline. School badge on left chest. | Shirt is not tucked in. Only the top button is undone. |
| <i>Long Sleeved Shirt</i> | This is similar to the short sleeved version. However it must usually be ordered four weeks ahead of time. | Shirt is not tucked in. |
| <i>Shorts</i> | Teal basketball style shorts. School badge on bottom front left leg. | To be worn at a length that finishes at the top of the knee. |
| <i>Sports Shoes</i> | Students are permitted to wear supportive sports running shoes of any colour. | Laces are to be tied tightly with a bow at the top. Shoes are to be clean and in good order. Slip on shoes, boots, canvas, 'Volleys' or leisure type shoes are not acceptable . |
| <i>Socks</i> | Short white socks with MANSFIELD written twice around the top. | They are worn up. Students must change into them for sport. |
| <i>Cap</i> | All students must wear the school sports cap. | The badge is to be facing the middle of the student's front and the brim is turned down parallel to the ground. The brim is one centimetre above the eyebrows. Caps are to be worn at all times with the sports uniform, except inside buildings. |
| <i>Swimming</i> | Suitable one-piece swimmers. | To be worn modestly. Sun shirt may be advisable. |

INTER-SCHOOL SPORTS UNIFORM (BOYS and GIRLS)

Any interschool sport item would not be purchased until confirmation of team membership. For the most part, the school sports uniform is to be worn. The school usually provides special team uniforms. Teal long socks with white stripes (soccer socks) may be required for some interschool sports such as: soccer, football, hockey, softball, and baseball.

DANCE UNIFORM

The only variation is:

- Rather than the usual sports shorts, students are to wear the Mansfield Dance slacks.

Students must wear the school sport socks and hair must be presented in the usual manner.

SCHOOL BACKPACK AND SCHOOL SPORTS BAG

Every student must use the **Mansfield High School backpack**. It is a Spartan PhysioPack with a warranty. If properly cared for, it should last for at least **six** years. Students must name their backpack on the tag as well as obviously **inside**. They are not to name it obviously outside, nor write graffiti on it. They must also attach a small appropriate identifying item/ribbon on a zip. For health and safety reasons, the backpack must be worn correctly. Unnecessary school items should be left at home.

Students needing to carry an extra bag to school for sporting equipment or other items are to use the **Mansfield High School sports bag**. All students must have this bag; however, should further storage be required the school kit bag may also be used in addition to the other two bags. The purchase of the school kit bag is not compulsory but only Mansfield High School bags may be used.

CARE OF UNIFORM

Please follow laundering instructions on clothing items. The use of a solid garment bag when washing items, particularly darker items such as jumpers, should help keep the garments in a better condition. To avoid fading, garments should not be hung in the sun to dry. All clothing, books and other property are to be kept well marked with the student's name. Re-labelling each holiday period should occur.

Hats may be sponged to clean them, but not washed in the washing machine. When they fade substantially, they must be replaced.

SOME SUITABLE SHOE STYLES



**FORMAL
SHOES**



**SPORTS
SHOES**



SECTION 4: SCHOOL PROCEDURES AND POLICIES**4.1 ATTENDANCE**

Regular attendance is necessary if students are to gain the greatest possible benefit from their experience at high school. Frequent absences have a very detrimental effect on achievement and are often a direct cause of failure in school subjects. A student's attendance record is noted on school reports.

The Queensland Curriculum and Assessment Authority requires that a student must satisfactorily cover the course before an Authority Certificate is issued. High absenteeism can mean that a student does not cover the set course and is ineligible to receive certification.

Every student of this school is required to attend regularly and to be punctual.

Arrival and Departure Times

| | |
|--------|---|
| 8.30am | Earliest desirable time for arrival of students. |
| 8.40am | Students must be at school, first bell. |
| 8.45am | Tuesday and Wednesday only. School starts with an Assembly / SDP Class |
| 8.50am | School starts with an Assembly / SDP Class. There is no need for students to arrive before 8.30am unless specific activities such as training or library research are organised. Parents are requested to ensure students are not dropped at school before 8.30am. Students, who arrive before this, cannot be supervised, nor adequately cared for in case of accidents. |
| 3.00pm | School concludes. |

Compulsory Attendance

Attendance is compulsory by law up to the age of sixteen years or the completion of Year 10.

Attendance Requirements for Year 11 and 12 Students

If a student is absent for ten or more days per term on a causal basis and no reasonable explanation can be supplied (letter from a medical practitioner or special circumstances), a request to show cause, why the student's enrolment should not be cancelled will be issued.

Absent from School

Under the conditions of compulsory attendance, the Executive Principal must approve all absences. To comply with this, parents/guardians need to provide a note, text, email (absences@mansfieldshs.eq.edu.au) or phone call (3452 5306) explaining the reason for absence, prior to the non-attendance or within two days of the student's return to school. If a note is provided it must be given to the SDP Teacher. It must include: the name of the student; the SDP class; the date the note is written; the date/s of absence; the reason for absence; and a parent/guardian signature. (See back of Student Handbook for tear-out notes.) Days absent appear on the school report. If a student is likely to be absent for several days, parents are asked to inform the school. Medical certificates are given to the Lower Office.

Late to School

- Students are deemed to be late to school if they arrive after 8.45 (Tues/Wed) or 8.50am (Mon/Thurs/Fri).
- If the student arrives late to school, he/she is to report to the Lower Office. A note must be brought explaining why the student is late. The student will be asked to swipe his/her ID card to register the arrival time.
- If the student has a note, he/she will be issued with a receipt to enter the class.
- If the student does NOT have a note, he/she will be issued with: a receipt to enter class; AND a late note, which must be signed by the student's parent or guardian and returned to the Lower Office the very next day. The student has two days to return this note or there will be consequences. Days late appear on the school report. When the student arrives at school, he/she must read the daily notices displayed outside the Lower Office or on the intranet.

Late to class

Students are deemed to be late to class if they are not lined up outside of their room and prepared for class by the second bell.

Leaving School during the day

The student must have a note from his/her parent/guardian requesting permission to leave school at a specific time. He/she reports to the Lower Office BEFORE going to Period 1 and his/her note is handed in. The student will be asked to swipe his/her ID card and he/she will be issued with a receipt. The student needs to show this receipt to the teacher for permission to leave class. Before leaving the school grounds the student must report to the Lower Office where he/she will swipe his/her ID card again to register the departure time and receive an authorisation receipt.

Tuesday afternoons (Years 7,8,9) and Wednesday afternoons (Years 10,11,12) are for MAP (a compulsory aspect of our curriculum), not for appointments, unless it is absolutely essential.

Flexi Students

Students are flexi students if they have the Executive Principal's permission to have flexible school hours. When the student arrives at school, he/she reports to the Lower Office. He/she will be asked to swipe his/her ID card to register the arrival time. The student will be issued with a receipt to enter the class. When the student leaves school, he/she must report to the Lower Office where he/she

will swipe the ID card again to register the departure time and receive an authorisation receipt. Students are to keep this slip with them for proof that they have swiped out.

4.2 HOMEWORK

Homework is made up of more than just written work which is set each day. It includes non-written homework such as music practice, sewing, art, and health and fitness. Five types of work have to be completed at home.

The five types are:

1. Daily written work...needed for tomorrow.
2. Long term written work...for assignments, projects and the like.
3. Daily review of work covered today. Review your Learning Goals.
4. Long term review of the semester's work and essential basic learning.
5. Preparation.

Items 1 and 2 are well known and understood but items 3, 4 and 5 do need more explanation. Students should spend time going over the day's work, to ensure that the work has been understood and also to give them the extra chance to "soak up" the work covered. This may not take long, but it must be done. The long term review is a planned Study Program ensuring that the complete semester's work is known. Preparation means reading ahead. It could also mean reading information related to the topic.

Homework should be done regularly. A recommended weekly total would be:

- 6 hours in Year 7;
- 6 hours in Year 8;
- 8 hours in Year 9;
- 10 hours in Year 10;
- 15 hours in Year 11; and
- 15 hours in Year 12.

4.3 STUDENT HANDBOOK

A Student Handbook will be issued to each student, and must be used every day for recording tasks to be done. Specific rules such as 'no graffiti' apply to their use. A semester calendar of events is glued in to assist students to organise their activities and assessment. Other valuable information is also included. The Handbooks are inspected periodically by SDP teachers, the Executive Principal and Deputy Principals.

4.4 REPORTS

Reports are issued four times a year. A progress statement is issued at mid-semester (except for Year 12s in mid-semester four). End of semester reports are issued in July and December. Certification is issued to eligible students at the end of Year 12.

Reports include information on work practices such as effort, conduct, attitude, group participation and homework, as well as attendance. Parents may ask for a report on their child's progress at any time throughout the semester by contacting individual teachers.

4.5 COMMUNICATION

Newsletter

The School organises a Newsletter each fortnight. Parents and other community members are encouraged to register on our website (www.mansfieldshs.eq.edu.au) to have the Newsletter link emailed to them fortnightly when it is available. This may be done at any time.

Parent/Teacher/Student Evenings and Appointments

These are conducted usually in early Term 2 and in early Term 3. For these evenings, appointments with specific teachers are organised online and information is distributed prior to each evening.

However if parents would like to contact a teacher at any other stage, they are highly encouraged to do so by phoning/emailing the school office (info@mansfieldshs.eq.edu.au) and by providing suitable contact details for the teacher to contact them if the teacher is unavailable at the time.

Permission Slips

When a letter to parents with a return slip on the bottom or a consent form is issued to students, the following procedure needs to be observed. It is taken home the day it is issued. The parent/guardian completes the form and it is returned to the appropriate person or place the next day. Nil returns are required. Forms not returned by the DUE DATE will not be accepted and the student will not be eligible for the activity. A detention may be issued if procedures are not followed.

4.6 ASSESSMENT POLICY

General

- At the beginning of each semester, all students receive an assessment overview for each subject and a semester calendar of events.
- Students are to record the assessment dates from the overviews and semester calendar in the Student Handbook. Any variations to these due dates (e.g. whole class assessment rescheduled) must be approved by the Head of Department and be noted in the Student Handbook.
- Students must **complete all pieces of assessment** as per the assessment overviews for each subject unless special consideration has been granted.
- Students on ICPS, Access plans or with significant personal or medical issues are eligible for extensions, adjustments and other special consideration as negotiated with the HOD (Differentiated Learning) or Guidance Officers.
- For senior students, failure to complete assessment may result in a student's enrolment being cancelled, or affect their ability to be awarded subject course credit, a vocational certificate, the Queensland Certificate of Education (QCE) or an OP.
- Students **must** attend school the **entire day** when an exam is scheduled. (**EXCEPTION:** Year 11 and 12 students on exam block with approved study leave.)

Absent on Day of Exam

The absence must be communicated to the school by the **parent/guardian via email to (info@mansfieldshs.eq.edu.au)** or by a **phone call to the relevant Head of Department by 9am on the day of the exam.**

| | |
|---|--|
| Year 11 and 12 students: Illness – student must provide a medical certificate | Year 8, 9 and 10 students: Illness - student must submit a letter from his/her parent/guardian acknowledging that an assessment item was due on that date OR medical certificate should be provided |
| Prior knowledge of possible absence – exams must be sat on the DUE DATE unless arrangements have been negotiated with the appropriate Head of Department (e.g. sporting commitments, competitions, music commitments, TAFE classes, traineeships etc.) | |
| Other – subject to approval by Executive Principal prior to the exam. Extenuating circumstances – parent/guardian to contact the Executive Principal. | |

- Student must see relevant Head of Department/teacher **immediately** on the first day after the illness/absence to negotiate the rescheduling of the exam.
- Students **must not** wait until the next timetabled lesson for the subject.
- Sitting of exam is to be completed as soon as practicable or on the next available free exam session (if during exam block).
- **Consequence for non-compliance with procedures outlined above:** Failure to present to HOD/teacher may result in student being regarded as disobedient and student may face disciplinary action under the school's Responsible Behaviour Plan.

Study Leave – Year 11 and Year 12 Student Only

Eligibility requirements

- All school requirements fulfilled (including no outstanding notes or detentions, and all assignments or assessment to be submitted/completed etc.)
- Written permission provided by parent/guardian.

Requirements

- Students are to remain at home to study when there is no scheduled exam.
- Students are not to visit shopping centres or engage in any activity that would not be approved by the school.
- Students returning to the school during examination period must be dressed in full school uniform and will go first to the office to swipe in (unless for a scheduled exam).

Consequence for non-compliance

- Withdrawal of study leave and time will need to be made up.

4.7 ASSIGNMENT POLICY

General

- Students **must** attend school the entire day an assignment is due.
- Assignments must be the student's own work.
- Students are not to allow other students to access their work.
- Students must continually update and save their assignment on their school H: drive.
- Assignments must be completed and presented by the due date unless an extension has been granted for extenuating circumstances.

Extensions for Assignments

- Applications must be made at least 3 days **BEFORE** the due date on the proforma for extension.doc.
- Teachers are **NOT AUTHORISED** to grant extensions for assignments.
- **MALFUNCTION OF EQUIPMENT** (including computers, printers, USBs) is not considered a valid reason for failing to submit an assignment on the due date.
- Extension of time **may** be granted by the Executive Principal **prior** to the due date, if in his/her opinion, sufficient reason exists and, appropriate documentation has been provided.
- Extensions for assignments for a whole class/cohort may be granted by the HOD, if in his/her opinion, sufficient reason exists. Changes to assignment dates will be noted in the student's Student Handbook and communicated to the relevant year level Deputy Principal by email.

Students Absent or Late to School on the Final Submission Date

| Year 11 and 12 students: | Year 7, 8, 9 and 10 students: |
|--|--|
| Should try to deliver assignment to school on due date by 9am , for example, send with a trusted friend or relative or submit via Turnitin by 9am. | |
| OR | |
| Should email the assignment via EQ email by 9.00 am to the class teacher or to the school email (info@mansfieldshs.eq.edu.au) and submit a hard copy immediately upon returning to school. | |
| OR | |
| Must produce a Medical Certificate with assignment. Must see relevant HOD/s immediately upon return to school. | Must provide a letter from parent/guardian & Must indicate reason for absence & Must indicate awareness that assignment was due & Must present letter with the completed assignment to relevant teacher/s IMMEDIATELY on return to school. |
| OR | |
| If absence is due to excursion, sporting activity, TAFE classes, traineeship/apprenticeship etc, the assignment MUST be submitted PRIOR to the due date. | |
| OR | |
| Special circumstances – at the Executive Principal's discretion. | |

- Consequences for non-compliance with the above procedures:
 - Student result will be determined on evidence provided prior to due date
 - Other possible consequence as determined by teacher/HOD e.g. lunch/after school detention or as outlined in the school's Responsible Behaviour Plan.

Group Presentations / Performances

Group extensions are not permitted if a member of the group is absent on the day of the presentation/performance. Students will be required to present/perform on the scheduled due date to ensure all students are treated equitably. Adjustments to the presentation/performance may be made with the approval of the Head of Department.

Special Consideration For Orals/Presentations

Students should apply, when the task is distributed .e. when they are aware that they are required to present an oral.

To apply students must

- make an appointment with the Guidance Officer
- provide a letter/notification from an appropriate mental health professional. This letter must specify:
 - the condition, and
 - how it impacts on the student's ability to present orals.

The teacher/Head of Department (HOD) will advise the student of the adjustments to be made in relation to the assessment. Special provisions are only valid for 12 months from the date of the letter supplied by the mental health professional. Students who have oral presentations in more than one subject must negotiate the adjustment with each relevant HOD.

Late Submission of Assignment

The student result will be determined on evidence provided prior to the due date i.e. at monitoring. An assignment will be deemed to be a 'late submission' if the student has not attended school for the whole day or arrives after 9am without documentation as per 2.3 above.

Incomplete Assignments

An assignment shall be deemed incomplete if evidence does not exist to indicate that all sections of the assignment have been attempted.

- Consequences for incomplete assignments
 - Unless covered by written approval by the Executive Principal the student should be given a result based on the work submitted on the due date.
 - The student will be required to complete the assignment in full in order to meet course requirements, but will not be given credit for the additional work.

Plagiarism and Assignments

Plagiarism is the use of unacknowledged ideas and quotes. This violates:

- the principles of equity for all students;
- legal considerations under the Copyright Act;
- ethical principles.

Consequences for Plagiarism

- Any material in the student response which has been identified as plagiarised will not be considered in determining a level of achievement for the assessment task.
- Further disciplinary consequences will be applied in accordance with the school's Responsible Behaviour Plan.

Drafting

- Through assignments, the teacher aims to assess a student's mastery of skills taught in class and understanding of what has been learnt. The result for the assignment will contribute towards the student's overall level of achievement in the subject. It is important that assessment accurately reflects a student's understanding and skill; therefore draft feedback does not consist of editing or correction of errors by the teacher.
- The aim of this policy is to ensure there is consistency, clarity and equity in the quality of the drafts submitted and the type of feedback provided. This policy reflects the need for student independence from Years 7 – 12, and for students to accept responsibility for their learning.
- The purpose of teachers viewing drafts is that, prior to the due date of the assignment, they may identify aspects that need to be improved and give feedback allowing students to refine their responses. Responding to the feedback provided does not necessarily ensure the completed assignment will meet an A standard. Teachers will not award a notional result or level of achievement on the draft.

Definitions

- Draft – The word 'draft' as used in relation to assignments refers to a copy of the work to date of a forthcoming assessment item which is submitted to the teacher to receive feedback. There will be occasions when a draft will not be accepted by the teacher.
- Monitoring – date on which students hand in a copy of all work completed to that point. This work is retained by the teacher and is used to award a rating on the assignment if the student fails to hand in a completed assignment on the final due date.
- Consequences for insufficient work submitted at monitoring:
 - Notification to parents
 - Detentions

Having ONLY research notes is deemed insufficient evidence at this point. The student's work produced in the detention will be kept by the teacher and used to award a rating on the assignment if the student fails to hand in a completed assignment on the final due date.

- Checkpoints - stages in an (term or semester long) assignment or practical project when teachers check how much work students have completed. Feedback sheet can be given for each checkpoint in the process.
- Final submission date – date on which students must hand in their completed assignment.
- Feedback sheet – this is a standardised form specific to the assignment task which is designed to assist in providing consistent and equitable feedback across a cohort.

Assessment Items – Drafts Permitted

- Written feedback on assignment drafts will only be provided for tasks as indicated by the specific subject areas. This will be clearly specified on the assignment task sheet.
- Written feedback will not be provided on seen questions to be completed under exam conditions.

Quality of Drafts

It is expected that the draft submitted to the teacher for feedback has been edited by the student. Teachers WILL NOT indicate corrections required or edit the response given.

Number of Drafts

| Year level | Number of drafts/item/semester | Type of feedback |
|------------|---|------------------------------------|
| 7 - 10 | 1 per assignment – semester 1 & 2 (consistent within faculties) | Feedback sheet/ whole class/cohort |
| 11 - 12 | Maximum 1 draft/assignment when permitted by syllabus | Feedback sheet/ whole class/cohort |

Other Considerations

Junior School – Years 7, 8 and 9

On the feedback sheet (not the script), teachers may indicate specific sections/paragraphs that require more careful editing by the student. This may be done with written feedback for one draft for any one student per assignment task. Year 7 – 9 students should be self-editing to some degree prior to submission of the draft. Verbal feedback should be given to the whole class as a summary of what has been noted in individual drafts.

Senior School – Years 10, 11, And 12

- On the feedback sheet (not the script), teachers may indicate that there are some genre and task specific errors and that more careful editing is required but teachers will not correct the errors. Students are expected to self-edit to a high degree (at least three edits) prior to submission of the draft. A summary of feedback and advice may be provided to the whole class/cohort.
- Editing and correcting – to ensure the work assessed is the student's own work, teachers will not make corrections and edits on the student's script.
- Drafts will NOT be accepted after the stated draft due date (without extenuating circumstances).
- Drafts must be submitted in the format specified by the task sheet.

4.8 BELONGINGS

Lockers

A small number of lockers is available for student use. These will be allocated early in the year for students who agree to the terms and conditions of use.

Students may make the application for the issue of a locker at the beginning of the school year. Students will be informed about the procedure. The following conditions apply:

- Each student must place a substantial lock on his/her locker and hand in a duplicate key to the teacher in charge.
- Students may not change lockers without the approval of the teacher in charge.
- Other students' lockers will not be interfered with in any way.
- Any vandalism of lockers will be reported.
- Foodstuffs will not be left in the lockers overnight.
- Lockers will be cleaned out periodically – lockers can be inspected at any time.
- Lockers must be emptied prior to holidays and have the lock removed. During the holidays any remaining locks will be cut off.
- Students are to go to their lockers at certain times only: ten minutes before school commences (8.40 to 8.50am); morning break; the first and last ten minutes of the lunch break; and immediately after school for five minutes.
- Mobile phone lockers are available for some students. An agreement needs to be completed and adhered to. A suitable sturdy key lock should be used.

Valuables

If valuables including money need to be brought to school for a specific reason, the student should deposit the items at the Upper Office for safe keeping. Valuable items should not be brought to school. Wallets and purses are to be kept on the person at all times.

Lost Property

In the first instance, the student should retrace his/her steps and try to remember where the belongings might have been left. In some cases items supposedly "stolen" are only misplaced. In the second instance, enquire at the Lost Property area between the Lower Office and the Uniform Shop. The student must make sure that his/her name appears on all of his/her possessions, including clothing, hats, caps and shoes. If students are unable to find their property, they should complete a lost property form at the Upper Office. Every effort will be made to find the owner for located property. After three weeks it will be disposed of. Therefore it is vital that students ensure that labelling is evident at all times and that students continue to check in lost property.

Subject Change

If the student wishes to request consideration of any change in subjects, he/she must first contact the Guidance Officer and complete a change of subject form. Changes will only be made for good educational reasons by the Executive Principal after receiving the report from the Guidance Officer and Head of Department. Normally students are required to complete a full course of subjects.

Change of Address or Phone Number or Contact Details of Parents or Emergency Contacts

The school office must be promptly notified of changes so that efficient service can be given, particularly in emergencies. This is vital.

Leaving School – Transfer, Work Placement etc

The parent/guardian is to notify the school office and give specific details of the intentions. In the case of a transfer, the name of the school to which the student is moving is also required for the completion of a transfer form to a Queensland State High School. All school materials, including library books, must be returned before transfer details can be completed.

References

Students may apply for a reference almost upon completion of their schooling. This reference will be the only one issued on behalf of the school. The onus is on the student to complete the reference request form by the due date.

4.9 HEALTH AND SAFETY

Sickness

In the classroom, students must inform their teacher who will sign the student's Student Handbook to allow him/her to report to the Upper Office. The student reports to the student window at the Upper Office where he/she will be asked to swipe his/her ID card to register his/her arrival. If the student becomes sick out of class, he/she is to report to the student window at the Upper Office where the student will be asked to swipe his/her ID Card to register his/her arrival. In case of more serious injury, the student or bystander must have someone notify the Upper Office. The office staff will contact the student's parent/guardian. When the student leaves school, he/she must swipe the ID card again to register his/her departure time and receive an authorisation receipt.

Injury/Accident

Should the student receive an injury at school, he/she must report to the Upper Office for treatment. An accident form must be completed on the same day, if possible, but no later than the day of the student's return to school. The form is also lodged at the Upper Office.

Dangerous Situations

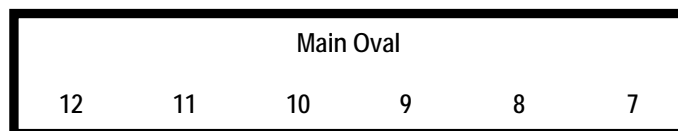
If a student has become aware of an unsafe situation at school, it should be reported through one of the following means:

- Completion of an INCIDENT REPORT at the Lower Office
 - Completion on an entry on the Report A Fault software available on the desktop screen when logged on to the school network.
- An incident report must be completed at the Upper Office when a dangerous incident happens without any resulting injury.

Fire Drill / Evacuation

In the event of a fire (or other reasons for evacuation of the school), the following plan of action will be followed:

- The fire/need for evacuation will be reported to the Upper Office immediately and the alarm will be sounded (the alarm will be the continuous sound of the siren and/or ringing of the bells).
- Each class will move in an orderly fashion under the direction of its teacher at the time, out of the building by the nearest practicable route. Students are not to go under buildings. Students in sick bay are to join their SDP classes on the oval.
- In the absence of a teacher, the student sitting nearest the door will lead students out, informing the first teacher encountered in the course of the evacuation procedures that they are without a teacher. If the evacuation occurs at a recess time (or before or after school), students are to move directly to the oval and assemble as below.
- SDP classes will assemble in the usual position as on SDP class parade on the main oval behind F Block – Year 12 on the Ham Road side to Year 7 on the Performing Arts side (see below).
- SDP teachers mark SDP rolls ensuring all students are accounted for. A slip is then returned to staff on the oval bank to check for absent students. Students seat themselves once their roll is marked.



F Block

Lockdown Procedures

In the event of a threat to the school, the following plan of action will be followed:

1. The alarm will be the ringing of a combination of bell sounds (i.e. short bell, long bell, short bell followed in 30 seconds by the same combination of bells).
2. When the alarm is sounded, students and staff are to remain in their current classroom.
3. ALL entry points and windows are to be locked and ALL lights are to be turned off.
4. Students and staff are to SIT UNDER DESKS and remain QUIET.
5. Wait for further directions from the EXECUTIVE PRINCIPAL.

Procedure during Recess

1. Students are to move immediately to the closest classroom.
2. Once in the classrooms they are to comply with the original procedure.

3. Staff members are to also move to the closest classroom (i.e. classrooms within the block containing their staffroom), and to complete all tasks as outlined in the original procedure.
4. Staff on playground duty will ensure that they have moved from the grounds.

Sun Safety Policy

Rationale

Queensland has the highest rate of skin cancer in the world. Of all new cancers diagnosed in Australia each year, 80 per cent are skin cancers. Given students are at school during peak ultraviolet radiation (UVR) times throughout the day, between 10am and 3pm, schools play a major role in both minimising a student's UVR exposure and providing an environment where policies and procedures can positively influence student behaviour.

With this in mind Mansfield State High School realises the need to protect children and educate them about SunSmart behaviour, thus reducing the risk of skin damage from exposure to the sun.

The policy aims to:

- Provide ongoing education that promotes personal responsibility for skin cancer prevention and early detection;
- Provide environments that support SunSmart practices.

4.10 INTERNET/COMPUTER POLICY

The purpose of this policy is to ensure that students are aware of the requirements for their continued use of this resource. Students who use the internet at school must be responsible in the choice of material they access. Students must follow the school's guidelines in the materials they access and use from the internet in a positive manner. Failure to do so will result in sanctions.

Guidelines

The internet is an educational tool for class work and assignments. The searching of sites containing pornographic or violent material is forbidden at all times and such searches are not permitted on school computers. While all care is taken to ensure such sites are not viewed, parents and users should be aware that it is possible to inadvertently access forbidden sites.

During class time, the internet is to be used to promote learning and provide students with access to assignment materials and educational sites. Time will be devoted to developing each student's skills, to enable them to become proficient and discriminating users of the internet. Topics of general interest may be researched at lunchtime in the Resource Centre and must be cleared with the Teacher-Librarians or the teacher on duty in the computer room before accessing a site. The decision as to the suitability of these topics is entirely at the teacher's discretion. Students requiring access to computers for assignment work will have priority.

Computer Rooms

All computer rooms are available for use during class time but during lunch breaks students are to use only the computer rooms with a teacher on supervision duty in A Block, H Block and the Resource Centre. The Resource Centre is also available before and after school.

Computer Room Problems

To report any fault with a computer, laptop, monitor or printer, students need to report the fault to the teacher at the beginning of the lesson. To log the fault the teacher will need the computer number and a summary of the problem. It is essential that students give as much information about the fault as possible to identify both the problem and the piece of equipment on which it is occurring.

Printing/ Photocopying

Black and white printers are available in some computer rooms and both colour and black and white copying facilities are available within the Resource Centre, A Block, B Block, C Block, D Block, F Block, G Block, H Block, K Block and S Block. These copiers can be used for either black and white or colour copying or printing (in sizes A3 and A4). Students can use the photocopiers as a printer (all are accessed as the one device – P2059CopierQ) from school computers or photocopy documents using their printing credit. Charging for printing and photocopying is managed through the Papercut print charging system. Students are encouraged to use the photocopiers rather than the classroom printers as it is more cost effective. Jobs sent to the 'P2059CopierQ' are held in a queue until the student logs in to any of the photocopiers by swiping his/her student card near the copier's proximity sensor or by logging in manually with his/her username and password. Any job not released for printing at the photocopier by the user will be automatically deleted after 24 hours. The photocopiers also provide scanning to USB (5Mb limit) at no cost.

At the beginning of each semester every student is given a basic allocation to cover reasonable printing costs for most subjects. Students undertaking subjects with heavier printing requirements may need to increase their printing allocation by purchasing printing vouchers at the lower office. When students exceed their printing allocation they will not be able to print until they redeem their printing vouchers via the papercut hyperlink on the school intranet. Printing vouchers can be purchased before school or during breaks but not during class time.

Students are encouraged to consider the environmental impact and limit printing to only what is necessary. Large printing balances are discouraged as all unused print balances are reset at the beginning of each school year during our annual software maintenance

upgrade. Students with self-funded large print balances at the end of the year should contact the Lower Office to make special arrangements before printing balances are reset.

Laptops and I pads

Laptops and iPads are a valuable resource available to students during class time or for homework and assignments. Students are responsible for ensuring that laptops and iPads are cared for appropriately and not damaged. This will maximise the number of working laptops/iPads available for use by all students and classes. Any existing damage must be reported to your class teacher at the START of the lesson. The teacher will then send a student with a note (that includes the teacher's name and a description of the issue) to the Tech staff in the Resource Centre. They will then log the job on the teacher's behalf and send the student back to class with either a swap machine or a laminated sign saying that the device is out for service. This laminated sign is to be placed in the correct position in the trolley.

Laptop and Ipad Trolleys

Laptop and iPad trolleys are available for use during class time. If the trolley is located in the Resource Centre, students may be asked to wheel the trolley to the classroom. Students are not allowed to enter staff rooms to collect trolleys.

The following procedures must be followed when wheeling laptop trolleys around the school:

- Unlock the front wheels of the trolley - do not drag the trolley if the wheels are locked.
- Keep all four wheels on the ground at all times - do not tilt the trolley backwards.
- Walk sensibly and use ramps - do not attempt to wheel the trolley up or down stairs.
- Two students are required to maintain control of the trolley - do not attempt to wheel the trolley alone.

One-to-One Laptop Program

Mansfield Laptop Program (MLP)

MLP is a cost-effective three-year program with entry points in year 7 and year 10. In this program the school bulk purchases laptops for students. The school maintains ownership for three years. At the end of three years the laptop is transferred to the family after all school software is removed and a new version of the current Windows OS is installed. This is our **preferred option** and includes the following benefits:

- A **robust commercial grade device** built for the rigours of school and guaranteed to work on the school network.
- Inclusion of **extended warranty** and **accidental damage protection**.
- Covered under **school insurance** and includes Computrace capability to allow tracking in case of theft.
- Fully compatible software including **enterprise operating system** with automatic updates and patches. Health of system is **monitored and maintained** by technical staff.
- **All school specific software included, installed and maintained.** (This can be a significant extra cost to BYO devices).
- **Full technical support** via IT Helpdesk including a **hot swap device** if repairs are needed.
- **Internet is filtered** at school and at home. (Social media sites blocked in school hours.)

To join the program, the cost of the laptop plus a service fee is paid up front. The following two years the service fee is paid. At the end of the program a nominal release fee (\$1) is paid and the computer is wiped of all school-licenced software and handed to the family. Indicative costs and specific model of the laptop are to be determined later in 2017.

Sample Laptop

Below is a minimum specification laptop suitable for year 7 to 9 students. Current price through the school, including operating system and all school required software is approximately \$1,075. Higher specification laptops may also be available which include faster processor (Core i5), more RAM, larger hard drive, larger touch screen display. These laptops would cost approximately \$1,400.

Dell Latitude 3350 Education Series

- Intel Core i3 Processor
- 4GB RAM
- 128GB SSD
- Intel Integrated HD Graphics
- 13.3" 16:9 HD Display
- Dual Band Wireless AC
- 3 Years Next business day warranty
- Accidental damage protection
- http://www.dell.com/au/business/p/latitude-3350-laptop/pd?ref=PD_OC

Bring Your Own Device (BYOD)

Students can bring their own device if the device meets certain minimum specifications. The sample device above is a good guide for minimum specifications. This can be a device you already own or one you want to purchase yourself. Please note that **all students are required to pay an IT service fee** whether they BYO or join the MLP. If BYO is your preferred option, please be aware of these considerations:

- Many cheaper devices do not have sturdy cases and are more prone to damage when being transported in students' bags.
- Families are responsible for all repairs and warranty claims. It is highly recommended that extended next business day warranty is purchased along with accidental damage protection. It is also important to check your contents insurance to see if the laptop can be covered for loss or theft.
- Microsoft Office and Adobe CC applications can be installed for free on BYO devices. However, any extra software may not be covered by school licences e.g. QAX, MYOB, Sibelius etc. This can add a significant cost to the purchase. Also these programs will need to be installed by the family.
- Support from IT Technicians will be limited to simply providing access to the school network.
- Internet is filtered at school but not at home.

Technology Loans

Students are permitted to borrow laptops, video cameras, still cameras and tripods from the school's Resource Centre during breaks or overnight for completion of homework and school assignments. Where the equipment will be used within the school under the supervision of a teacher, the student's ID card can be used to make the loan. To borrow equipment overnight a Mansfield State High School separate form must also be completed. For laptops, students must complete a Loan Agreement Form. This is available from the Resource Centre, but must be signed by a parent before the item may be borrowed. An excess fee may be applied if laptops are lost or damaged and an insurance claim needs to be made. Other overnight borrowing of technology items apart from laptops require an EQ11 form which is available from the Resource Centre. This form must be approved by the Head of Department before the equipment can be taken from the school grounds.

Cybersafety

At any time, if a student believes they have received a computer virus or spam (unsolicited email), or they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their teacher as soon as is possible. Students are encouraged to explore and use the 'Cybersafety Help' button to talk, report and learn about a range of cybersafety issues. Students must seek advice if another user seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student.

Students must never initiate or knowingly forward emails, or other messages, containing:

- Inappropriate or offensive language in any electronic communication through the school IT system
- A message sent to them in confidence
- A computer virus or attachment that is capable of damaging the recipient's computer
- Chain letters or hoax emails
- Spam (such as unsolicited advertising).

Students must never send or publish:

- Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
- Threats or bullying or harassing content towards another person
- Anonymous or falsely addressed electronic mail
- Sexually explicit or sexually suggestive material or correspondence
- False or defamatory information about a person or organisation
- Email addresses of a staff member or student without that person's explicit permission
- Personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others
- Information that is contrary to any individual's interest.

Requirements

Students Will NOT:

- Attempt to retrieve, view, or disseminate any obscene, pornographic, age restricted or illegal material
- Threaten, abuse or harass any other user
- Bring Mansfield High School into disrepute in any way whatsoever
- Allow anyone else to use their account or give their password to anyone else
- Use another student's account or tamper with another student's account in any way
- Download any file without permission from a member of staff; this includes the downloading and/or playing of online flash programs or the streaming of any audio or video files without permission from a member of staff
- Use chat channels without permission from a member of staff
- Use a device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose
- Attempt to change or modify the computer system in any way
- Attempt to bypass security, monitoring or filtering
- Access unnecessary information that will result in extra expense to the school community

- Bring any program files to school to run on the school's computers – USB memory sticks/external drives and student H: drives must only contain school-related data and assignments, not program files (including game programs) or downloaded flash applications. Student USB sticks / external drives or home folders are not permitted to contain any files with an .exe or .bat extension unless permitted by IT teachers
- Connect any device to the school computers or network without a teacher's permission
- Post photographs of themselves or other students in school uniform on social media or comment about the school in social media in any way that would potentially damage the reputation of the school.

Students will:

- Observe all copyright laws, including those relating to computer software
- Respect the rights and privacy of others
- Respect the property of others (including electronic property)
- Report any obscene or offensive material encountered
- Virus scan memory sticks and files downloaded from email or web sites before use
- Only access their own personal user account and not use any other person's password or account
- Take proper care of school computers, external devices and specialised furnishings
- Report any damage to the computer or laptop they are using to their teacher at the start of their lesson
- Use the school's computer fault reporting system to record all damage and faults.

Sanctions

Inappropriate use of the internet or school computers will incur serious consequences:

- a) parents will be contacted
- b) students found with inappropriate material on their USB could have their USB access rights or computer rights revoked
- c) students will be denied access to the school's computers; where this involves computer-based subjects, continued enrolment in these subjects will not be possible
- d) repeat or serious offences could lead to a suspension from the school
- e) further offences may force exclusion.

The school requires that students make correct and optimum use of this expensive resource. The operation and cost of its use will be monitored to determine if changes need to be made in the future.

4.11 SUNDRY ITEMS

When Referred to a Deputy Principal

The teacher will sign the student's Student Handbook. The student is to report to the Administration Assistant outside the Deputy Principals' Offices where he/she will be asked to swipe his/her ID card to register his/her arrival time. The student will be given a receipt to take to the Deputy Principal. Before returning to class the Deputy Principal will sign this receipt. The student will then take it back to the Administration Assistant where he/she will be asked to swipe the ID card to register his/her departure time. The student will be issued with a receipt to give to the teacher of his/her class.

Student Services – Guidance Officer / Chaplain

The student must make an appointment prior to visiting these staff members. A date and time will be recorded as an official slip. This is to be shown to the teacher and then taken to the Lower Office. It is handed in and the student will be asked to swipe his/her ID card. The student will be issued with a receipt to allow entry to these staff members. The staff member will sign it when the student leaves. The student then reports to the Lower Office where he/she will be asked to hand in the signed receipt. The student swipes his/her ID card to register the time that student is returning to class. The student is issued with a receipt to give to his/her teacher.

The Guidance Officers provide support to students regarding their courses, careers, future studies, school participation and personal matters. Parents are also encouraged to contact the Guidance Officers in relation to such matters.

The Chaplain plays an important role in our school, supporting students emotionally and in their lives generally, regardless of their spiritual beliefs. On assemblies and on formal occasions the Chaplain delivers a message to all members of our school community regarding their welfare.

Student Services – Nurse

Students and parents are welcome to make a confidential appointment with the School Based Youth Health Nurse (SBYHN) if they have any health or personal issues they want to discuss. Parents may contact the SBYHN through the school office. The student appointment process with the SBYHN is:

- Students can see the SBYHN before school or during their breaks.
- Appointment times and appointment slips are available from the SBYHN.
- Students need to show the appointment slip to their class teacher and have it signed prior to attending their appointment.

- Please do not “swipe” to attend the appointment.
- On return to class the student will show their teacher the signed slip.
- Students should ensure that the appointment time fits around their exams or assessments.

Student Council

The Student Council, which is chaired by the School Captains, provides a forum for students' opinions. It affords students the opportunity to work for the benefit of the school community and to enhance the school's contribution to the wider community. It is an honour to be a member of this Council, and the experience gained by membership will produce fine leaders in the years to come. Students must comply with attendance and role requirements.

Grounds – Usage Outside of Normal School Times

School grounds are not public parks, where unrestricted use is allowed. Community use of school grounds is at the discretion of the school's Executive Principal.

Community members including students are only legally allowed to use the grounds outside of school after permission has been granted by the school's Executive Principal. No legitimate use is normally restricted as long as school facilities are respected. Individuals or groups must contact the school for permission.

Consent To Use Copyright Material, Image, Recording Or Name

From time to time the State, Education Queensland, and Mansfield High School in particular, uses/reproduces works created by students and/or portions of sound, video clips or photographs of students taken in the course of their school years for the purposes associated with the promotion of Mansfield High School, Education Queensland and/or the State of Queensland. We seek parent/guardian permission to do this and also permission to name the students. This does not mean that the student loses ownership rights over his/her works and/or sound and/or vision. It simply gives permission to use the above mentioned items for the purposes mentioned. Parents/Guardians are requested to sign the appropriate form if you agree to do this.

Visitors

No visitor is permitted to enter classes to speak to students or teachers without first applying at the school office. The presence of unauthorised persons in the school grounds during school hours, before or after school, during weekends or vacations, is prohibited by the Education Act. Visitors must report directly to the school's Upper Office.

4.12 TRAVELLING TO AND FROM SCHOOL

Pedestrians

Students must always observe pedestrian rules. They must be safety conscious when crossing roads. They must only cross at lights and crossings.

Bicycles

All bicycles ridden to school must be done so in accordance with the rules of the road. They are not to be ridden in the grounds and should be secured in the racks provided. The bicycle racks are out of bounds except when arriving or departing. The wearing of safety helmets is compulsory by law. NOTE: Students are not to use skateboards, scooters, rollerblades or the like as a means of transport to and from school. These items are not to be brought into the school grounds.

Buses

The student's behaviour when travelling to and from school must be exemplary. If an activity or lesson is going overtime, the student must notify the teacher in charge of the class of the need to leave immediately to catch a bus. The student is to report to the office when there is a problem with transport home. (Refer to Education Qld and Qld Transport Code of Conduct.)

Cars

Students who drive cars to and from school are required to register details with the Executive Principal. They must not transport any other student, except for immediate members of their family. Only in special cases that have been agreed to between both groups of parents and with the Executive Principal, may permission be granted for one student to drive another.

Entry of vehicles

No vehicle is to enter the school grounds at any time with the exceptions of: staff vehicles; official delivery vehicles; parents entering the Administration car park to collect a sick student; and parents' vehicles for school evening functions.

SECTION 5: STUDENT SERVICES

SECTION 5

| WHO | | WHAT | WHERE | WHEN |
|-------------------------|--------------------|--|---------|----------------------------------|
| Deputy Principal | | Behaviour Management Anti-Bullying Policy Student needs | Admin | By appointment As need arises |
| Guidance Officers | | Personal counselling Educational counselling Career counselling Referrals to external support | A20 | By appointment As need arises |
| Differentiated Learning | Head of Department | Address the diverse needs of students who have issues with access to the curriculum | E Block | As negotiated |
| | Resource | | | |
| | Aides | | | |
| | AVT | | | |
| Learning & Performance | Youth Worker | Address the diverse needs of students who have issues with access to the curriculum | G02a | As negotiated |
| | Head of Department | | | |
| | EALD | | | |
| Chaplain | | Assistance (personal or spiritual) for any student desiring his/her assistance | A7 | By appointment As need arises |
| Nurse | | Student health and well-being Healthy school environment Connect to support services | A31 | By appointment As need arises |

SECTION 6: CURRICULUM

SECTION 6

6.1 COURSE OFFERINGS

Year 7 and 8 Subjects

English; French or Japanese; Humanities (including Geography, History); Mathematics; Science; Technology (including Manual Arts, Home Economics and Digital Technologies); Music; Art; Drama; Health and Physical Education; MAP (Mansfield Activities Program); Religious Education (optional); French Immersion (by application); Music Accelerando (by application); TIC – Technologically Integrated Curriculum (by application).

Years 7 and 8 are exploratory years of secondary school work that will enable students to discover abilities and interests that will guide them in selecting the most suitable subjects for Year 9.

Year 9 and 10 Subjects

Students in Year 9 will study a core of subjects in English, Mathematics, Science, History, Health and Physical Education and two electives per semester – see *Mansfield High School Junior Curriculum Course Selection Booklet*.

Students in Year 10 will study English, Maths (Core or Advanced) and Science (Core or Advanced – mandatory for semester 1 only) as Core subjects, as well as three/four electives – see *Mansfield High School Junior Curriculum Course Selection Booklet*.

Year 11 and 12 Subjects

All students will choose at least one Mathematics subject *and* one English subject:

| | |
|--|--|
| Mathematics A or Mathematics B or <u>Prevocational Mathematics</u> | English or <u>English Communication</u> |
|--|--|

Year 11 and 12 Subjects (continued)

Students will then choose four (4) subjects from the following:

| Authority | | Authority Registered |
|---|---|---|
| <ul style="list-style-type: none"> ▪ Accounting ▪ Ancient History ▪ Biology ▪ Business Communication and Technologies ▪ Business Management ▪ Chemistry ▪ Dance ▪ Drama ▪ Economics ▪ Engineering Technology ▪ Film, Television and New Media ▪ French ▪ French Extension ▪ Geography ▪ Graphics | <ul style="list-style-type: none"> ▪ Health Education ▪ Home Economics ▪ Hospitality Studies ▪ Information Processing Technology ▪ Information Technology Systems ▪ Legal Studies ▪ Mathematics C ▪ Modern History ▪ Music ▪ Music Extension ▪ Physical Education ▪ Physics ▪ Japanese ▪ Science 21 ▪ Technology Studies ▪ Visual Art | <ul style="list-style-type: none"> ▪ <u>Business Studies</u> ▪ <u>Early Childhood</u> ▪ <u>Furnishings Skills</u> ▪ <u>Hospitality Practices (Catering)</u> ▪ <u>Industrial Technology Skills</u> ▪ <u>Information, Communication and Technology</u> ▪ <u>Media Arts in Practice</u> ▪ <u>Recreation</u> ▪ <u>Visual Art in Practice</u> |

Notes:

- (a) Authority Registered subjects (underlined) do not count for tertiary entrance purposes.
- (b) Students who wish to be eligible for tertiary entrance must select at least five (5) AUTHORITY SUBJECTS (not underlined).
- (c) A varied course (e.g. English, Maths, Science and a Social Science) should be chosen unless the requirements of a future tertiary course prevent this.
- (d) If Physics is chosen, it is normally advisable to take Mathematics C as well.
- (e) If Mathematics C is chosen, then Mathematics B MUST be selected.
- (f) Students who are seeking a less academic course and who are not interested in tertiary entrance may choose all or several Authority Registered subjects (underlined).
- (g) Any subject must be chosen only once.
- (h) The availability of subjects will depend on student demand and staffing.
- (i) By negotiation, students may select TAFE subjects in place of a preferred subject. TAFE subjects are offered on a semester basis at a number of colleges.
- (j) It is advisable for students who are interested in Associate Diploma Courses at TAFE to choose five Authority subjects.

What is Start Smart?

Start Smart is a school wide programme that teaches students skills and strategies that will make them more effective learners in all their subjects. *Start Smart* is about learning to learn effectively.

The goal of *Start Smart* is to develop independent learners who:

- understand their preferred learning style.
- have mastered a number of effective learning strategies.
- can select the best strategy for any learning task.

Start Smart is not meant to be a study skills programme, taught in isolation. *Start Smart* is about students acquiring effective learning strategies in every subject area as part of their everyday learning experiences.

What is Effective Learning?

At Mansfield we believe that successful learning involves the following five processes:

| | |
|---------------|---|
| Switch On | Engage, focus, acquire, tune in, search, inquire, observe, question, listen and read and view actively... |
| Organise | Categorise, identify, summarise, order, record ... |
| Make Sense of | Process, interpret, evaluate, synthesise, prioritise, analyse, integrate, adapt, compare, contrast... |
| Remember | Assimilate, recall, retrieve, internalise... |
| Use | Express, generate, present, communicate, implement, make, create, solve... |

The *Start Smart* strategies in the following list are guaranteed to help students get better at the five processes of learning in all of their subjects.



*Start
smart,*

*finish
first!*

**Start Smart Strategies**

Visualisation/Imagery: Use the power of pictures – use your “mind’s eye” to remember information and concepts by creating an easily recalled picture.

Word in the Margin: It is much easier to remember one key word or phrase which you have extracted and noted in the margin when reading pages of text.

Paragraph Writing: Expressing your ideas clearly and coherently is much easier when you use the correct structure of a paragraph.

Forward Chaining: Use this method to solve problems. Knowing how to start and the steps to use will develop your problem solving confidence.

Active Listening: This tip will help you tune in, identify key points, and make links during lessons.

Graphic Organiser/Mind Mapping: Create summaries of concepts and transfer these into a diagram form for easy recall.

Complete Sentences: Express your ideas in well constructed sentences to make report and essay writing easier.

Top Level Structure: Learn how texts are organised. A great shortcut to understanding texts, improving writing, and researching efficiently.

Graphs and Tables: Use graphs and tables to present information in a more visual format for better interpretation and recall.

How to Use a Text: Unravel the secrets of finding the information you need in your class texts.

Key Concepts: Lessons and texts are built around main ideas. Identifying these key concepts will help you understand and organise what you are learning.

ANU: This strategy offers you a ready-made way of analysing and making sense of what you learn.

Note Taking: Well organised notes are the key to successful revision and study. Learn the secrets to creating useful notes.

5Ws and H: 5Ws and H stands for the **Who?**, **What?**, **When?**, **Why?**, **Where?**, and **How?** Use these questions whenever you read a text or listen to a lesson to help make sense of new information.

Mnemonic: Mnemonics are memory boosters guaranteed to improve your recall of facts and concepts especially for exams.

6.3 MANSFIELD ACTIVITIES PROGRAMME (MAP)

The Mansfield Activities Programme encompasses all co-curricular activities in the school. Students have many opportunities to participate in a variety of activities both within and outside of school time. All students participate in MAP each Tuesday (Years 7,8,9) or Wednesday (Years 10,11,12) afternoon, when the specified sports uniform is worn unless notified otherwise. Participation at other times depends on the activities chosen.

Interschool Sport

The School is a member of the South District of Metropolitan East Region within Queensland School Sport and participates in swimming, athletics and cross-country carnivals and in regular sports fixtures. School sports include: cricket, basketball, netball, volleyball, softball, tennis, hockey, rugby league, touch, soccer, and squash.

Students are encouraged to participate in the Mansfield Sport Group participating in both sport activities and training.

Recreational Activities

There is a host of recreational pursuits and other activities offered in MAP. The broad range of activities may include: non-competitive sporting activities, fitness, meditation, crafts, cooking, mathematics tuition, and QCS preparation.

Students wishing to participate in non-competitive sporting activities may select from activities such as badminton, basketball, softball, volleyball, cricket, tennis etc. depending upon availability.

Inter-house Sport/Activities

When students enter our school, they are allocated a House in which they remain for their entire time at our school. This is done by family name. The House meeting areas and House colours are also stated below.

| House | Family name | House colour | Meeting place |
|---------------|-------------|--------------|---------------------------------|
| Hammar skjold | A - D | Yellow | Hall |
| Gandhi | E - K | Blue | Oval side of F Block |
| Schweitzer | L - P | Green | Under K Block |
| U Thant | Q - Z | Red | Covered area between A&B Blocks |

6.4 CULTURAL ACTIVITIES

Additionally, the School offers avenues for participation in: the Instrumental Music Programme (this can also be as a member of a Program of Excellence); the various music ensembles including choirs; the Musical; Debating; activities that relate to particular talents including within subject areas; and other suitable activities as they arise.

Instrumental Music Programme

Instructors of Woodwind, Brass, String, and Percussion instruments visit the school each week providing tuition for students who join the instrumental programme. The school has some instruments available for loan. As well as attendance at lessons, students are required to participate in at least one of the various ensembles that are formed. These include: Concert Bands, Stage Bands, Orchestra, String Orchestras, and other ensembles. Students wear the music uniform for performance. As part of this program students are also required to participate in the associated performances and competitions. Additionally, the school runs lessons in voice and guitar in a user pay system.

Choirs

All students have the opportunity to participate in one of our choirs.

Musical

The school usually produces a musical every second year. Students from all year levels are encouraged to participate in any capacity (cast, chorus, stage, sound or lighting crew, make up, or backing band).

Debating

A number of teams from different year levels compete in the Queensland Debating Union competition each year. Teachers offer teams individual coaching.

6.5 SERVICE ACTIVITIES

Service to others is a vital component of being a Mansfield High student. Students may involve themselves in service activities in a number of ways. They all come under the banner of **V@M (Volunteer@Mansfield)**, which promotes service both within our school community and for the wider community. All students are highly encouraged to actively participate in this programme. The opportunities are countless! We also believe that volunteering/serving others is a vital part of becoming a confident, informed and well-balanced Mansfield State High School graduate.

Activities which come under the **V@M** banner are:

The **Rauchle Service Club** comprises students from all year levels who devote time and talent to raising funds for charities outside of the school. Charities include: Guide Dogs Queensland; Mater Children's Hospital; Lauren, our student in Arusha, Africa; Can Teen Queensland; and Variety Club of Queensland. The **Environmental Council** is part of the Rauchle Service Club and also comprises students from all year levels. These students take an active interest in promoting environmental issues and in enhancing the environment both in the school and in the wider community.

Voluntary service within the school, which could include activities such as: helping with mail-outs, working in the uniform shop/bookshop, helping out in specific subject areas, etc.

6.6 TRIPS AND EXCURSIONS

Excursions and trips are offered usually within subject areas during school time as well as overseas excursions through the Languages/English/Sport programs. Vacation trips are also made available to students.

6.7 COMPETITIONS

Students are entered into the Australian Mathematics, English, and for Years 8, 9 and 10, Science Competition. Students are selected or nominate to participate in a variety of other competitions on offer eg. Geography, Economics, Chemistry, Information Technology, Business, Film and Television, Languages.

6.8 RESOURCE CENTRE

The Resource Centre is a separate multi-functional building, designed to cater for a variety of teaching and learning situations. The multi-media collection offers materials to support the curriculum, as well as to provide resources for leisure and general interest pursuits. A steady flow of new fiction and up-to-date reference books, audio-visual items, periodicals, games, and career information is provided from government grants and P&C funds.

A special feature of the Resource Centre is its Electronic Learning Centre (ELC) where students can use a range of programs such as encyclopaedia and other databases for research purposes. Word processing programs are also available in the ELC so that students may improve the management and presentation of their work.

The main book collection is organised according to the Dewey Decimal System of classification, a system with which most students are already familiar, as it is used in both municipal and primary school libraries. The library skills acquired in primary schools are reinforced and extended both incidentally and through special lessons with the teacher-librarians.

The Resource Centre is open each day from 8am. It remains open after school until 3.30 pm on Mondays and Fridays and until 4pm Tuesdays to Thursdays. Students may have on loan, at any time, two fiction and two non-fiction books. Class set books and periodicals are also available for loan. The loan period for fiction is two weeks, and for research material, three nights. It is imperative that library resources are returned by the due date.

Students may photocopy materials for their own use (within the limits of the Copyright Act) at a reasonable cost. Colour printing is also available at a cost.

The Resource Centre offers a pleasant and engaging environment for research and relaxation for all students. Displays of student work and new books, as well as special interest displays, are therefore a regular feature of the library. For their part, students are expected to maintain the atmosphere by showing consideration for fellow students through quiet behaviour, politeness, and responsible use of the resources provided.

SECTION 7: PRODUCTIVE PARTNERSHIPS

7.1 PARENT SUPPORT

We welcome your child and we welcome you. We are looking forward to your interest and co-operation.

Growing up does not go on in isolation. Education is a social process of development in an environment with other people. Without your parental love, your demonstrated affection, your genuine interest in your child's school and other activities, and your firm, benevolent discipline, your child is alone - groping and insecure - adrift. Your sons and daughters are proud of you and want to show you off to their friends and teachers. They want you to be proud of their achievements.

They need your understanding throughout the doubts of their adolescent years - years when they have confusing inner conflicts between a striving for the individuality of adulthood, and a desire for continuance of the comfort and security of dependence on you.

Your child will change into an adult during the years of education at this school. We are educated to help you over this period, and we have the organisation to give assistance e.g. parenting workshops.

The school seeks your co-operation in:

1. Supervising the purchase and wearing of the correct uniform at all times.
2. Insisting that books, clothing, hats, school backpacks, and all individual property are marked with the student's name and are cared for.
3. Checking homework and all written exercises for neatness - especially, perhaps, the day pad. Parents pay for the books and are encouraged to inspect them.
4. Encouraging the students to respect school property and to co-operate in school activities. Only then will the school function effectively.
5. Consulting the Teacher, Heads of Department, Deputy Principals or Executive Principal, if you have a concern. Nearly all trouble stems from misunderstanding. Parents are welcome to visit the school. If an appointment has been arranged, the interview is normally more fruitful.
6. Ensuring that students listen regularly to radio and television news sessions, news commentaries etc. An intelligent use of the media should be encouraged. Social awareness is a necessary part of education.
7. Providing the student with a table/desk, good light and quiet surroundings for his/her homework. You might also check that homework is done. Consult with individual teachers if in doubt.
8. Monitoring the effective use of computer and internet facilities at home.
9. Encouraging students to develop an interest and pride in their school.
10. Ensuring regular and punctual attendance, and refusing to allow anything except illness or quite extraordinary circumstances to stand in the way of students attending school.

7.2 ACTIVITIES

Your interest is particularly directed to the following:

1. Ensuring that you peruse the fortnightly Newsletter (available on our website), as well as other information for parents, is essential for effective school-home communication.
2. The Parents and Citizens' Association usually meets on the fourth Thursday evening of every month in F Block. We welcome your attendance.
3. The School Planning process allows parents to participate in committees.
4. Functions that depend on the support of parents and friends are organised at various times throughout the year. You are particularly asked to attend parent-teacher nights, P&C social functions and sports days.
5. Canteen Roster Duty can be eased considerably if many parents or family members volunteer. By attending - about one day a month - you give invaluable help, enjoy a day with other parents, see the school in action, meet staff members, and show your own child your interest in the school.
6. At different times, help will be needed in areas such as these: debating, musical, book and uniform sales, and fund-raising drives. To register your support in any of these areas, please contact our School Community Liaison Officer.

7.3 ADOLESCENT SOCIAL FUNCTIONS

NOTE: No parties are arranged by the school or supervised by teachers of the school.

From time to time we are approached by parents who are seeking advice in coming to terms with the challenges of understanding their adolescent children and in providing them with guidelines for the organisation and conduct of social functions. As partners in the concern for young people, we wish to ensure that these social activities can occur in a safe, appropriate environment where positive outcomes are possible and in which there is a climate for mutual respect and general consideration of others reflected in social behaviour.

When functions are organised by parents, the school can carry no responsibility for outcomes. However, the general behaviour shown and the impact of a function may reflect adversely upon the good name of the school.

Ideally, such functions should be organised in the holidays and not in term time, in order to maximise the time students spend studying. Functions organised for Friday and Saturday nights should be scheduled early in the term and never during an examination period.

Invitations, preferably written, should indicate clearly the times, transport arrangements and level of parental responsibility and supervision. The names of those attending should be specified: not 'bring your friend'.

The host parents should take responsibility for the provision of food and non-alcoholic beverages. Appropriate activities should be arranged and active supervision provided during the evening. It is imperative that parents, accompanied by other adults where possible, be present throughout the evening and not leave others in charge of the school students in attendance.

Students at social functions should not be served alcoholic beverages. Also, parents are encouraged to stress that it is a discourtesy to the hosts of a social function to bring alcohol when it was intended by the hosts that it not be served or otherwise available.

Parents should state clearly their expectations in relation to transport to and from the function and be contactable during the evening.

Suggestions

Alcohol/Food

- Underage drinking laws apply to licensed premises, but parents should alert their sons/daughters to the fact that there are laws relating to drinking and creating a disturbance in public places, eg on footpaths, in the street.
- Guests should be of a similar age. A mix of older and younger students at a party makes control of drinking very difficult.
- BYO invitations encourage alcohol consumption.
- Ample quantities of a variety of foods should always be available.

Behaviour

- Keep the size of the party manageable.
- Notify the local police station and, as a courtesy, neighbours, if there is to be a large gathering.
- Gatecrashers should be asked to leave immediately without question. The police should be called if the directive is not followed.
- Parents should be aware that large numbers of gatecrashers may try to attend such parties.
- Guests should not be permitted to leave the party and return later.
- Overt displays of affection should not be such as to offend or embarrass others.

Appropriate Activities

- There are many appropriate types of gatherings - barbecues, swimming pool functions, games evenings, sit down dinners.
- Young people should be restricted to one social function in an evening.
- Activities should not extend beyond midnight.
- Video parties should be approached with caution. Parents should monitor the video tapes brought or hired.
- When young people are 'stopping over' with friends, parents should check and confirm the arrangements for the stop over with the host parents.
- Hosts should always be the last to retire for the evening.

Transport

- Students should never accept a lift if they believe the driver has been drinking.
- Parents should always be punctual to collect their sons/ daughters from functions or should ensure appropriate alternative arrangements have been made.
- Students should be delivered to the door and collected from social functions personally by parents, and not be left standing on the roadside or footpath.

SECTION 8: MISCELLANEOUS

8.1 CHARGES AND VOLUNTARY CONTRIBUTIONS (FEE FOR SERVICE)

A **charge** is incurred in subjects for the hire of class sets of books and/or the purchase of other materials used by students. In addition to this, an Information Technology charge and a general costs charge presently totalling about \$250 per student per year level is in place. We try to keep these charges to the lowest level consistent with good modern educational practices. We believe any other method of financing your student's educational materials would be more expensive and very much less convenient than the system we use. **Parents will be invoiced by early March.**

The school is well resourced thanks to the Parents and Citizens' Association and parents. To maintain this standard we ask that parents contribute a **tax deductible voluntary contribution such as \$40 per student into the Library Fund**. Therefore, money the school would have spent on the library can be used in other areas eg. computers. Payments may be made by direct deposit (Library Fund BSB 064 118, Account number – 10406498), cheque (made out to Mansfield High School Library Fund), cash, credit card or EFTPOS.

The school also appreciates **tax deductible gifts to the School Building Fund**. A recommended amount is \$100; however all donations are gratefully accepted. Payments may be made by direct deposit (Building Fund BSB 064 118 Account Number - 10208790), cheque (made out to Mansfield High School Building Fund), cash, credit card or EFTPOS.

A receipt will be issued for all payments received.

8.2 TEXTBOOK ALLOWANCE

The Queensland State Government grants this allowance to parents of most secondary school pupils. In order to streamline this funding process, it has been approved by our Parents and Citizens' Association that the funding is credited directly to the student's account at school and will offset subject cost charges.

8.3 PURCHASING TEXTBOOKS NEW AND SECOND-HAND

New books/resources

At the end of each year students receive a copy of the booklist/resources required for the following year. The Year 7 list is mailed out to students. Attached to this list are the details for students to order online with *SEQUEL*. Orders are available for collection from the school at the end of the holidays. At a cost, deliveries are available to the student's desired location.

Second-hand books/resources

At the end of each school year, we operate a second-hand bookshop. Only books that will be used in the following year are accepted, and they must be in good condition. The sooner the books come in, the better the chance of a sale. We cannot guarantee any sales. Books are priced at approximately 2/3 new price of the books currently in use. The owner receives 50% of the sale price, and the P&C Association receives 50% commission. Any books unsold and discontinued in future years will be offered to the school library. Please ensure your name and postal address is given when handing in books for sale.

Later in the year the second-hand bookshop opening times will be advised. During the year, the second-hand bookshop enquiries may be made at the canteen.

Stationery

Emergency supplies of stationery for all year levels are available during canteen times throughout the year.

8.4 BUS TRAVEL

Free annual bus tickets are available to students who live beyond 4.8 kilometres from this school if it is the nearest State Secondary School. Other students must ensure that at all times they have sufficient funds to pay for their journey.

It should be noted that misbehaviour of students on public transport could lead to exclusion from this service. It is the student's responsibility to see that he/she is on time to catch the bus. If the work of a class carries beyond 3.05pm, the bus students should ask to be excused to catch the bus. Brisbane City Council buses run between the school and Garden City and Carindale, morning and afternoon.

During the school year, students travel by bus to various venues for sport and on excursions arranged by subject departments. These trips attract a fare and this fare may be collected on the day, or immediately prior to the excursion.

OTHER INFORMATION

You might like to keep informed about happenings at Mansfield High School this year.

Please go to our website (www.mansfieldshs.eq.edu.au) and register for our Newsletter which is available fortnightly. Flicking through the Newsletter should help you and your student to become more in touch with our school.

We would welcome your attendance at our concerts or our musical / production. They are advertised in our Newsletter.

MANSFIELD HIGH SCHOOL CANTEEN

Canteen Telephone Number: 3452 5323

With the help of the parents of the school, we provide morning tea and lunches for students and staff at as reasonable a price as possible. Additionally, emergency supplies of stationery in a fairly comprehensive range are available every day for sale.

To enable us to provide the service the students and staff have come to expect, we need help daily - i.e. each parent working one day a month, from 9am to 2pm - lunch provided.

We hope you will consider this as part of your voluntary work at the school, and also as a way to get to know the school and to meet other parents. Other family members/friends are also encouraged. It is a wonderfully professional and cheerful place to work. Please complete and return the form below to **our UPPER OFFICE**, or telephone the canteen on 3452 5323.



Mansfield High School CANTEEN ASSISTANCE



Name of Student: _____

Year level in 2018: _____

I am able to work in the canteen on:

| Week of Month | Day of Week |
|---------------|-------------|
| First | Monday |
| Second | Tuesday |
| Third | Wednesday |
| Fourth | Thursday |
| Fifth | Friday |

OR I would be available to come as follows: _____

Name: _____

Signature: _____

Phone: _____