Established in 1967, Mirani High School has, over the years, developed a proud reputation for excellence in academic, cultural and sporting achievement. The school is located in the Pioneer Valley and draws students from 12 primary schools. With an enrolment of approximately 800 students, the school is small enough to provide a family-oriented caring environment, but large enough to offer a comprehensive range of subjects, in vocational education as well as tertiary preparation. The school offers a wide range of educational programs which provides students with a balanced education for life in the 21\textsuperscript{st} Century. We offer a range of Authority subjects and Authority registered subjects to meet the learning needs of our students.

Mirani State High School provides a comprehensive range of quality programs across the eight key learning areas in the Middle Phase of Learning and caters for both tertiary and vocational preparation in the senior years of schooling.

Years 8 and 9 are viewed as part of the Middle Phase of learning and Year 10 as preparation for Senior. A unique approach to the Year 8 curriculum is based on educational research about adolescence and the middle years of learning. Transition into secondary school is fostered by having teams of teachers timetabled for the Core Teaching Program in a team-teaching situation. Flexible learning approaches to meet the diverse needs of students, as well as a nurturing environment, enables significant improvements in learning outcomes.

We aim to provide a supportive environment to enable all members of our school community to develop to their full potential. We encourage individual responsibility, self-discipline and care and respect for others.

At Mirani State High School, we are committed to providing all students with a quality secondary education.

**We aim to:**

- Achieve excellence in teaching and learning
- Produce quality outcomes for all students
- Promote fair and equitable practices
- Encourage partnerships between students, teachers and parents

**We are committed to:**

- Always producing the best in the interest of students
- Providing quality learning experiences
- Accepting responsibility for the outcomes of our work
SCHOOL RULES

Students while at school, travelling to and from school, at school functions, on excursions or in school uniform (includes sports uniform), must conduct themselves in a manner which will reflect credit on themselves, their parents and their school. The school uniform should be worn neatly and correctly at all times.

LEAVING SCHOOL GROUNDS

Please note the following procedures:

In emergent instances, permission may be obtained from school administration for a student to leave school grounds. Permission will only be granted once a member of the school admin team has spoken to a parent/guardian. Permission to leave school grounds is given only at admin’s discretion.

Your co-operation with these procedures is much appreciated.

OUT OF BOUNDS

For reason of safety and for the protection of school and personal property the following areas are out of bounds:

(a) the river bank.
(b) behind the new science block
(c) car park areas.
(d) the main oval during lunch breaks except under teacher supervision.
(e) all areas of town.
(f) all stairwells, corridors, verandas and other port rack areas. Students may deposit the bags in their port racks, but must move immediately back into the school yard.
(g) All out of bounds areas as shown on playground duty map (attached).
(h) Shops before school if students arrive by bus.
TRANSPORT TO AND FROM SCHOOL

All students who travel in a school bus are expected to:

- Treat other people and their possessions with respect
- Follow bus driver’s direction without argument
- Always follow instructions from the driver about safety on the bus
- Show their bus pass or ID upon request
- Sit properly on a seat if one is available
- Store school bags under the seat or in appropriate luggage areas
- On arrival students are expected to make their way directly into the grounds and remain there, whatever the mode of transport.

It is not appropriate or acceptable for students to:
- Bully or harass other students or the driver
- Place feet on the seats
- Fight, spit or use offensive language
- Throw any article around or from the bus
- Consume food or drink
- Smoke
- Allow any portion of their body to protrude out of the bus windows
- Use a mobile phone to send threatening messages, or photograph others without consent
- Distract drivers through use of mobile phones or hand-held computer games.
- Students who misbehave on a bus may have their right to access the bus suspended by the bus company. The school may also administer consequences to students who misbehave separate to the actions of the bus company.

**Student Use of Vehicles**

- Only fully licensed students are permitted to drive vehicles to Mirani High.
- The vehicle should only be driven by the licensed driver who must register the vehicle with the main office. For a student to be a passenger in a car driven by a student, prior written parent permission must be submitted from both the passenger’s and driver’s parents to the main office.
- The student driving a vehicle to Mirani High must obey all normal school rules of attendance.
- The vehicle must be parked outside the school grounds in Alice Street.
- Students are not free to make unsanctioned use of the vehicle during the school day.

**Bikes**

- Bicycles must be wheeled within the grounds. Double gates must be used for entry. The single gate in front of the Administration Block is out of bounds to bikes.
- Students are to leave the school grounds with care and must travel on the left-hand side of the road or on signed bicycle pathways if available.
- Students on bikes, or walking home, must leave the vicinity of the school promptly.
- Wearing of helmets is compulsory by law.
- Bicycles must be wheeled on footpaths.
GENERAL RULES

1. A school is judged by the action of its students. Good conduct at school and on the way to and from school is expected at all times. Cooperation, courtesy and respect for others is essential.
2. Students should not litter and should make every attempt to keep the school grounds clean.
3. Smoking, consuming alcohol or other illegal substances while in school uniform, to and from or at school functions is strictly prohibited. This includes coming to school socials having consumed alcohol or other illegal substances.
4. Liquid paper and oil-based marking pens must not be brought to school.
5. Aerosol cans are not permitted at school e.g deodorant.
6. All ball games are to be played on the oval and designated areas only. Students are not to bounce or throw balls around or between buildings.
7. Food and bottles are NOT to be taken onto the main oval area.
8. Food is not to be eaten in classrooms or on verandas, or other port rack areas.
9. Running on stairs, verandas and cement, (or anywhere around buildings or to buses) is dangerous and is therefore forbidden.
10. Students must stay out of rooms and the Assembly Hall at all times unless directly supervised by a teacher.
11. Students must not go into staffrooms at any time.
12. Students are to stay outside the Sports Room at all times (unless on sports room duty).
13. Students are to stay off verandas at all times unless depositing bags or collecting books for a class.
14. Students are to observe the school’s Responsible Behaviour Plan and Dress Code at all times.
15. Electronic devices such as mobile phones, CDs, MP3 players, etc. are not permitted to be brought to school.
   They will be confiscated to be collected by the student at the end of the school day. Repeat offenders will require their parents to pick it up at a mutually acceptable time.

INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES

Physical activity and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the Department of Education, Training and the Arts does not have Personal Accident Insurance cover for students.

Education Queensland has public liability cover for all approved school activities and provides compensation for students injured at school only when the Department 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.
# MIRANI STATE HIGH SCHOOL EXPECTATIONS

<table>
<thead>
<tr>
<th>THE EXPECTATION</th>
<th>HOW TO KEEP IT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. LEARN ALL YOU CAN</strong></td>
<td>• Pay attention in class</td>
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<td></td>
<td>• Be involved in school activities</td>
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<td></td>
<td>• Try to develop your skills with the help of your teachers</td>
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<td>• Come to school regularly; be punctual</td>
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<td></td>
<td>• Ask for help</td>
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<tr>
<td><strong>2. LOOK AFTER OUR SCHOOL</strong></td>
<td>• Take care of the buildings, furniture, grounds and all our property</td>
</tr>
<tr>
<td></td>
<td>• Help keep everything clean and tidy</td>
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<tr>
<td><strong>3. EARN OUR SCHOOL A GOOD NAME</strong></td>
<td>• Wear uniform with pride</td>
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<td>• Behave well at school and on excursions</td>
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<td>• Show respect to visitors</td>
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<td></td>
<td>• Play sport fairly</td>
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<td>• Participate in as many school activities as possible</td>
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<td></td>
<td>• Aim at excellence</td>
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<tr>
<td><strong>4. BE IN THE RIGHT PLACE AT THE RIGHT TIME</strong></td>
<td>• Never miss school or any lesson without permission</td>
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<tr>
<td></td>
<td>• Be on time to class and all other school activities</td>
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<td></td>
<td>• Always be in bounds</td>
</tr>
<tr>
<td><strong>5. BRING THE CORRECT EQUIPMENT TO SCHOOL</strong></td>
<td>• Bring the necessary equipment every lesson</td>
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<td></td>
<td>• Leave prohibited materials at home</td>
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<tr>
<td><strong>6. RESPECT ALL MEMBERS OF THE SCHOOL COMMUNITY</strong></td>
<td>• Be courteous and considerate</td>
</tr>
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<td></td>
<td>• Avoid anything which might cause injury and embarrassment</td>
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<tr>
<td></td>
<td>• Always be honest and truthful</td>
</tr>
<tr>
<td><strong>7. RESPECT THE PROPERTY OF OTHERS</strong></td>
<td>• Leave other people's property alone</td>
</tr>
<tr>
<td></td>
<td>• Be sure to hand in all lost property</td>
</tr>
</tbody>
</table>
INFORMATION FOR PARENTS

VALUABLE ITEMS OR LARGE SUMS OF MONEY

Students are encouraged not to bring valuable items to school which are not related to their schoolwork. Similarly we discourage students from bringing large sums of money to school with them. If there is a need to, students are advised to bring the item to the office for safekeeping during the day. Students are also advised to carry any money they bring for tuckshop with them at all times – money should not be left unattended in school bags. We are unable to guarantee the security of money or other items left unattended in school bags.

ATTENDANCE AND ABSENTEEISM

Responsibilities

Schooling at Mirani State High is a full time occupation. School is a student’s workplace. Absences are an interruption to effective learning and are required to be accounted for. Furthermore, absences can affect students’ Austudy or Abstudy payments.

- Students are required to attend school on every school day for the educational program in which the child is enrolled, unless the student has a reasonable excuse
- Students are not permitted to leave the school grounds before the official end of their school day without first gaining the permission of the Administration.
- The school is accountable for recording student participation in schooling and must maintain an accurate system of student attendance records.
- **All student absences must be authorised and accounted for.**
- When a student is absent a note providing satisfactory reasons must be given to their first teacher on their return to school or phone the school absence line – 49667160 on the day of the absence. Students in years 11 and 12 are required to bring a medical certificate when absent during an exam.

Late arrival/early departures/leaving the grounds

Students who arrive after 9.00am are required to get a late arrival note from the Student Absence window and must have a note from a parent/guardian with a valid reason.

If, during the day, a student is required to keep an appointment outside the school, a note must be sent by a parent/guardian.

The Out-of-Grounds book at the school Office must be signed by the parent or student, before leaving the school.

ILLNESS AND INJURY AT SCHOOL

If a student is sick or injured during the day s/he must report to the Office. Parents will be contacted to collect students who are unwell, it is imperative that the school has a contact phone number for such emergencies. Parents should ensure that the school is notified of any change of address or change of contact number. Parents should also refrain from sending their students to school when they are unwell as we have limited space in our sick bay. A note from the teacher is required if leaving a class. First Aid is available for minor injuries at school. Other medical emergencies may be reported to the office where necessary help will be organised. Students must not go home without permission from the school.
Students are **NOT** to contact parents via mobile phone prior to reporting to the Office.

**MEDICATION**

School staff are **not permitted** to administer unprescribed medication. This includes headache tablets such as panadol, aspirin etc.

Parents must present a letter/certificate from their General Practitioner to the Administration for verification of medication to be given to a student. Parents must also provide medical documentation to inform the school of any changes to medication (i.e. Dosage changing).

**If a student needs to take medication prescribed by a doctor during the school day and school staff are to administer this medication, the following procedures must be followed:**

Appropriate forms to be filled out by a parent with the following information:

- The name of the medication
- The dosage required
- Doctor prescribing the medication
- Name of chemist
- The times when medication is to be given

**If these procedures are not followed the school staff will not give the medication.**

The student must take the medication to the General Office where it will be stored in a secure place.

- **ALL** medication will only be administered on Doctor’s instructions.
- It is the responsibility of the student to remember to come to the office to obtain the medication.
- The staff members giving the medication and the student will sign each time the medication is given.
- The staff members will hand the correct dosage of medication to the student but cannot be responsible for verifying that the student has actually taken the medication.

**Self-administration of Medications and Self-management of Health Conditions**

Contemporary management of chronic health conditions encourages students to recognise the signs and symptoms of their condition, administer their own medication or perform a health procedure, and participate in the full range of activities offered by the school. In the event of an emergency situation, it may be necessary for a student to be assisted with the administration of medication (e.g. when using an adrenaline auto-injector such as EpiPen or Anapen to treat anaphylaxis or a blue reliever such as Ventolin to manage asthma).

In schools, self-administration may apply to students who are assessed by their parents/carers as capable and approved by the principal as appropriate.

Self-administration of medication or health procedure may include but is not limited to:

- use of adrenaline auto-injector (e.g. EpiPen or Anapen)
- monitoring blood glucose levels and the injection of insulin for diabetes
- inhaling reliever medication such as Ventolin for asthma
- orally administering anti-convulsant medication for epilepsy
- orally administering enzyme replacements for cystic fibrosis
- clean Intermittent Self-Catheterisation
Students approved to carry their own medication should demonstrate practices of secure storage of medication that may be potentially harmful to other students and safe disposal of sharps equipment.

Teachers can assist students to manage their health condition by incorporating their medication needs in the routine management of the class and school.

The school must take into consideration the student's confidentiality and privacy.

**NEWSLETTERS**

The first newsletter for the term is mailed out, and then the subsequent newsletters are emailed to the family email address. If you don’t have access to a computer please advise the office with an address where the newsletter can be posted to.

**TELEPHONE**

Telephone calls are available in emergency situations through the school office. All necessary arrangements for materials, after school activities for the day should be made in advance to avoid the need to make calls from school. Call costs are 50 cents.

**GUIDANCE SERVICES**

The Guidance Officer is able to assist with personal, education and career concerns.

Services include: career resources, advice on further study and career options, choosing or changing subjects, advice and information for personal concerns, referral to other agencies. Our Guidance Officer may refer students to other agencies and we have a Youth Support Coordinator who visits the school weekly to assist students who are living independently to complete their schooling.

Guidance Officers are available to both students and their parents. Parents can make an appointment by phoning the school and asking to speak to a Guidance Officer. Students are able to make an appointment by seeing a Guidance Officer personally.

The Guidance Officer is available for appointments Tuesday to Thursday and every alternative Monday.

**SCHOOL-BASED YOUTH HEALTH NURSE**

Queensland Health employs School Based Youth Nurses (SBYHN) who works in secondary schools across Queensland. These nurses focus on preventative health for young people and provide:

- a confidential health service
- health information to students, teachers and the school community
- intervention and links to other services as required.

SBYHNs are not employed to administer medications, deliver health procedures or provide routine first aid.

**How the SBYHN can support your teenager**

*Confidential Student Appointments*

Your teenager can make an appointment with the SBYHN to discuss any questions they have about their health. These appointments are confidential, and the nurse will not share any information without the student’s consent unless there is a risk to the student’s health in not sharing this information with others.
In most cases, it is best for young people to talk to their parents about health and wellbeing issues. The SBYHN can support young people to do this.

Generally the law recognises that young people (usually over the age of 12 years) have the right to self-determine access to a health service. The SYYHN will assess if the young person has a sufficient level of maturity and understanding regarding the issues and the health services proposed. Where the SBYHN assesses that the young person does not have sufficient levels of maturity and understanding, the SBYHN will seek consent from the young person’s parent.

Individual health consultations may include:
- early detection of actual or potential health problems
- providing information, options or referrals regarding relevant health services to provide them with further assessment, treatment or support
- providing brief interventions and/or referrals as appropriate.

Some of the main issues for which young people access a SBYHN are mental health, including social and emotional wellbeing, relationships, stress, eating issues, sexual and reproductive health, drugs (including tobacco and alcohol) and growth and development.

The School Based Youth Health Nurse in 2013 is Dora Kollman. She is available Thursdays and Fridays.

**CHAPLAINCY SERVICES**

Chaplaincy services are optional programs that may form part of student welfare activities offered in state schools. They are designed to complement schools’ guidance and counselling services. Student involvement in any activities offered as part of a school’s chaplaincy program is voluntary.

This school community provides a chaplaincy program endorsed by the school’s Parents and Citizens’ Association and is available on a voluntary basis to all students.

For the teachers, the chaplain is a support in and out of the classroom, on excursions and Year level camps. The role also means being available to assist with pastoral care issues that go beyond the school gate and provide support to parents of students facing various issues. Such support includes linking up with the numerous support agencies in our region.

The chaplain (Rex Fraser) is available for appointments on Monday, Tuesday and Thursday.

**THE CURRICULUM**

The school has an innovative curriculum in both the Junior and the Senior school. These curriculum approaches have resulted from extensive community consultation. The new National Curriculum will be offered in 2013 in Years 8 – 10.

**Junior Curriculum**

**Year 8:** Currently 24 lessons a week with core curriculum made up of English, Maths (full year), Science, History (one semester). Teams of 2-3 teachers teach approximately 50 students in each group. An Arts elective, a Technology elective, LOTE (Japanese) and Physical Activity make up the other 16 lessons a week.
Year 9: The core consists of English, Maths, Science, Social Science and Health Education. Electives are drawn from the Arts, LOTE, Health and Technology KLAs (Key Learning Areas) in alignment with Essential Learnings for these areas of study.

Year 10: This is considered to be a pre-senior year, with students completing mandatory study in English and Maths, (full year) Science and Social Science (must choose one of each over the course of the year). There will be three electives per semester, all designed to give students a taste of Senior subjects and help them refine their subject choices for Senior. All Year 10 students complete a Work Education program, a Certificate II in Work Practices course, culminating in Work Experience in Year 10. Students must also complete a Senior Education Training (SET) Plan.

Senior Curriculum

<table>
<thead>
<tr>
<th>The Arts</th>
<th>Language</th>
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<tbody>
<tr>
<td>Visual Art</td>
<td>English</td>
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<tr>
<td>Drama</td>
<td>English Communication</td>
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<tr>
<td>Dance</td>
<td>Japanese</td>
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<td>Film, Television &amp; New Media</td>
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<td>Music</td>
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<td>Business Education</td>
<td>Mathematics</td>
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<tr>
<td>Accounting</td>
<td>Mathematics A</td>
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<tr>
<td>Cert II Business Communication &amp; Technology</td>
<td>Mathematics B</td>
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<tr>
<td>Cert II in Business Studies</td>
<td>Mathematics C</td>
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<tr>
<td>Certificate 11 in Information, Digital Media &amp; Technology</td>
<td>Pre-Vocational Mathematics</td>
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<tr>
<td>General Studies</td>
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<tr>
<td>Information Processing and Technology</td>
<td>Biological Science</td>
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<td>Legal Studies</td>
<td>Chemistry</td>
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<td>Science in Practice</td>
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<td>Health Education</td>
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<tr>
<td>Physical Recreation Studies</td>
<td>Marine Studies</td>
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<td>Physical Education</td>
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<td>Health Education</td>
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<td>Certificate II in Community Activities</td>
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<td>Certificate III in Fitness</td>
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<td>Home Economics</td>
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<td>Certificate I &amp; II in Hospitality</td>
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<td>Certificate III in Children’s Services</td>
<td>Social Science</td>
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<tr>
<td>Certificate III in Disability Services/Aged Care</td>
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<tr>
<td>Industrial Technology</td>
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<tr>
<td>Graphics</td>
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<tr>
<td>Certificate I in Industrial Skills - Engineering</td>
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<tr>
<td>Building and Construction Studies</td>
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Co-Curricular Activities

**Camps:** Senior Leadership, Marine Studies, Physical Recreation and Physical Education, Biology, Geography, Tourism and Hospitality and a Biennial trip to Japan.

**Excursions:** Many subject – based excursions in and around Mackay and Whitsundays are undertaken.
Music: A strong instrumental music program with woodwind, brass and percussion. Concert and Stage Bands, Small Group Ensembles.

Student Leadership: Z (Zonta) Club, Student Council, Senior Leaders. Students participate in Lions Youth of the Year, Rostrum, Plain English Speaking, Legacy competitions, Debating, Constitutional Convention, Siemens Science School, National Youth Science Summer School, REA (Re-Engineering Australia), University of Southern Queensland Science Summer School for girls, CQU Forum, Duke of Edinburgh and Relay for Life.

SUBJECT CHANGES

All subject changes must be processed within the first two weeks of each semester –

Two periods for subject changes are envisaged:

(i) Term 1 – subject changes will close at the end of the first two weeks of Term 1. It is considered that most of our subject changes will occur at this time since students have sufficient experience to judge whether or not they are likely to have success at it, or whether or not they like it.

(ii) Term 3 – another period of subject changes will be advertised at the start of Semester 2 to allow some students to change subjects following the issue of Semester 1 reports. It is expected that a smaller number of students will change subjects in this period.

After this subject changes will close for the rest of the year.

YEAR COORDINATORS

Each Year Level is led by a teacher carrying out the role of Year Coordinators. These teachers support their students in a variety of ways - leading assemblies, organising Year Level activities, liaising with parents, monitoring attendance, academic progress and behaviour, or referral to other support staff.

Parents may wish to make contact with Year Coordinators to discuss the overall progress and welfare of their children.

VISITORS AND MESSAGES

All parents are welcome to visit Mirani State High School at any time. The administration and staff are available for consultation and will create as many occasions as possible for parent-teacher contact and hope that parents will also initiate contacts with the school. No visitor (including parents) is permitted to enter classes or the school grounds without permission issued by the Administration. All visitors must sign the visitor’s book. It is advisable that parents make prior appointments to see any members of staff including the Principal and Deputy Principals.

All parent contact with students at school must be made through the General Office.

Messages to Students
As the school doesn’t have phones or a public address system, only URGENT messages will be given to your student/s.

REPORTING SYSTEM

Reporting on student progress is done regularly. A mid-semester report on all subjects is sent home early in Term 2, followed by a full report at the end of Semester One. A mid-semester report is also issued at
the end of term 3 for students of Years 8,9,10 and 11 and a Queensland Certificate of Education will be issued to Year 12 students at the end of Semester Two.

Parent/Teacher Meetings are held in both semesters and all parents are urged to attend to discuss their children’s progress. At any other time, parents are invited to contact the school and make an appointment with class teachers. The school encourages parents to contact the school to discuss student’s progress and behaviour. The school values your involvement.

**DAILY ORGANISATION**

Bell Times:
- 5 minute warning bell: 8.25am - Senior warning bell
- 8.55am - Junior warning bell
- 10.55am - Warning bell to return to class
- 12.10pm - Five minute midday break
- 1.45pm - Warning bell to return to class
- 3.00pm - End of Day

Lesson Times:

<table>
<thead>
<tr>
<th></th>
<th>SENIOR SCHOOL</th>
<th>JUNIOR SCHOOL</th>
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<tbody>
<tr>
<td>Period A</td>
<td>8.30 – 9.05</td>
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<tr>
<td>Period 1</td>
<td>9.05 – 9.45</td>
<td>Period 1</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>10.20 – 11.00</td>
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<tr>
<td>Period 3</td>
<td>11.00 – 11.35</td>
<td>Period 3</td>
</tr>
<tr>
<td>Period 4</td>
<td>11.35 – 12.10</td>
<td>Period 4</td>
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<tr>
<td>5 Min mid-day break</td>
<td>12.10 – 12.15</td>
<td>5 min mid-day break</td>
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<tr>
<td>Period 5</td>
<td>12.15 – 12.50</td>
<td>Period 5</td>
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<tr>
<td>Period 6</td>
<td>12.50 – 1.25</td>
<td>Period 6</td>
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<tr>
<td>Lunch 2</td>
<td>1.25 – 1.50</td>
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<tr>
<td>Period 7</td>
<td>1.50 – 2.25</td>
<td>Period 7</td>
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<tr>
<td>Period 8</td>
<td>2.25 – 3.00</td>
<td>Period 8</td>
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**TERM DATES 2013**

<table>
<thead>
<tr>
<th>Term</th>
<th>Term dates</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Tuesday 29 January – Thursday 28 March</td>
<td>9 weeks</td>
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<tr>
<td>Term 2</td>
<td>Monday 15 April – Friday 21 June</td>
<td>10 weeks</td>
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<tr>
<td>Term 3</td>
<td>Monday 8 July – Friday 20 September</td>
<td>11 weeks</td>
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<tr>
<td>Term 4</td>
<td>Tuesday 8 October – Friday 13 December</td>
<td>10 weeks</td>
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</table>
### Student free dates for 2013

- Thursday 24 January & Friday 25 January
- Monday 21 October

### Public Holidays for 2013

- Monday 28 January - Australia Day
- Friday 29 March - Good Friday
- Monday 1 April - Easter Monday
- Thursday 25 April – ANZAC Day
- Monday 10 June – Queen’s Birthday
- Monday 7 October – Labour Day

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Friday November 15 is the final date for year 12 attendance for receipt of a Senior Statement.

Friday November 29 is the final date for student attendance in years 10 and 11.

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### OFFICE HOURS

Office hours start from **8:00AM – 3:45PM Monday to Friday**. When telephoning the school, please state the nature of your business and the office will be able to direct your call.
Policy on School Contributions

Purpose of the Scheme

1. The Department of Education and Training through the school is collecting your personal information in accordance with section 51 of the Education (General Provisions) Act 2006 in order to administer the Student Resource Scheme in an efficient, ethical and secure manner. The information will only be accessed by school employees conducting the scheme. Some of this information may be given to departmental employees for the purpose of debt recovery. Your information will not be given to any other person or agency you have given permission or the Department of Education and training is authorised or required by law to make the disclosure.

2. Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, the school operates a Student Resource Scheme that enables a parent/carer to enter into an agreement with the school that provides, for a specified annual participation fee, the temporary use by the student of prescribed textbooks and other resources, and/or the purchase of consumables and materials for the student.

3. A Student Resource Scheme is separate to and distinct from a request for a voluntary financial contribution.

4. The Queensland Government Textbook and Resource Allowance help to support this scheme. The Textbook and Resource Allowance is paid only once in any calendar year, regardless of the number of schools the student attends. The Parents & Citizens Committee has elected to have the Government Textbook Allowance paid in bulk to the school. For 2013 the Government Allowance is:

<table>
<thead>
<tr>
<th>Years</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8, 9, &amp; 10</td>
<td>$112.00</td>
</tr>
<tr>
<td>11 &amp; 12</td>
<td>$245.00</td>
</tr>
</tbody>
</table>

5. Should any parent not wish to join the scheme, then the parent should request in writing the payment of the textbook allowance, and the onus would then be on them to provide all necessary textbooks and pay for photocopying and other costs associated with their student’s subjects.

6. The basic cost to join the Resource Scheme for 2013 will be:

<table>
<thead>
<tr>
<th>Years</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>8, 9, &amp; 10</td>
<td>$170.00</td>
</tr>
<tr>
<td>11 &amp; 12</td>
<td>$170.00</td>
</tr>
</tbody>
</table>

Additional fees will be charged for subjects with high consumable costs as follows:

<table>
<thead>
<tr>
<th>Year 8</th>
<th>Art</th>
<th>$35.00 per semester unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Re-Engineering</td>
<td>$25.00 per year</td>
</tr>
<tr>
<td></td>
<td>Kickstart to Literacy</td>
<td>$35.00 per year</td>
</tr>
<tr>
<td>Year 9</td>
<td>Art</td>
<td>$40 per semester unit</td>
</tr>
<tr>
<td></td>
<td>Junior Construction</td>
<td>$20.00 per semester year</td>
</tr>
<tr>
<td></td>
<td>Junior Engineering</td>
<td>$20.00 per semester unit</td>
</tr>
<tr>
<td></td>
<td>Re-Engineering Australia</td>
<td>$30.00 per year</td>
</tr>
<tr>
<td></td>
<td>Automotive Studies</td>
<td>$35.00 per year</td>
</tr>
<tr>
<td>Year 10</td>
<td>Art</td>
<td>$45 per semester unit</td>
</tr>
<tr>
<td></td>
<td>Junior Construction</td>
<td>$35.00 per semester unit</td>
</tr>
<tr>
<td></td>
<td>Junior Engineering</td>
<td>$35.00 per semester unit</td>
</tr>
<tr>
<td></td>
<td>Re-Engineering Australia</td>
<td>$60.00 per year</td>
</tr>
<tr>
<td></td>
<td>Automotive Studies</td>
<td>$35.00 per year</td>
</tr>
<tr>
<td>Year 11 &amp; 12</td>
<td>Visual Art</td>
<td>$85.00 per year</td>
</tr>
<tr>
<td></td>
<td>Industry Skills Engineering</td>
<td>$80.00 per year</td>
</tr>
<tr>
<td></td>
<td>Industry Skills Construction</td>
<td>$80.00 per year</td>
</tr>
</tbody>
</table>
**Benefits of the Scheme**

1. The scheme is intended to provide the parent/carer with a cost effective alternative to purchasing the prescribed textbooks and resources elsewhere, through reduced prices gained from the school’s bulk purchasing practices.

2. The scheme ensures that students have consistent personal resources for their education, and saves the parent/carer time and money in sourcing the prescribed textbooks and materials elsewhere.

3. The Student Resource Scheme is not used to raise funds for other purposes, and revenue collected through the scheme is applied only to the operation of the scheme.

**Participation in the Scheme**

Participation in the scheme is voluntary, and there is no obligation on a parent to participate in the scheme. A parent’s decision to participate or not is based on consideration of the value afforded to them by the scheme.

The completed and signed *Participation Agreement Form* should be returned to the school by 8 March 2013 to indicate participation or non-participation in the scheme.

If a parent/carer chooses to participate in the scheme and completes the Participation Agreement Form, a participation fee will be due and payable by the parent/carer for the items provided by the scheme to the student.

A parent/carer who does not wish to participate in the resource scheme shall inform the school by completing the Participation Agreement Form and returning it to the Administration Office. Arrangements will be made for the parent/carer of students in Years 8 to 12 or of secondary education age to be paid the value of the Textbook and Resource Allowance for each of their eligible children.

In addition, the following conditions apply:

a. Students will not be allowed to participate in non-curricular or non-essential activities, for example purchase of senior jerseys, Mocktail tickets, attendance at the senior formal, enrichment trips to Brisbane, music tour, if fees have not been paid in full. No credit will be given for non-essential items or participation in non-curricular activities.

b. Students not participating in school camps and excursions are required to attend school on the days of the camp or excursion, to engage in normal lessons for other subjects and in alternative assessment and/or work for the subject for which there is the camp or excursion.

c. Students will not be denied access to essential texts and school resources on account of non-payment or part-payment of fees.

Exemptions may apply for extenuating circumstances. Exemptions from any conditions of the school policy will be at the discretion of the Principal. Parents are urged to contact the school Principal to discuss possible arrangements so that students are not disadvantaged because of extenuating circumstances.

When a student exits Mirani State High School a refund on school contributions will be on a pro-rata basis, based on 40 weeks in a school year, where all fees have been paid in full.

All fees owing for previous years and for siblings will be recovered by the school prior to refunds being made. Costs will also be recovered for replacing lost or damaged resources which have been loaned to students.
ASSESSMENT AT A GLANCE

What do I do if….

I am ill on the due date of an assignment?
➢ Send the assignment in to school with a friend or relative (or deliver to the school office by 3pm).
➢ Have someone phone the school absence line indicating the reason for the absence and particularly mention the arrangements for the assessment piece.
➢ In exceptional circumstances the relevant subject Head of Department (HOD) may be contacted and arrangements for submission of the assessment piece to be negotiated.

I am ill for a test or an oral assessment?
➢ Have someone phone the school with an explanation for illness and details of the test/oral.
➢ See the class teacher immediately on return to school and arrange a time to complete the task.
➢ Be aware that failure to renegotiate the assessment piece on your return will result in lunchtime detentions to complete the task and the results not contributing to your level of achievement.

I will be absent from the school for an extended time during assessment?
➢ Get a “Request for Extension” form from the relevant subject HOD and fill in the details. Attach relevant notes (from parents, doctor’s certificate etc)
➢ Discuss your request with the class teacher then the subject HOD.
➢ The task must be submitted on the negotiated date and have the “Request for Extension” form attached to the criteria sheet.

My computer crashes the night before the due date? Or my Printer runs out of ink?
➢ You should always periodically save your work on to disk, and have submitted draft copy.
➢ You could submit the draft copy with changes written in by hand.
➢ You could submit the data saved on disk or negotiate with your class teacher to print your saved work in the library at lunchtime.
➢ This is not a valid reason for extensions or late submission.

I mistakenly leave my assignment at home on the due date?
➢ On arrival at school go immediately to the class teacher and together ring home.
➢ If delivery to the school is not possible during the day then credit will be given to the edited draft previously submitted to your teacher.
➢ In exceptional circumstances the HOD may negotiate an alternative arrangement for submission of the assessment piece.

I am given class time for an assignment?
➢ Our policy at Mirani SHS is to allocate sufficient class time for students to reach a sound level of achievement.
➢ You need to use your time wisely – access resources including your teacher, take notes, access research information, write rough drafts.
➢ All assessment pieces will have draft due dates that must be adhered to.
➢ Assignments will not be given credit if teachers do not see evidence of your work done in the class time given, eg hand written notes, rough drafts, active editing etc.

I have a Driver’s Licence Test on the assessment date?
➢ Seniors - this is not a valid reason for absence or non-submission of assessment work.
➢ Change the Licence Test date to a date with no class disruptions – like your Access Day.

What happens if I have submitted a late assignment or have outstanding assessment?
➢ Your result will be based on the work you have completed in class and/or your rough drafts.
➢ If you have not submitted a draft item on the due date, your teacher will complete a referral form and pass it on to the HOD. Your Parents/Guardians will be contacted be letter/phone regarding the non-submission of draft items.
SCHOOL UNIFORM POLICY

The P&C of Mirani State High School has resolved that it supports a uniform (school student dress code) policy for Mirani State High School because it believes that a uniform (school student dress code) policy at Mirani State High School promotes the objectives of the Education (General Provisions) Act 2006.

In particular, the P&C supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- promotes a safe and healthy environment for all students limiting the potential for injury and / or disease.
- promotes a safe environment for learning by enabling ready identification of students and non-students of the school;
- promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences;
- promotes a supportive environment at the school by fostering a sense of belonging; and
- promotes a sense of discipline useful later on in life where workforce employment has a uniform policy.

The school will negotiate access to uniforms with students or families who are otherwise unable to afford costs of uniforms. This may include the provision or temporary loan of second hand uniforms. Apart from exceptional circumstances determined by the school administration on an individual basis, students dressed out of uniform will be loaned a school uniform for the day. For health and hygiene purposes these uniforms are washed daily after use.

Full school uniform is to be worn at all times at school (except non uniform days) and on excursions unless notified in advance by teaching staff. School staff are expected to implement and monitor compliance with the school’s uniform (school student dress code) policy. Valid reasons for being out of school uniform must be given in writing and dated and signed by a parent or guardian. Students will be loaned a school uniform for the day. Non-compliance with the uniform policy alone will not incur sanctions such as exclusions, cancellation of enrolment or suspensions. Persistent non-compliance with the school uniform policy will be taken as indicative of refusal to cooperate with the school’s code of behaviour and has consequences as part of the school’s behaviour management policy and procedures.

Students are expected to wear the correct uniform every day. This may be the formal school uniform or the sports uniform. Students must own at least one formal school uniform.

When a student has practical Physical Education classes, a t-shirt should be brought to school so that a change can be made before and after that particular class. Students are expected to wear school uniform for the rest of the day and to and from school.

At school, we rate highly how students present themselves. We expect pride to be taken in appearance.

It is strongly advised that all school clothing be clearly labelled.

**Black closed-in shoes** are the compulsory footwear for safety reasons (this does not include shoes with material nd canvas uppers eg Dunlop Volleys, Converse, ballet slip-ons and gym boots. Students will not be allowed to enter workshops, kitchens, science laboratories unless correct footwear is worn. Masseurs, sandals and all canvas/cotton shoes are not part of the school uniform. They also constitute a safety risk and must NOT be worn to school.
BOYS' FORMAL UNIFORM

Students must own at least one of this uniform.
Formal uniforms are required to be worn on excursions, end of term parade, photos and other formal occasions as directed. **STUDENTS ARE NOT TO WEAR SPORTS SHORTS WITH FORMAL SHIRTS.**

SHORTS: Navy - plain navy dress shorts with side tabs or Long Leg Stubbies Shorts - NO logos (club, sporting or other), writing, beachwear, jeans, stripes, and any other variations (including long leg shorts, eg cargo pants) are NOT acceptable.

All shorts finished length is required to be above the knee. Sports shorts are not to be worn with the formal shirt.

OPTION College Trousers - Navy

SHIRT: Available from uniform stockists.
Light blue, dark blue & white striped, short sleeves with dark blue piping on cuff, one pocket, normal shritmaker collar, and white shirt buttons. **This shirt must be tucked in at formal occasions.**

TIE: Available from the school office.
A plain dark navy tie. They are optional, but may be required by some students for official or formal occasions.
*
Seniors (Year 11 &12)
*Tie to be worn at all times with formal shirt..

SHOES: Closed-in shoes must be worn. They are required to be in the colour of ONLY black (THIS DOES NOT INCLUDE COTTON OR CANVAS TOPS eg Dunlop Volleys, Converse, slippers, ballet shoes, gym boots etc). Various brands of acceptable shoes are available. For safety reasons, students will be refused entry to all workshops / laboratory/kitchen areas if wearing unacceptable footwear.

Students representing the school on formal occasions are required to wear an academic uniform and black shoes. A blazer (which is available from the office), can also be worn.

SOCKS: White ankle socks.

HAT/CAP: Wearing of a plain navy hat or cap without inappropriate badging that provides adequate protection from the sun is required.

BADGE: Available from the school office.

GIRLS' FORMAL UNIFORM

Students must own at least one of this uniform.
Formal uniforms are required to be worn on excursions, end of term parade, photos and other formal occasions as directed. **STUDENTS ARE NOT TO WEAR SPORTS SHORTS WITH FORMAL SHIRTS.**

BLOUSE: Available from uniform stockists
Light blue, dark blue & white striped short sleeve blouse with dark blue piping on cuffs and collar.
SKIRT: Available from uniform stockists
An A line skirt with two inverted pleats, one either side of the centre front. No straight skirts. Opening in centre back seam and a pocket in the right side seam. The back of the skirt is plain with two darts either side of the centre back. Skirt length is to be no shorter than 5cm above the knee. Girls also have the option of wearing our Navy Skort instead of the skirt.

TIE: Available from the school office.
A short plain navy tie buttoned under the collar. Ties are optional, but may be required by some students for official or formal occasions.
   Seniors (Year 11 &12)
Tie to be worn at all times with formal shirt

SOCKS: White ankle socks only

STOCKINGS: Flesh-coloured stockings are optional. These may be required by some students for official or formal occasions. Tights/leggings are an under garment and MUST ONLY be worn under skirts or shorts.

SHOES: Closed-in shoes must be worn. They are required to be in the colour of black ONLY (this does not include cotton or canvas tops eg Dunlop Volleys, Converse, slip-ons, gym boots etc). Various brands of acceptable shoes are available. For safety reasons, students will be refused entry to all workshops / laboratory/kitchen areas if wearing unacceptable footwear.
   Students representing the school on formal occasions are required to wear an academic uniform, black shoes and a blazer.

HAT/CAP: Wearing of a plain navy hat or cap without inappropriate badging that provides adequate protection from the sun is required.

BADGE: Available from the school office.

SKORTS: Skort has faced waistline, front panel with a dart each side and a side opening pocket. Back is plain with opening in centre back seam with two darts either side of centre back. Skort may be worn with formal blouse.

HEADWEAR: Bands and ribbons etc must be plain and in school colours.

WINTER UNIFORM FOR both boys and girls

This uniform is acceptable everyday wear
• A school jacket – navy & light blue microfibre fabric with zip front & school logo. (available from uniform stockists)
• A school uniform, warmer fleecy ‘jersey style’ jumper may be worn. This jersey has our school crest on the pocket and school name woven into the collar.
• A plain navy blue jumper or pullover maybe worn without logos, stripes etc.
• Year 11 and 12 students may wear the nominated senior jersey.
• Plain navy track pants (no stripes or logos).
   PLEASE NOTE - These items are the only jumpers and track pants that are permitted.

• College trousers – Navy
**SPORTS UNIFORM for both boys and girls**

This uniform is acceptable everyday wear.

The sports uniform may be worn to school as an alternative everyday school uniform with the proviso that each student owns at least one formal uniform for official or special occasions. The sports shirt and shorts are to be worn together and **NOT** mixed with the formal uniform.

**SHIRT:** Boys and Girls are to wear the school uniform polo shirt with the Mirani State High School crest on pocket and school name woven into the collar.

**YEAR 12 SHIRT:** Year 12 students only may wear the nominated senior shirt.

**SHORTS:** Boys and Girls - Navy microfibre sports shorts with school logo on left leg - **NO** logos (club, sporting or other), writing, beachwear, jeans, stripes; and any other fashionable variation (including long leg shorts eg cargo pants) are **NOT** acceptable. **Girls are not to wear rugger shorts.** All shorts finished length is required to be **above the knee** and the bottoms of the short are not to be rolled up.

**HAT:** Wearing of a hat is required under the “Sun Safe Policy”.
Inappropriate headwear such as bandanas, beanies etc are not permitted.

**SHOES:** Closed in shoes must be worn. They are required to be black in **colour ONLY**, (this **does not include cotton or canvas tops eg Dunlop Volleys, Converse, slip-ons, gym shoes, etc**. Shoes need to have a black upper and black base/sole. They need to be made from leather, vinyl, suede or similar durable material. Various brands of acceptable shoes are available.

**SOCKS:** White **ONLY**. Football style socks are **not** acceptable.

Inappropriate fashion statement headgear such as bandanas, beanies, including head bands with fascinators etc are not permitted. Only plain navy blue head bands are permitted.

**FREE DRESS / OUT OF UNIFORM DAYS**

At various times throughout the year, students participate in free dress / out of uniform days. On these occasions, **ALL** students are expected to wear the appropriate footwear that meets the Workplace, Health & Safety requirements of the school (ie. thongs, masseurs, reefs, slip-on shoes, scuffs and any other fashionable footwear are not acceptable).

On these occasions, **ALL** students are expected to wear appropriate clothing that is non-offensive (eg. cannot display or suggest unacceptable images, themes or printed language) and it must meet the ‘sun safe’ requirements of the school (i.e. shoulders must be covered and without an exposed midriff), also shorts should be of a length appropriate for school, and not too short. Clothing is not permitted to advertise any illegal substances (e.g. alcohol, cigarettes, drugs).

On these occasions, suitability of appropriate clothing / footwear is at the sole discretion of Administration Staff.

**MIRANI STATE HIGH SCHOOL BAND UNIFORM**

Long black pants or skirt with a long sleeved black shirt with a collar. Ties and scarves supplied by the school.
**JEWELLERY/MAKEUP**

As long as students are responsible in their use of jewellery, they will be permitted to wear:

- A watch
- Up to two pairs of plain studs or sleeper earrings, if ears are pierced, in the ear lobes.
- Studs are to be no more than 3mm diameter in size
- Body piercing, such as eyebrows/nose/lip/tongue is not permitted. Any student who chooses to get piercings done in school term should ensure the piercing can be removed during school hours, as covering with bandaids, insertion of a clear stud etc is not appropriate.

All other jewellery items are **NOT** permitted eg. Ear spacers, rings, bracelets, bangles, bands, chains, necklaces and any other fashion item. Headbands need to be school colours: Navy, white or block.

Fashion belts underneath skirts are **NOT** permitted.

Makeup, nail polish and excessive hair colouring are not permitted. Only pale coloured or clear nail polish is to be worn. Coloured gel nail tips are not acceptable.

The determination if hair colouring is acceptable is totally within the school judgement. Tracks, or other styles of shaved hair, are unacceptable.

We also ask that students not bring aerosol deodorant to school as this can trigger an asthma attack when sprayed near asthmatic students.

**Male Students**

Male students must not have undue facial hair.

**STUDENTS OUT OF UNIFORM**

If students are unable to wear the correct uniform, they must report to the teacher in their first lesson with a note explaining their inability to be correctly attired. A UNIFORM PASS may be issued to these students. A range of appropriate spare uniform items are available for borrowing and the expectation of the school is that students will change into them. Students wearing shoes that **DO NOT** meet Workplace, Health and Safety requirements will be provided with work and allowed only in Administration.
UNIFORM STOCKISTS

1. **Marvic Uniforms & Embroidery**
   
   17A Evans Avenue  
   North Mackay  
   Ph: 49 514 892
   
   Opening hours: Mon-Thur: 8.30 – 5  
   Fri: 8.30 – 4.30  
   Sat: 9 – 12
   
   Marvic Uniforms and Embroidery cater to your schools uniform requirements. Uniforms can be purchased online: [www.marvic.net.au](http://www.marvic.net.au) - online buying

2. **Uniform Solutions**
   
   Shop 2 Sydney & Alfred Streets  
   Mackay  
   Ph: 49 513549   
   Uniforms can be purchased online at: [www.uniformsolutionsmackay.com.au](http://www.uniformsolutionsmackay.com.au)
   
   Suppliers of  
   
   - Boys and Girls Formal Uniforms  
   - Sports Shirts  
   - Sports Shorts  
   - Skorts  
   - Winter Uniforms
# SCHOOL SHOE GUIDELINES

## Appropriate school shoes

![Appropriate school shoes](image1)

## Inappropriate school shoes

![Inappropriate school shoes](image2)
PERSONAL TECHNOLOGY DEVICES POLICY

This policy is made in accordance with the Department of Education, Training and the Arts (DETA) policy – SCM3: Appropriate use of Mobile Telephones and other Electronic Equipment by Students.

Rationale
Mirani State High School is committed to providing a school environment which maximises the educational opportunities and outcomes for all students. A safe environment is fostered for students to achieve their potential and to encourage respect for self, others and their environment.

Items banned from school
Personal technology devices such as mobile phones, MP3 players, iPods, DS, PSP and video cameras are not permitted on the school premises. Such devices can be disruptive to the learning environment of all students. These items are often very valuable and there is a risk of damage or theft.

If such items are required for student use before or after school, they must be handed in to the school office for safe keeping during the day. Students, parents and guardians are reminded that no liability will be accepted by the school in the event of loss, damage or theft of any device unless it can be established that the loss, theft or damage resulted from the school's negligence.

Confiscation
Personal technology devices if seen, heard or used at anytime in the school grounds will be confiscated by staff until 3.00pm of that day at which time it may be collected and signed for by the students. Students will not be permitted to remove SIM cards before they are confiscated. For a subsequent offence, the device will be confiscated to be collected by a parent at a mutually acceptable time. If a device is kept by the school for the purposes of a disciplinary investigation, it will only be returned to the student in the presence of a parent. Devices containing evidence of criminal offences may be reported to the police. If a student fails to follow confiscation directions this could lead to a suspension. Additionally, students who repeatedly fail to follow the Personal Technology Devices Policy may be suspended.

Recording voice and images
Every member of the Mirani State High School community has a right to have their privacy protected and the right to feel safe at school. Students are encouraged to treat all members of the school community with respect and consideration. It is therefore not acceptable to record, photograph, identify or publish personal information about school staff or students. Students must not record images anywhere that recording would not reasonably be considered appropriate (eg. In change rooms, toilets or any other place where a reasonable person could expect to be afforded privacy).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) is against the law and, if detected by the school will result in police involvement. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) may be subject to discipline including suspension or recommendation for exclusion.

Text communication
The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and/or harassment which will have consequences as per our Responsible Behaviour Plan and may involve police referral.

Special Circumstances Arrangement
Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.

Internet Access

Mirani State High School is committed to developing students’ skills in information technology, including the Internet. We are aware of the open nature of this form of communication.

The school’s policy is to supervise class access to the Internet. Precautions have been taken to prevent access to certain sites. Despite these precautions the efforts of some students could gain them access to material which may be considered to be socially unacceptable. Students and care-givers should be aware that the school runs software which monitors student activity while they are at school using the school network.
At the start of each year, students are issued with their ID and password for internet access. Students are charged with responsibility for the confidentiality of their ID and password and are required to change their password as soon as they suspect knowledge of this password by another person. Consequences for inappropriate use of the internet apply to the owner of the ID and password logged on at the time of this misuse of school computers.

We urge you to discuss the use of the Internet with your child, caution them about some of the undesirable aspects and charge them with responsible behaviour towards accessing this method of communication and responsibility for the confidentiality and use of their ID and password.

By signing the ‘Agreement to the Acceptable Use Policy for Users of Information & Communication Technology’ form, both students and care-givers are giving their consent that the school may access the student’s social media sites, including Facebook, to assist with investigations into instances of inappropriate behaviour.

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**SUN SMART POLICY**

**Rationale**

Queensland has the highest rate of skin cancer in the world. Two out of every three Queenslanders will develop some sort of skin cancer in their lifetime. Research suggests that at least two-thirds of all melanomas occurring in Australia could be prevented if children were protected from the sun during their first 15 years.

Skin damage, including skin cancer, is the result of cumulative exposure to the sun. Research shows that severe sunburn is a contributor to skin cancer and other forms of skin damage such as sunspots, blemishes and premature ageing. Most skin damage and skin cancer is therefore preventable.

Ultraviolet radiation (UV) levels are highest during the hours that students are at school, and the nature of some curricular activities dictates they take place out in the sun. The conditions that students of Mirani State High School are exposed to, pose a great concern for the future.

With this in mind, Mirani State High School realises the need to protect students’ skin and educate them about Sun Smart behaviour, thus reducing the risk of skin damage from exposure to the sun.

**Aims**

The Policy aims to:
- promote the wearing of suitable hats for outdoor activities, camps, etc.
- provide ongoing education that promotes personal responsibility for in cancer prevention and early detection.
- provide environments that support Sun Smart practices.
- create an awareness of the need to reschedule work commitments and outdoor activities to support Sun Smart practices.

**Procedures**

Our school recognises that winter sun also contributes to skin damage. The implementation of this policy will therefore be conducted throughout the year.

The purpose of this Sun Smart policy is to ensure that all students attending our school are protected from the harmful effects of the sun throughout the year.

**Our Commitment**
Mirani State High School will:

- inform parents of the school’s Sun Smart policy on enrolment
- include the Sun Smart policy statement in the school prospectus
- increase the amount of shade in the school grounds, where possible, by building shelters and planting trees
- incorporate education programs that focus on skin cancer prevention and early detection into the school curriculum
- encourage all teachers and staff to act as positive role models of Sun Smart behaviour
- seek ongoing support from parents and the school community for the Sun Smart policy and its implementation, through newsletters, parent meetings etc.
- ensure that all students and staff wear hats that protect the face, neck and ears and SPF 15+, broad-spectrum, water resistant sunscreen, when involved in outdoor activities
- encourage students without adequate sun protection to use shaded or covered areas at recess and lunch times
- review the school dress code to conform with the Queensland Cancer Fund Sun Smart clothing guidelines
- encourage students to wear a Sun Smart swimsuit or shirts for swimming
- ensure that, wherever practicable, outdoor activities take place before 10 am or after 2 pm
- ensure that adequate shade is provided at sporting carnivals and other outdoor events
- encourage the wearing of sunglasses for outdoor lessons
- review the Sun Smart policy annually

Our Expectations

Students will:

- be aware of the school’s Sun Smart policy
- use shaded or covered areas, where possible, for outdoor activities
- take responsibility for their own health and safety by being Sun Smart
- comply with Sun Smart rules and guidelines by wearing suitable hats, sunscreen, clothing and sunglasses
- act as positive role models for other students in all aspects of Sun Smart behaviour
- participate in initiatives to protect the school population from excessive exposure to the sun.
## Administration Directory

### Principal
- **Mr Scott Cage**
  - Cert 11 Bus.
  - Cert 11 IT.
  - Cert 111 Mechanical Engineering
  - Cert IV Training & Assessment
  - Dip Teaching,
  - Bachelor Education

### Deputy Principal
- **Ms Mari Simmonds**
  - B. Science (Joint Hons)
  - Dip. Education

- **Mr Matthew Horton**
  - Bachelor Education
  - Master Education

### Heads of Department

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
<th>Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>English, Drama, Art</td>
<td>Ms Wendy Sievers</td>
<td>Bachelor Education</td>
</tr>
<tr>
<td>Science, Marine Studies</td>
<td>Mr John Dixon</td>
<td>B. Sc., Gr. Dip Ed., B. Ed. St</td>
</tr>
<tr>
<td>Social Science, Music, Dance</td>
<td>Mrs Val Clark</td>
<td>B. Education</td>
</tr>
<tr>
<td>Industrial Technology, REA, Lighthouse</td>
<td>Mr Nathan Gelhaar</td>
<td>B. Tech. Ed., Cert IV Training &amp; Assessment, Cert 111 Carpentry &amp; Joinery</td>
</tr>
<tr>
<td>Business Education, Senior Schooling</td>
<td>Mrs Sandy Grace</td>
<td>Dip. Teaching</td>
</tr>
<tr>
<td>Mathematics, LOTE</td>
<td>Mrs Lyn Keehn</td>
<td>B. Ed, Cert Teaching</td>
</tr>
<tr>
<td>Information, Communication &amp; Technology</td>
<td>Mrs Kirschty Birt</td>
<td>B. Ed, Gr. Dip. Ed (T/Lib)</td>
</tr>
</tbody>
</table>

### Student Support Network

#### Guidance Officer
- **Mrs Karen O’Keefe**

#### School Based Youth Health Nurse
- **Ms Dora Kollman**
  - R.N., R.M., Child & Youth Health Nurse

#### Chaplain
- **Mr Rex Fraser**
GOALS AND VALUES

Team Purpose
The school as a team exists to promote and realise the school’s purpose through collaboration.

Mirani SHS Purpose
To empower our students to meet future challenges by providing quality public education.

Over-riding Goal
To be the most dynamic and effective school for our students.

Shared Values
Professional & ethical behaviour
Commitment to the school and community.
CONTACTS FOR MIRANI STATE HIGH SCHOOL

TELEPHONE NO.: 07 49 667 111
FAX NO: 07 49 667 100
STUDENT ABSENCE TELEPHONE N: 07 49 667160

Address: Augusta Street
MIRANI. Qld 4754

Postal Address: P.O. Box 58
MIRANI QLD 4754

Email Address: the.principal@miranishs.eq.edu.au

WEBSITE: www.miranishs.eq.edu.au
www.twitter.com/miranishs

Office Hours: 8:00am – 3:45pm
Monday – Friday

Parents and Citizens Association Meeting:
2nd Tuesday of each month.