VISION
Our vision is to successfully deliver well educated year 12 qualified, responsible young adults as respected members of society. Our ongoing commitment to increasing our knowledge for both students and teachers supports our path towards boundless opportunity, achievement and successful application of skills.

What we do: We provide a range of specialised academic excellence and sporting programs as vehicles for the students to attain their goals combined with the facilities and support to “Know, Achieve & Perform” to the best of their abilities.

KPSHS aims to achieve these goals via the following core strategies:

- A caring and supportive culture that promotes learning and development.
- Systematic curriculum delivery to ensure all students have the same opportunity to succeed.
- Teaching students via visual displays and day to day use of our core values Respect, Responsibility and Commitment.
- Celebration of achievements and good conduct across areas of our school community.
- To encourage vigorous personal, intellectual and social growth in students, staff and families via school activities and comradery.
- Run a wide range of extra-curricular opportunities to enhance student’s access to further development.

MISSION

- Keebra Park State High Schools mission is to successfully develop knowledgeable and respectful students by providing them with the opportunity to learn in an environment that is supportive and encouraging towards their academic, sporting and personal growth.

SCHOOL VALUES

Respect
We acknowledge the diversity of our community demonstrating respect for self, others and the environment.

Responsibility
We stress the importance of a responsible approach to School Life. Through responsibility and accountability, we can truly enjoy a sense of freedom and the opportunities that freedom affords.

Commitment
We commit ourselves to academic, cultural and sporting excellence and our own personal growth.
ORGANISATIONAL VALUES
Keebra Park will strive to:

- Exist as a co-educational community in which the place of girls and boys, is equally valued.
- Produce a learning environment that sets clear educational expectations for students within our broad offering, based on individual need.
- Be a place where students feel safe, valued and listened to, recognising the role that these elements play in enhancing academic performance.
- Infuse innovation, creativity and technology into all aspects of its programs.
- Emphasise the importance of ongoing professional development for staff, by incorporating it as a measurable outcome within each individual’s development plan.
- Maintain a leadership culture that allows every member of its community to excel in their chosen area of endeavour.

MOTTO
Honesta quam Splendida

Our motto fits with Australian ethos of the quite achiever, and translates as ‘Honourable deeds rather than splendid ones’, or more simply substance over style.

The school has recently undertaken an explicit value approach. This approach has influenced the attitudes, behaviours and communications of staff, students and parents as it becomes an integral part of the Keebra Park language. Recently reviewed, school community awareness is raised through visual displays and explicit value teachings. Visual displays provide clear examples of the core values of Respect, Responsibility and commitment across the faculties and within staffrooms.

CULTURE
Keebra Park State High School’s values of Respect, Responsibility and Commitment are instilled throughout our school when we lead by example each day.

KPSHS is a quality high school providing a balanced and enthusiastic learning environment for teaching and learning. We are systematic in our approach and achieve our goals through this methodology.

KPSHS promotes and maintains a diverse multicultural community within our staff, students and families. We value this highly and recognise the opportunity and benefits of working together towards a common goal.

We promote and practice comradery between our students and staff and recognise the experiences enhance by this facet of our school.
What to do when...

1. **You are absent from school:**
   If you are not present at school on a school day, a text message may be sent. A parent or guardian can reply to this message explaining your absence. Alternatively, they can send a note in with you the next school day. Absences of longer than three school days may require a medical certificate. If you know you will be absent for a longer period of time, please discuss this with the school beforehand.

2. **You are late to school (after 9:00 am):**
   Report to the Rolls Room Office with a note of explanation. You will be given a late slip to take to your teacher, and your name will be recorded on the roll. Please read the daily notices before going to class. Students arriving late to school without an explanatory note from home will receive a morning tea detention.

3. **You get sick at school:**
   Under no circumstances should you contact home and arrange to be collected. If you become ill during the school day must advise the teacher and report to the Student Window with a note. From there, you will either return to class or a parent or listed emergency contact person will be notified. Please ensure that the Administration Office always has the current home and mobile telephone numbers. The emergency contact person should be someone who is available to collect your child from the school if the parent/guardian is unable to do so. We cannot provide long term bed care for students.

4. **You have to take some form of medicine at school for a long-term illness:**
   Have your parent complete a permission form at the office. All medicines must be kept at the office and administered there. Students requiring Panadol must have a completed Permission Form lodged at the Office and supply their own analgesic.

5. **You need to leave school for an appointment:**
   Bring a note of explanation before school to one of the Deputy Principals, who will sign it. An “Early Leaving” slip will be generated via the Office. You must carry your slip with you when you leave the school.

6. **You suffer from a complex medical condition:**
   Students who suffer from conditions such as anaphylactic reactions, severe asthma, diabetes, and epilepsy require Individual Management Plans. Please ensure this information is given upon enrolment. The School Nurse or your doctor will negotiate the Plan.

7. **You miss an exam or assessment due date:**
   See the Assessment Policy.

8. **You have an appointment with one of the Support Staff:**
   You will be given an appointment slip that you must show to the teacher of the class you will miss. Your teacher will sign the slip before you go to the appointment.

9. **You have trouble with your work:**
   Firstly, ask your teacher for help in class as soon as you have trouble. Then, if necessary, go to your teacher in the staffroom before school, after school, or during the lunch breaks, and ask him/her for help. You can also talk to the Guidance Counsellor about these difficulties.

10. **You change your address or family circumstances:**
    Go to Administration Office and complete a “Change of Address” form. The school needs this information in case we have to contact your parents quickly.

11. **Your parents would like to discuss something with a member of staff:**
    Contact your Year Co-ordinator or one of the Deputy Principals who will arrange a time that is convenient for all.

12. **You lose or find property:**
    Report your loss or find to the school office personnel.
13. You want to drive a car to school:
   Any Year 12 student who holds a licence and wishes to drive a car to school must:
   - Hand in key to the Student Window every morning.
   - Register the make, model, colour and registration number of the vehicle and provide authorisation from their parents to drive the vehicle or carry passengers with the Office.
   - Only use the vehicle during the school day with the permission of Administration.
   - All students wishing to be passengers in a student-driven vehicle must register the name of the student driver and provide authorisation from their parents to travel with this student to the office.
   - Student Parking is only possible off campus on Anne St.

   No responsibility is taken by the school for damage to any cars parked off school property.

14. You are sick or injured and need work set to complete at home:
   Have a parent contact the Year Coordinator to say how long you will be away and to ask for work to be set. The school needs 48 hours notice for work to be set. Someone will need to collect it from the office.

15. You intend to leave school permanently or transfer to another school:
   48 hours notice is required to complete all leaving procedures.
   A transfer, or leaving letter, and refund can be issued if all outstanding invoices and debts are finalised. (The time frame may extend because any outstanding materials or money will need to be returned before Administration will issue a clearance).

16. You need confirmation of identity:
   Students may, for various reasons, request confirmation of identity to include: date-of-birth, current enrolment, and home address.
   This information can be provided, in the form of a letter, if the school receives 24 hours notice from the student. (The ID card should be sufficient in most cases.)
   Students are to approach Administration, who will complete the details from those entered in the school’s computer records. The student can collect a letter the following day from the front office. (It is important that personal details are current prior to this request.)

17. You need a School Reference:
   An Administrator is the only person who can issue a school reference. Personal references are not coordinated through the school office, and cannot appear on school letterhead.
   48 hours notice is required for a reference during the year. Year 12 references are organised at the end of each year. The student can collect the reference from the front office at the time stated by the Administrator.

18. You lose your ID card:
   A replacement ID card will cost $5.00. The Finance Office will issue you a receipt. The Administration Staff will take your photograph on presentation of your receipt. The office will inform you when the card has arrived at school.

19. You cannot wear the complete school uniform:
   You will need a note of explanation from your parents to obtain a uniform pass from your Home Group Teacher. The pass is to be collected before school. Please see the Student Dress Code Policy for appropriate substitute dress.

20. You wish to change a subject:
   Obtain a subject change form from one of the Deputies detailing the changes. Discuss the changes with the Guidance Counsellor. Your parents, your current and future teachers and HoD need to sign this before returning it to one of the Deputies who will effect the change on the School Timetable. Subject changes can only take place in the early stages of each semester.
Based on The Code of School Behaviour

The following is a synopsis of the Responsible Behaviour Plan for Students (RBPS). The complete document is available on the school’s website.

Keebra Park State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

OUR SCHOOL VALUES

Keebra Park State High School is committed to its three core values.

Respect

- for others, their origins and their rights
- for property, the schools, your own and others
- for authority (Teachers, Administration and all adults) on the school grounds and while travelling to and from school in school uniform

Responsibility

- for your behaviour, at school and in the public domain
- for your work ethic – how hard you work at achieving at school
- for your academic results
- for your property
- for your uniform and the way you wear it

Commitment

- to your school work
- to your academic results
- to the specialist programs
- to getting the best you can from your schooling opportunities
- to attending school every day (every day counts at Keebra)

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland’s Code of School Behaviour. The following guidelines outline the range of consequences employed at Keebra Park State High School to modify unacceptable behaviour. They are provided to assist with the management of student (mis) behaviour.
Responsible Behaviour Plan For Students

<table>
<thead>
<tr>
<th>INAPPROPRIATE BEHAVIOURS</th>
<th>POSSIBLE CONSEQUENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOW LEVEL</strong></td>
<td><strong>CLASS TEACHER</strong></td>
</tr>
<tr>
<td>‣ Unprepared for learning</td>
<td>‣ Request to comply</td>
</tr>
<tr>
<td>‣ Late to class/ not attending</td>
<td>‣ Community Service</td>
</tr>
<tr>
<td>‣ Not listening to the teacher</td>
<td>‣ Teacher Detention</td>
</tr>
<tr>
<td>‣ Talking inappropriately/ backchatting</td>
<td>‣ Removal from room</td>
</tr>
<tr>
<td>‣ Off task/ non completion of class work</td>
<td>‣ Student Behaviour Tracking Sheet</td>
</tr>
<tr>
<td>‣ Inappropriate language</td>
<td>‣ Supervision in / removal to Senior class</td>
</tr>
<tr>
<td>‣ Inappropriate behaviour</td>
<td>‣ Phone call home</td>
</tr>
<tr>
<td>‣ Disrespect of a teacher / staff member / adult</td>
<td>‣ Workplace Health and Safety Retraining</td>
</tr>
<tr>
<td>‣ Minor Harassment of other students</td>
<td>‣ Referral to Year Coordinator / HOD</td>
</tr>
<tr>
<td>‣ Failure to follow teacher directive</td>
<td></td>
</tr>
<tr>
<td>‣ Failure to complete teacher directed detention</td>
<td></td>
</tr>
<tr>
<td>‣ Unsafe workplace behaviour</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MEDIUM LEVEL / PERSISTENT LOW LEVEL</th>
<th><strong>HOD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>‣ Repetitive Low Level Behaviour</td>
<td>Any Low Level consequence plus/ or:</td>
</tr>
<tr>
<td>‣ Leaving class without permission</td>
<td>‣ Formal Lunch time detention</td>
</tr>
<tr>
<td>‣ Truancy</td>
<td>‣ Letter home</td>
</tr>
<tr>
<td>‣ Violation of Computer Use Agreement</td>
<td>‣ Attendance monitoring</td>
</tr>
<tr>
<td>‣ Failure to follow safety instructions</td>
<td>‣ Individual Behaviour Contract</td>
</tr>
<tr>
<td>‣ Failure to complete formal lunchtime detention</td>
<td>‣ Removal of computer access privileges</td>
</tr>
<tr>
<td>‣ Smoking at school / in school uniform</td>
<td>‣ After school detention</td>
</tr>
<tr>
<td>‣ Disobedience</td>
<td>‣ Parent interview with teacher / HOD</td>
</tr>
<tr>
<td>‣ Swearing at other students</td>
<td>‣ Internal suspension with HOD</td>
</tr>
<tr>
<td>‣ Theft</td>
<td>‣ HOD referral to Deputy/ Principal</td>
</tr>
<tr>
<td>‣ Fighting</td>
<td>‣ Referral to Student Support Team</td>
</tr>
<tr>
<td>‣ Bullying</td>
<td></td>
</tr>
<tr>
<td>‣ Swearing in response to instructions from a staff member / adult</td>
<td></td>
</tr>
<tr>
<td>‣ Disruption of Class/ abuse of equipment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HIGH LEVEL / PERSISTENT MEDIUM LEVEL</th>
<th><strong>ADMINISTRATION</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>‣ Repetitive Medium Level Behaviour</td>
<td>AA Parental interview with Deputy / Principal</td>
</tr>
<tr>
<td>‣ Assault</td>
<td>AB Referral to Deputy / Principal</td>
</tr>
<tr>
<td>‣ Gross insubordination / disobedience</td>
<td>AC Behaviour Monitoring Sheet</td>
</tr>
<tr>
<td>‣ Alcohol – under the influence</td>
<td>AD Referral to Student Support Team</td>
</tr>
<tr>
<td>‣ Drugs – under the influence</td>
<td>AE Police involvement</td>
</tr>
<tr>
<td>‣ Alcohol – possession</td>
<td>AF Surfside Bus Line &amp; Q Rail involvement</td>
</tr>
<tr>
<td>‣ Drugs – possession</td>
<td>AG Cancellation of Enrolment (Senior Phase only)</td>
</tr>
<tr>
<td>‣ Drugs – dealing</td>
<td>AH Referral to Annex (under 15 years)</td>
</tr>
<tr>
<td>‣ Vandalism</td>
<td>AI Referral to Alternate Learning Centre</td>
</tr>
<tr>
<td>‣ Encouragement of unauthorised persons to enter the school grounds</td>
<td>AJ Behaviour Improvement Condition (BIC)</td>
</tr>
<tr>
<td>‣ Weapons – possession / threat of use / use</td>
<td>AK External Suspension (1 to 10 days)</td>
</tr>
<tr>
<td>‣ Major harassment / sexual harassment</td>
<td>AL External Suspension (11 to 20 days)</td>
</tr>
<tr>
<td>‣ Use of internet site and electronic media to abuse or denigrate the school or school community member.</td>
<td>AM Exclusion from school</td>
</tr>
<tr>
<td>‣ Behaviour prejudicial to the good order and management of the school</td>
<td></td>
</tr>
<tr>
<td>‣ Gross misconduct – either at school, representing the school or travelling to and from the school</td>
<td></td>
</tr>
<tr>
<td>‣ Refusal to participate in the school’s program of instruction. (Senior Phase only)</td>
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</table>
HARASSMENT POLICY

Keebra Park State High School is committed to providing all staff and students with a working and learning environment free from harassment of any type, including bullying and sexual harassment. All staff and students are required to support this commitment.

Harassment of any nature is unacceptable and will not be tolerated at Keebra Park State High School under any circumstances. Appropriate counselling processes and disciplinary action will be taken in any proven instance of bullying.

What can you do if you are being harassed or bullied?

If you believe you are being harassed or bullied, you can:

- Tell the person who is harassing you that you don’t like it and that you want it to stop.
- Speak with your parents.
- Discuss it with your Home Group Teacher, Year Co-ordinator, Guidance Counsellor, School Nurse, Youth Support Co-ordinator or another teacher.

STUDENT DRESS CODE POLICY

The Parents’ and Citizens’ Association and community of Keebra Park State High School resolve that we support a Student Dress Code Policy for Keebra Park State High School because we believe that it promotes the objectives of the Education (General Provisions) Act 1989, and in particular that it:

- Promotes a safe learning environment 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;
- Promotes a supportive environment at the school by fostering a sense of belonging; and
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic, class or social differences and promotes a supportive environment at the school by fostering a sense of belonging.

A pool of clean clothing has been provided to the Uniform Shop by the P & C to assist students and parents/carers to observe the Student Dress Code.

Parents/Carers and students who wish to access the uniform pool or are experiencing financial difficulty may approach the Principal of Keebra Park State High School to request access to the uniform pool, negotiate a payment plan or to request financial assistance.

The Student Dress Code is intended to be observed in the following manner:

Students will wear a school uniform. The Dress uniform will be worn on Mondays for Whole School Assembly, on school excursions and to formal and special occasions. Tuesday, Thursday and Friday, students may wear either their dress uniform or their sports uniform and it is to be worn in its entirety.

Dress Uniform:

Girls: Black pleated skirt* with aqua over-blouse and monogrammed pocket* (Year 7-9 have trim on sleeves).
Long black tailored trousers may be worn from May and during Term 3.

Boys: Aqua shirt with monogrammed pocket* (Year 7-9 have trim on sleeves) worn with black shorts*.
For formal and special occasions Year 11 and 12 boys may wear long black trousers.

All: Black covered shoes (runners/joggers/hard leather lace up style are appropriate) are to be worn with short white socks. Thongs, scuffs, slipper/jiffy styles are not appropriate for Workplace, Health and Safety reasons.
Relevant Policies and Procedures

**Sports Uniform:**
The Sports Uniform is not to be worn on excursions or to formal or special occasions. It may be worn for field work.

All: Aqua polo-shirt with embroidered badge*, worn by both girls and boys (Year 7-9 have trim on sleeves).

Maroon sports shorts* for boys and girls.

**Other Elements:**

**Sports Specialisation Program - Rugby League:**
Boys enrolled in the Program must wear Keebra Park Rugby League shorts with the school polo shirt every day except Monday when they are to wear the Dress Uniform. Boys must also wear the training singlet and hat during training sessions only.

Students are to change at the beginning of the training lesson and change back into school uniform immediately after the lesson. Training singlets/shirts are not to be worn to other classes and not to be worn to and from school.

For formal occasions, Open boys will need a pair of long black trousers, polishable leather shoes and belt and long sleeved shirt* and tie. 15 Years boys will wear the formal (short sleeved) dress shirt* and long black trousers and black shoes and belt. 13 and 14 years boys are to wear the dress uniform*.

**ONLY BOYS IN THE RUGBY LEAGUE PROGRAM MAY WEAR THE FOOTBALL SHORTS.**

**Warmth:**
For warmth, students may wear the school sports jacket* and maroon track pants*, maroon sweatshirt* or hooded pullover* and maroon track pants*. Girls may wear tailored black trousers from May and in Term 3 only.

**Sun Smart:**
A hat should be worn while outdoors. It is inappropriate for hats to be worn indoors.

**Jewellery:**
A minimum of jewellery should be worn, with an emphasis on safety.

One pair of earrings (studs or sleepers) may be worn. No other visible body piercings are appropriate.

**Excessive jewellery and shoes such as thongs, scuffs, slippers / jiffies are inappropriate and do not meet Workplace, Health and Safety requirements.**

**School Bag:**
All students are expected to present at school ready to learn. This includes bringing an appropriate school bag containing all items needed to participate in the day’s activities. Handbags and small bags are inappropriate.

* items are available from the Uniform Shop. Style, colour and fabric of each piece of uniform are to be as displayed in the uniform shop.

**Uniform Free Days**
Occasionally, the Student Council will operate a Uniform Free Day to raise money for charity. On either of these occasions, appropriate substitute clothing must be selected with the following in mind:

- No sleeveless ensembles, tops showing midriff, excessively brief shorts/ skirts
- No offensive slogans on clothing
- No thongs, scuffs – full covered shoes are required.
- **Appropriate** clothing must be selected which allows the student to participate fully in the learning activities scheduled for that day.
Relevant Policies and Procedures

Failure to observe the Student Dress Code may result in the following consequences:

- Request to remove the item(s)
- Request to change the item(s) from a pool of clothing in the Uniform Shop
- Parental contact to provide alternate attire or, in the case of repetitive inappropriate dress, negotiation with parents and students may be held.
- Supervised learning provided out of the classroom for the period that the inappropriate attire is worn.

PERSONAL PROPERTY POLICY

Students are strongly encouraged not to bring valuable items to school. While all care is taken, no responsibility will be accepted by Keebra Park State High School in the event of the loss/theft of items. Students who cannot avoid bringing valuable items or large sums of money to school may leave them at the school office.

Students are encouraged to not bring iPods, mobile phones, scooters or skateboards to school.

Bicycles may be ridden to school and are to be locked inside the compound behind the Tuckshop. Bicycles may be left here at the owner’s risk. Racks to lock up scooters and skateboards are provided. Students are to provide their own lock. Students are reminded of the legal requirement to wear a helmet.

“EVERY DAY COUNTS AT KEEBRA!”

At Keebra Park State High School, “Every Day Counts”. This means that it is vitally important that every student attends school every day the school is open and attends every class for which the student is scheduled.

It is the responsibility of every student and parent/carer to ensure that before school:

- Breakfast is eaten
- School uniform is clean and worn in its intended manner
- School bag is packed with all requirements for the day
- The student is at school before 8.45am. (Some Senior Phase classes are run off line and these classes start before school at 7.40am.)

It is the responsibility of every student to ensure:

- He or she travels directly to school.
- He or she ensures attendance is registered at Home Group, Year Assembly or Whole School Assembly.
- He or she attends every class during the school day and ensures attendance is registered.
- He or she is punctual to every class.

It is the responsibility of the parent/carer(s) to ensure that:

- their student comes to school every day the school is operating unless one of the following apply.
  - The student is ill
  - The student has an unavoidable medical (or other emergent) appointment or circumstance which prevents attendance at school.
  - The student has a negotiated learning plan (such as a School Based Apprenticeship or Traineeship, Work Experience or Excursion) which requires attendance at another learning venue. Such Learning Plans must be negotiated and approved by the Principal.
- In such instances, the parent/carer is obliged to ensure that the school is aware of the reasons for absenteeism from school. This may take the form of a note (delivered by the student to the school), email or phone call.

It is a legal requirement for young people to attend school until they have reached 17 or completed Year 12 or its equivalent. Thus, young people under 17 years must be at school or in another approved learning or earning environment.

Failure to ensure student attendance at school can lead to prosecution and hefty fines. Parents/carers must seek Principal’s approval before enrolling students in other learning or earning environments.
Relevant Policies and Procedures

Student attendance reports may be requested for days or lesson by lesson absences. Please telephone the school to make such a request.

Truancy and non-attendance are the most common causes of student academic underachievement. Our attendance policy and agreement are designed to bring this to the attention of all prospective and current students and parents/carers.

LATENESS

Students arriving at School after 9:00am are required to take a note of explanation to the office to register daily attendance. Their names will be recorded and they will be handed a LATE DOCKET.

Students who usually arrive at school after 9:00am must also sign in at the Student Window and will be issued with a Late Docket and a detention slip, parents will be notified by text message if late students are not able to provide a reasonable explanation for their late arrival.

Late arrival will result in a morning tea detention.

LEAVING SCHOOL GROUNDS

Students must attend school every school day. Attendance requires the physical attendance of students in school. Students are NOT permitted to leave the school grounds at any time during the school day except in the following circumstances:

Parents may request in writing a leave of absence from school for a student:

- To receive medical treatment or dental treatment
- To receive specialised instruction
- For other valid reasons

Should the Principal deem that the reasons provided on the written request compromise the safety or the good order and management of the school, the Principal has the right to override the parental request.

Please note: shopping, buying lunch, going home for lunch are legally NOT valid reasons.

Students wishing to leave the school grounds during the day must:

- see one of the Deputy Principals or Principal to sign the parental request
- take the signed note to the office where a valid “early leaving docket” will be generated.

Students who, through timetable considerations, usually leave the school before 3pm must also sign out at the office and request a valid “early leaving docket”.

JUNIOR SECONDARY SCHOOL

At Keebra Park, we recognise that the transition to secondary school is a very important one and our staff offer curriculum, learning experiences, assessment and extra-curricular opportunities specifically designed to meet the needs of the young adolescent.

The purpose of the Junior Secondary School at Keebra Park is for students to:

- Develop a love of learning which will motivate further independent learning
- Achieve success in curricular and extra-curricular pursuits
- Develop the necessary skills, knowledge and attitudes to equip students to manage the Senior Secondary School (Years 10, 11 and 12) successfully.

In order to do this, students will need to observe the four elements of learning success:

- Be present in all classes
- Be prepared with equipment in classes
- Be focused in class and
- Complete all set tasks in class.

Compliance with the four elements of learning success should result in at least a sound level of achievement in each subject in Years 8 and 9.
THE SENIOR SECONDARY SCHOOL
Students enrolled in Years 10, 11 and 12 are expected to be independent learners who take responsibility for personal organisation, attendance and completion of assessment tasks and homework.
In Year 10, students will, in conjunction with staff and parents, complete a Student Education and Training Plan which will map the student’s route to the completion of Year 12 and identify broad learning and training priorities for their future career paths.

CANCELLATION OF ENROLMENT
The Principal may cancel the enrolment of a student in the Senior Secondary School whose behaviour:
- Amounts to a refusal to participate in the school’s program of instruction
Assistance will be given to such students to negotiate alternate learning pathways.

SMART CHOICES – SALE AND SUPPLY OF HEALTHY FOOD AND DRINK
The School Tuckshop operates in alignment with the Smart Choices Policy with regard to the sale and supply of healthy food and drinks. Healthy items (green) are provided on a daily basis. Some treats (amber) are provided occasionally. Red items are supplied very occasionally.
The Tuckshop is open every school day for students to purchase food and drinks at recess and lunch. It is also open before school. The Tuckshop is staffed by paid assistants and parents who volunteer on a roster basis. If parents are able to assist, please contact the provider, Ms Nicola Brockett, at the Canteen on 5509 2507.

ASSESSMENT POLICY
Conditions for all students
(Junior Secondary and Senior Secondary Students)
- A clear outline of assessment will be centrally issued to all students each semester.
- Class teachers will issue to students specific assessment tasks which clearly state requirements including task description, due dates and criteria against which student performance or achievement will be measured. Teachers will articulate task requirements before students address the assessment task.
- Responses to assessment tasks must be the student’s own work.
- Failure to comply with student responsibilities regarding assessment may incur failure to achieve semester credit and/or subject Exit Level of Achievement.
Relevant Policies and Procedures

The following will be observed as the school Assessment Policy for all students:

An assessment item is due. Will you be at school?

Yes
Sit for the exam, complete the performance or submit the Assessment item

No
Apply for Special Provision

Special Provision
1. Collect a Special Provision Form from the office.
2. Complete the form with your Teacher and HoD.
3. Have parents sign the form and gather any documentary evidence you may need.
4. Meet with a member of Administration for approval.
5. Once signed, you will receive a copy of the form. Another copy will go to your teacher and HoD.

If you are absent on the due date:
1. Have parent/carer contact the school on that day, explain your absence and inform the school that you are absent for an assessment item. Make sure the school knows which assessment and teacher needs to be informed.
2. On your return to school, collect a Special Provision form from the office and follow procedures.

Remember:
1. You can only be awarded a result based on evidence gathered “on or before the due date” unless Special Provision has been approved.
2. All assessment must be completed in order to earn a semester result.
3. Any late or non-submission will be recorded and parents will be contacted.

INTERNET AND INTRANET STUDENT USAGE POLICY

This policy applies to students’ use of public online services for teaching and learning purposes, including Intranet, Internet and email services within Education Queensland. Education Queensland provides public online services such as the Internet, to enhance teaching and learning. Obviously there are tremendous benefits, but also some dangers. In response to these and other issues, a Computer Use Agreement has been developed. Parents and students have signed acknowledgment and acceptance of this agreement which was provided upon enrolment and is valid for the period of enrolment at Keebra Park State High School. A copy of the front page of the agreement is provided to students on each occasion that they log on to any school computer. Parents/Carers are strongly encouraged to review this agreement which may be found in the Enrolment Package.

Breaching this agreement will result in the suspension of student access to the computer network temporarily or permanently depending on the severity of the offence. The offence may be recorded on the student’s record. For more serious matters where a criminal offence occurs, further disciplinary and/or legal action may be taken as outlined in the school’s Responsible Behaviour Plan for Students.
MOBILE PHONE AND PERSONAL ELECTRONIC DEVICE POLICY

Students who bring mobile phones and other personal electronic devices (such as iPods etc) to school with parent permission may do so providing that parents and students understand that the school accepts no responsibility for their loss or theft. As with all valuable items, students are reminded to be personally cautious of their security at all times.

Mobile phones and other electronic devices are to kept turned off, kept out of sight and are not to be used during class time without explicit permission from the classroom teacher. Mobile phones are not to be used in any manner or place that is disruptive to the normal routine of the school or to the learning environment. Failure to comply with this may result in the phone being confiscated for the day.

Students and parents are reminded of the appropriate privacy acts applicable to taking a photograph of another person. In phone cameras are not to be used anywhere a normal camera would be considered inappropriate. Mobiles with camera functions are discouraged at school.

SPORT POLICY

Keebra Park State High School will be participating in several cluster sport days. These will take place in Term 1 and 2, and will result in a varied timetable for the day.

There are many competitive sports available for selection for interschool sport for boys and girls. Students who are members of the Curriculum Resources Scheme will be automatically eligible for bus travel, venue costs, equipment and team uniforms (where provided) for Interschool Sport. Interhouse Swimming, Cross Country and Athletics Carnivals are organised at Keebra Park for all students from Years 7 to 12.

Regional and Queensland representative opportunities are also available through interschool sport (QSSSA). Additionally, opportunities arise throughout the school year for students to be involved in extra Netball, Cricket, Surfing, Surf Lifesaving, Rugby League, Rugby Union, Rugby 7s, Australian Rules, Touch, Triathlon, Golf and Ten Pin Bowling competitions.

STUDENT DRIVER POLICY

Only year 12 students are permitted to drive to school. All student drivers must register their vehicles with Administration. Ample parking for students is available in Anne Street. The policy relating to leaving the school grounds applies equally to student drivers. Students are not permitted to park on the school grounds.

The school reserves the right to confiscate car keys during school hours from student drivers who have acted irresponsibly with their vehicles by:
- leaving the school grounds in the car during the day
- taking other students in the car
- driving irresponsibly around the school or near school functions
- parking on the school grounds
- visiting their vehicle during school hours.