

# MOUNTAIN CREEK STATE HIGH SCHOOL



## PARENT INFORMATION HANDBOOK

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Mountain Creek Q 4557

ABN 84 501 176 588  
CRICOS provider No. 00608A

Quality Opportunity  
Excellence

IBO World School



# Student *Code of Ethics*



## C

### *Creativity*

- I am a problem solver
- I use thinking skills
- I am willing to explore new ideas and take risks
- I am creative
- I am innovative

## R

### *Respect*

- I respect myself
- I respect others and their right to learn
- I recognise and value difference
- I respect property
- I follow teacher directions
- I follow safety rules and procedures
- I use respectful language

## E

### *Effort*

- I arrive on time and in the correct uniform
- I work to the best of my ability in every lesson
- I don't give up
- I record my homework in my diary
- I complete homework set by my teachers

## E

### *Engagement*

- I am ready and prepared for work
- I am an active listener
- I complete all set work to the best of my ability
- I always do my best
- I participate in all classroom activities

## K

### *Knowledge*

- I seek opportunities for learning and growth
- I strive for and celebrate academic success
- I set learning goals and reflect on my progress
- I use resources (written and electronic) appropriately

MOUNTAIN  
CREEK  
STATE HIGH  
SCHOOL



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# PARENT INFORMATION HANDBOOK

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Information contained in this Handbook is correct as at the date of printing: For updated information please refer to the school [website](#).

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# 1. ABOUT THE SCHOOL

## 1.1 ADMINISTRATION TEAM

Executive Principal.....	Mr Brian Parr
Principal - Senior Secondary.....	Mrs Donna Lancaster
A/Principal - Junior Secondary.....	Mr Craig Hegarty
Deputy Principal.....	Ms Tina Smithard
A/Deputy Principal.....	Ms Carmel D’Arcy
Deputy Principal – Inclusion.....	Ms Kate Benfield
Deputy Principal – Dean of Students.....	Mr Mark Swan
Business Manager – Finance & Facilities.....	Ms Lisa Jarvis
Business Manager - HR.....	Ms Amanda Gunn

## 1.2 SCHOOL DETAILS

Postal Address:.....	PO Box 827, Mooloolaba, QLD 4557
Street Address:.....	100 Lady Musgrave Drive, Mountain Creek, QLD 4557
Telephone:.....	07 5457 8333
Facsimile:.....	07 5457 8300
School Website:.....	<a href="http://www.mountaincreekshs.eq.edu.au">www.mountaincreekshs.eq.edu.au</a>
Email Enquiries:.....	<a href="mailto:enquiry@mountaincreekshs.eq.edu.au">enquiry@mountaincreekshs.eq.edu.au</a>
School Laptop Enquiries:.....	<a href="mailto:byod@mountaincreekshs.eq.edu.au">byod@mountaincreekshs.eq.edu.au</a>

## 1.3 KEY CONTACTS

### International Student Program HOD

International Students.....	Kirsty Levy.....	07 5457 8334
Guidance Officer.....	Louise Francis & Alex Brain.....	07 5457 8304
School Health Nurse.....	Kerry McClenaghan.....	07 5457 8358
Skill Centre.....	.....	07 5457 8379
Deputy Principal – Inclusion.....	Kate Benfield.....	07 5457 8391
International Baccalaureate Diploma Program		
IB Coordinator.....	Adam Duus.....	07 5457 8344
Chaplains.....	Stuart Cran.....	07 5457 8357
.....	Tania Edwards.....	07 5457 8322
Creeker Café.....	Ray Paley.....	07 5457 8327
Resource Centre.....	.....	07 5457 8324
P & C Association.....	.....	07 5457 8353
Uniform Sales.....	.....	07 5457 8328
.....	(Monday & Wednesday (9am-2pm)	
.....	(Thursday 9am – 12pm)	
Aquatic Centre.....	.....	07 5457 8399

## **1.4 QUALITY CURRICULUM**

The school offers the Queensland Curriculum and Assessment Authority (QCAA) Program. This provides a vast array of choice for senior students who are able to choose from a broad range of subjects. Junior Secondary Learning programs will follow the National Curriculum (ACARA).

Mountain Creek State High School is authorised to offer the International Baccalaureate Diploma Program. This program is offered to students in Years 10 (preparatory program), 11 and 12 and offers the opportunity to study the diploma program instead of the Queensland Curriculum. The International Baccalaureate Diploma Program is a rigorous, internationally recognised curriculum program challenging students to become critical thinkers. It provides students with an international perspective as well as preparing them for tertiary education.

The school offers the Zenith Program for students in Years 7, 8 and Kin'ma program in Year 9. Students accepted into the Zenith and Kin'ma program undertake a challenging program that prepares them well for entry into the International Baccalaureate Diploma Program and QCAA Tertiary Entrance Program, Preparatory to Year 10 and in Years 11 and 12.

## 1.5 TERM DATES 2023

Term	Period	Length	Staff Professional Development
Term 1	Monday 23 January – Friday 31 March	10 Weeks	19 & 20 January
Term 2	Tuesday 17 April – Friday 23 June	10 Weeks	13 & 14 April
Term 3	Monday 10 July – Friday 15 September	10 Weeks	1 September
Term 4	Tuesday 3 October – Friday 8 December	10 Weeks	

## 1.6 BELL TIMES

Senior Secondary (Years 10, 11, 12)	
Warning Bell	7:25am
Session 1	7:30am – 8:40am
Changeover	8:40am – 8:45am
Session 2	8:45am – 9:55am
Morning Tea	9:55am – 10:25am
Session 3	10:30am – 11:40am
Changeover	11:40am – 11:45am
Session 4	11:45 am– 12:55pm

End of School Day for Senior School – 12:55pm

Junior Secondary (Years 7, 8, 9)	
Warning Bell	10:25am
Session 3	10:30am – 11:40am
Changeover	11:40am – 11:45am
Session 4	11:45am – 12:55pm
Lunch	12:55pm – 1:35pm
Session 5	1:40pm – 2:50pm
Changeover	2:50pm – 2:55pm
Session 6	2:55pm – 4:05pm

End of School Day for Junior School – 4:05pm

## 1.7 SCHOOL CONTACT NUMBERS

### Heads of Year (HOY)

The Head of Year role is the key contact for teachers, parents and students. They are the first point of contact for student management, attendance, wellbeing and engagement. The Head of Year is a member of the year level management team, consisting of HOD/s and a Deputy Principal/Principal, who meet weekly with a focus on intentional collaboration in the management of the year level.

Year 12 .....	Chris Forster .....	0436 634131
Year 11 .....	Sarah Daniels.....	0436 815195
Year 10 .....	Meg Racovalis.....	0436 815153
Year 9 .....	Sophia Andes.....	0436 816677
Year 8 .....	Nadine Vines.....	0436 816685
Year 7 .....	Josh Adams .....	0436 851944



### **Bribie Sub-School**

General Enquiries .....	07 5457 8454
Absences (Years 7-12) .....	07 5457 8450
Sub-School Officer .....	07 5457 8454
Head of Dept. Technology (Sandro Cossa) .....	07 5457 8302 / 0436 815194
Head of Dept. Math's (Evie Reynolds) .....	07 5457 8382 / 0436 634114
Sport Co-ordinator (Andrew Denny).....	07 5457 8307 / 0436 636256

### **Fraser Sub-School**

General Enquiries .....	07 5457 8464
Absences (Years 7-12) .....	07 5457 8460
Sub-School Officer .....	07 5457 8464
Head of Dept. Student Services (Brenden Newcombe)	07 5457 8310 / 0436 816681
A/Head of Dept. Humanities (Clementine Hyndman)	07 5457 8364 / 0436 815199
IB Coordinator (Adam Duus).....	07 5457 8344 / 0436 634117
Head of Dept. International/Languages (Kirsty Levy)	07 5457 8334 / 0436 816686

### **Moreton**

General Enquiries .....	07 5457 8474
Absences (Years 7 – 12) .....	07 5457 8470
Sub-School Officer .....	07 5457 8474
Head of Dept. HPE & Sport (Cameron Boaza) .....	07 5457 8386 / 0436 816678
Head of Dept. Science (Helen Gillis).....	07 5457 8383 / 0436 816715

### **Mudjimba**

General Enquiries .....	07 5457 8332
Absences (Years 7 – 12).....	07 5457 8490
Sub-School Officer .....	07 5457 8332
Head of Dept. Coding & Innovation (Graeme Breen)	07 5457 8384 / 0436 634130
Head of Dept. Creative Industries (Jess Stansbie).	07 5457 8337 / 0436 634115
Head of Dept. Senior Schooling (Mark Thompson)	07 5457 8350 / 0436 815190

### **Stradbroke**

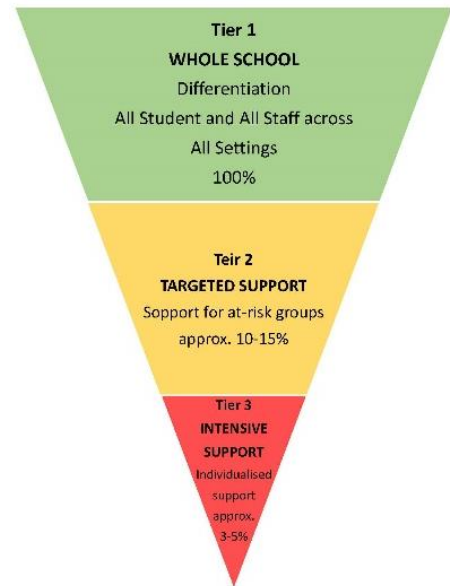
General Enquiries .....	07 5457 8484
Absences (Years 7 – 12).....	07 5457 8480
Sub-School Officer .....	07 5457 8484
Head of Dept. English (Wendy McDermott) .....	07 5457 8392 / 0436 815154
Head of Dept. Business & Lifestyle Ind. (Helen Young) ..	07 5457 8380 / 0436 816644
Head of Dept. Junior School (Lindsay Baker) .....	07 5457 8377 / 0436 636258

## 1.8 STUDENT SERVICES

At Mountain Creek State High School, the Student Services Faculty consists of three teams (Wellbeing, Engagement and Learning) that work together to support our school community.

The Head of Year role is the key contact for teachers, parents and students. They are the first point of contact for student management, attendance, wellbeing and engagement. The Head of Year is a member of a year level team, consisting of HOD/s and an Admin member, who meet weekly with a focus on intentional collaboration in the management of the year level.

The World Health Organization provides the guiding framework for our school. Tiers of intervention are depicted in a pyramid model representing ALL students.



WELLBEING	ENGAGEMENT	LEARNING
<p><b>Intensive Support</b></p> <ul style="list-style-type: none"> <li>Personalised Support Plans (GOs &amp; YHN)</li> <li>AARA &amp; Special consideration (GOs)</li> <li>Individual appointments</li> <li>Referrals to specialist external services</li> <li>(Minds Alive, Headspace, CYMHS, Family and Child Connect)</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>Guidance Officers (GOs)</li> <li>Youth Health Nurse (YHN)</li> <li>Chaplains</li> </ul>	<p><b>Intensive Support</b></p> <ul style="list-style-type: none"> <li>Individual Behaviour Plans</li> <li>Alternative Programs, e.g. YES program</li> <li>LEAPP Program</li> <li>Disciplinary Intervention Plan (DIP)</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>Dean of Students</li> <li>HOY</li> <li>HOD Student Services</li> <li>HOD Junior Secondary</li> <li>HOD Senior Secondary</li> </ul>	<p><b>Intensive Support</b></p> <ul style="list-style-type: none"> <li>Individual Curriculum Plans</li> <li>Personalised Learning Plans</li> <li>Learning Support Program – Reading Success</li> <li>Referrals to specialist external services (GOs) e.g. AIM team, The Smith Family Learning for Life)</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>HOY</li> <li>Year Level Management Team</li> <li>Guidance Officers (GOs)</li> <li>Learning Support Teacher</li> </ul>
<p><b>Targeted Support</b></p> <ul style="list-style-type: none"> <li>HOY intervention</li> <li>Targeted programs (e.g. Mentoring, Equine therapy, Roadcraft</li> <li>Parenting Group</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>HOY</li> <li>Youth Health Nurse</li> <li>Chaplains</li> <li>Indigenous Liaison Officer</li> </ul>	<p><b>Targeted Support</b></p> <ul style="list-style-type: none"> <li>Year Level Management Team intervention</li> <li>Leadership Days</li> <li>Targeted programs (Rock and Water)</li> <li>Parenting Group</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>HOY</li> <li>HOD Junior Secondary Students</li> <li>HOD Senior Secondary Students</li> <li>Teachers</li> <li>Indigenous Liaison Officer</li> </ul>	<p><b>Targeted Support</b></p> <ul style="list-style-type: none"> <li>Year Level Management Team intervention</li> <li>Special Education Programs</li> <li>Referrals and liaison with external providers</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>HOY</li> <li>Curriculum HODs</li> <li>Teacher aides</li> <li>Indigenous Liaison Officer</li> </ul>
<p><b>Whole School Support</b></p> <ul style="list-style-type: none"> <li>Pastoral Care and Access Programs (e.g. Mindstar)</li> <li>Parenting Ideas newsletter</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>HOY</li> <li>HOD Junior Secondary</li> <li>HOD Senior Secondary</li> <li>Teachers</li> <li>Guidance Officers (GOs)</li> </ul>	<p><b>Whole School Support</b></p> <ul style="list-style-type: none"> <li>Pastoral Care and Access Programs (e.g. respectful relationships, anti-bullying)</li> <li>Extra-curricular activities e.g. (bullying no way) &amp; Good Standing policy</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>HOD Junior Secondary</li> <li>HOD Senior Secondary</li> <li>Teachers</li> <li>Year Level Management Team</li> </ul>	<p><b>Whole School Support</b></p> <ul style="list-style-type: none"> <li>differentiated teaching</li> <li>tutorials</li> <li>Moodle programs</li> <li>Student performance tracking</li> </ul> <p><b>Key Staff</b></p> <ul style="list-style-type: none"> <li>Teachers</li> <li>Curriculum HODs</li> <li>Year Level Management Team</li> </ul>

## 1.9 THE ENGAGEMENT TEAM

This team consists of Dean of Students (Mark Swan), Head of Department Student Services (Brenden Newcombe), Head of Junior Students (Lindsay Baker). Head of Senior Students (Mark Thompson).

**The role of Student Services Engagement (SSE) team is to:**

- Promote a safe, respectful & disciplined learning environment.
- Promote consistent positive school-wide behaviour strategies.
- Support student engagement in school and to build positive school relationships.
- Connect young people with support both within and outside the school

## 1.10 THE DIVERSE LEARNING TEAM

This team consists of Deputy Principal Inclusion, Kate Benfield, Guidance Officers, (Alex Brain, Louise Francis), Learning Support Co-ordinator (Lee Bruynius). (Note: Learning concerns raised at enrolment are passed on to the Diverse Learning Team.)

**The role of Student Services Diverse Learning (SSL) team is to:**

- Promote a culture of learning that values diversity values diversity and responds to student needs and interests
- Support teachers with learning support strategies for specific student groups and individuals
- Connect young people with support both within and outside the school

**How to access the Diverse Learning Team**

The HOY is the first point of contact for student learning issues that extend beyond one specific subject. The HOY will consult with relevant teachers and curriculum HOD and suggest initial strategies for support. Where appropriate, they will refer to the Diverse Learning team to gather further information and discuss possible supports.

## 1.11 THE WELLBEING TEAM

The importance of wellbeing for learning is well evidenced – students learn best in environments where their social, emotional and physical wellbeing is nurtured. This team consists of two Guidance Officers (Alex Brain, Louise Francis), a Youth Health Nurse (Kerry McClenaghan and Sharon Humphries) and two part-time Chaplains (Stu Cran, Tania Edwards).

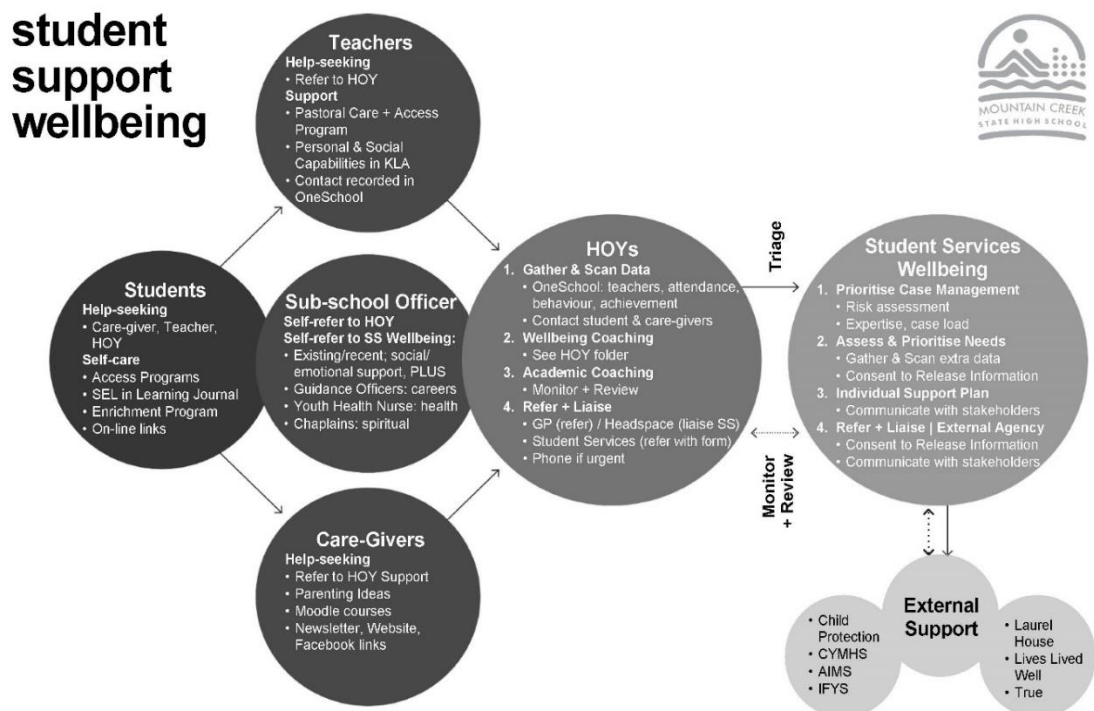
### The role of Student Services Wellbeing (SSW) team is to:

- Promote health and well-being, for young people and the whole school community.
- Support students (on a short-term basis) identified by HOY and Year Level Management Team as part of initial problem solving and support around health and wellbeing issues.
- Connect young people with support both within and outside the school.

Appointments are confidential, and staff will not share any information without the student's consent unless there is a risk to the student's wellbeing. In most cases, it is best for young people to talk to their parents about these issues. The staff can support young people to do this.

### How to access the Wellbeing Team

The HOY is the first point of contact for student wellbeing. They will suggest initial strategies for support and refer where appropriate to the *Student Services Wellbeing (SSW)*. Student may self-refer to the Youth Health Nurse or the Chaplains via a Sub-School Officer. (see diagram below).



## **Additional Support**

### **Heads of Year**

- Absentee Checks
- Student Welfare with referrals to Wellbeing Team Services
- Student Leadership
- Student Counselling
- Student Council
- Student Conflict Resolution and Mediation
- Review and update of medical register

### **Subject Areas**

- Health Issues
- Class talks and resources for Years 7 to 12 in Drama, Health, Humanities and English
- Career Planning Career Focus within units where appropriate
- Resources, guest speakers and in-class support career, health and personal development units

### **Special Programs**

- Personal Development
  - Peer Skills Training
  - “Unlimited”
  - Mentoring Program
  - “No Limits”
  - Resilience
- Year 11 Leadership Camp
- Years 6 and 7 Transition Days
- Legal Issues – International Students
- Lunchtime Activities
  - Fusion – Lunch with a Difference
- Alternate Programming
- Health Promotion
  - Mental Health Week
  - Health Issues e.g. Diabetes, Body Image, Cancer
- Immunisations
- Parenting Support Programs
- Roadcraft – Defensive Driving Course
- Enrichment
- Girls Going Great

## **Student Support**

Headspace Maroochydore for persons aged 12 to 25 years (students can self-refer).

Headspace is a free, confidential and friendly support service that can help with:

- Physical health
- Mental health
- Sexual health and sexuality issues
- Family and relationship issues
- Education and employment
- Alcohol and other drug services

Students can call into the Maroochydore centre any time between the hours of 8:30am and 4:30pm, Monday to Friday, or call to make an appointment.

### **Headspace Maroochydore**

1/27 Evans Street, Maroochydore

(behind Sunshine Plaza)

07 5409 4900

[www.facebook.com/headspace Maroochydore](https://www.facebook.com/headspace%20Maroochydore)

[www.headspace.org.au](http://www.headspace.org.au)

## 1.12 SUPPORT CONTACTS

### Counselling Support/Health

Kids Helpline .....	1800 55 1800
Parentline .....	1300 30 1300
Lifeline.....	13 11 14
Headspace Maroochydore (see pg. 9) .....	07 5409 4900
Salvo Line (24 hrs.) .....	1300 36 36 22
IFYS Integrated Family Youth Services .....	07 5438 3000
Maroochy Neighbourhood Centre .....	07 5443 6696
St Vincent De Paul .....	07 5443 1946
Millwell Road Community Services Centre .....	07 5443 8809
Child Safety After Hours Service Centre (24 hrs.).....	1800 177 135
Centacare Maroochydore.....	1300 236 822
POLICE – Maroochydore .....	07 5475 2444
Kawana Waters.....	07 5413 8700
Dept. Child Safety .....	1300 703 921
Caloundra .....	07 5420 9090
Maroochydore .....	07 5453 1888
Accommodation (Emergency).....	07 5453 1888
Sunshine Coast Youth Shelter .....	07 5479 2499
ATODS – Alcohol & Drug Counselling Maroochydore .....	07 5319 4899
Alcohol & Drug Information Service .....	1800 177 833
True: Relationships and Reproductive Health.....	07 5479 0755
Lives Lived Well (Drug and Alcohol Support).....	1300 727 957
Nambour Hospital .....	07 5470 6600
Sunshine Coast University Hospital .....	07 5202 0000
Caloundra Hospital.....	07 5436 8500

### Financial Support

Centrelink.....	136 150
Youth Allowance .....	132 490
AbStudy .....	132 317
EMERGENCY .....	000

## 2. SCHOOL INFORMATION

Information current as of the date of publication. Updates to Policies & Procedures can be located on the school [website](#).

### 2.1 GENERAL

Senior School – Years 10, 11 and 12 commence at 7:25am and finish at 12:55pm.

Junior School – Years 7, 8 and 9 commence at 10:25am and finish at 4:05pm.

The School Administration Office is open from 7:30am to 4:15pm.

The Finance Office is open from 8:00am until 1:30pm.

Sub-Schools are staffed by a Sub-School Officer from approximately 7:15am to 4:00pm on direct Sub-School telephone access.

### 2.2 APPOINTMENTS

Administration appointments can be organised through the Administration Office staff.

Parents are always welcome to discuss student concerns or other school matters with staff at the school.

Please note that it is important to make an appointment with the staff member concerned. Walk-in appointments cannot occur due to staff commitments to teaching.

#### **Appointments can be organised as follows:**

- telephoning your student's Sub-School
- emailing the staff member (all staff emails are on our [website](#))

Please note: You will be contacted by the staff member within a reasonable time to organise an appropriate time for an appointment.

### 2.3 CONTACT PROTOCOLS FOR CONTACTING STAFF

#### **Classroom Teacher for all queries relating to:**

- Classroom/subject matters such as assessment
- Teaching and learning
- Issues your student is having with managing the Curriculum

#### **Head of Year for all queries relating to Pastoral Care e.g.:Health**

- Exemptions
- Student Services referrals
- Absences
- Career advice



## **2.4 COMPLAINTS MANAGEMENT PROCESS**

Mountain Creek State High School has an open and transparent complaints management process and invites any party to use this process if they are wishing to make a complaint about any aspect of the school. The process allows any party to seek a resolution to any matter, and has clear steps in the process towards this resolution. The school considers it a necessary part of an effective organisation to have such a process. If the full version of the Complaints Management Process can be found on the school [website](#).

## **2.5 RESOURCE CENTRE**

The Resource Centre located centrally on the campus, provides a wide range of services and resources to meet the curriculum and recreational needs of students. The Resource Centre is open for senior students from 7:00am to 4:15pm and for junior students from 10:00am to 4:15pm.

The Resource Centre is staffed by a teacher librarian and support staff who can assist students in the location of resources for curriculum and recreational use. Resource Centre staff are available at the Help Desk to assist students with research skills and strategies using the whole range of book, print, audio visual and online information.

Displayed at the Help Desk entry are also various facts sheets to guide you through looking for books using Oliver search, referencing and creating a bibliography, and effective research strategies.

The Resource Centre houses collections of fiction including an expanding international collection, non-fiction books for research and recreational needs, a range of reference materials, audio visual equipment and resources, a range of periodicals available in hard copy and increasingly online plus the daily local, state and national newspapers.

## **2.6 CREEKER CAFÉ**

The café provides over 1000 quality takeaway meals per day. Service is provided at the following times each day, 6:45am – 7:25am for service of all senior students prior to commencement of Session 1, morning tea between the hours of 9:55am – 10:30am and lunch is served from 12:50pm – 1:35pm. NB: Students in Years 7 – 9 will not be permitted to access the Café prior to 9:55am.

The café is managed by the P&C Association and provides nutritious and hygienically prepared food in line with the Department of Education's "Healthy Choices Strategy" for food and drink. Self-service is provided in the café so students can choose their lunch items on the spot.

## **2.7 HOME LEARNING POLICY**

### **Purpose**

Home Learning is defined as any task assigned by school teachers intended for students to carry out during non-school hours, designed to meet specific learning goals. It is the policy of this school that some learning tasks or experiences will be set for students to complete at home for each lesson studied each day. Tasks will be relevant, meaningful and based on current class work or in preparation for subsequent teaching and learning.

Home learning includes (but is not limited to) all of the following:

- Specific tasks set by teachers
- Studying or preparing for tests
- Working on assignments
- Creating mind maps or concept maps of topics discussed in class
- Reviewing work from the day, highlighting key points, writing in a Student Diary (e.g. a separate exercise book) about what you learnt at school and what you thought about it
- Doing extra work on an area in which needs developing or wish to be extended using worksheets from teachers or additional resources you have purchased or borrowed from the library
- Doing additional research on the Internet on a topic you find interesting
- Developing current affairs knowledge such as reading newspapers or watching the news
- Activities that develop learning skills, such as the Online Study Skills Handbook

### **Years 7 - 9**

Home learning activities will be provided regularly and will be based on current class work. Activities may incorporate literacy and numeracy as well as subject specific content and some optional activities. There will be no set timeframe on how long these activities will take but in Years 7 to 9, this could be up to 1 hour per day in total.

### **Years 10 - 12**

As with Junior Secondary students the home learning activities will be regular and aligned with their current in class topics. These may take the form of extension work from class or completion of assessment tasks. There is no set timeframe that these learning activities will take however due to the rigour of the senior curriculum there may be as much as 1.5 – 2 hours of work per depending on assessment items due.

### **Responsibility of Teachers Includes:**

- Providing home learning tasks that are consistent across the grade; are appropriate to the student's capabilities and based on current class work
- Providing of clear and adequate expectations
- Correcting and/or evaluating the completed work in an encouraging environment
- Providing students with the opportunity to share their work/celebrate their achievements
- Ensure that home learning activities provide students with opportunities to prepare for the following lesson with pre-reading tasks
- Check the weekly Student Diary evaluation

### **Responsibility of ALL students:**

- Reading at home to and with adults, and/or independently
- Assessment Task completion (in line with the school's Assessment Policy as laid out in the school Student Diary)
- Taking the learning tasks home, completing them to the best of their ability and returning them to school in the agreed time
- Seeking assistance from the teacher where necessary (either in breaks or in regular tutorial sessions)
- Preparing for the next day's work by completing any pre-reading or online research
- Cross checking learning goals, success criteria for a subject

### **Responsibility of Parents/Carers Includes:**

- Supervising and assisting students when needed
- Communicating with teachers through the Student Diary when home learning is unable to be completed and provide evidence
- Making arrangements to provide adequate space and time for completion of activities
- Encouraging children to manage time effectively, complete tasks on time and manage the balance between recreational and home learning activities
- Communicating with the HOY/teacher when concerns arise
- Encouraging students to complete their Student Diary weekly evaluation

## **2.8 MEDICATION**

Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/legal guardian must, in the first instance, make a written request to the Principal. In addition, a signed parent/guardian Medication Authority Form is to be completed (located in enrolment package).

A teacher or other adult person on the school staff authorised by the Principal to give medication to a student will administer medication, as per the written instructions provided on the medication container by the pharmacist at the medical practitioner's direction. A teacher or other authorised person will not accept the instructions solely of the parent/legal guardian. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered and the use by date. It is the parent's responsibility to ensure that medication has a current expiry date.

At all times, medication must be kept in a secure place i.e. handed in at the Administration office. At no times are students to keep medicines with them. One exception is that of inhaler therapy.

## **2.9 MESSAGES AND TELEPHONE CALLS**

As the school does not have a public telephone, students will only be permitted to make calls from the office and/or Sub-Schools on an urgent basis. We also request that parents who need to leave urgent/emergent messages for your student telephone their Sub-School direct with the message. Parents are to make prior arrangements with students on those days when it may be raining, change of after school arrangements or when alternative transportation is to be made.

## **2.10 PERSONAL INFORMATION**

Changes to personal details, such as address, phone number and emergency contact, medical details etc. must be advised by completing a "Change of Details" form available at the main office or Sub-School office. It is the responsibility of parents to ensure this occurs. Students are to carefully label all equipment and belongings. Small sums of money for the café etc. should be carried with the student and not left in school bags.

## **2.11 COURSES OF STUDY**

Please refer to the relevant year level curriculum offerings which are located on the school's [website](#) titled "Subject Selection Handbook". If you do not have access to the internet, please ask the school for a hard copy of the relevant year level book.

As a guide, the minimum amount of time required in Years 10, 11 and 12 is 5 hours per week, however some programs of learning in Years 11 and 12 have high academic demands and may require as much as 15 to 20 hours of homework per week.

## **2.12 PREREQUISITES FOR CONTINUING STUDY**

Students at Mountain Creek State High School MUST achieve a minimum standard of achievement to Enrol in preparatory subjects in Year 10 and subject choices in Year 11. Prerequisites are outlined in the Subject Selection Booklets for each year level, located on the school [website](#).

Where students cannot provide evidence of minimum standard of entry, e.g. Current reports, the HOD/Deputy Principal/Guidance Counsellor will advise on subject selection.

## **2.13 PROGRAMS OF EXCELLENCE**

### **Zenith Program**

The Zenith Program is designed for students in Years 7, 8.

### **Kin'ma**

The program allows bright, highly motivated students to be grouped together so they can be challenged and encouraged by their peers to work hard and continue to succeed in the studies.

## **Sporting Development Programs**

This is an exciting program which is offered to students in Years 9 to 12. This program is conducted in a highly positive and supportive environment, which comprises qualified coaches, teachers and support staff. There is a cost involved with this program.

Sports offered are:

- Rugby League
- AFL
- Basketball
- Volleyball
- Netball

### **2.14 MOUNTAIN CREEK AQUATIC COMPLEX**

Students are not permitted to go to the pool during school time. This means that the pool is out of bounds for Year 10 – 12 students from 9:55am – 10:30am and for Year 7 – 9 students from 12:55pm – 1:40pm each day. During school hours students are only allowed at the pool under the supervision of a teacher.

### **2.15 NEW ENROLMENTS**

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

For new enrolments at the beginning of each year, the school office will be open in the week prior to school commencement to collect an enrolment package. Parents will be informed of interview times. Students are provided with 24 semesters of formal instruction (12 years). Additional semesters of study are at the discretion of the Principal and in consultation with the Department of Education. All new Year 11 and 12 enrolment requests must be received at least two business days prior to the enrolment appointment taking place.

### **2.16 CUSTODY DETAILS**

If there are custody arrangements with your child, please notify the school of these details. A certified copy of a court order will be required.

No visitors to the school are to collect their child from a classroom direct. All enquiries are to be referred through the Administration Office for collection of your child during school hours. This ensures the safety of our students.

## 2.17 YOUTH PARTICIPATION IN EDUCATION AND TRAINING LEGISLATION

From 2006 young people are required to remain at school until they complete Year 10 or turn 16 whichever comes first. From 2007 young people will be required to either:

LEARN BY OR...  
EARN BY...

1) Staying in education and training for a further 2 years

Name of School: \_\_\_\_\_

(Transfer Required)

2) Complete a QCE or Certificate III or higher

Training institution (e.g. TAFE) & contact person:

\_\_\_\_\_

3) Turn 17 whichever comes first

4) Be employed for 25 hours or more per week

Name of prospective employer:

\_\_\_\_\_

## 2.18 STATIONERY

Stationery lists are distributed to continuing students before the school year finishes or are available upon enrolment. You are able to purchase stationery items from the Uniform Shop. Stationery Lists are available on the [website](#).

## 2.19 SCHOOL BAGS

### Recommended Strategies for Carrying Equipment.

- The load should be distributed evenly throughout the backpack. Heavier items should be placed closer to the spine and base of the bag to reduce shoulder strain.
- Hip belts are designed to decrease the weight off the shoulders and spread it onto the hip region. A correct fitting pack should have a weight placement ratio of 30% shoulders and 70% hips.
- Shoulder straps should be wide, well padded and correctly spaced so that they do not pinch the neck, or hang off the end of the shoulders. The straps should fit comfortably around the chest.
- Chest straps assist in holding the shoulder straps in place and aids in the stability of the pack. If you have a heavy pack they will help reduce the weight on your shoulders and shoulder strain.
- Backpacks should be worn straight, with the top of the bag at shoulder height. The bottom of the bag should sit level with the hollow of the lower back.
- It is recommended that you limit the weight of your pack to the smallest load feasible by repacking daily. Combined with good backpack selection the weight will enable the load to be carried all day with minimal risk of sprains and strains.
- Only carry the books you need, reduce the time the bag is being carried by resting it where possible. If you ride a bike use a bag carrier.

- Correct manual handling procedures need to be employed when the bag is removed from the back and being lifted.
  - Size up the load. Are the weight, size and shape within your capacity to lift? Plan how you are going to lift the bag so that you are not twisting, bending or reaching.
  - Position feet correctly, they should be shoulder width apart with one foot behind and one foot beside the load.
  - Bend knees and keep your back straight. Lift with legs straight and hold load close to your body.
  - Take a secure hold across opposite diagonals and test the weight.
  - Control lowering of the load, back straight, knees bent, keeping a secure hold until the bag is securely in position.

## **2.20 SCHOOL NEWS**

The school's Schoolzine newsletter is sent home via email. Parents can update their email address at the school or during ECP interview at the beginning of the year. For those parents who do not have access to email, a small number of hard copies are produced and can be collected from the Administration Office. A copy of the newsletter can be found on the [website](#). The "Horizon" end of year magazine is issued to students in the last few weeks of school.

## **2.21 MOUNTAIN CREEK STATE HIGH SCHOOL WEBSITE**

Information about Mountain Creek State High School can be found on the school's official website: [www.mountaincreekshs.eq.edu.au](http://www.mountaincreekshs.eq.edu.au). Here you will find information about the school, services and curriculum related activities for students.

## **2.22 FIRST AID POLICY**

Students are referred to sick bay via their current class teacher. Parents will be telephoned as soon as possible for the collection of a sick child. Where no contact with the parent or parent emergency contact can be made or the parent emergency contact cannot collect the student, the student will remain in sick bay. All students are covered by Queensland Ambulance whilst on the school premises and/or off site and in an official school capacity such as an excursion. In the event of an emergency an ambulance will be called. Parent/Guardian emergency contact telephone information must be kept current with the school. Please advise the school of any change in details and relevant important medical details.

## **2.23 USE OF SPRAY DEODORANTS AND PERFUMES**

Spray deodorants and perfumes are not permitted at school due to the health risks they pose for students. If brought to school, these items will be confiscated.

## **2.24 STUDENT CAR PARKING**

Those licensed senior students who drive personal vehicles to school are not permitted to park their vehicles inside the school grounds. Such vehicles must be parked in the external car park closest to the TAFE College, which is directly adjacent to the Mountain Creek State Primary School. Students are not permitted to access their vehicles during class time, or between breaks.

Students are asked to consider local residents by not parking in the cul-de-sacs opposite the school.

## **2.25 TRANSPORT**

The following bus company services Mountain Creek State High School providing student transport to and from various locations. Please contact them for individual arrangements or visit their [website](#).

CDC Queensland 07 5476 6622 [www.cdcqueensland.com.au](http://www.cdcqueensland.com.au)

## **2.26 STUDENT LEADERS**

Student leadership operates at the school to enable students the opportunity of taking on leadership roles and contributing to school activities. The Student Leadership team consists of four school captains, a range of programs of excellence captains and Sub-School leaders elected to each Sub-School as well as a group of Year 9 school captains being elected each year. A student forum meets regularly, comprising of Years 7, 8 and 9 junior secondary leaders, Year 10 aspiring leaders and senior leaders. The aim of the forum is to address whole school concerns and to ensure students are kept up-to-date about school activities.

## **2.27 SCHOOL EXCURSIONS**

Many subject areas have one day field trips where students can gain practical skills in their area of interest. Some senior subjects have two – three-day camps to develop particular aspects of their respective course. All excursions are related to curriculum activities. All excursions and third party provided activities will be invoiced as they occur and payment will need to be made before a student can attend the activity.

## **2.28 SPORTING TEAMS**

Our school has a strong tradition of involvement and success on the sporting fields and courts at all levels. A wide variety of sports are offered for both boys and girls in both team and individual pursuits. The school expectation is that once students make a commitment to sport, that commitment is followed through. This extends to attendance at inter-Sub-School carnivals for Swimming, Cross-Country and Athletics. Every student is expected to attend and to participate to the best level they can. School and Sub-School spirit and pride are very strong.

There are five Sub-Schools – Bribie, Fraser, Moreton, Mudjimba and Stradbroke and a range of competitions are offered during the school year and students are expected to participate with great enthusiasm, competitiveness and our normal outstanding level of sportsmanship. There is regular inter-school sport for Years 7, 8 and 9 students and all age groups participate in a wide range of out of school hour's inter-school sport. We also offer, through the HPE Faculty, Sporting Development Programs in AFL, Volleyball, Basketball, Netball and Rugby League. The school is also a member of the AFL Academy Program.



## **2.29 STUDENTS PARTICIPATING IN PHYSICAL ACTIVITY AND PHYSICAL EDUCATION**

Students participating in physical activity and physical education, particularly contact sports, carry inherent risks of injury. Parents are advised that the Department of Education (DOE) does not have Personal Accident Insurance cover for students. DOE has public liability cover for all approved school activities and provides compensation for students injured at school only when the DOE is negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type and level of private insurance they arrange to cover students for any accidental injury that may occur.

## **2.30 COMMUNICATION BETWEEN SCHOOL AND HOME**

Teachers are expected to inform parents early of any concerns or problems regarding their student's progress or behaviour.

We encourage parents to contact the school immediately if they have any concerns regarding their students' progress at school. We also appreciate being informed of any circumstances which may affect a student's progress or behaviour at school.

A wide range of avenues exist to provide parents with the opportunity to access staff and information about the school.

- E-Newsletter (Schoolzine)
- Horizon Magazine (annual)
- Facebook
- Parents' and Citizens' Association Meetings
- School Council Meetings
- Academic Report Cards - (once per Term)
- Education Career Planning – ECP Interviews (twice per year)
- Career Expo and Subject Selection Evening
- Welcome to Year 7 Evening
- Welcome Evening (other year levels)
- Year 6 into 7 Zenith and STEM Information Evening
- Special Events e.g. Awards Night
- Senior Information Evening
- Handbooks e.g. Parents, Subject and other school brochures (available on line at <https://mountaincreekshs.eq.edu.au/Pages/default.aspx> or through the Administration Office)
- International Baccalaureate Program Information Evening

### **2.31 DEPARTURE PROCEDURES**

Students leaving or wishing to transfer to another school are required to:

- Complete a Student Departure Form that can be obtained from the Administration Office.
- Return all text/library books to the Resource Centre.
- Return the school laptop, laptop charger and laptop cover to the Administration Office.
- Finalise any outstanding financial debts.

### **2.32 'PARENTS & CITIZENS' ASSOCIATION**

The P&C Association meets on the third Monday of each month in the Administration Conference Room at 5:30pm. The meetings are friendly, informative and cover a wide range of topics regarding your child's education. This group is involved in a wide range of activities, and participates in decision making on a variety of committees.

#### **Involvement in General School Development**

Mountain Creek State High School aims to involve students, parents and teachers in the development of the school. An important way in which parents can become involved is through the School Council. School Council representatives are elected by the P&C. The P&C telephone number is 5457 8353.

### **3. FINANCE**

#### **3.1 STUDENT RESOURCE SCHEME (SRS)**

Mountain Creek State High School operates an SRS for Years 7 to 12 to:

- Minimise the costs to parents/carers of providing textbooks and other learning resources for their child/ren, by securing discounts, through early payment and bulk ordering.
- Ensure that an adequate bank of resources is available to guarantee a good quality education for all students.

This is a service offered by this school and is something that neither the school nor the Executive Principal is required to do. There are many schools that do not offer such a service and parents/carers are required to carry the full cost of purchasing all learning materials.

The SRS is organised by the school, but overseen by the School Finance Committee and has the support of the Parents' and Citizens' Association. The Finance Committee is chaired by the Executive Principal and has parent and teacher representatives.

The scheme is a co-operative fund generated by the funds received from parents/carers. Through P&C endorsement, a textbook and resources allowance is received by the school for Years 7 to 10 students of \$136 and for Years 11 to 12 students of \$295. An additional \$315 per student, in Years 7 to 9 and \$375 per student in Years 10 to 12 is charged to parents/carers who wish to participate in the scheme.

- The scheme does not provide any funds for the Parents' and Citizens' Association, is entirely voluntary and parents/carers are under no obligation to join.
- The scheme operates under the policies and guidelines of the Department of Education. A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the scheme as detailed on the year level subject requirements list, to enable the student to engage with the curriculum.
- Parents wishing to take advantage of the services provided by the scheme, sign the relevant form agreeing to the conditions therein upon enrolment and then pay the annual scheme participation fee. The scheme provides the entire package for the specified participation fee and is not available in part.

#### **3.2 BENEFITS OF JOINING THE SRS**

In addition to the textbook and resource allowance, parents/carers wishing to take advantage of joining the SRS pay an annual fee (the fee will be \$375 for Years 10, 11 & 12 and \$315 for Years 7, 8 & 9) and receive all services, materials and consumables not defined as instruction, administration and facilities for the education of the student at the school which include:

- Hire of all prescribed textbooks/e-books for subjects, where applicable
- Reproduced class materials which complement and/or substitute for textbooks
- Student reference material through the resource centre (e.g. books, audio/DVD's, Clickview, Oliver, Reading Eggs)

Other student reference materials including e-learning resources e.g. education perfect and stile and access to web site subscriptions (which would be costly if paid for on an individual basis but as a bulk registration through the school SRS the cost per student is reduced significantly):

- Student Journal
- Access to on-line learning platforms including Moodle and Education Perfect.
- Additional computer software purchased for use in class
- Photocopy costs (classroom materials and workbooks)
- Minor equipment and consumable materials for subjects where the instruction is extended through providing practical learning experiences in excess of materials provided by school grants
- Student identification card

### **3.3 TEXT AND RESOURCE ALLOWANCE (TRA)**

The Queensland Government provides a text and resource allowance for eligible students. With the approval of their Parents' and Citizens' Association, schools may be directly provided with this allowance. As such, Mountain Creek State High School Parents' and Citizens' Association has approved the direct payment of the Textbook and Resource Allowance to our school.

All students are eligible for the text and resource allowance, excluding:

- Students enrolled as full fee paying overseas students (FFOS)
- Students enrolled in a Centre for Continuing Secondary Education (CCSE)
- Students undertaking part time distance education from a non-state school accredited for distance education
- Students enrolled after the first Friday in August

Any student transferring after the end of February from any Queensland secondary school (state or non-state) will be expected to carry a pro rata refund allowance from their departing school to their new school. Mountain Creek State High School will calculate the pro rata amount and advise parents/carers of the payment amount due.

### **3.4 YES, I WISH TO JOIN THE SRS**

The subsidy for a student eligible for the TRA has been taken into consideration, and as such, has reduced the total amount that parents/carers contribute to the SRS. The SRS represents excellent value and provides substantial savings to parents/carers of students in all year levels. The average cost of textbooks is approximately \$65.00 each, with some costing over \$100.00. To this end, every effort has been made to contain costs to parents/carers, whilst ensuring that an adequate bank of resources is available for student use.

Parents/carers are asked to join the SRS upon enrolment. Invoices are raised in August the prior year and should be finalised before the first day of school each year. Families who join the scheme but fail to pay the full fee may be excluded from the SRS. A parent's participation or non-participation in the scheme will continue as per their previously completed Participation Agreement form. A parent can opt in or out of the scheme in subsequent years by completing another "Participation Agreement" form.

### 3.5 PAYMENT OPTIONS:

- Bpoint is now available via: [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete). Bpoint is a secure online payment system. A customer reference number and invoice number are required for Bpoint. This information is located on the school invoice and statement and can also be obtained through QParents.
- Over the phone by calling 1300 631 073 (must have school invoice with CRN and invoice number)
- Centrepay is a free direct bill paying service available to parents/carers who receive Centrelink payments, such as Family, Newstart and Abstudy. Centrepay can make direct payments to Mountain Creek State High School to pay for school fees. Should you wish to take advantage of this service, please contact the finance team on (07) 5457 8308

### 3.6 FINANCIAL DIFFICULTIES

Families experiencing financial difficulties can contact the school to organise payment of the SRS fee by payment plan. Payment plans can be arranged by either contacting (07) 5457 8308 or emailing [accountsreceivable@mountaincreekshs.eq.edu.au](mailto:accountsreceivable@mountaincreekshs.eq.edu.au) to request an application.

An appointment can be made to see the Business Manager, Finance/Facilities to discuss any further alternative arrangements if necessary by phoning (07) 5457 8308.

### 3.7 NO, I DO NOT WISH TO JOIN THE SRS

Participation in the SRS is nominated on enrolment. Should parents/carers choose not to join the SRS, please contact the school.

A parent who does not wish to join the scheme is responsible for providing the student with the items that would otherwise have been provided to the student by the SRS as detailed on the year level requirements list and/or subject requirements list, to enable the student to engage with the curriculum.

If eligible, the below Text and Resource Allowance (TRA) will be refunded to the parent/guardian:

- Year 8 student: ..... \$130
- Year 9 student: ..... \$130
- Year 10 student: ..... \$130
- Year 11 student: ..... \$281
- Year 12 student: ..... \$281

Additionally, Mountain Creek State High School will provide a comprehensive list of all textbooks and resources required to be purchased by parent/guardians, in lieu of joining the SRS (Year level subject requirements lists).

### **3.8 USER PAYS AND SUBJECT FEES**

#### **Subject Fees**

Some subjects require students to use materials to fulfil assessment requirements. For example, in Art, students produce paintings, in Design and Technology, students design and produce a number of workshop items. These projects become the personal property of students. The subject fee is for the costs of materials used in producing these items.

#### **User Pays**

User pays are for external charges to the school, for example bus hire, admission costs, guest speakers and camp fees. Where a third party charges the school for the activity a user pay fee is charged to the parent/guardian. User pays are to be balanced for each activity and a refund must be given if the amount calculated for the refund is over \$15 per student (as per school refund policy, endorsed by the Parents' and Citizens' Association).

### **3.9 PAYMENT DUE DATES**

#### **Student Resource Scheme**

The Student Resource Scheme participation fee must be paid before the start of the school year. Invoices are raised in August prior to the school year. This is a long tradition for Mountain Creek State High School as many families have indicated they prefer to pay fees over the August to December period for the following year.

Payment plans are available for those families who are not in a position to have the Student Resource Scheme paid in full from day one. Payment plans can be negotiated weekly, fortnightly or monthly and can be spread across Semester one. Payment Plans are approved by application or appointment with the school Business Manager.

#### **Subject Fees**

All subject fees will be invoiced in February/March once classes have been finalised. Payment is welcomed before this date so the school can organise the purchase of textbooks and resources so your son/daughter is accessing these from day one. Accounts receivable can receipt fees if parents wish to pay in advance and have a credit for fees on their account. Once invoices are raised the credit will be off-set against these fees.

#### **User Pays**

User pays are invoiced throughout the year prior to each activity. Invoices are emailed home and must be paid prior to the activity in order for the student to attend.

## 2023 School Fee Structure

### Student Resource Scheme (SRS) - \$375.00 – Participation Fee

(Parent/Carers opt to join SRS on enrolment or on Subject Preference forms prior to year of commencement)

Includes:

School Diary, hat (on enrolment) and ID Card

Student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials e.g. art and craft supplies; cooking materials, manual arts materials.

Textbooks hard copy, digital or E-Book.

Student reference material for hire/purchase; e.g. books; audio/video tapes.

Software site licences, consumables, photocopying, use of equipment.

Electronic platforms eg Moodle, Education Perfect, Clickview and Turnitin.



### Subject Fees - \$ \_\_\_\_\_ calculate as per subject preference

Subject fees for additional resources not covered by SRS e.g. materials to make items and take home, use of specialised equipment, subject specific activities and consumables.

Also includes items students keep eg. Training T-Shirts for Sports



### User Pays – Charged as occur through year

User Pays - are paid to a third-party provider –and will be charged as the activity occurs throughout the year. Refer to “Subject Requirements” lists on School website – costs listed on website are indicative only.

**User Pays fees will be incurred for:**

- **Excursions and activities**
- **Interschool Sport**
- **Some Enrichment activities**
- **Transport and Admission costs, Teacher relief (if applicable)**

## 4. STUDENT MANAGEMENT FRAMEWORK

A Student Code of Conduct has been developed in consultation with the school community and approved by the School Council. Please refer to our [website](#) for the latest Student Code of Conduct (2020-2023). A summary of the plan is set out below.

“The Student Code of Conduct for Students at this school has, as its foundation, a whole of school student management framework.

### 4.1 STUDENT CODE OF CONDUCT

Mountain Creek State High School provides a supportive school environment that has, as its foundation, a whole of school student management framework.

#### **The School Will:**

- provide safe and supportive learning environments
- provide inclusive and engaging curriculum and teaching
- Initiate and maintain constructive communication and relationships with students and parents/carers
- promote the skills of responsible self-management

#### **Student Responsibilities**

Students are expected to:

- follow protocols as outlined in the school prospectus
- be polite and well mannered
- follow teacher’s directions
- attend school
- apply themselves to their studies
- be organised and attend with the correct equipment
- report to the Sub-School as required
- only use ICTs appropriately
- represent the school with honour, pride and enthusiasm
- Parent/Guardians Responsibilities
- Parents have the responsibility for supporting the school in the education of their children. This responsibility includes:
  - ensuring students attend school on time
  - provide funds and equipment as required
  - provide, maintain and monitor the wearing of the school uniform
  - advise the school of absences and breaks with procedure and protocol
  - provide the school with advice on developments which may impact on the social, physical or mental well-being of the student
  - providing support for the decisions made by the school in the management of their student in the school environment



## Proactive and Minor Breaches

Corrective and supportive action - This involves the deliberate altering of the nature of the intending learning environment and manages the student in the classroom setting through schools Pedagogical Framework (New Art Science of Teaching (NASOT) – Design Statements (DS 7-10) and Essential Skills for Classroom Management.

Class teacher provides in-class or in-school disciplinary responses to low-level or minor problem behaviour.

This may include:

- Essential Skills for Classroom Management
- Establishing expectations– Making rules.
- Ratio of 5 positive to 1 negative commentary or feedback to class
- Pre-correction (e.g. “Remember, walk quietly to your seat”)
- Non-verbal and visual cues (e.g. posters, hand gestures)
- Corrective feedback (e.g. “Hand up when you want to ask a question”)
- Rule reminders (e.g. “When the bell goes, stay seated until I dismiss you”)
- Explicit behavioural instructions (e.g. “Pick up your pencil”)
- Waiting and scanning- Stopping to assess what is happening.
- Cueing with parallel acknowledgement- Praising a particular student to prompt others.
- Body language encouraging- Smiling, nodding, gesturing and moving near.
- Descriptive encouraging- Praise describing behaviour.
- Proximity control
- Tactical ignoring of inappropriate behaviour (not student)
- Revised seating plan and relocation of student/s
- Individual positive reinforcement for appropriate behaviour
- Classwide incentives
- Reminders of incentives or class goals
- Redirecting to the learning- Prompting on-task behaviour. Low voice and tone for individual instructions
- Give 30 second ‘take-up’ time for student/s to process instruction/s
- Giving a choice- Describing the student’s options and likely consequences of their behaviour.
- Reduce verbal language
- Break down tasks into smaller chunks
- Provide positive choice of task order (e.g. “Which one do you want to start with?”)
- Prompt student to take a break or time away in class
- Model appropriate language, problem solving and verbalise thinking process (e.g. “I’m not sure what is the next step, who can help me?”)
- Use ‘double what’ questions: What are you doing? What should you be doing?
- Provide demonstration of expected behaviour

- Peer consequence (e.g. corrective feedback to influential peer demonstrating same problem behaviour)
- Private discussion with student about expected behaviour
- Reprimand for inappropriate behaviour
- Warning of more serious consequences (e.g. removal from classroom)
- Following through- Doing what you said you would

Classroom teacher to alert behaviour to parents/guardians if behaviour is not corrected and implement consequences at Phase 1 level below.

### **PHASE 1 - Persistent Minor Breaches**

This phase requires the classroom teacher to alert behaviour to parents/guardians, implement intervention strategies at a classroom level.

Inappropriate student behaviours include:

- minor incidents
- ignoring instructions
- lateness to class
- littering
- inappropriate language
- eating/drinking in classrooms
- disruption to the teaching and learning process during lessons.
- Minor Workplace Health and Safety
- Non-compliance with uniform policy

Classroom teacher to alert behaviour to parents/guardians and implement consequences at classroom level. These may include:

- reminder of classroom expectations
- in-class separation
- removal from classroom for one-on-one resolution
- assign student to accompany you after class to discuss expectations
- assign student a lunchtime detention (max 20mins)
- Take home task – class expectations
- contact with parents
- confiscation of non-uniform item

If behaviour is not corrected or consequences not completed the student will move to Phase 2.

## **PHASE 2– Unresolved Minor Breaches; LOSS OF GOOD STANDING; Withdrawal; Monitoring of Behaviour**

This is a referral phase where previous identified classroom behaviours have not been rectified and adjusted by students, and consequences have not been completed.

For Out of Class behaviour this phase involves unsafe or inappropriate behaviour referrals.

Class teacher will inform parent of behaviour and refer behaviour incident to Head of Year (HOY).

Inappropriate student behaviours include:

- The Student continues Phase 1 behaviours whilst in the alternative workspace
- Unresolved Persistent Disrespectful or Disruptive behaviour that has been identified and not corrected
- Repeated refusal in program of instruction
- Repeated failure to Follow Direct Instructions
- Fractional Truancy
- Unsafe Behaviour
- Abusive, threatening or derogatory language
- Property misconduct
- Work place health and safety
- Repeated Uniform / Mobile device / makeup / jewellery transgressions
- HOY follow up to include:
  - Student Interview
  - Check student's behaviour profile
  - Parent Contact
  - Record LOSS OF GOOD STANDING
  - Suspension Warning
  - Issue consequences and communicate outcome to staff
    - detentions
    - Lunchtime withdrawal
    - monitoring program
    - resolution meeting
    - peer mediation or restorative conference
    - Parent/Teachers meeting
    - Whole class intervention across all subjects
    - Calm Card
    - Discipline Improvement plan
    - Discussion with Year Level Management Team
    - Individual Behaviour Support Plan
    - Class change
    - Subject change
    - Targeted skills teaching in small group
    - LEAPP referral single class

- Faculty HOD support - assist with classroom practices, Professional Development, Classroom Profiling
- referral for assessment and specialist support, Learning Difficulties, Advisory Visiting Teacher, Guidance Officer
- Restitution

### **PHASE 3 – Intensive - Removal from Class or School Disciplinary Absence**

This phase invokes the reactive measures of the school management plan for students who continue to persistently exhibit disruptive off task and/or dangerous behaviours, and lack of respect to maintain school excellence requirements. Students who do not respond to proactive interventions have failed to appreciate the educational opportunities available to them. Having these educational opportunities withdrawn for a period of time can serve to jolt the students' awareness of the negative effects their behaviour and the need for behavioural change.

Class teacher will inform parent of behaviour and refer behaviour incident to Head of Year (HOY)

Inappropriate student behaviours include:

- Extreme or repeated incidents of Phase 2
- Refusal to attend Buddy Class
- Unresolved Persistent Disrespectful or Disruptive behaviour that has been identified and not corrected
- Repeated refusal in program of instruction
- Repeated failure to Follow Direct Instructions
- Truancy/Fractional Truancy
- Harassment/Bullying/Intimidation/ Threats/Stalking/Insight violence
- Swearing at a teacher
- Abusive, threatening or derogatory language
- Inappropriate use of electronic media
- Work place health and safety
- Repeated Mobile Device infringements
- Repeated Uniform / Mobile device / makeup / jewellery transgressions
- Unsafe Behaviour (major)
- Possession, Sale, Use of a prohibited item
- Property misconduct (vandalism, graffiti, illegal entry, trespass, wilful damage, theft
- Physical violence

HOY / Year Level Management Team follow up to include:

- Student Interview
- Check student's behaviour profile
- Parent/Carer Contact
- Discussion with Year Level Management Team in relation to intervention strategies

- Issue consequences and communicate outcome to staff
  - Class withdrawal
  - Short term suspension (up to 10 school days)
  - Long term suspension (up to 20 school days)
  - Charge related suspension
  - Suspension pending exclusion
  - Exclusion
  - Complex case management and review
  - Stakeholder meeting with parents and external agencies including regional specialists
  - Class change
  - LEAPP referral All classes
  - Faculty HOD support - assist with classroom practices
  - Functional Behaviour Assessment and Individual Behaviour Support Plan
  - Police notified

Please note: Drug; Alcohol; Vaping/Smoking; Knives/Weapons (including imitation/replica); Verbal or Nonverbal misconduct; Physical violence related offences and Conduct prejudicial to the good order and management of the school may result in suspension/proposal for exclusion on the first offence.

### **Alternate Programs**

The LEAPP (Learning Engagement and Productive Participation) program is an on-site Alternative Targeted Intervention Program which is an initiative of Mountain Creek State High School to improve curriculum outcomes of all Students. The program provides a support mechanism with additional strategies to achieve educational outcomes.

- Students will attend the alternate program for a designated time on a Flexible Arrangement if applicable.
- Student to follow the set work program (which will be curriculum required material) with the assistance of the Alternate Program staff.
- Non-compliance results in parent notification and withdrawal from school

Program is individualised and monitored by Alternate Program staff.

The YES (Youth Engagement Strategy) program acts as a circuit breaker for students that are having difficulty engaging in learning and/or struggling to experience daily positive social connections within their current school. Over the school term, The YES Program will provide students with the opportunity to engage with students from other schools within smaller class sizes. They will be supported by a class teacher, a youth worker and a teacher aide.

## 4.2 MOBILE DEVICE GUIDELINES

This guideline reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using technology devices.

### Mobile and Technology Devices Guidelines

- Students must only use technology devices at school that they have signed a BYOD agreement for. All other devices should not be brought to school, as there is a risk of damage or theft. School staff will confiscate such devices if students are identified to be in possession of and using them. Silent or discreet settings are not acceptable.
- Subsequent breaches or refusal to follow the direction of staff to hand over the prohibited item may result in further consequence as indicted below.
- If students need to contact their parents/guardians during the school day, they can make phone calls at Sub-Schools or Administration Offices during break times. If parents need to contact their child during the school day, in emergency circumstances, they can call the office and a message will be relayed as soon as possible.
- Mobile devices, cameras and voice recorders re not to be used to make secret recordings of other students, staff or guests.
- Appropriate action will be taken against those who are using mobile devices inappropriately or who are photographing or filming without consent.
- Harassing or threatening messages are an offence.
- The guidelines apply to students during all school activities including day excursions and school sport; unless otherwise advised via school permission notification.
- Disciplinary action will be taken against any students failing to comply with this policy. Such actions include temporary removal of devices or for more serious breaches, school disciplinary absences.

## Confiscation

School staff will confiscate technology devices used contrary to this policy on school premises.

Offence	Consequence
1st time	Student to collect from office (Offence recorded on OneSchool)
2nd time	Parent/Guardian only to collect from office, in addition to an Administration detention
3rd time	Potential suspension for refusal to comply with school policy and conduct prejudicial to the good order and management of the school
Refusal to hand over device	Potential Administration detention or suspension

Devices will be made available for collection from the school office at the end of the school day (dependent on number of offences as stated above) unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

### 4.3 STUDENT DISPUTE RESOLUTION PROCEDURE

Students need to be aware that there is a procedure for the resolution of disputes between students in this school. If a student is concerned that another student is harassing them or threatening them in any way, they should report it to a teacher or HOY, in their respective Sub-School.

The teacher will then investigate and act appropriately on that complaint. Under no circumstances should a student retaliate by using abusive/threatening language or physical violence. This will only make matters worse for all students involved.

All students need to remember that there is only one way to resolve disputes in the school and that is to report it to a staff member. Students need to know that under no circumstances will harassment or physical violence be tolerated and any student guilty of these offences will be held accountable and dealt with according to the school's code of behaviour.

### 4.4 STUDENT MONITORING CARD

Students may be placed on a Monitoring Card by a HOY or member of the student management team as a strategy for tracking student progress, performance and attendance as an outcome of student infringements, parental requests and requests from the Principal or Deputy Principal.

## 4.5 KNIVES IN SCHOOLS GUIDELINES

**Working together to keep Mountain Creek State High School safe.**

**We can work together to keep knives, weapons and replica weapons out of school. At Mountain Creek State High School:**

- Every student has the right to feel safe and be safe at school.
- No knives, weapons or replica weapons are allowed to be taken to school by students.
- There is no reason for a student to have a knife, weapon or replica weapon at school and it is against the law for a student to have a knife, weapon or replica weapon at school.

If a student has a knife, weapon or replica weapon at school, they can expect serious consequences, such as fines and possibly jail. Longer jail sentences can be given to young people if someone is injured with a knife, weapon or replica weapon during an assault.

### **What kinds of knife are banned?**

- No knives, weapons or replica weapons of any type are allowed at school, including flick knives, ballistic knives, sheath knives, push daggers, trench knives, butterfly knives, star knives, butter knives, fruit knives or craft knives or any item that can be used as a weapon, for example, a chisel.
- Knives needed for school activities will be provided by the school, and the use of them will be supervised by school staff.
- In circumstances where students are required to have their own knives, weapons or replica weapons or sharp tools for particular subjects or vocational courses, the school will provide information about the procedures for carrying and storing these items at school.

### **The Principal can take tough action against a student who brings a knife, weapons or replica weapons to school.**

- If a student has a knife, weapon or replica weapon at school, Principals can inform the police.
- Possessing a knife, weapon or replica weapon at school may result in serious disciplinary consequences.
- Police can search a student and their property at school if they suspect a student has a knife, weapon or replica weapon.
- 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 Principal suspects that a student has a knife, weapon or replica weapon on or in school property.
- If the Principal suspects the student has a knife, weapon or replica weapon in their bag, the bag may be temporarily confiscated until police arrive.
- If the student does have a knife, weapon or replica weapon at school, it can be confiscated by the Principal and given to the police.



## How can parents help to keep Mountain Creek State High School safe?

- Make sure your child knows what the laws and rules are about knives, weapons or replica weapons.
- Do not include knives or knife tools in children's lunch boxes, pencil cases or craft kits.
- Contact your school Principal if you believe your child is being bullied or threatened at school.
- If you want to talk about students and knives, weapons or replica weapons at school, please contact the Principal.

**4.6 ATTENDANCE POLICY** Mountain Creek State High School's attendance policy aims to ensure students are actively engaged in school and attend every day to ensure optimal individual outcomes and student engagement. We have high expectations of student attendance.

It is important that students, staff and parents/carers have a shared understanding of the importance of attending school.

Mountain Creek State High School:

- Is committed to promoting the key messages of Every Day Counts
- Believes all children should be enrolled at school and attend school all day, every school day
- Monitors, communicates and implements strategies to improve regular school attendance
- Believes truancing can place a student in unsafe situations and impact on their future employability and life choices
- Believes attendance at school is the responsibility of everyone in the community
- Will provide support for students where necessary to promote student engagement
- Will enforce consequences for repeated non-attendance as outlined in the school's Student Code of Conduct for Students

Please refer to the Mountain Creek State High School website for further information on the school's attendance policy:

<https://mountaincreekshs.eq.edu.au/supportandresources>

## **4.7 ATTENDANCE MONITORING**

Mountain Creek State High School uses a sophisticated electronic attendance system to monitor student attendance. All students are expected to be in full attendance all day every day of the school year except when they are absent for good reason, e.g. illness. The school attendance record is probably the most valuable data source available for early detection of students experiencing personal, social and educational difficulties at school. However, for it to be useful, the data must be accurate and current. In this school it is the responsibility of parents to ensure that when their child is absent from school, that the absence is explained prior to school commencing using established school procedures (detailed below):

## Procedure

If a student is going to be absent the parent must notify the school on the day of the absence via the absentee line (as indicated below) with an explanation.

- Senior School Absences (Year 10, 11, 12) must be phoned in by 8:00am to relevant Sub-Schools
- Junior School Absences (Year 7, 8, 9) must be phoned in by 10:30am to relevant Sub-Schools

### Absentee Line – voice message facility only:

<b>Year 12 and 8</b>	5457 8490	<b>Years 11</b>	5457 8450
<b>Year 10</b>	5457 8470	<b>Year 9</b>	5457 8480
<b>Year 7</b>	5457 8460		

### Absentee Line – text message facility number: 0437 894 481

### If you wish to speak with a Sub-School Officer please contact:

<b>Bribie</b>	5457 8454	<b>Mudjimba</b>	5457 8332
<b>Fraser</b>	5457 8464	<b>Stradbroke</b>	5457 8484
<b>Moreton</b>	5457 8474		

The school utilises an SMS alert system to parents to confirm the unexplained absence of the student after the first class roll mark. For this reason, it is vital that the school is notified of any changes to mobile phone contact details. Later in the day a second SMS is sent to parents if a student has an inconsistent attendance record for that day.

## 4.8 STUDENT MOVEMENT RECORD

Whenever a student has to leave the room during class time, the Student Movement Record in the back of the Student Diary must be completed by the teacher. The student must carry their Student Diary with them whilst they are out of class and produce it as requested. Any unexplained movement out of class will be treated as truancy from class.

Students who do not have their Student Diary are required to have an ID Attend class slip before they are permitted to leave the classroom during class time.

## 4.9 LEAVING THE SCHOOL GROUNDS

Students wishing to leave school at any time during the day must bring written permission from a parent/guardian – to be handed in to the Sub-School office (Years 7 to 12) before school to receive an early departure slip. This slip is then shown to the teacher/Administration Office. Permission will only be granted for legitimate reasons e.g. medical, dental appointments.

#### 4.10 LATE TO SCHOOL

If students bring a note: Sub-School officers will issue a late slip, which the student must take to the teacher to be admitted to class late. Failure to do so will result in an Unexplained Absence on their attendance record.

**Late without a note:** Students receive detention slip for detention the following day. Persistent lateness to school will be followed up by the HOY, who will contact the parents. Persistent refusal to follow school policy regarding lateness may result in suspension or for senior students, a cancellation of their enrolment.

#### 4.11 EXAMPLES OF EXTRA CURRICULAR ACTIVITIES

##### Extra Curricular Sport

##### Sport Co-ordinator

- AFL
- Rugby League
- Summer and Winter Interschool Sport
- Basketball
- Soccer
- Touch
- Cricket
- Rugby Union
- Volleyball
- Cross Country
- Water Polo
- Netball

##### Competitions – Various HODS

- Australian Business Week
- Australian Science Olympiad
- Business Mock Trial
- RACI International Chemistry Quiz
- Business ASX Game
- Titration Competition
- Creative Generation State Schools Onstage
- Science Research Awards
- Creative Generation Excellence in Visual Art Awards
- CreekerBots Robotics
- FTC Robotics
- Computation and Algorithmic Thinking Competition
- National Computer Science School
- CyberComp Cybersecurity Competition
- Cyber Taipan Competition
- Fly Army STEM
- FUSE Cup Esports
- Creative Writing
- Design and Technology - CO2 Car Competition, Graphics Design Challenge
- ICAS English Competition
- Math's Competition – Westpac, UNSW, Informatics, Sunshine Coast, QAMT
- Australian Geography Competition

- Australian History Competition
- ICAS Science Competition
- CINergy - Film Festival

### **Debating and Public Speaking – HOD English**

- Channel 9 News Reading
- PESA
- Constitutional Convention/Youth Council
- Writer in Residence – Creative Writing Workshops
- Intra Sub-School Debating
- Lions Youth of the Year
- Queensland Debating Teams
- Rostrum
- Readers Cup
- Voices on the Coast
- UN Mock Summit

### **Creative Industries – HOD Creative Industries**

- School Musicals
- Junior and Senior Dance Company
- Rising Voices
- MADD Week
- Creeker Theatre Company
- Concert Band
- String Ensemble
- Stage Band
- Art Exhibitions
- Eikon Art Group
- Theatre Sports
- Rock Band

### **Specific Year Level Activities - Heads of Year**

- Sub-School Activities/Fundraising
- Trivia Extravaganza
- Remembrance Day – Poppies

### **Leadership – Various HODS**

- Student Leadership Forum
- Year 7, 8 & 9 Junior Secondary Leaders
- Year 10 Student Leaders
- Year 10 Halogen Leadership Conference
- Year 10 & 11 Leadership Day
- Year 11 & 12 Student Leaders
- Year 11 Leadership Camp

### **International Excursions**

(offered on a rotational basis)

- Japan – Languages and Cultural
- Vietnam – Cultural
- Battlefields of Europe – History
- Europe – Cultural and History
- Germany – Geography
- Borneo

- Argentina – Spanish Immersion

### Community Activities

- Shave for a Cure
- Relay for Life
- ANZAC DAY March

## 4.12 UNIFORMS

Mountain Creek State High School is a uniform school because the P&C Association, representing the parents of this school, has decided at the outset to support the wearing of a school uniform. The dress code has been developed in consultation with parents, students and staff. Parents are required by legislation to ensure that correct school uniform is worn to school by their child. A gender-neutral option is available for students as per current Dress Code Policy.

Wearing the uniform is our expectation, and we urge all parents to support the accepted standard of dress as detailed below by ensuring that your child wears the correct and appropriate Mountain Creek State High School uniform. If for any reason a student is out of uniform on a particular day, parents are required to send a note with their child to be taken to their appropriate Sub-School for Years 7 to 12.

**Please Note:** The Mountain Creek State High School Uniform can only be purchased from the school uniform shop. Look alike items are not acceptable.

### Footwear:

Department of Education and Workplace Health and Safety guidelines clearly state that students' footwear must provide adequate protection and cover the entire feet. The ONLY acceptable footwear is fully enclosed polishable black lace-up shoes with black shoelaces. Non-marking soles are also essential so that damage is not caused to various floor surfaces. Footwear such as thongs, sandals and open work shoes shall NOT be worn. Students who do not comply will be required to change footwear in order to gain access to these specialist rooms. It is also important for safety requirements in the school grounds.

EXAMPLES OF  
CORRECT  
SCHOOL SHOES



Style Example

Sports Shoe Example

EXAMPLES OF  
INCORRECT  
SCHOOL SHOES



Incorrect Samples

Other Incorrect Samples

## Headwear:

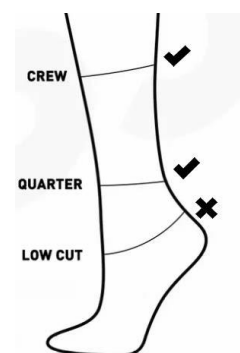
Students are strongly encouraged to wear a hat at all times. A navy bucket hat will be issued to all students on arrival. This hat is compulsory for all outdoor activities in accordance with Sun Safety Policy. Additional hats (bucket or school cap) can be purchased from the Uniform Shop. Headbands, beanies etc. are not acceptable.

## Uniforms for Formal Occasions:

Students are required to wear formal uniform which includes black polishable lace-up shoes for all formal occasions such as excursions and the first day of the week.

### Formal Uniform

- Shirt:** White polyester cotton short sleeve – ink navy and fuchsia stripe on top of pocket. Shirt must be tucked in at all times (Senior: embroidered school logo on pocket). To be worn with shorts or slacks. To be worn with Ties Ink navy with thin fuchsia & white stripe.
- Shorts:** Ink navy, polyester viscose, side pockets, fly front, tab waistband, worn between the waist and the hips with a black belt. Belts are to be plain with no studs or large buckles. Shorts should not be worn below the hips and the length of the shorts should not be below the knee.
- Slacks:** Ink navy, tailored with side pockets. Plain black belt, Socks Plain white quarter or crew length. Belt Black with plain buckle.
- Blouse:** White polyester cotton over blouse, peplum style short sleeve, long peak collar ink navy and fuchsia stripe on top of pocket (Senior: embroidered school logo on pocket). To be worn with Tie Junior: Ink navy cross over button-on Senior: Ink navy with thin fuchsia & white stripes.
- Skirt:** Ink navy polyester viscose (Grammar style skirt), flat panel front and back. Two knife pleats each side, front and back. Left hand side zipper and fastening button must be done up. Skirts must NOT be hemmed, shortened or rolled at the waist and the length should be no shorter than the top of the knee. This is not a sports skirt.
- Shorts:** Ink navy, tailored with school logo beneath side pocket Slacks Ink navy, tailored with side pocket.
- Socks:** Plain white quarter or crew length (low cut socks not acceptable)
- Stockings:** 70 denier ink navy tights
- Jumper:** Fleecy ink navy pullover with panel feature



Jacket: Ink navy micro fibre showerproof jacket (zip front)  
School scarf (optional)

Hat: School bucket hat or School cap

#### **Non-Formal Uniform:**

Shirt: Cotton knit polo style shirt with feature stripes (ink navy, fuchsia and white)

Juniors: Year 7, 8, 9 – horizontal stripes

Seniors: Year 10, 11, 12 – vertical stripes

Shorts, Skirt, Slacks, Jacket, Pullover – As per formal uniform

#### **Sports Uniform:**

Shirt: Cotton knit polo shirt (as above) or team shirt for interschool competition as supplied by school. Colours: Bribie (Red), Fraser (Green), Moreton (Blue), Mudjimba (Purple), Stradbroke (Yellow). Sub-School sports colours will need to be purchased by the individual student if required – Not compulsory.

General Purpose Sports Shorts:

Ink navy light weight/quick dry shorts with school logo on them (students will be advised of further uniform requirements for individual sports). Socks White quarter or crew length or sports team socks.

### **4.13 OUT OF UNIFORM**

Report to the relevant Sub-School (Years 7-12) before the commencement of first lesson. Provide a note from home explaining the variation to uniform and period for which this condition will exist. Students out of uniform without a note will be issued with a detention. The detention will be completed that day.

Exchange the incorrect uniform article for the correct uniform. The student's own article of clothing will be held until the exchanged article is returned at the end of the day.

Where the article of clothing is unavailable the student will be issued with a Student Information Slip outlining that they have followed protocols and that the uniform was unavailable.

If all of the protocols are followed by the student, then no other action is necessary.

### **4.14 NONCOMPLIANCE WITH DRESS CODE (EDUCATION (GENERAL PROVISIONS) ACT 2006)**

- If a student of Mountain Creek State High School does not comply with a dress code for the school's students, developed under section 360, the school's principal may impose one of the following sanctions:
  - Detention of the student for a period mentioned in section 283(3);
  - Prevent the student from attending, or participating in, any activity for which the student would have been representing the school;

- Prevent the student from attending, or participating in, any school activity that, in the reasonable opinion of the school's principal, is not part of the essential educational program of the school.
- However, a sanction imposed under subsection (1) (b) or (c) may only be imposed on a once-only basis for each noncompliance with the dress code.

#### **4.15 STUDENT DRESS CODE**

The school, P&C Association and the School Council has endorsed the following: Students may wear one pair of plain sleepers or studs and a watch. The wearing of fleshies and bolts in the ears is prohibited. Rings and necklaces may not be worn. When the school becomes aware of any piercings (rings, studs, sleepers, fleshies or bolts in the eyebrows, nose, tongue, lips, chin, wrist etc.) they are to be removed immediately. If they cannot be removed the student will not be permitted to return to class until this removal has occurred.

- Religious medallions/cultural symbols worn around the neck should not be visible and will need to be removed for various school activities/classes when there is a workplace health and safety reason.
- If medical medallions are required, a medical certificate must be provided to the school.
- Jewellery worn by students other than those listed above, will be confiscated and only returned to parents.
- Tattoos are not permitted. Any existing tattoos should be covered while at school.
- Students who refuse to follow procedures will be dealt with via the Student Management Policy.
- Students wearing make-up (other than skin toned sunscreen or medicated products) will be asked to remove it.
- Students are not permitted to wear nail polish or acrylic nails.
- It is preferred that students do not wear brightly coloured hair in an unnatural colour throughout the school Term.

### **5. ASSESSMENT AND ASSIGNMENTS - SCHOOL ASSESSMENT POLICY**

The Assessment Policy for Years 11 and 12 students is available on the school [website](#), (Home/Curriculum/Senior School/Senior School Assessment Policy). Additional General information for the whole school follows and is additional to this policy

#### **5.1 GENERAL**

- All students will receive a Semester Assessment Planner in the first few weeks of each Semester. The Assessment Planner will provide information to ensure that clashes of due dates of assignments and tests are minimised.
- Minor amendments to the approved assessment program are sometimes necessary during the year. The HOD must notify parents and students of changes in writing.
- Each Term, the Head of School in charge of exams will prepare a schedule of blocked exams.



## 5.2 ATTENDANCE FOR FORMAL ASSESSMENT

All students are required to attend formal block and in-class scheduled exams / assessment, as indicated on the Assessment Planners. For blocked exams, students will receive a draft schedule which they are required to check for any clashes. The schedule contains exam timetables, exam procedures and requirements for attendance for exams. Parents will be notified of exam block times via the E-Newsletter.

Students involved in work experience or traineeships should make arrangements with their provider / supervisor so that exams can be completed on the scheduled day as a priority.

If this is not possible, students should follow normal school procedures for when there is an exam clash.

### 5.2 (1) Exemptions may be Granted for Specific Genuine Reasons

In both instances the following documentation is required.

#### **Documentation in the Junior Secondary School includes:**

- medical certificate or notification by parent (phone call on the day of the exam)
- written proof of selection in Regional / State / National teams prior to the exam

#### **Documentation in the Senior School includes:**

- a medical certificate immediately on return to school – phone call on the day of the exam to reschedule
- written proof of selection in Regional / State / National teams prior to the exam

**A note or phone call from a parent is not sufficient to allow rescheduling of exams to count towards results.**

**Documentation must be produced.**

### 5.2 (2) Non Attendance

The following procedures apply for non-attendance during formal block and in-class scheduled assessment / examinations:

#### **Absent with documentation**

If the assessment item is not completed, the assessment policy is followed for either a DNA (did not assess) or NR (not rated) where appropriate. The student must complete the assessment item on his/her return to school unless special consideration has been granted by the Deputy Principals or Principal. For reporting purposes, the student can be rated on work submitted to date. If there has not been sufficient work submitted to rate the student, then the student receives NR on the report card.

#### **Absent without documentation**

If teachers cannot make a reasonable judgement from previous assessment data the student will receive a very poor overall result or in the case of very insufficient evidence the student may not even receive credit for certain semesters.

## 5.3 ASSIGNMENTS

### 5.3 (1) Policy

#### The school will:

- provide students with a Semester overview of assignments
- provide students and parents with a copy of the Student Planner with the policy included

#### Teachers will:

Notify students of assignments in writing including information such as the following:

- clear and specific statement of assignment objectives and procedures
- information of availability and location of resources
- length, structure, time, method of presentation, emphasis and/or various sections required
- specific dates for presentation of drafts and final copy
- contribution to overall assessment
- the standards required for a specific level of achievement including evaluation criteria

#### Students will:

- present only their work for assignments (see section on Academic Integrity)
- make full use of the class time provided to work on the assignment as work done will contribute to their level of achievement if the assignment is not handed in on time
- present their draft and final copy of assignment by the due dates
- complete and attach the assignment cover sheet
- use the Harvard System of referencing in the back of the Student Learning Journal

### 5.3 (2) Academic Integrity

Academic integrity requires academic responsibilities to be approached in an honest, moral and ethical way. Schools, teachers, parents/carers and others who support students, have a responsibility for promoting and maintaining academic integrity.

Academic misconduct incorporates a broad range of behaviours by which students inappropriately and falsely demonstrate their learning. Types of academic misconduct may include:

**Cheating while under supervised conditions** – brings in unauthorised notation, equipment or material; communicates with another person during the exam other than the supervisor

**Collusion** - where more than one student works to produce a response submitted as individual work

**Contract cheating / significant contribution of help** – arranges for another person to complete or contribute to a responses or assessment piece.

**Copying work** - looks at or copies another student's work in an exam or knowingly makes it possible for another student to copy responses.

**Disclosing or receiving information about an assessment** – gives or accesses secure assessment information

**Fabricating** – invents or exaggerates data; lists incorrect or fictitious references

**Impersonation** – arranging for another person to complete an assessment piece

**Misconduct during an examination** - distracting or disrupting others in an exam

**Plagiarism or lack of referencing** – partial or complete copying or alteration of another person's work without acknowledgement

A student found guilty of academic misconduct may be subject to a penalty.

Teachers shall report the academic misconduct to the HOD who may do one or more of the following:

- reprimand the student
- set additional academic work for assessment
- cause a `Fail' grade to be awarded to any work associated with the academic misconduct
- cause a `Fail' grade to be awarded for the subject in which the academic misconduct was attempted

The HOD will contact the parents with their decision after any investigation.

### 5.3 (3) Drafts

- Draft submissions are used by the teacher to give guidance to the student prior to the submission of the final assignment. Drafts can be submitted either by hard copy or email to the teacher's school email address. It is the responsibility of the student to ensure that the teacher has received the draft if sent by email. This can be done by requesting a "read receipt" or similar.
- Drafts will be returned to students for comment by the teacher in a timely manner to allow the student time to improve their final assignment.

### 5.3 (4) Submission of Assignments

- All assignments must be submitted to the class teacher in that subject the lesson the assignment is due. Assignments submitted after class will not be marked unless an extension has been granted. Assignments must not be printed during class time on the due date. Students absent for the submission of an assignment must have a medical certificate for that day to accompany the assignment, which must be submitted on the next school day. Submission of assignments are to be by hard copy with the cover sheet attached. Email is not an acceptable form of assignment submission.
- When the student submits the assignment, the student signs next to their name on a class roll to verify the assignment is submitted

for the teacher's records. Teachers must sign receipt of the assignment being submitted. HOD's will collect records of assignment submission (teacher rolls) to verify the assignment has been submitted.

- Practical assignments will be delivered directly to the class teacher.
- In class assignments are assignments that are completed in class and never taken home by the student. The class teacher will collect these at the end of each session
- Teachers notify HOD's immediately of any student who did not submit an assignment (or submitted a late assignment), and notifies parent in writing.
- Absence on the due date requires the following:
  - The work must be delivered to the school.
  - Contact must be made with the school if the work cannot be presented.
  - Students in Years 10, 11, 12 are required to produce a medical certificate to support their absence on that day. An extension form must be completed and submitted to HOD at least two days prior to the due date.
  - Students in Years 7, 8 and 9 are required to produce a medical certificate or contact from parent/guardian (note/phone call). An extension form or AARA form must be completed and submitted to HOD at least two days prior to the due date.
  - If printers / computers fail to work on the due date, students must contact the school immediately. A memory stick must be brought into the school by the due time, where students may print out their assignment. Students should be encouraged to continually back up second copy on their home PC. Drafts must be sighted to avoid non-submission.

### **5.3 (5) Assignment Extensions / Exemptions**

- Any application for an extension of the due date must be made more than two (2) days prior to the due date.
- A 'Request for an Extension' form, obtained from the office or from the relevant HOD, must be completed for an extension to be granted and attached to the assignment when submitted.
- Senior and Junior assignment extensions can only be given by the Head of Department two days prior to the due date and after consultation with the student, teacher and HOD.

An extension / exemption from an assignment can only be granted in the following situations:

- Long term sickness (medical certificate required)
- Impairment
- Family circumstances
- Competing school commitments
- Family bereavement or difficulties

- Request for extension is made at least 2 days prior to the due date.
- There is no retrospective granting of such extensions except for exceptional circumstances.
- Assignments which satisfy the above criteria, and for which an extension has been granted, will be assessed and credited towards the student's interim or exit level of achievement.
- It is the responsibility of the student to follow up with the relevant Head of Department to confirm an extension has been granted.

### **5.3 (6) Late Assignments with No Approved Extension**

#### **Years 7, 8 9 and 10**

Late assignments that have no approved extension, or incomplete assignments, will be:

- Commented on
- Credited towards completion of the course
- Given a mark based on the assignment "rough draft" mark

#### **Years 11 and 12**

- Late assignments will be dealt with under the QCAA and Senior Assessment Policy (see school [website](#))

### **Non-Submission of Assignments**

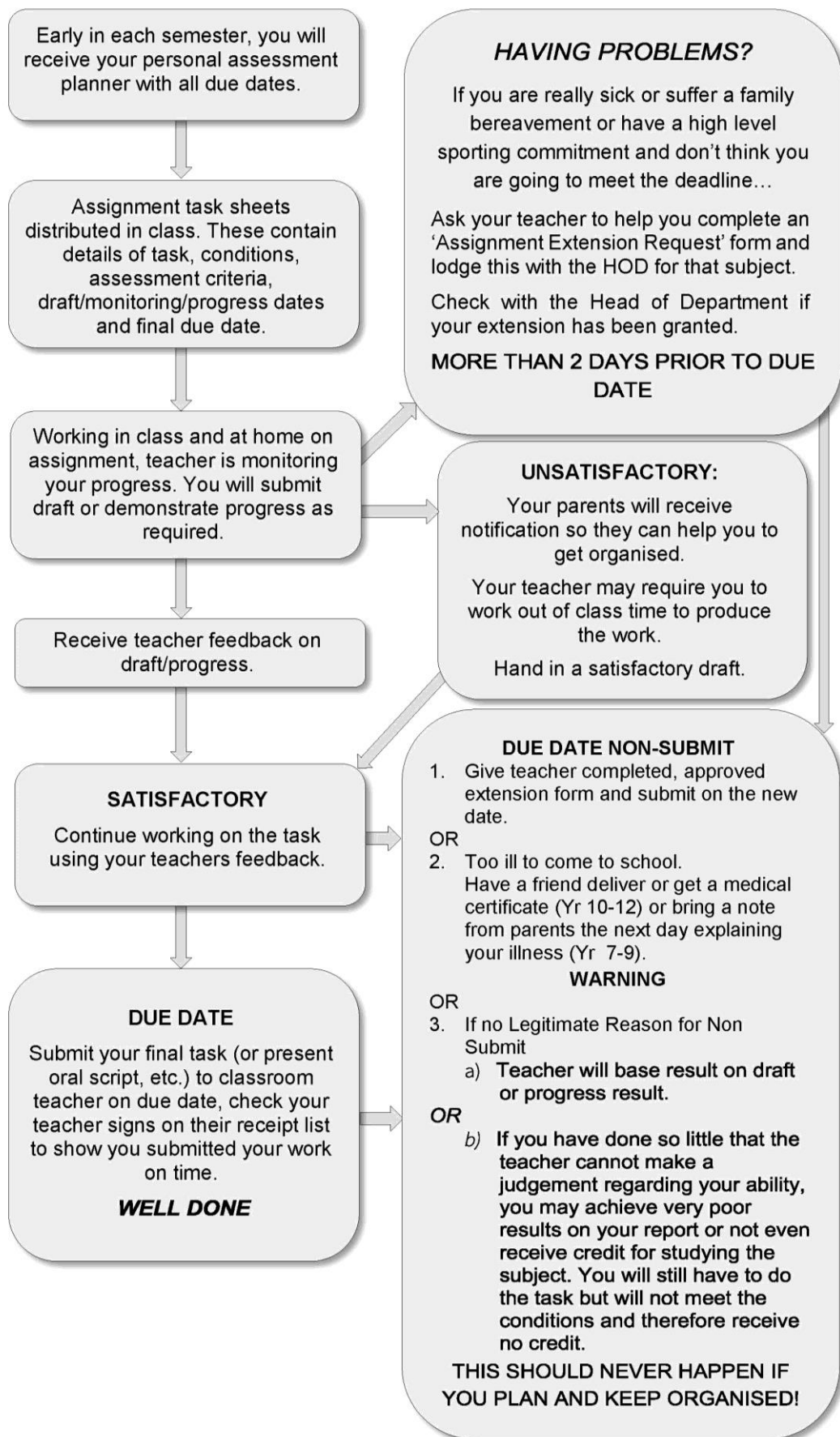
#### **Years 7, 8, 9 and 10**

- Parents and students will be contacted regarding unsatisfactory progress at the draft stage by the class teacher.
- They will again be notified if the assignment is not-submitted by the due date and notification that a very poor overall result is imminent.
- If the student has not submitted any draft assessment material OR, the student has not submitted a final assignment and there were no extenuating circumstances or a valid medical reason, then the student may not receive credit for studying the subject OR will be asked to write a response in the next available class lesson.

#### **Years 11 and 12**

- Non-submission of assignments will be dealt with under the QCAA and Senior Assessment Policy (see school [website](#)).

### 5.3 (7) Student Assignment Flowchart



## 5.4 EXAMS

### 5.4 (1) Policy

Formal timetabled assessment periods will occur as follows:

#### Years 7, 8 & 9

In class time as close as possible to a common time and outlined on the assessment planner – predominantly for core subjects.

#### Year 10

End Semester 2 in Exam Block (Exam timetable distributed to students)

End Term not in exam block – as per assessment planner.

#### Years 11 & 12

End Term and end Semester Exams in Exam Block where indicated on the year calendar (Exam timetable distributed). Any subject area where the work program does not designate a formal end Term or end Semester exam, students will complete formal assessment in class time.

- Students will receive the block exam schedule approx. 2 weeks prior to the commencement of the exam block.
- The maximum number of exams a student is required to sit for on any one day is two (2).
- Students in the Senior school need only attend school for the scheduled exams during the exam block.

### 5.4 (2) Attendance at Exams

(See Attendance for Formal Assessment 1B)

### 5.4 (3) Catch-Up-Exams

#### Junior Secondary School

- Years 7, 8 & 9 students will be provided the opportunity to sit for catch up exams.

\*as soon as possible upon their return to school

Results from catch-up exams in the Junior School will only be used for reporting purposes. If a student does not complete assessment and if there is not sufficient work previously submitted to rate the student, the students report will have NR (not rated). If a catch-up exam is completed and results are atypical this will be taken into consideration.

#### Senior Secondary School

- Year 10 students MUST sit for catch-up exams \*as soon as possible upon their return to school, except where there has been prolonged illness or extenuating circumstances. In such instances, discussion would have occurred between the parents and HOD.
- Students in the senior school absent from an exam timetabled in the exam block for any reason (sufficient or insufficient documentation) MUST check for catch-up exams immediately upon their return to school to ensure they have a complete profile.

Insufficient assessment data may result in the school not receiving credit for the subject in that Semester.

(\*as soon as possible – means the first time the student has that subject on their return to school i.e. In class time).

PLEASE NOTE: A medical certificate for assessment or assignment non-submission provides exemption for the day of the assessment only. All assessment must be submitted by the agreed rescheduled date.

#### **5.4 (4) Reporting**

- Reports will be emailed to students early Terms 2, 3, 4 and the last week of Term 4 for Years 7–9.
- ECP interviews will be held early Term 2 and in Term 3 to coincide with Subject Selection.



## 6. INFORMATION TECHNOLOGY

### 6.1 STUDENT ACCEPTABLE I.T. USAGE POLICY

#### Bring Your Own Device (BYOD) Laptop Program

- Access to computers, school network and the internet at Mountain Creek State High School is a privilege. They provide us with valuable learning experiences for life and help us link to other schools, different cultures and communities for communication, authoring and research.
- Access to internet sites and email is for educational purposes only. Be considerate of other students. When using the internet, you are to conduct yourself in a responsible, ethical and polite manner.
- Always respect your privacy and the privacy of others. Don't share personal information on the internet. Many people may see information that you place on the Internet.
- When rephrasing information from the internet, or directly quoting from a site, you **MUST** always give the name of the source (author, website address, etc.).
- Access to computers, school network and the Internet is only given to students who agree to act in a responsible, considerate and appropriate manner. At all times you must follow all instructions given by school staff.
- The school reserves the right to monitor all computer and internet activity by students. Students should have no expectations of privacy in their use of school computers and school network, including email and stored files.
- The student and/or the student's parent/guardian may be held responsible for compensating the school for any losses, costs or damages incurred by the school related to violations of this policy.
- Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action that is deemed to be appropriate by the school. Where State or Federal laws have been violated, the matter may be referred to Police for further investigation.
- All behaviour incidents and their consequences will be documented in the appropriate behavioural management system and maybe brought up in any subsequent unacceptable behaviour.

#### If you are not sure, DON'T DO IT

### 6.2 STUDENT OWNED LAPTOPS – BYOD

All students in Years 7-12 are to bring their own laptop to school for use in class. This program is referred to as BYOD – Bring Your Own Device.

The purpose is to ensure that students are provided with opportunities to become highly proficient in the use of computers across a range of subject areas.

The requirement is clearly outlined in the Australian Curriculum which states:

“...students develop Information and Communication Technology (ICT) capability as they learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school and in their lives beyond school. ICT capability involves students learning to make the most of the digital technologies available to them, adapting to new ways of doing things as

technologies evolve and limiting the risks to themselves and others in a digital environment.”

<b>It is acceptable for students to use the school computers and network for:</b>	<b>It is unacceptable for students to:</b>
<ul style="list-style-type: none"> <li>• Assigned class work and assignments set by teachers.</li> <li>• Developing literacy, writing, communication and information skills.</li> <li>• Authoring text, artwork, audio and visual material for publication on the Intranet or Internet.</li> <li>• Conducting research for school activities and projects.</li> <li>• Communicating with other students, teachers, parents or experts in relation to school work.</li> <li>• Access to articles in newspapers magazines in relation to school work.</li> <li>• Access to online references such as dictionaries, encyclopaedias or languages resources.</li> <li>• Joining in approved cultural and social activities.</li> <li>• Any other activity that is granted by a teacher as long as it does not violate this agreement or the Education Department’s policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>• Be in a room without permission or supervision, and ensuring the room is left in a responsible workable condition on departure.</li> <li>• Bring food or drinks into a room without permission from the teacher.</li> <li>• Attempt to hack the system in any manner or to install invasive software such as worms or viruses.</li> <li>• Installing any software that attempts to bypass the school’s and EQ internet filtering system.</li> <li>• Download, distribute or publish offensive messages/material or pictures.</li> <li>• Perform activities that use obscene or abusive language or to harass, intimidate, bully, defame or attack others (including social media).</li> <li>• Give away personal information or contact details over the Internet.</li> <li>• Deliberately waste printing and Internet resources.</li> <li>• Steal or damage computers, printers or other equipment, whether belonging to MCSHS or another student.</li> <li>• Use another person’s account or password or trespassing in their files, home drive or email.</li> <li>• Share accounts/passwords.</li> <li>• Violate copyright laws which includes plagiarism (pretend someone else’s work is your own).</li> <li>• Distribute copyrighted material (software, documents, sounds &amp; pictures).</li> <li>• Use online network sites or other web sites not related to school work, whilst at school.</li> <li>• Install any software on any MCSHS system.</li> <li>• Move, or attempt to move, computer peripherals e.g. mouse or keyboard from one computer to another, or disrupting power usage in any form.</li> <li>• Use or access another student’s BYOD laptop without express permission.</li> </ul>

### **6.3 BYOD LAPTOP USAGE**

Inappropriate use of any school owned Laptop, or any other school device or a device owned by the student but connected to the school network may result in the student's temporary or permanent removal from and/or modified conditions for the At-School BYOD program for the student.

Inappropriate use includes any use not compliant with the Student BYOD Charter agreement signed with the school. It may include, but is not limited to, unauthorised playing of games or watching movies at school, accessing or attempting to access restricted sections of the school network, recording/capturing/dissemination of non-approved material. Installing any software that attempts to bypass the school and EQ internet filtering system is a breach of the BYOD Charter agreement.

Regarding network connectivity, students are NOT permitted to use their privately-owned wireless connectivity while on the school grounds.

Mountain Creek State High School strongly recommends students keep their laptops in their cases at all times to provide maximum protection to the device. It should be noted that the laptops remain the property of the student and their family and the school will bear no liability for any damage to the laptop, deliberate or otherwise, that may occur. With this in mind, we also strongly recommend that families confirm that their child's BYOD laptop is covered under their Contents insurance and/or Accidental Damage insurance. Should damage occur, the school is not able to require any party to make good on damage regardless of the circumstances, nor are we able to provide the contact details of the families of the students involved.

\*also applies to school-owned device usage

<b>Consequences</b>		
<b>Level 1 – Negligent and Deliberate Offences</b>	<b>Level 2 – Wilful Offences</b>	<b>Level 3 – Serious Offences</b>
<p>These offences generally show a lack of consideration for other computer users or the facilities and equipment but do not physically damage or compromise the system. The individual exercised poor judgment. The user will be issued a verbal, email or hardcopy warning that their actions were not acceptable and that such breach has been recorded; though not at this stage on the school's official Behaviour Database System including the advice that any further Level 1 offence will be raised to a Level 2 offence and consequences.</p>	<p>These offences are either repeat or second separate Level 1 offences or are unauthorized and potentially damaging actions in relation to the system or unacceptable use of the system that is not related to subject or school requirements. The user's account or computer access (including access to the computer labs) will be suspended until a formal session with the HOD IT or other approved Staff member has been attended. The incident will be formally entered on the school's Behaviour Database System and the relevant HOY advised and a letter sent home; including advice that any repeat or separate Level 2 offence will be raised to a Level 3 offence and consequences.</p>	<p>These offences are either repeat, or second separate Level 2 offences or are offences which are automatically categorized as level 3 'serious' offences. The user's account and computer access (including access to the computer labs) will be suspended until appropriate discipline has been completed including meetings and agreements reached with parents/guardians in relation to future conduct guarantees and any financial compensation payable. Cancellation of all future computer privileges, may also be imposed. In some cases, the student may be removed from subjects requiring computer access. The incident will be formally entered on the school's Behaviour Database System. Breaches deemed particularly serious, may result in suspension or cancellation of enrolment and/or the requirement for reimbursement of costs associated with the Student's conduct. Where State or Federal laws have been violated, the matter may be referred to Police for further investigation</p>
<p>Any computer offence not specified in this document will be handled on a case-by-case basis. In these cases, MCSHS reserves the right to impose any of the above, or other, appropriate sanctions as they deem appropriate in the circumstances.</p>		

**If you are not sure, DON'T DO IT**

MCSHS strongly recommends students keep their laptops in their cases at all times to provide maximum protection to the device. It should be noted that the laptops remain the property of the student and their family and the school will bear no liability for any damage to the laptop, deliberate or otherwise, that may occur. With this in mind, we also strongly recommend that families confirm that their child's BYOD laptop is covered under their Contents insurance and/or Accidental Damage insurance. Should damage occur, the school is not able to require any party to make good on damage regardless of the circumstances, nor are we able to provide the contact details of the families of the students involved.

## 7. SENIOR SCHOOL STUDIES

### 7.1 PREAMBLE

Mountain Creek State High School is committed to providing a breadth of opportunities and programs for senior school students. The school will challenge students at all levels, support them in setting and attaining realistic personal academic goals and remain committed to excellence at all times. It will also guide students in selecting and attaining credentials from a variety of pathways for successful transition post school.

The staff will support all students throughout their senior years at the school. They will also share the responsibility with parents and students for assisting each student in attaining his/her educational goals.

Senior students need to be self-motivated and mature in the approach to their studies. They will be required to adopt effective study routines and commit to working in an increasingly independent way. They will be expected to work as part of the year group and achieve their very best.

### 7.2 POLICY

- The school will provide a range of high quality academic and vocational study options.
- The school staff will provide personal monitoring and goal setting for all students in its support of the students' academic and vocational pursuits via the ECP program and Access Program.
- Students will be expected to approach their studies in a diligent manner, access available support services if needed, be accountable for their actions and responsible for their learning.
- Parents will be expected to support their children and work collaboratively with the School.
- Each Year 10 student will participate in a senior education and training planning process beginning with the submission of an individual Student Education and Training (SET) plan. The plan will be endorsed by parents but will only become operational for the student once approved by the school.
- There are studies pre-requisites for senior subjects. These will be:
  - provided to parents and students in a timely manner for their information and planning
  - applied in such a way that they do not unreasonably limit realistic future options for a student
  - applied in such a way which takes account of the needs and circumstances of each student
- Students who are placed into academic programs are expected to maintain high results in all subjects. If appropriate academic standards are not maintained, the student will be required to establish a plan for improvement so as to exceed this minimum requirement.
- In addition to its ongoing support and advice the school will implement, in consultation with the student and his/her parents, a targeted support plan for students who achieve less than a "C" grade (or VET equivalent) in any senior subject, at the end of a semester. If a student does not achieve the agreed outcomes of the plan, the school may require the student to amend or change subjects.

- The school will provide a comprehensive and rigorous Test and ATAR preparation program. Students, for whom this program is appropriate, will be required to participate diligently in all aspects of the program. Non-participation will result in removal from this program.

Failure to comply with the requirements of this policy will be considered a breach of the school's code of behaviour. In addition, students whose behaviour amounts to a refusal to participate in the program of instruction may have their enrolment cancelled.

### **7.3 GRADUATION POLICY**

Senior students at Mountain Creek State High School enter into senior studies in the full knowledge they are studying for a purpose, their pathway into work, training or further studies at university. Students have chosen subjects on a specific pathway to meet these goals.

This Senior Student Agreement revisits the undertakings that students gave at their enrolment interview, for some students this was over four years ago. It also describes and seeks agreement from the senior student on the specific behaviours that must be displayed in order for them to be a successful graduate at Mountain Creek State High School. Students must satisfy the following three requirements:

#### **7.3 (1) Completion**

Senior students agree to make their best efforts to complete all set work for their chosen subjects. This includes homework, assignments and any Certificate level competencies. Students who do not complete their set work put at risk their enrolment in certain subjects and more importantly their opportunity to gain a Queensland Certificate of Education (QCE) upon their graduation from school at the end of Year 12. Students that are organised, complete set work and keep track of their course of study (seeking help from the school where needed), are always much more successful and meet this completion requirement.

#### **7.3 (2) Attendance**

Education Queensland demands that students attend every lesson every day unless there is a valid reason. This policy is clearly outlined in the Everyday Counts legislation at <https://education.qld.gov.au/initiatives-and-strategies/initiatives/every-day-counts>. Students who attend consistently are always more successful in their studies. Students that do not attend regularly miss vital information about school subjects and school events. The requirement for senior students to attend school graduation events is that they attend 95% of all classes and school days throughout their senior studies. Absences due to valid reasons are not counted negatively against the students' record. Students must also attend all set exams in exam blocks. Students must also attend assigned work experience days unless they have an exam.

Students are reminded that the completion and attendance requirement apply to ALL study including VET (Vocational Education – Certificate courses) and ATAR preparation programs.

### **7.3 (3) Behaviour**

Students must maintain an acceptable standard of behaviour to be invited to the Graduation Ceremony. Failure to meet this standard will result in withdrawal of the Graduation invitation.

IT IS A REQUIREMENT OF ALL STUDENTS AT MOUNTAIN CREEK STATE HIGH SCHOOL TO GRADUATE WITH A LEVEL OF CERTIFICATION RECOGNISED BY THE QCAA. THESE INCLUDE:

- CERTIFICATE COURSE COMPLETION ....(EG. CERTIFICATE II HOSPITALITY)
- QCE COMPLETION
- SCHOOL BASED APPRENTICESHIP OR TRAINEESHIP
- STUDENTS WHO HAVE NOT MADE SUBSTANTIAL PROGRESS TOWARDS THE ATTAINMENT OF THEIR QCE ARE NOT CONSIDERED TO HAVE MET THESE REQUIREMENTS.

Students who wish to attend the Graduation Ceremonies at the end of Year 12 must satisfy the requirements above. Prior to the “on sale” date of Graduation Tickets students will be advised if they have not met these requirements. Students should be clear about the difference between completing Year 12 successfully and just finishing the year as an enrolled student.

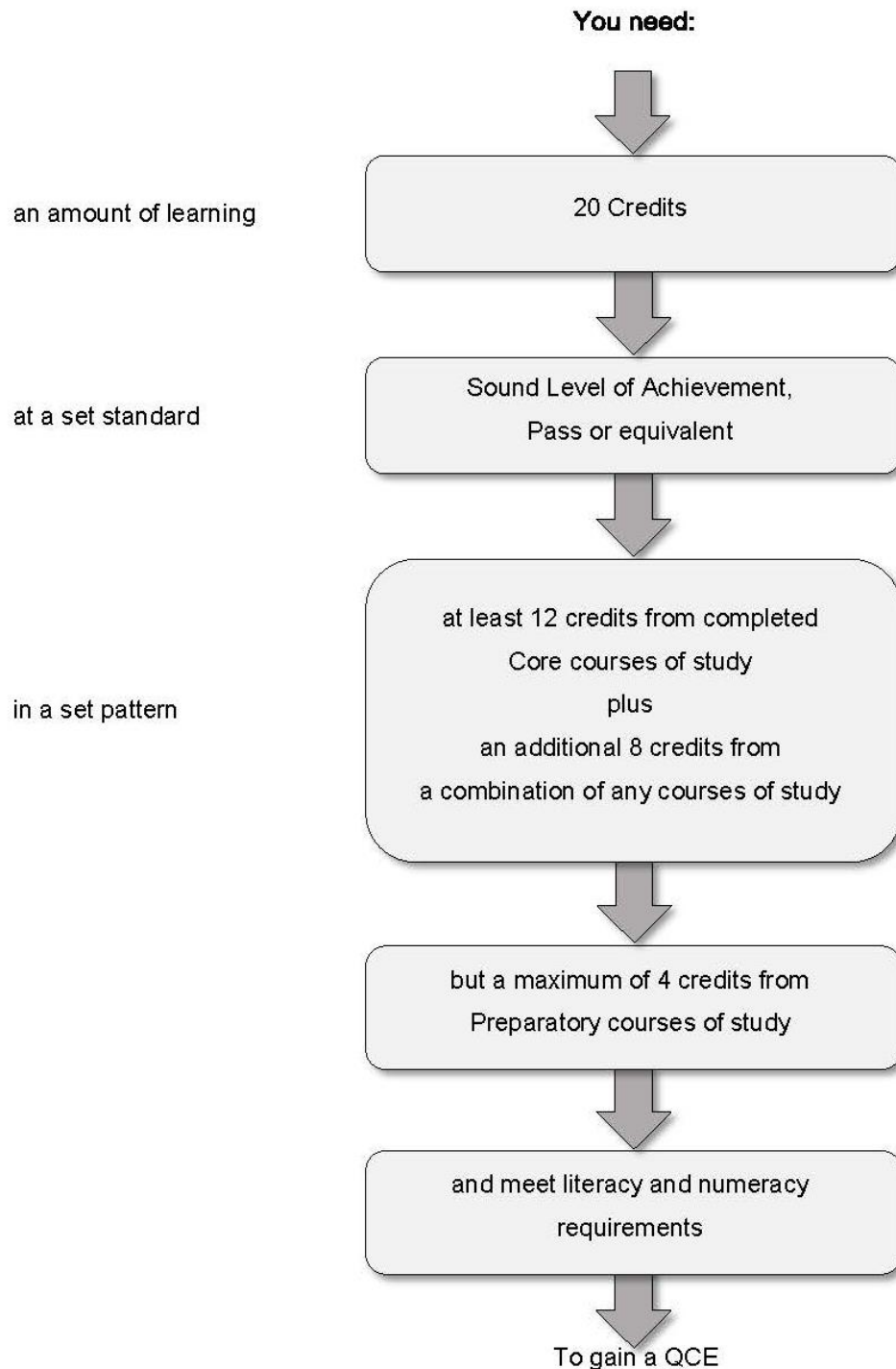
## 7.4 QUEENSLAND CERTIFICATE OF EDUCATION

### Introduction

The Queensland Certificate of Education (QCE) is Queensland's school-based senior schooling qualification awarded to eligible young people at the completion of the senior phase of learning, usually at the end of Year 12.

The QCE records achievement of a significant amount of learning, at a set standard and pattern in contributing studies, while meeting literacy and numeracy requirements.

### QCE Eligibility





## How does the QCE work?

A wide range of learning can contribute towards the QCE, including:

- senior school subjects
- vocational education and training (VET)
- workplace learning recognised by the QCAA
- university subjects undertaken while at school

Different types of learning attract different credit values. A credit is the minimum amount of learning at the set standard that can contribute towards the QCE.

## Planning for a QCE

The Senior Education and Training Plan (SET Plan) helps each student plan and structure their senior learning around their abilities, interests and ambitions. The SET Plan is a map of what, where and how a student will study during their senior phase of learning — usually Years 10, 11 and 12. Planning should be finalised by the end of Year 10 and is agreed between the student, their parents or carers and the school. The SET Plan should be regularly reviewed by schools, students and parents or carers, and updated as required.

## Monitoring progress

When a student is registered with the QCAA, an individual learning account is opened for them.

The learning account records:

- all eligible learning undertaken during the senior phase of learning
- where and when learning takes place, and
- results achieved upon completion

Students can use their learning account to track their progress towards a QCE, vocational certificate or Queensland Certificate of Individual Achievement (QCIA) through the Student Connect website (<https://studentconnect.qcaa.qld.edu.au/>).

## The Senior Education Profile (SEP)

The Senior Education Profile may comprise:

### Queensland Certificate of Education

Students are awarded a QCE at the end of Year 12. Students who do not meet the QCE requirements at the end of Year 12 can continue to work towards the certificate, as their learning account remains open, regardless of their age. (however, credits expire after 9 years). The QCAA will award a QCE in the following July or December, once a person becomes eligible.

### Senior Statement

The Senior Statement is a transcript of the learning account for all students completing Year 12 at a Queensland school. The Senior Statement shows all studies and the results achieved that may contribute to the award of a QCE or Tertiary Entrance Statement.

If a student has a Senior Statement, then they have satisfied the completion requirements for Year 12 in Queensland. Students who complete Year 12 will receive a Senior Statement in December of that year.

## Statement of Results

After finishing Year 12, students will automatically receive a Statement of Results if they become eligible for the award of a QCE or undertake a Senior External Examination. A Statement of Results is a cumulative transcript of their learning account. These are issued in July and December. Students leaving early (before the Year 12 finishing day), and who are eligible for the award of a QCE, will receive a Statement of Results when the QCE is issued. Students leaving early (before the Year 12 finishing day) without qualifying for the award of a QCE may apply for a Statement of Results after the quality assurance processes have been completed.

## Queensland Certificate of Individual Achievement

The QCIA reports the learning achievements of students who are on individualised learning programs. The QCIA adds to the suite of certificates that the QCAA issues, and ensures that the educational achievement of all students can be recorded on a quality certificate. The school regards the QCIA as a qualification satisfying the requirements for graduation.

## 8. EDUCATION AND CAREER PLANNING

Mountain Creek State High School teaching staff undertake two separate interviews with parents throughout the school year, (Term 2 and Term 3) to discuss their student's progress and alignment with career aspirations. These interviews are conducted for all students from Year 7 to Year 12. This formal process is referred to as "Education and Career Planning" (ECP).

These interviews are conducted from approximately 1.30pm - 7.45pm on these nights. Students are not required to attend a normal school day, but are requested to accompany parents at interview.

Prior to the Term 3 interview, parents receive information about subject selection for the following year. At this interview parents and teachers discuss students' current progress and select the appropriate subjects for the next year. Once Subject Selection has taken place invoices will be generated for the following year. Payment of these fees must be received by October each year to confirm subject selections for the following year (2022).

Student Resource Scheme ..... Years 7 - 12  
Subject Fees ..... Years 7 - 12

Students new to the school who enrol during the year will not be required to pay the full year's Student Resource Scheme/User Pays. Instead, a pro-rata rate will be calculated, which will be due for payment at time of enrolment. In addition, students will be asked to complete subject selection for the following year and parents/guardians requested to undertake a financial commitment for these fees (see below).

We ask for all parent/guardian fees to be paid by the due date, so that student learning materials and books can be purchased early and discounts secured through early payment and bulk ordering. Parents may wish to take advantage of the various payment options (as stated in either the enrolment package or subject selection form):

### 8.1 STUDENT RESOURCE SCHEME OPTIONS

- Full payment upon enrolment
- Payment by the due date

## 8.2 BYOD

Bring Your Own Device (BYOD) is a term used to describe a laptop ownership model where students and/or staff use their privately-owned laptops to access the departmental networks and information management systems in an educational setting.

In order to inspire excellence in diverse and creative learners, Mountain Creek State High School continues to strive towards relevant engaging learning environments and experiences that meet the needs of our students in the 21 Century. As part of this shift in teaching and learning experiences to meet these needs, teachers pursue an increased focus on:

- Project Based Learning
- Student driven, negotiated and regulated learning
- Authentic inquiry-based learning
- Flexible and differentiated grouping of students
- Increased scope for choice in assessment modes

Greater participation in digital collaboration involving problem solving and learning networks.

As a result, a BYOD laptop is a key enabler for these learning experiences and has never been more vital.

## 9. THE MYTH OF THE CREEKER



It was 1994 and the old Mooloolaba Airport was being transformed. There was great excitement as a new high school was to be built to educate the hundreds of teenagers who now populated this once quiet, peaceful and previously undiscovered tropical paradise that was now Glenfields and Mountain Creek.

But not everyone was pleased. The new school was to be built on the banks of Mountain Creek, once a vibrant free-flowing stream originating in the western slopes of Buderim Mountain but now reduced to a mere trickle as canal developments drained away its energy and vitality. Its inhabitants were the kangaroos and wallabies that roamed the vast expanses that were now being transformed into the school grounds and the ducks and geese who every year reared their young away from the dangers of roving domestic dogs and feral cats.

And there were others who had escaped from the claws of rapacious developers in other parts who had made their homes beside the creek. There was a bear who had fled north from Bribie Island and a large shark who had narrowly avoided capture off Moreton Island. There was a mysterious tiger who had somehow made it to the mainland from Stradbroke Island and a majestic falcon who had emigrated south from the increasing bustle that was now Fraser Island. Then in 2020 another magnificent legendary creature travelled from Mudjimba Island to reach Mountain Creek, the Manta Ray.

They had all sought refuge on the banks of Mountain Creek after hearing tales of the mythical creature reputed to live there. Although no-one had ever seen him it was rumoured that he was a reclusive and shy being who had lived for decades in the dim and dark forest surrounding the lower reaches of Mountain Creek. Kindly and gentle, the Creeker (as he was called) was said to be the guardian of the creek – a warm, friendly and congenial fellow who protected all who came to seek safety in his creek-side haven. All these mighty creatures united as one, recruiting numerous bright minded students, teachers and staff who always strive for excellence to create what has now become Mountain Creek State High School.

As time passed the school grew. While the wallabies and kangaroos, the ducks and the geese withdrew further into the forest, the bear, the falcon, the shark, the tiger and the Manta Ray found new friends among the young people who now came to school each day. So friendly were they, that they came to be accepted as mascots for different parts of the school and made appearances at school sporting events to urge on students in their team games.

But still no-one had ever seen The Creeker.

But then it was that the student leaders, realising the fragile beauty of the creek, built a special place for the forest creatures. They called this special place the Millennium Woods. And it was here one day that they were overheard talking. They were bemoaning the fact that they were leaderless and needed a symbol not only of courage and perseverance but also of kindness and tolerance to give them direction. They needed someone to show the way, not just for part of the school, but for the whole school.

Hearing this, the bear and the falcon, the shark, Manta Ray and the tiger relayed the tale of the elusive Creeker – the shy and reclusive protector of those in need.

So, it was that they gathered in the forest to search for the Creeker – they to find a leader, and the Creeker to find new friends to protect and a new family to love.

## 10. School Calendar 2023

# 2023 School calendar Queensland state schools

DECEMBER 2022	JANUARY	FEBRUARY	MARCH	APRIL
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
MAY	JUNE	JULY	AUGUST	SEPTEMBER
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCTOBER	NOVEMBER	DECEMBER	JANUARY 2024	FEBRUARY 2024
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29

<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span> School terms	<span style="background-color: #fff2cc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span> School holidays	<span style="background-color: #d9ead3; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span> Public holidays	<span style="background-color: #f4cccc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span> Staff professional development/student free days
<span style="background-color: #fff2cc; border: 1px solid #ccc; display: inline-block; width: 15px; height: 10px;"></span> Part public holiday after 6 pm			

There are 195 school days in 2023.

Semester 1, 2023 commences for teachers on 19 January and for students on 23 January 2023.

### STAFF PROFESSIONAL DEVELOPMENT DAYS

Staff professional development days for teachers are 19 and 20 January, 13 and 14 April and 1 September 2023. Schools are able to decide when they undertake the required hours for professional development for the flexible days, as long as they are on the flexible days, in the school holidays or out of school hours.

### PUBLIC HOLIDAYS

Queensland public holidays are set by the Industrial Relations Minister.

Public holidays for local show days are not shown due to diversity of dates across the state.

### FINAL DATES FOR STUDENT ATTENDANCE

17 November is the final date for Year 12 attendance for receipt of a Senior Statement. 24 November is the final date for student attendance in Years 10 and 11.

Some schools in regional, rural and remote areas will close for the summer holidays on 1 December.

*The information in this calendar was correct at the time of publication but may be subject to change.*

For more information and the latest version of this calendar, visit

[www.education.qld.gov.au](http://www.education.qld.gov.au)

## 11. Right to Information and Privacy

### *Right to Information & Information Privacy*

#### INFORMATION 2009

##### Introduction

On 1 July 2009 new legislation came into effect which impacts on every public sector employee in Queensland, including all staff in the Department of Education. Right to Information is a new law that gives Queenslanders greater access to information held by the State Government.

The Right to Information legislative framework incorporates two new pieces of legislation:

The Right to Information Act 2009, which replaces the Freedom of Information Act you may be familiar with; and

The Information Privacy Act 2009, which is Queensland's first dedicated privacy law.

The *Right to Information Act 2009* aims to make more information available, while the *Information Privacy Act 2009* provides appropriate legislative protection for individuals' privacy.

These new laws are a complete re-think of the way government-held information is made available to the public. The overriding principle of the new laws is that the public has a right to government information.

The Department of Education is strongly committed to improving openness, transparency and accountability in the public sector which is why we are working hard to proactively release information.

##### Releasing information

The DOE website now has a new *Right to Information* page to proactively release information to the public. Visit: <https://qed.qld.gov.au/about-us/rti>

The site links to the Department's major reports, publications, documents, studies, discussion papers, policies and procedures.

The Department also has a new guide for Central Office employees including Regions and Districts to handle requests for information that isn't already available on the Right to Information website.

The **Administrative Access Scheme** should be the first point of reference for DOE employees who receive a request for information from the general public. Wherever possible, information should be provided administratively by referring to the Scheme.

Visit the *Right to Information* page on all intranet portals to view the Administrative Access Scheme including One Portal:

<http://oneportal.deta.qld.gov.au/PolicyandProcedures/Right-to-Information>

The *Right to Information* website includes a *Disclosure Log*. The log contains information released through formal legislative requests. It ensures that any information given out in response to a legislative application is made available to a wider public, not just the person that requested it.

The *Right to Information* website will be reviewed and updated frequently, and continue to evolve in the future.

## Legislative process

There will be situations where a member of the public seeks information that isn't available through the *Right to Information website, Disclosure Log or Administrative Access Scheme*.

In these situations, an individual can lodge a *Right to Information* application to obtain the information through a legislative process. These are coordinated by the Department's Legal and Administrative Law Branch (LALB).

It is important to note that with Right to Information, legislative access to information should be a **last resort**. The Department has instead adopted a strong bias toward releasing information through one of the channels mentioned previously.

## Compliance

It is important for all staff to have a good understanding of the *Right to Information* framework including *Information Privacy* laws because the entire public sector is required to comply with it.

Annual audits will be carried out by an independent company each year to assess the level of compliance in each department. The results of the audits will be tabled in parliament as a matter of public record.

There could also be financial penalties for the Department, and individual employees, for breaches of the legislation. Your supervisor can tell you more about this.

More information

All employees will receive more information throughout the remainder of the year about these important reforms. For any queries please speak to your supervisor, or alternatively contact the DOE Legal and Administrative Law Branch on (07) 323 70819 or email [rti@deta.qld.gov.au](mailto:rti@deta.qld.gov.au) .





