



# northhigh

## General School Information

<b>Address (mail):</b>	PO Box 8333, Mt Pleasant QLD 4740
<b>(street):</b>	Valley Street, North Mackay QLD 4740
<b>Email:</b>	principal@macknortshs.eq.edu.au
<b>Main Reception:</b>	Phone 4963 1666
<b>Staff Contact Details</b>	Phone and email contact details can be located on the school website.
<b>Web Address:</b>	www.macknortshs.eq.edu.au
<b>Student Absences:</b>	Phone 4963 1666 or Email principal@macknortshs.eq.edu.au
<b>Facebook:</b>	<a href="https://www.facebook.com/Mackay.North.SHS">https://www.facebook.com/Mackay.North.SHS</a>
<b>Twitter:</b>	@MackayNorthSHS

## Queensland School Dates for 2017

<b>Term 1</b>	Monday 23 January – Friday 31 March	10 weeks
<b>Term 2</b>	Tuesday 18 April – Friday 23 June	10 weeks
<b>Term 3</b>	Monday 10 July – Friday 15 September	10 weeks
<b>Term 4</b>	Tuesday 3 October – Friday 8 December	10 weeks

## Personal Information

Student's Name: \_\_\_\_\_

Home Group: \_\_\_\_\_ Home Group Room: \_\_\_\_\_

Home Group Teacher: \_\_\_\_\_

## Purpose of Diary

Students must have their diary with them at all times.

You are encouraged to keep the diary in your daily work file so it is readily available. Develop the habit of recording the things you need to do. It will help you now and for the rest of your life.

Your diary is:

- a passport out of the classroom.
- for homework and planning. It is important that all homework is recorded.
- the first line of communication between the school and home. Teachers will access diaries to write notes home (both positive and negative)

There should be NO graffiti or inappropriate material in the diary.

The main purpose of the diary is to help you be organised. By using it, you will find it easier to complete assignments on time and be prepared for tests and special events.

Students who lose their diary (or don't look after it) will be expected to purchase another one from administration.

# Respectful Resilient Confident

# School Motto

The first Principal, Mr Jack Cassidy, devised the school's motto.

**MELIORA SEQUIMUR** *We Strive for the Best*



# Core Values

Together we strive to ensure our graduates are

- **Respectful**
- **Resilient**
- **Confident**

# School History

The school opened in January 1964 with an enrolment of 209 students in Years Eight and Nine. Mr JD Cassidy was the first Principal with a staff of nine teachers. Two buildings, 100 and 400 blocks, were constructed but furniture and tools for woodwork were borrowed. Toilets were of the outdoor variety and there was no school tuckshop for the first four years.

The present school buildings were gradually added. The school now boasts a Junior Secondary Precinct, Science, Art, Music & Performing Arts and Manual Arts blocks, Home Economics block which includes an industry standard teaching restaurant, Community Hall, 25 metre swimming pool, Senior Centre, Football oval, Hockey field, 2 Netball courts, 2 Volleyball courts, 3 Cricket practice pitches and numerous Sun Safe and landscaped areas.

The school has a consistently well populated student body and currently has about 1350 students with a staff of approximately 150 including the administration team, teachers and support staff. The school has been guided by ten Principals through the years. Mackay North enjoys a friendly, positive relationship with the community of Mackay and school morale is high owing to the good rapport between students and staff. Year 7 students attended North High for the first time in 2015.

# The School Colours

The school's colours were originally determined as royal blue and white. The gold was added more recently.

## The School Houses

<b>BAGLEY</b> Bagley House is named after Charles Frederick Bagley who was born at Eton and became one of the best known and most highly respected businessmen in Queensland. He founded Michelmores Stores and was chairman of the Mackay Harbour Board from 1933 until his death in 1949.	<b>Colour: Red</b>	<b>SPILLER</b> John Spiller is credited with being the father of the sugar industry in Mackay. He was the first to plant cane in the district and began crushing at Pioneer Mill in 1871. Mr Spiller was one of the first to employ Kanakas, even studying their language and customs so that he could understand them. He also ran the first steam locomotive on his estate in 1880.	<b>Colour: Yellow</b>
<b>FITZGERALD</b> Thomas Fitzgerald was an outstanding personality in the early settlement of Mackay. He owned cane farms and built Meadowlands Mill. Mr Fitzgerald donated land for a church, laid out the Mackay racecourse and entered Parliament.	<b>Colour: Blue</b>	<b>NORRIS</b> Mr JR Norris opened the first State School in the Mackay district in September 1871. The school was the original Central State School and Mr Norris was Principal for 43 years until he retired in 1915. He was well known for driving to school in his horse and buggy, collecting pupils on the way.	<b>Colour: Green</b>

# The School Song

## Touch the Sky

North Mackay High — We are the ones to touch the sky,

North Mackay High — We are the ones to touch the sky.

The future is a shining light with many hopes in store,

Working here with all your might can open any door.

For now's the time for sowing, we will pass the test,

In learning and in growing, we strive to do our best.

North Mackay High — We are the ones to touch the sky,

North Mackay High — We are the ones to touch the sky.

We strive to do our very best — North Mackay North Mackay,

We always do our very best — North Mackay North Mackay.

North Mackay High — We are the ones to touch the sky,

North Mackay High — We are the ones to touch, Touch the sky!

# Who's Who?

## Who's Who — Students

School Captains		
Senior Student Council Members		
Junior Secondary Leaders		
Home Group Representative		
My House Captains	House	
	House Captain	
	House Captain	
Home Group Roll Monitors		

## Who's Who — Teachers

Principal		
Deputy Principals		
Year Coordinators		
Home Group Teacher		
Guidance Officer		
Guidance Officer		

## Heads of Department for My Subjects:

	Subject	HOD		Subject	HOD
1			5		
2			6		
3			7		
4			8		

# What do I do when?

## ...I arrive late to school:

You must report, with a signed and dated note that includes your full name, to either the Junior Secondary or Senior Secondary student hub and you will be given a late slip to give to your teacher.

Please note: Parents/guardians may contact the school by phone (4963 1666) or email [principal@macknortshs.eq.edu.au](mailto:principal@macknortshs.eq.edu.au) to advise the reason for the late arrival. The message must include the student's full name and Home Group.

## ...I am absent from school:

Your parents/guardians must contact the school as early as possible on the day of the absence. This can be done by phone 4963 1660 (24 hour line), or email [principal@macknortshs.eq.edu.au](mailto:principal@macknortshs.eq.edu.au). The message must include the student's full name and Home Group. If this does not occur, you need to present a signed and dated, parent/guardian explanation note to your Home Group teacher on the day you return to school.

The note must include: Home Group, name, date(s) absent, the reason for the absence and parent signature.

## ...I have to leave early:

You must bring a note from your parent/guardian to get a Leave Request slip from the Junior Secondary or Senior Secondary Student hub so you can leave your class on time. You must take that Leave Request back to the Junior or Senior hub and get a Leave Pass before you leave the school grounds.

The signed note (or phone call) from your parent/guardian must include a reason; time of departure and approximate return time, if applicable.

When you return to school you must report to the Junior Secondary or Senior Secondary Student hub to get a Return to Class slip for your teacher. Leave requests must be obtained either before school or during the first break.

## ...if I have lost or misplaced an item:

Check at the Junior Secondary or Senior Secondary hub. Unclaimed items will be sent to charity at the end of each term. Mark your possessions.

## ...I become unwell or am injured while at school:

In class, inform your teacher who will send you to the Junior or Senior hub with a note. Outside the classroom, you are to report to the Junior Secondary or Senior Secondary Student hub. The Junior or Senior hub staff will phone your parents.

You will not phone your parents to make arrangements to go home.

## ...I need medication:

Asthma inhalers and Epipens are the only forms of medication to be carried by students. Epipens may be left with the school office and should be accompanied by a written Action Plan provided by the student's GP. Your parents/guardians must advise the school if this is relevant to you.

All other medications MUST be left at the office with specific instructions from a doctor or chemist as to their use and dosage.

School staff are not permitted to hand out paracetamol or other pain killers. No medication is to be given by any student.

## ...I am unable to participate in a lesson or activity:

You must bring a note from your parent/guardian explaining why you cannot participate in a lesson/activity. The note should be handed to teacher or teachers concerned.

A message written in your diary, signed and dated by your parent/guardian, is preferred when more than one teacher is involved.

## ...I need to pay for a lesson or activity:

All payments must be made to the payment window in the Administration Office. Payment times are:

<b>Before school</b>	8.00am – 8.35am (students must be in line by 8.30am)
<b>First break</b>	11.10am – 11.50am (students must be in line by 11.45am)
<b>Second break</b>	1.05pm – 1.45pm (students must be in line by 1.40pm)

### **...I miss the bus after school:**

Come directly to the school office and the office staff will contact your parents.

### **...I know I am going to be away from school for some time:**

Bring a signed note of explanation including expected dates of absence and your full name from your parent/guardian to your Home Group teacher. Show this note to each of your class teachers and ask for work from the missed classes. You will then leave the note with either the Junior or Senior hub staff. Your parent/guardian may also make these arrangements by phone or email to [principal@macknortshs.eq.edu.au](mailto:principal@macknortshs.eq.edu.au)

If you intend to be away from school for equal to or more than 10 consecutive school days, you will need to complete an Exemption.

### **...my address, telephone number or parent/guardian email address changes:**

Go to the main office and you will be given a Student Details Update form to take home for your parent/guardians to complete. Return it to the office the next day.

### **...I am planning to leave school permanently:**

A parent or guardian must contact the school.

If you are not intending to transfer to another school, you will need to contact a Deputy Principal and complete additional paperwork. Any person under the age of 17 years must be earning or learning.

### **...I come to school by bike, skateboard or scooter:**

You must take your bike, skateboard or scooter to the bike rack enclosure and use a bike lock. The school will not accept any responsibility if your skateboard is lost or stolen.

### **...I have a mobile phone at school:**

See the school Mobile Devices Policy in this planner.

### **...I do not have the correct uniform:**

As soon as you arrive at school, you must take a signed note from your parent/guardian explaining why you do not have the correct uniform to the Year Level Coordinator/Deputy. Approval may be given for the day. Students without a parent note will be required to get the correct uniform from home or your parent/guardian.

### **...I want to change a subject (Years 9 – 12 only):**

You will need to complete an Application for Change to Junior Education Plan (Year 9) or Senior Education and Training Plan (available from the school office) and return it to the Deputy Principal in charge of your year level.

### **...I have something to report about harm/bullying to myself or someone else:**

Report to Home Group Teacher or Year Co-ordinator.

You can go to <https://stymie.com.au> and make an anonymous report.

# Student Services

## Who should I talk to if...

I am having trouble finding my way around.  
I am having trouble getting used to high school.  
I feel I am being bullied or I am unhappy.  
I would like information on year level activities.

### Home Group Teacher

Name: \_\_\_\_\_

Location: \_\_\_\_\_

or

### Year Level Coordinator

Name: \_\_\_\_\_

Location: \_\_\_\_\_

I have personal issues I would like to discuss.  
I would like advice or ideas about careers.  
I need support managing my workload.

### Guidance Officers

Name: \_\_\_\_\_

Location: \_\_\_\_\_

I need an extension for an assignment.  
I was/will be absent for an exam.  
I have concerns with my learning and achievement in class.

### Head of Department

(for the respective subject area)

I have spiritual questions to ask.  
I need to talk to someone about relationship difficulties.

### Chaplain

Name: \_\_\_\_\_

Location: \_\_\_\_\_

I have an issue that impacts on my health and wellbeing (whether it be physical health, mental health or sexual health).  
I would like some health information.

### School Based Youth Health Nurse

Name: \_\_\_\_\_

Location: \_\_\_\_\_

I need help dealing with things that make it hard for me to come to school.  
I am an independent student (regarding living arrangements)

### Youth Support Coordinator

Name: \_\_\_\_\_

Location: \_\_\_\_\_

I am an indigenous or refugee student

### Community Education Councillor

Name: \_\_\_\_\_

Location: \_\_\_\_\_

I would like information about alternative pathways for education e.g. TAFE courses, school based traineeships/apprenticeships, work experience.

### Vocational Education Coordinator

Name: \_\_\_\_\_

Location: \_\_\_\_\_

I would like information about SATs (School Based Apprenticeship/Traineeship).

### SATs Coordinator

Name: \_\_\_\_\_

Location: \_\_\_\_\_

I would like help with organisation skills, homework tasks or assignments.

### Learning Support Department

Location: \_\_\_\_\_

# UNIFORMS FOR SCHOOL

## SCHOOL POLICY

The school uniform has been determined by the P&C Association with input from staff and students. Our school community values the wearing of full school uniform at all times, and this expectation is made clear to all students who enrol at Mackay North State High School. It is expected that all students will wear the uniform with pride and modesty. The school's administration team reserves the right to enforce the school's uniform policy under these guidelines. The school strongly recommends the wearing of hats/caps for all outdoor activities. Beanies and bandanas are not permitted.

## GUIDELINES

All teaching staff are responsible for enforcing the Uniform Policy. Students who do not comply with the Uniform Policy will be subject to procedures for non-compliance as per the Responsible Behaviour Plan.

Department of Education safety regulations dictate that in practical classes (eg. Art, Science, Manual Arts, Physical Education and Home Economics) 'footwear with impervious uppers will be worn'. All footwear at Mackay North SHS must comply with these guidelines.

**The school strongly recommends the wearing of hats/caps for all outdoor activities.** Reversible school/house colour bucket hats and school caps are available for sale from the school office. Beanies and bandanas are not permitted.

Combinations of the sports uniform and day uniform are not permitted, except in the case of shoes.

## SPORT UNIFORM

The Sport Uniform is to be worn at all school sporting occasions and during Physical Education and sporting lessons.

### Hat

Students are strongly encouraged to wear the school hat for all outdoor activities.

### Shirts

**Junior Secondary:** Junior Secondary Polo shirt (Year 7–9) – Royal blue micro-mesh polo shirt with blue/white side stripe.

**Senior Secondary:** Senior Secondary Polo shirt (Year 10–12) – Royal blue micro-mesh polo shirt with blue/yellow side stripe.

Unisex or Fitted shirt – Royal blue polo shirt with white sleeves and gold piping with school emblem embroidered on shirt. **N.B.** These shirts are being phased out. New students should purchase the new Senior Secondary polo shirt.

### Shorts

Unisex microfibre sports shorts with logo or royal blue shorts (poly. gab. /drill fabric – not basketball or soccer shorts or cargo pants).

Unisex microfibre sports shorts with logo.

### Shoes

Black, blue or white sports lace-up shoes. Slip-ons, skate shoes or canvas shoes are not appropriate.

If in doubt, contact the Year Coordinator before purchasing shoes. Shoes **MUST** be laced up with the bow visible at the top of the shoe. Pictured below is a sample of acceptable and non-acceptable shoes for North.

### Socks

White, white with royal blue stripe, or school logo ankle socks.

### Winter

Plain royal blue pullover (zipped or overstyle, not hooded) or windcheater, royal blue school knit jumper, plain royal blue trackpants. Senior jersey which may be purchased at the beginning of each year through the Senior Coordinators (Years 11 and 12 only).

## DAY UNIFORM

The day uniform is designed to be worn every day by all students. Students attending sporting events outside the school are to wear the sports uniform. All students are to wear the sport uniform for school sporting carnivals.

Students who have leadership positions or represent the school at various public speaking/formal functions will require the full day uniform, with the following additional items:

- black lace-up shoes
- school blazer (borrowed from the Senior Centre) or knit jumper as per the day uniform.

### Blouse

White buttoned up blouse with royal blue trimmed collar and sleeve, and front pocket featuring the school crest.



### **Shirt**

White buttoned up collared shirt with royal blue trimmed sleeve and front pocket featuring the school crest.

### **Shorts / pants:**

Grey dress shorts or long grey dress pants.

### **Skirt**

Front pleated, royal blue with white and grey stripe skirt featuring side pocket with zip.

Skirts are not to be worn shorter than just above the knee. Black, navy or natural coloured tights may be worn for formal occasions or during colder weather.

### **Ties**

Short length, royal blue with white and grey stripe tie which buttons under the collar of the blouse.

Full length, royal blue with white and grey stripe tie to be worn with the shirt.

### **Shoes**

Students are strongly urged to wear plain, black shoes with the day uniform, however black, blue or white sports lace-up shoes (as per sport uniform) are acceptable. Slip-ons, skate shoes or canvas shoes are not appropriate. If in doubt, contact the Year Coordinator before purchasing shoes. Shoes MUST be laced up with the bow visible at the top of the shoe.

Students attending formal duties for the school (ie. School Leaders) are to wear black lace up shoes and a school blazer (borrowed from the school).

### **Socks**

White, white with royal blue stripe, or school logo ankle socks.

### **Winter**

Knit jumper is preferred with the day uniform, however, plain royal blue pullover (zipped or overstyle, not hooded) or windcheater is acceptable. Plain royal blue trackpants. Senior jersey which may be purchased at the beginning of each year through the Senior Coordinators (Years 11 and 12 only).

### **Hat**

Students are strongly encouraged to wear the school hat for all outdoor activities.

## **SAFETY CLOTHES**

Students enrolled in Senior Manual Arts subjects will be required to provide safety boots, overalls and safety glasses for the workshops. Information will be provided during subject selection.

## **JEWELLERY**

The only jewellery permitted is a watch (plain band), two pairs of plain sleepers or studs, (four earrings in all, a maximum of two earrings per ear; to be worn in the lobe of the ear), and one plain ring to meet safety requirements. Necklaces are not permitted.

## **NAIL POLISH**

Only clear nail polish is to be worn. Artificial and gel nails must be a suitable length and natural in colour.

## **MAKE-UP**

No make-up is permitted. Light foundation may be worn.

## **HAIRSTYLES**

Any student with an inappropriate hairstyle (including colour, tracks etc) may be isolated from non-curriculum activities until rectified.

Hair accessories should be primarily functional and not a fashion item. Items such as hairbands, hair ties, combs etc are to be predominantly in school colours.

## **BODY PIERCING**

Body piercing, such as eyebrows/nose/lip/tongue piercings is not permitted.

Any student who chooses to have piercings done during the school term should ensure the piercing can be removed during school hours, as covering with band aids, insertion of a clear stud etc is not appropriate. Isolation from normal activities will be implemented until rectified.

## **TATTOOS:**

Visible tattoos are not part of the school uniform and must be discreetly covered at all times.

# Shoes for School

This group of shoes is just a sample (but not exhaustive) of the types which are unacceptable at North High. Others may be deemed unsuitable by the school management. If in doubt, contact the Year Coordinator before purchasing shoes.



This group of shoes is just a sample (but not exhaustive) of the types which are acceptable at North High. Others may be deemed suitable by the school management. If in doubt, contact the Year Coordinator before purchasing shoes.



**Parents must sign to indicate that they have read and understood this Mackay North State High School Uniform Policy.**

Parent signature

Student signature

# Homework

Year 7	$\frac{3}{4}$ – 1 hour per school night (Maximum of 3 – 4 sessions per week)
Year 8 and Year 9	1 hour per school night
Year 10	1½ hours per school night
Year 11 and 12	2 – 3 hours per school night (min)

At North we don't ask the question, "Do I have homework?" We ask "What type of homework do I have tonight?" Homework at North involves a combination of the following four activities:

1. **Revising the day's work.** Students should be reading over, rewriting or mind mapping the work covered in class that day as brain research shows that if you want to retain information in the long term, you need to practise the idea (mind mapping/repeating it/using it/teaching it to someone else):
  - 1 hour after you first learn it
  - within 48 hours of learning it
  - 7 days after learning it
  - 1 month after learning it (if it's still there then you've got it)
  - 6 months after learning it.
2. **Completing set activities.** This may be a weekly worksheet, spelling list, question or activities which are based on the day's work, or a specific phase of an assignment process. It is work that may be written in the diary and checked and consequences given if it is not completed.
3. **One of the phases of the assignment process** – either: researching, planning, drafting or checking final copy, placing check dates on your student home semester planner. (see Seek Higher Powerpoint on School website or Homepage for details of the assignment process)
4. **Reading** to make up the allotted time for each year level. There is a section in the school planner for parent signature, so if a teacher sets a task such as reading for 20 minutes, they can check the parent signature as verification. Copies of your parents' signature are available at the office if required to be checked.

## Some Tips and Tricks:

- Do your computer work first. If you stay up late the light from the computer screen can affect your cortisol levels which means you may have less, and poorer, sleep.
- Take breaks every 20 minutes or so to stay alert.
- Drink water, and minimise the caffeine based drinks as they will only make you alert, but still limit your ability to remember and recall information.

## Student Role:

- To maintain an effective, neat and useable school diary.
- To take that diary into every class where practicable.
- To complete all homework tasks set.
- To see the teacher well before class if unable to complete the set tasks.

## Parent Role:

- To check the student's diary and that the homework is being completed.
- Ensure the student's Semester Planner is visible and being completed with assignment dates, draft dates etc every term.

# Mobile Devices Policy (Phones)

## Acceptable personal mobile device use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems, Student BYOx Charter and Parent iPad Charter.

While the school allows mobile phones at school we must ensure that students do not interrupt the learning of others with their phones. To that end the school has the following list of protocols and procedures for students to follow if they choose to bring their phone to school. This list is not exhaustive and if in the professional judgement of a member of school staff, a student is affecting the learning of others through the manner in which they use their phone, the staff member's directions in relation to the student and their phone and/or attachments (e.g. earphones) need to be followed without equivocation and in good time.

If a student chooses to bring their phone to school they need to ensure they are aware of, and follow, these guidelines:

- As a result of privacy legislation students are not allowed to take photo/s videos/audio recording of other students/staff/classes at school.
- Ear buds and ear phones are not part of the school uniform and should not be worn through the uniform at any time, and should not be taken into classes.
- Ear buds are permitted at breaks; however, they are not to be worn if a student, or a member of the group they are with, is being addressed by a staff member.
- There should be minimal need for lengthy, if any, phone calls while at school.
- Phones should be used sparingly during flex/spares; students should be working through their study plan materials or reading.
- Selfie sticks are not permitted.
- Loud music, either through phone or via external speakers, is not permitted.
- The school accepts no responsibility if a student chooses to bring their phone to school and that phone is damaged or stolen.

If a student breaches the school's mobile phone policy:

- On the first occasion it will be confiscated and returned to the student at 3 pm.
- On the second occasion it will be confiscated and the student's parents will be required to pick the phone up from the front office.
- On the third occasion the student will be suspended.

The School Administration Team reserves the right to ask students to leave their phone at home if they have difficulty following these guidelines.

**Parents must sign to indicate that they have read and understood this Mackay North State High School Mobile Devices Policy (Phones)**

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Parent signature

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Student signature

# Acceptable Usage Network Policy

This is an extract from the Student BYOx Charter and more detailed information can be found in that charter.

## Acceptable personal mobile device use

Upon enrolment in a Queensland Government school, parental or caregiver permission is sought to give the student(s) access to the internet, based upon the policy contained within the Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems, Student BYOx Charter and Parent iPad Charter.

Communication through internet and online communication services must also comply with the department's Code of School Behaviour and the Responsible Behaviour Plan available on the school website.

While on the school network, students should not:

- create, participate in or circulate content that attempts to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place.
- disable settings for virus protection, spam and/or internet filtering that have been applied as part of the school standard.
- use unauthorised programs and intentionally download unauthorised software, graphics or music.
- intentionally damage or disable computers, computer systems, school or government networks.
- use the device for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

Note: Students' use of internet and online communication services may be audited at the request of appropriate authorities for investigative purposes surrounding inappropriate use.

## Misuse and breaches of acceptable usage

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

The school reserves the right to restrict/remove access of personally owned mobile devices to the intranet, internet, email or other network facilities to ensure the integrity and security of the network and to provide a safe working and learning environment for all network users. The misuse of personally owned mobile devices may result in disciplinary action which includes, but is not limited to, the withdrawal of access to school supplied services.

## 4 Simple Steps to Solve an I.T. Problem

1. Close programs that do not work and re-open them.
2. Close all apps and re-start your device.
3. Check your connectivity to the school's wireless network. Seek help from technology if you are not connected.
4. Reset your Username/Password for the school in the library.

## iPads Responsible Use Guidelines:

### STUDENT:

iPads are a valuable learning device and fall under the responsible use of technology policy:

- As a result of privacy concerns students are not allowed to take photos / videos of other students at school in unsupervised situations or without the appropriate permissions.
- Push notifications are to be turned off.
- Airdrop or Airstream is not to be done at school at any time, unless under the direction of a teacher.
- The staff member's directions in relation to the student and their iPad and/or attachments (e.g. earphones) need to be followed without equivocation and in good time.
- Students who choose to not follow these guidelines will move through the school's behaviour management stages.
- Students are responsible for maintaining their iPads in good working condition and looking after their iPads at school.

**Parents must sign to indicate that they have read and understood this Mackay North State High School Acceptable Usage Network Policy.**

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Parent signature

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Student signature

# Cyberbullying Policy

Cyberbullying is the use of Information Communications Technology (ICT), particularly mobile phones and the internet, deliberately to upset someone else. Today's children and young people have grown up in a world that is very different from that of most adults. Many young people experience the internet and mobile phones as a positive, productive and creative part of their activities.

Unfortunately, technologies are also being used negatively.

Cyberbullying can take place at any time and can intrude into spaces that have previously been regarded as safe or personal.

Cyberbullying can take place both between peers and across generations. Age or size is not important. Bystanders can also become accessories to the bullying; for example, by passing on an humiliating image.

Cyberbullying can be unintentional. It can be the result of not thinking (something sent as a joke may be deeply upsetting or offensive to the recipient).

Some cyberbullying activities could be criminal offences under a range of different Commonwealth, State and Territory laws.

## The school will also reinforce the following message:

- Always respect others – be careful what you say online and what images you send.
- Think before you send – whatever you send can be made public very quickly and could stay online forever.
- Treat your password like your toothbrush, keep it to yourself. Only give your mobile number or personal website address to trusted friends.
- Block the bully – learn how to block or report someone who is behaving badly.
- Don't retaliate or reply.
- Save the evidence – learn how to keep records of offending messages, pictures or online conversations.
- Make sure you tell an adult you trust, or call a helpline like the Kids Helpline on 1800 55 1800 in confidence;
- Finally, if you see cyber bullying going on stand up and speak out! Support the victim and report the bullying. How would you feel if no one stood up for you?

## Learning and Behaviour Statement

At Mackay North State High School, we aim to maintain, enhance and continue to develop a supportive school environment for all members of the school community. Our Responsible Behaviour Plan is based on Education Queensland's Code of School Behaviour and the shared beliefs of the school community.

Staff and students at Mackay North State High School have the right to work to their potential, free from disruption, abuse or threat in a safe and cooperative environment.

To be the best school that we can be, students are provided with:

- a wide range of subjects and extra-curricular activities.
- specific well-being, values based and academic learning lessons.
- a dedicated staff that can provide students with the learning and support that they need.
- an attractive learning environment – we work together to improve it all the time.

# Student Behaviour Stages

## STAGE 1

You are working well and are cooperating fully with teachers and fellow students. It is expected that students who hold positions of responsibility within the school (e.g. school captains, house captains, student council representatives) will maintain Stage 1.

IF YOU CHOOSE to break the rules, then you will move onto Stage 2.

## STAGE 2

You have decided to cause some problems. Your teacher will remind you of the rules and decide on the consequences. Your parents may be contacted.

YOU CHOOSE to either –

- (a) stop breaking the rules, and go back to Stage 1, OR
- (b) continue to break the rules and move to Stage 3.

## STAGE 3

You will have to work out the problem with your Year Coordinator or Head of Department. You may be given a behaviour card and your parents contacted. Consequences such as the withdrawal of privileges, participation in excursions and sporting events, litter duty or detentions may occur.

YOU CHOOSE to either

- (a) stop breaking the rules and go back to Stage 1 OR
- (b) continue to break the rules and move to Stage 4.

## STAGE 4

At this stage you will be referred to the Principal or Deputy Principals. The problem is now very serious. You may be given a behaviour card or put in isolation. Your parents may be contacted and you may be placed on suspension or asked to show cause as to why your enrolment may not be cancelled.

YOU CHOOSE to either

- (a) stop breaking the rules and go back to Stage 1, OR
- (b) continue to break the rules and move to a Stage 5.

## STAGE 5

At this stage, you have decided to continue to break the rules and have not improved your behaviour. You may be suspended from school or asked to show cause as to why your enrolment may not be cancelled. On return from suspension, students will be placed on a Level 4 Behaviour Card.

NOTE: IF YOU CHOOSE to cause a major problem, such as stealing, verbal or physical abuse of staff or students, use, possession or provision of drugs, then you may move straight on to Stage 4 or Stage 5.

All rules apply when going to and from school, in lunchtimes and while students are in school grounds at any time.

# Consequences for Unacceptable Behaviour

When applying consequences for unacceptable behaviour, the individual circumstances and actions of the student are considered, along with the needs and rights of the school community members. Consistency, fair treatment and natural justice are our goals. Consequences are based on our system of Stages. All students commence on Stage 1 of the Behaviour Stages; students' misbehaviour or disobedience results in them moving through Stages 2- 4. While there is scope for a progression through the Stages for students who fail to effectively modify their behaviour, a student's offence may be severe enough to go straight to Stage 4 consequences.

## STAGE 2: MINOR OR ISOLATED MISBEHAVIOURS

### Possible Strategies and Actions

- A warning and an 'After Class Chat' without the student audience can work well. Expectations are restated and positive working relationships are established.
- A preliminary discussion with HOD, Year Coordinator, Guidance Officer, Community Education Counsellor where appropriate.
- Record noted on the student's OneSchool Profile.
- Teachers may organise for a temporary withdrawal of the student to another class – HOD or another teacher to assist.
- Contact with parent may be made. Most parents really appreciate an early intervention and their assistance may solve the problem. All contacts are recorded on the students OneSchool profile.
- Detentions may be used. If the student does not attend, then teachers will use their HOD to look after their class while the student is retrieved from a class just before a lunch break.
- Litter duty might be used.
- Positive reinforcement of appropriate behaviour should be used.

## STAGE 3

### Inappropriate behaviour to be dealt with at this stage include —

(FOR REFERRAL TO YEAR COORDINATOR)

- Uniform
- Playground problems
- General behaviour problems across subject areas
- Low level harassment or bullying
- Home Group misbehaviour
- Truancy
- Smoking

(FOR REFERRAL TO HOD)

- Continued Stage 2 behaviours
- Continued disruption or disobedience in class or excursions
- Persistent homework problems
- Assignment problems
- Loss/damage to class equipment or facilities
- Persistent lateness to class

### Possible strategies include —

- Student may be placed on a Stage 3 Behaviour Card (Yellow — Year Co-ordinator, Green — HOD)
- Parent will be informed as the Behaviour Card is issued.
- Student warned of consequences e.g. withdrawal of privileges
- Administration notified
- Litter duty may be organised
- May work out individual behaviour plan with student and teacher(s).
- Short withdrawal from class for specific lessons
- Consult with Guidance Officer or other support personnel.
- Lunch time detentions may be used
- After school detentions may be arranged with the support of the parents or guardians.
- Record noted on OneSchool Profile
- Referral to Stage 4 if no improvement



## STAGE 4 STILL NO IMPROVEMENT FAILURE TO MODIFY BEHAVIOUR

### Inappropriate behaviour to be dealt with at this stage include —

- Continued Stage 3 behaviours

### Possible strategies include —

- Student may be placed on a Stage 4 Behaviour Card — blue
- Contact will be made with parents; interview may be arranged.
- Contact may be made with police
- Consultation with guidance officer, community education counsellor and community welfare organisations
- Withdrawal from classroom and playground for certain periods of time
- Moving directly to Stage 5

## STAGE 5 PERSISTENT FAILURE TO MODIFY BEHAVIOUR OR SERIOUS BEHAVIOUR BREACHES

Suspension or recommendation for exclusion may occur without students moving through the Stages of our Responsible Behaviour Plan when serious breaches of our Plan have occurred. Students will be referred to the Administration Team directly for serious incidents.

### Inappropriate behaviour at this stage include –

- Continued Stage 4 behaviours
- Verbal abuse to a teacher
- Physical assault
- Alcohol or drug use, possession or supply
- Theft
- Vandalism
- Severe intimidation
- Significant safety issues
- Severe bullying or harassment

### Possible strategies include –

- Short suspension (1 – 10 days) followed by a minimum of two Stage 4 cards
- Longer suspension (11 – 20 days) followed by a minimum of two Stage 4 cards
- Recommendation for exclusion
- Cancellation of enrolment (Post-compulsory students only)

# Wellbeing at North High

Our wellbeing program at North High is concerned with the social and emotional wellbeing of all students and the academic and intellectual wellbeing of the young learner.

Wellbeing is both central to learning and an outcome of learning. It is multidimensional and characterised by feeling well and functioning well. (EQ Learning and Wellbeing Framework)

Students understand themselves and others by exploring attitudes and values of an active, respectful citizen, learning to work productively with peers, teachers and wider community and developing and maintaining positive and responsible behaviours.

Students will learn strategies to cope with academic pressure and values which will enable them to respect academic success. There will be a strong focus on improving literacy and numeracy standards and improving student outcomes in all in key learning areas.

The ultimate outcome for students from North High is that they will graduate with the knowledge and skills to be respectful, resilient and confident citizens and leaders. Wellbeing will support students in this endeavour by creating timely and connected lessons with a holistic approach to citizenship.

Students will have an understanding that education is more than being successful academically. Values, moral and ethical issues and demonstrating qualities of successful citizens are promoted throughout the entire program so students have continuity and a clear vision during their education at North.

Each year level of the wellbeing program is organised around a concept, underpinning the focus and learning experiences of individual units.



We also come together as a school community to celebrate important days such as RUOK Day, White Ribbon Day, Harmony Day, Purple Day, Organ Donation and Day for Daniel.



# Working to Stymie The Cycle of Teenage Bullying and Harm at Mackay North State High School

stymie.com.au encourages you to support your peers by making anonymous notifications through their site. These notifications will be about other students who you see being bullied or experiencing harm at Mackay North State High School. You can also make notifications about illegal activity and any other kind of harm to your school community. The notifications can include evidence such as screen shots of Facebook conversations or text messages and are automatically forwarded to the appropriate adult here at North High. The first conversation we have will be with the student who is experiencing harm – they will know they are not alone.

North High is committed to supporting all of you in being able to make positive choices about bullying and harm in our community. Please use it. Use it responsibly and thoughtfully and know that you can make a difference.

#saysomething

## School Attendance

The School Attendance Policy is available on the school website.

### School responsibilities

Mackay North SHS aims to work in partnership with parents and students to maximise student attendance. Through the systems we have in place we aim to:

- identify absences quickly;
- follow-up absences promptly;
- send clear messages to students and parents that attendance is vital.

### Student responsibilities

Students are required to:

- make a determined effort to attend school every day;
- provide the school with a reasonable explanation from a parent/guardian when an absence is unavoidable;
- catch up on any classwork that has been missed due to an unavoidable absence.

### Parent responsibilities

Parents are ultimately responsible for ensuring their children attend school, and our aim is to work with parents and the local community to implement the best strategies to suit the needs of students and the context of the community.

All students are expected to set a goal to achieve a 95% attendance rate. Students are regularly made aware of their current attendance rate by their Homegroup teachers.

Data is comprehensively analysed weekly using the performance dashboard on One School. Students are categorised into one of the following categories according to their attendance rate:

- **<85%: RED**
- **85 – 90%: ORANGE**
- **90 – 95%: LIGHT GREEN**
- **95 – 100%: DARK GREEN**

Any student who has an attendance rate of less than 85% will be monitored closely by both Homegroup Teacher and Year Level Coordinators. A phone call will be made to parents of these students regularly to discuss patterns in their attendance, any improvements they may have shown from week to week, and to gain information as to why they may be absent from school.

## Are you giving yourself the best chance to succeed at school?

**Being away from school for one to two days a week doesn't seem much, BUT...**

If you miss...	This means you have attended school...	That equals...	Which is...	And over 13 years of schooling, that is...	Which means that instead of having completed 13 years of school, you have only completed...
1 day per fortnight	90% of the time	20 days per year	4 weeks per year	Nearly 1½ years of schooling you have missed	... up to the first half of Year 11
1 day per week	80% of the time	40 days per year	8 weeks per year	Over 2½ years of schooling you have missed	... up to the first half of Year 10
2 days per week	60 % of the time	80 days per year	16 weeks per year	Over 5 years of schooling you have missed!	... to the end of Year 7!
3 days per week	40% of the time	120 days per year	24 weeks per year	Almost 8 years of schooling you have missed!!!!	... to the end of Year 4!!

**You must attend school — every day counts!**

# Assessment Policy

## Due date

For each assessment instrument you will be given a due date the assignment is due.

If work is not handed in on the due date, you will be given credit only for the work seen by your teacher up to that date. Work will NOT be accepted after the due date.

## Extension

If you require an extension for an assignment, you need to contact the relevant HOD **before** the due date.

## Technology

- Be aware that technological problems will not be accepted as a reason for extension.
- Be well organised so that equipment failure does not create problems.

## Absences

If you are absent on the due date of an assessment, class test or oral presentation, you must have your parent/guardian contact the relevant HOD either by phone or email. Make arrangements for the assignment to be brought or emailed to school where possible. Ensure the assignment is handed in, (or arrange to present the oral/sit the test) immediately on your return.

## Draft work

It is important that you show work in progress in class and check on dates to:

- establish the work is yours
- enable you to get credit for completed work if you do not meet due dates for the good draft of your assignment.
- assist your case if you are applying for an extension.

Remember to submit ALL draft work with the final copy.

## Consequences for failure to complete assignments by the due date

### Assignment

A student must complete an assignment task by the due date or their result will be based on the in-class achievement of the student or 'draft' during the periods when the assignment was worked on.

### Exam/oral assessment/practical

If an arrangement is not made to complete the missed exam/oral assessment/practical, the conditions of the assessment cannot be guaranteed.

## Consequences for non-submission of assessment (Years 11 & 12)

When non-submission of assessment prevents teachers from making valid judgments about a student's coverage of a course of study:

- The student may receive a level of achievement, however, the number of semesters of credit may be reduced to reflect the relative coverage of the course of study;
- In extreme cases of non-submission and significant lack of evidence a student may not receive a level of achievement for the subject.

In either situation, the Principal will notify parents/ guardians and the student will be requested to 'show cause' as to why they should have credit for the semester or their course of study.

## Plagiarism

Plagiarism is the copying and use of the words of another author without acknowledging the source. You need to be aware that plagiarism is a serious offence at our school. Ensure you are careful with note making and referencing to guard against this practice. Penalties will involve loss of credit for the plagiarised work.

**Parents must sign to indicate that they have read and understood this Mackay North State High School Assessment Policy.**

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Parent signature

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Student signature

# General rules and procedures

## Care of belongings

It is the responsibility of each individual to take appropriate care of their own belongings and those which belong to peers and the school.

- a) Locker areas are out of bounds during class time. Only students who have been allocated a locker are permitted in locker areas.
- b) Bags should not be brought into the classroom. Students should not leave bags unattended or unsupervised at break time.
- c) Any item which is not essential for classroom activities must not be brought to school.
- d) Borrowed equipment: Students who borrow equipment from friends of the school accept responsibility for its care and safe return.
- e) The owner's name should be marked on all personal property.

## Travel – to and from school

Whether travelling to or from school or travelling to school activities held elsewhere, students will display common sense, cooperate with others and demonstrate appropriate levels of care and courtesy.

### Students must:

- a) obey traffic laws and observe safety rules;
- b) always cross roads at traffic lights or designated crossing areas;
- c) behave in ways that would bring credit to self and the school (e.g. standing for adults on public transport);
- d) comply with rules detailed by the Principal regarding students' driving cars to school;
- e) not congregate in car park areas within the grounds or park motor vehicles within the school grounds.

## Movement between classes

Students should be punctual, move by the quickest, safe route to classes and show consideration for others.

### Students must:

- a) not visit tuckshop or lockers between classes;
- b) not visit the students' vehicles during the course of the day;
- c) move quietly at all times within the buildings and past classrooms during times of instruction.

## Classroom procedures

Classroom procedures centre upon developing and maintaining an environment which is supportive of learning.

### Students must:

- a) cooperate with teachers and fellow students by following class rules;
- b) display courtesies such as listening quietly while others talk and using good manners;
- c) line up quietly outside classrooms.

## Use of Facilities

Students have responsibilities to use facilities appropriately by employing care, consideration of others and common sense.

### Students must:

- a) not take food and drink into classrooms (water only is allowed);
- b) not enter classrooms or work areas unless supervised by teachers or adults appointed by the Principal;
- c) not chew gum whilst at school;
- d) place litter in the bins provided;
- e) adhere to the following conditions for use of sporting facilities. Students must:
  - i. follow the directions of coaches, teachers and/or ground care staff;
  - ii. wear appropriate footwear or safety equipment;
  - iii. not interfere with any other coaching or training activities;
  - iv. be supervised when playing (lunchtime – playground duty teachers; before/after school – coaches approved by the Principal)
  - v. not play ball games or vigorous activities near glassed areas (e.g. windows) or areas set aside for relaxation (e.g. non-oval grassy areas; under buildings)

## Attendance

Students have an obligation to attend school, while the school has a duty of care for all those who attend.

### Students must:

- attend every designated class on every school day and arrive on time
- not leave the school grounds during school time without permission
- have a reasonable excuse for being late, or will be issued with a detention.

## Sick Students

It is an expectation that when parents/guardians receive a telephone call from the school requesting their child be collected because they are sick, that this is a priority, and arrangements must be made for the child to be collected from the school immediately.

Please refer to: **What do I do when?**

I am sick at school...

# Term Planner



**Respectful      Resilient      Confident**