GUIDELINES & PROCEDURES FOR STUDENTS
SUNNYBANK STATE HIGH SCHOOL

At Sunny Bank State High School guidelines and procedures are in place to ensure all students are able to achieve their personal best in a secure and safe environment. We celebrate the successes of students and staff as well as work together to overcome any problems. Our students are expected to consider others and support each other’s educational opportunities.

SCHOOL VISION AND VALUES: Students are expected to work with staff to ensure they understand and exemplify the school Vision and Values in their actions and their learning. Our vision of “Many Ways to Excellence” is demonstrated by our values of:

- Achievement
- Commitment
- Respect
- Life Long Learning
- Accountability

This is achieved through:

- Relevance
  - Personal Experience
  - Practical Activities
  - Inquiry based learning
  - Connecting to communities
  - Preparing for the future

- Structure
  - Explicit teaching
  - Scaffolding learning
  - Modelling
  - Reflecting and reviewing
  - Developing independence

- Creativity
  - Varying learning experiences
  - Catering to different learning styles
  - Engaging
  - Participating

DAY STRUCTURE:
- Students attend school between 8.45am and 2.45 pm except on Wednesdays when school finishes at 2.35pm to accommodate students leaving for sport. There is a short lunch first break on Wednesday.
- Assembly is before first lunch on a Monday

GENERAL STUDENT BEHAVIOUR:

The Sunnybank School Responsible Behaviour Plan outlines the school beliefs about behaviour and learning. It details the processes for facilitating standards of positive behaviour and responding to unacceptable behaviour. The consequences for behaviour that adversely affects student learning, other students and/or the school community are outlined in a behaviour management flowchart. Student behaviour is guided by our school Vision and Values and the following Principles:

- Respect for others, respect for property and safety for all; and
- Maintaining the good name and reputation of the Sunnybank State High School community.

APPEARANCE: Students should always take pride in their appearance; the guidelines and expectations related to the wearing of the uniform in an appropriate fashion are contained in the school Uniform Code. New students will have received the Uniform Code as part of their enrolment process. The Code describes the process for students to gain a pass for the day if for an exceptional reason they are unable to wear the uniform. The uniform is expected to be worn with pride as it represents our full school community. Students should make themselves aware of the Code.

ASSESSMENT POLICY: All students are provided with a copy of the assessment policy. This document clearly describes expectations and processes related to all types of assessment from all subjects. Students, parents / caregivers who do not have a copy of the policy may ask for one through Student Services. An assessment calendar is proved at the beginning of each semester and is available on the school website.
CHANGING SUBJECTS (years 9 – 12 only): It is expected that students remain in their course of study with as few changes as possible. In some cases it may be necessary to apply to change a course of study by changing subjects. To implement a change of subject, the following steps MUST be followed:

1. Student asks for a **SUBJECT CHANGE FORM** for their year level at Student Services.
2. Student identifies their current subjects and considers the choices from the options indicated on the form.
3. Student discusses the options with their parents / caregivers.
4. Student makes appointment with Guidance officer. Guidance officer makes recommendation, calculates OP / FP fields (for years 11 & 12 only) and signs **SUBJECT CHANGE FORM**.
5. Student gains parent / caregiver signature on **SUBJECT CHANGE FORM**.
6. Student gains signature from teacher of subject changing from, Head of School of subject changing from and Head of School of subject changing into.
7. Student turns in **CHANGE OF SUBJECT FORM** to Student Services.
8. Student remains in current class until notified through Daily Notices to pick up new timetable.
9. Students must show new timetable before being allowed to enter the new subject classroom.

GENERAL SAFETY, SITTING ON RAILINGS and PORT RACKS: A number of areas in the school have fences, garden edges, railings, etc. which may be dangerous if used by students as places to lean or sit. Students should avoid areas where construction is marked with barriers. Students should act safely and with awareness when moving through the school grounds between periods, before or after school and during lunch breaks. Students should not sit on port racks or fences.

GOVERNMENT ALLOWANCES AND ABSENCES: Students receiving government allowances should ensure they are familiar with their responsibilities as an Independent Student and students on allowances (Austudy / Abstudy) as there are special conditions related to absences as required by the Federal and State Governments. School absence records are accessed directly by Centre Link; failure to explain absences could result in loss of benefits, and in some cases reimbursement of monies. **5 UNAUTHORISED absences may result in CentreLink requiring repayment.**

**HOMWORK:** Every student is given a **Student Planner** through the Resource Scheme. Students who are not members of the scheme are expected to provide their own OR they may purchase one from the school. The Planner should be used for recording of homework only. Roll Mark Teachers and class teachers will periodically check Planners and will use the Planner to send notes home to parents, especially in terms of homework. Intentionally damaged Planners may be confiscated.

**INSURANCE Work Experience:** Separate arrangements apply for Work Experience. Students please see Work Experience documents.

**INSURANCE COVER FOR STUDENTS UNDERTAKING PHYSICAL ACTIVITIES/SCHOOL SPORT:** 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.

**INTERSCHOOL SPORT:** Interschool sport is an option for all years on Wednesday afternoons. Students not participating in Interschool sport will have Recreational Sport.. Students must wear the specified sports uniform for all Interschool Sport and Health and Physical Education classes, except where an alternative uniform is required. Wearing a sports hat is expected. Students are not allowed to access the oval or play sports on the oval during lunch hours unless supervised by a teacher.

**LIBRARY:** Library procedures are established through the Teacher Librarian. No games are to be played on computers at any time. Access to the Library for students not in classes can occur at the following times and in the following manner:

- **7.30 – 8.45 daily:** All students will have access to the Computer area and a reading area under supervision. Students should respect classes and other students working in the library.
- **Lunches and Breaks:** All students will have access to the Computer area if available and a reading area under supervision. No games are to be played at this time.
- **2.45 – 3.00 daily:** Students will have access to the Computer area when available and a reading area under supervision.
LITTER: There is to be no eating or drinking on verandahs, in stairwells or in rooms.
- Littering is unhealthy and untidy. Students should use the bins provided for litter.
- No food or drink is allowed on the school oval.
- Chewing gum is not permitted at any time.

When litter occurs students will be asked to pick up litter by teachers on playground duty or through Litter parades/Roll Marking classes. Students are expected to be cooperative; a protective glove OR a piece of scrap paper may be provided to students on request to help pick up litter.

MEDICINES: Students requiring medicines during the day need to register at Student Services. Medicines will be kept in a safe place in that area. A doctor’s instructions should accompany the medication.

MOBILE PHONE/PORTABLE MUSIC DEVICE (PMD) POLICY: Mobile phones/PMD’s are not required at school and the school is not responsible for their safe keeping should parents/caregivers consider they are necessary. Students must ensure that mobile phones/PMD’s are turned off and secured during class time. Students found using them or having them go off during class will be required to hand them in to the Student Services Office. On the first occasion the student can collect the phone/PMD after school on the day of the incident. For any subsequent occurrence the phone/PMD will need to be collected from Student Services by the parent/caregiver or “emergency contact” listed on the school database.

MORNING PROCEDURE: Rolls are marked by Roll Class Teachers at the following times:
- 8.45am during Roll Mark except Monday when the roll is marked during Assembly

MOVEMENT AROUND THE SCHOOL: Students are to move directly to class between classes. The following rules apply:
- Students are to wait in an orderly manner outside classrooms until directed to enter by a teacher.
- Students are not to loiter during period changes and are expected to be at their next lesson without loss of time. Students out of class must either have a Referral from their teacher or a Late Pass from the Attendance Officer.
- Students are not to access toilets except during breaks. Students in need may ask their teacher for a note and direction to toilets.
- Running in passageways and about buildings is not permitted.
- Students are not to congregate on interior stairwells. Students accessing exterior stairwells should ensure there is always room for stairwell traffic.

OUT-OF-BOUNDS AREAS: The general rule about out-of-bounds at Sunnybank State High School is that “out of sight is out of bounds”. The following areas are always out-of-bounds to students:
- The pathway around the Administration Building, except the entry area for Student Services or the Main Entrance if accompanied by a parent / caregiver.
- Teachers / Visitors car park areas and bicycle racks except for owners before and after school.
- The areas around the tractor shed, unless students are under a teacher’s supervision.
- Staffrooms, except to see a teacher who is present and classrooms where no teacher is present.

Out-of-Bounds and Student Access Areas Before / After School:
- Before school until 8.45am: Students are expected to remain in sighted areas and off the oval.
- After 2.45am: All students should leave school grounds unless under teacher supervision. Students should leave the school unless accessing library facilities, accessing teaching staff, waiting for a lift (students should wait in the paved area near the library), or waiting for a bus along Gager Street. Students are encouraged to access the library facilities.

ROOMS / FACILITIES AND GROUNDS: No student is to be in a classroom without a teacher.
- Rooms are to be left tidy; the last class to use a room should place chairs on desks and close windows.
- Damage must be reported immediately. Students may be required to pay for willful damage.
- Furniture must not be moved from any classroom without permission.

STUDENT ABSENTEEISM: A daily SMS message will be sent to all parent / caregivers of students who are absent and for whom a reason has not been provided to the school. Parents / caregivers are requested to provide the school with their mobile number to enable this to occur. Parents / Caregivers without mobile phones may receive phone calls from the Attendance Officer and / or the Student Manager. Students who have been absent must either bring a note explaining the reason for their absence and signed by their parent/caregiver (unless they are an Independent student) OR their parents / caregivers may respond to the SMS text. Students other than Independent students should not write or sign notes OR respond to SMS messages from the school.
Notes are needed for all absences that require students to leave the school or arrive late during school hours. Parents/caregivers may telephone the Attendance Officer, especially if students are to be absent for more than one day. It is still recommended that a written note accompany the student on their return to school. All notes are kept on file in the office. SMS Messages and Notes should contain information including:

- Student Name, Student ID number and Student Roll Class
- Date and reason for absence
- Parent / Caregiver’s signature

Please Note: Under the Education Laws for the Future-Education (General Provisions) Bill, 2006 Queensland children are to attend school until they turn 16 or complete year 10 whichever comes first. They are then required to participate in the “compulsory participation phase” through education, training or work for a further two years. This phase will be completed when they turn 17 years, gain a Senior Statement or a Certificate 11 vocational qualification. A reasonable excuse for absence is: sickness, temporary or permanent infirmity; an unavoidable cause; or fear of infection with disease, which in the opinion of the Minister is reasonable. EQ policy expects schools to know reasons for a student’s absence. Students absent 3 consecutive days without explanation through parent/caregiver contact will receive notification of concern from the Attendance Officer. The school Administration will make contact with parents / caregivers if absences have become a concern, and may refer these as indicated in the Behaviour Management Flowchart. After 20 consecutive days absence students are required to be taken from the roll unless a reasonable explanation has been provided. In situations where students are under 16 the school will refer the matter to the Police.

Students and parents / caregivers should also refer to the Behaviour Management Flowchart for more information covering:

- **FULL DAY ABSENCES:** For all appropriate full day absences students are to bring a note to their Roll Mark class teacher. Where parents / caregivers have responded to the school SMS text message, a copy of the message will be passed on to the Roll Mark Teacher by the Attendance Officer. Where a note has been brought, this will be recorded as an EXPLAINED ABSENCE. Absences without notes will be classed as truancy and recorded as UNAUTHORISED ABSENCES. UNAUTHORISED ABSENCES may result in the need for parent interview and can lead to suspension.

- **LATE ARRIVAL TO SCHOOL:** Students arriving late, except in exceptional circumstances (for example where the bus has broken down) must bring a note to the Attendance Officer. The Attendance Officer will record the Late and will provide a note giving students entry to class. Students arriving late to school without this note may not be allowed into class. Failure to bring a note will be classed as truancy and will result in this being recorded as an UNAUTHORISED ABSENCE. These types of UNAUTHORISED ABSENCES will also result in the need for a parent interview and may result in suspension.

- **LATE ARRIVAL TO CLASS:** Students arriving late to class must provide a note from their previous teacher or a Late Arrival note from the Attendance Officer. Students arriving late to class without notes will be classed as truant and may have an UNEXPLAINED ABSENCE recorded. Students will be referred as indicated in the Behaviour Management Flowchart.

- **LEAVING EARLY:** Students must take a note to their Role Mark Teacher for verification before seeing the Attendance Officer if they wish to leave the school grounds early. Students will be issued a Leave Pass from the Attendance Officer. Students leaving early without a note will be classed as truant and have an UNEXPLAINED ABSENCE recorded.

**SICK STUDENTS:** If a student is ill they should ask their teacher to come to Student Services. Students who are ill will be sent home whenever possible and will not remain in sick bay. All students who are ill when sent to Student Services will have their parents / caregivers contacted and it is therefore essential that all contacts for students are up to date.

**TUCKSHOP:** The Tuckshop is open each day during the lunch times and before school as required. Students making purchases at the canteen must form orderly queues. Loitering is not permitted in this area and students should move away immediately after making purchases. Students are encouraged to pre-order before school to avoid queues at meal breaks.

**TRAVELLING TO AND FROM SCHOOL, including BICYCLES and BUS DEPARTURE:** Students should be mindful of their general behaviour when travelling to or from school and are expected to wear their uniform appropriately at those times. Behaviour on trains and buses is monitored by bus companies and Queensland Rail. The school supports the Code of Conduct for School Students Travelling on Buses; students behaving inappropriately at school related to busing situations will be dealt with according to the Behaviour Management Flowchart. All students travelling by bus must line up in the appropriate area within the school grounds. Teachers supervising will dismiss students in groups.
Bicycles may be stored during the school day in the bike racks near the School Hall. Under no circumstances should bikes be ridden on the school grounds.

**VALUABLES and LOST PROPERTY:** Large sums of money, mobile phones, CD players or other valuables should not be brought to school and the school accepts no responsibility for them. If, in exceptional circumstances, valuable items are brought to school they should be brought to Student Services with a note from a parent or caregiver and they will be kept until the end of the day for safe keeping. For items brought to school remember:

- All personal property must be marked with your name.
- Property that is found should be handed in immediately to Student Services.
- Inquiries regarding lost property should be made to Student Services.
BEHAVIOUR MANAGEMENT FLOWCHART

ABSENCES/LATE ARRIVAL/TRUANCY

Absences/Truancy
Roll Mark teachers check all notes for absences and pass them on to Attendance Officer.

Leaving school grounds early. The signature is checked and signed by Roll Mark Teacher. Student takes this note to the Attendance Officer who issues a slip to be carried and shown when leaving.

Late to school (note)
A note to be given to Attendance Officer. The signature will be checked and the note filed.

Roll Mark Teachers - request notes for each absence. Attendance Officer - request notes for each absence.

Attendance Officer - enter reasons on SMS and run reports for follow up absence letters to parents.

CONSEQUENCES (may include)

DEPUTY PRINCIPAL
Attendance Officer
ANY
Roll Mark Teachers
absence letters to parents.

SMS and run reports for follow up
Attendance Officer
request notes for each absence.

The signature will be checked and the note filed.

A note to be given to Attendance Officer.

The signature will be checked and the note filed.

Late to school (note)
A note to be given to Attendance Officer. The signature will be checked and the note filed.

Roll Mark Teachers - request notes for each absence. Attendance Officer - request notes for each absence.

Attendance Officer - enter reasons on SMS and run reports for follow up absence letters to parents.

Roll Mark Teachers will take action for ANY UNEXPLAINED ABSENCES

Attendance Officer

• Print ten or more unexplained absences reports and refer to the Deputy Principal

CLASSROOM INAPPROPRIATE BEHAVIOUR

Step 1: Classroom consequences
Teacher documents information in Data Base on One School.

Step 2: After three separate incidences
Teacher telephones parent AFTER checking of student data base for other incidents.

Step 3: Continued misbehaviour after phone call to parent.
Teacher refers to Head of Department.

Step 4: Further inappropriate behaviour
Head of Department refers to Deputy Principal.

OUT OF CLASS INAPPROPRIATE BEHAVIOUR

Referral to Year Coordinator for inappropriate behaviour:
• In the playground
• During other out of class situations
• Breach of the Uniform Code.

TRUANCY DURING CLASSTIME
For students who
• Arrive late to class, no note
• Leave class without being dismissed
• Absent from class and not on absentee list

Referral via Purple Slip to Attendance Officer who checks sick bay records, sign-in book, etc
• Enters UNEXPLAINED absence
• Refers absence to subject Head of Department

HIGH LEVEL INAPPROPRIATE BEHAVIOUR

Recommended CONSEQUENCES
(for descriptions related to specific inappropriate behaviour see following pages)

• HODS/Year Co will apply consequences as recommended on the following pages and will inform ESL/SEU HOSES, ISP coordinator and Indigenous support worker for specific students when appropriate
• Parent contact upon the second referral for inappropriate classroom/out of class behaviour
• Referral to the Guidance Officer or after school Admin Detentions may be given when appropriate
• Further referrals may result in referral to Deputy Principal
• Phone call and parent/student interview, may include all teachers currently teaching student
• Collation of information prior to parent contact is to be undertaken using the student behaviour section on One School

CONSISTENT, CONTINUED OR HIGHER LEVEL INAPPROPRIATE BEHAVIOUR

CONSISTENT, CONTINUED OR HIGHER LEVEL INAPPROPRIATE BEHAVIOUR

CONSEQUENCES (may include)

• Parent consultation. Students show cause why suspension/cancellation is not to be given. Referral to support staff. Cancellation of enrolment may be used for non-participation in the program of instruction.
• Behaviour contract on return from suspension where appropriate.
• For second referral for the same behaviour or other inappropriate behaviour, parent contact and 5-day suspension where appropriate
• For Middle school students with third referral for continued inappropriate behaviour in class, continued inappropriate behaviour out of class or unexplained absences, 6-20 day suspension with alternative program organised by the Deputy Principal.
• For Senior students, recommended for Cancellation of enrolment to be discussed with student, parents, Deputy Principal
• Any further inappropriate behaviour to be discussed with Principal for cancellation, BIC or exclusion

PRINCIPAL

CONSEQUENCES
Consultation for all suspensions, behaviour improvement condition (BIC), cancellations and recommendations for exclusion

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### SUPPORTIVE SCHOOL ENVIRONMENT BEHAVIOUR AND CONSEQUENCES

<table>
<thead>
<tr>
<th>BEHAVIOUR</th>
<th>POSSIBLE CONSEQUENCES</th>
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<tbody>
<tr>
<td><strong>Inappropriate classroom behaviour as established by classroom rules.</strong></td>
<td>Teachers have a range of consequences they may employ, however, after any three of the following are used and documented, the teacher will contact parents and refer the student to their subject area Head of Department. Classroom Consequences include:</td>
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<tr>
<td>May include repeated instances of:</td>
<td>- Teacher managed lunchtime or after or before school detentions (24 hour notice required for after school detentions);</td>
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<td>- Calling out inappropriately;</td>
<td>- Referring students to a Teacher ‘Buddy’ classroom for supervision by other staff;</td>
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<td>- Failing to follow teacher instructions;</td>
<td>- Alternate work;</td>
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<td>- Failure to complete homework;</td>
<td>- Movement to another area of the classroom;</td>
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<td>and / or</td>
<td>- Mediation as organised through the Guidance Officer or Administration</td>
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<td>- Interfering with the learning of others;</td>
<td>Continued classroom inappropriate behaviour after the three incidences will include:</td>
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<tr>
<td>- Late for class</td>
<td>- Referral to the HOD and will incur after school Admin Detentions.</td>
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<td>- Further referral will be to the Deputy Principal allocated to the year level and may attract Suspension.</td>
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<td>- Continuing referral may result in longer suspensions (up to 20 days) or exclusion.</td>
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<td><strong>Being Out-Of-Bounds</strong></td>
<td>- Warning for minor infringement</td>
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<td>- Before/after school;</td>
<td>- Automatic referral to the Year Level Co-ordinator for repeat infringements.</td>
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<td>- During lunch and breaks</td>
<td>- Possible after school detention.</td>
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<td>- Continued referral will continue student on the Flowchart.</td>
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<td><strong>Litter</strong></td>
<td>- All students are responsible for the clean environment of Sunnybank SHS grounds – it is part of our collective responsibility to work together to ensure the grounds are clean.</td>
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<td>- Dropped by an individual student; and / or</td>
<td>- Students found to be littering in an area where litter is present will be requested to pick up litter for a specific period of time with the teacher on Playground Duty or asked to clean up their area.</td>
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<td>- Surrounding a group of students</td>
<td>- The whole school will participate from time to time in Litter Parades during student breaks.</td>
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<td>- Continued instances or refusal to comply are to be referred to the Year level Co-ordinator for particular students or to the Deputy Principal responsible for the year level for groups of students. Consequences include parental control and detentions during which students collect litter.</td>
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<tr>
<td><strong>Assemblies, Special Events</strong></td>
<td>- Students who are late attract the same consequences as under Truancy.</td>
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<td>- Students who misbehave will be referred to the Year Level Co-ordinator.</td>
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<tr>
<td><strong>Truancy (UNAUTHORISED ABSENCES)</strong></td>
<td>- First UNAUTHORISED ABSENCE: Roll Mark teacher consequence (lunch detention, etc.)</td>
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<tr>
<td>- Full day absences without appropriate permission;</td>
<td>- Second UNAUTHORISED ABSENCE: Tracking Sheet or Roll Mark teacher consequence.</td>
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<tr>
<td>- Continual late arrival without appropriate permission;</td>
<td>- Third UNAUTHORISED ABSENCE: Phone call to parents, Tracking Sheet and Roll Mark teacher consequence.</td>
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<td>- Absent from one lesson or lessons without appropriate permission;</td>
<td>- Managers will send a letter to parents confirming the phone call and absences through the Attendance Officer.</td>
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<td>- Leaving the school grounds without appropriate permission.</td>
<td>- Fourth UNAUTHORISED ABSENCE: Phone call to parents, Tracking Sheet and Roll mark teacher consequence.</td>
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<td>- Roll Mark teacher will send a letter to parents confirming the phone call and absences through the Attendance Officer.</td>
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<td>- Fifth UNAUTHORISED ABSENCE: Phone call to parents and AUTOMATIC after school Admin Detention.</td>
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<td>- After 5 UNAUTHORISED ABSENCES but before 10 UNAUTHORISED ABSENCES the Roll Mark teacher should ensure a parent interview / consultation takes place and students will need to show cause why they should not be referred to a Deputy Principal and suspended. When referred to the Deputy Principal, students will usually be Suspended for 3 days.</td>
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<td>- Further truancy will be monitored by the Roll Mark teacher, but referred to be dealt with by the Deputy Principal.</td>
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<td>- Further truancy will be dealt with by the Deputy Principal and will attract 5 day suspensions, 6-20 day suspensions and possible Exclusion/BIC or Cancellation of enrolment for year 11 and 12 students, and referral to the Queensland Police Service.</td>
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<tr>
<td><strong>Movement between classes</strong></td>
<td>- Students should move to class as quickly as possible after the bell rings for the end of the previous class or for the end of lunch or breaks.</td>
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<td>- Failure to do so may attract the same consequences as for classroom behaviour.</td>
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<td><strong>Inappropriate / incorrect Uniform</strong></td>
<td>- Students not wearing the correct uniform for one day as per the Uniform Code should bring a note to their Roll Mark Teacher.</td>
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<td>- Students not bringing a note should be given a Uniform Pass written on to indicate they have been referred to the Year level Co-ordinator. The first referral will attract a warning.</td>
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<td>- The second referral will attract a detention.</td>
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<td>- The third referral will attract a detention and be referred to the Deputy Principal who will ensure parent consultation and negotiation.</td>
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<td>- 4 detentions for not following school policy could lead to a Suspension.</td>
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<tr>
<td><strong>Bullying/Harassment (including sexual harassment)</strong></td>
<td>- Minor: As per inappropriate classroom behaviour.</td>
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<td>- Major: As per ‘Hands Off’ Policy / Fighting, and may include referral to Principal for appropriate further reporting. This includes bullying using computer, mobile phone or electronic devices.</td>
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<td><strong>Smoking</strong></td>
<td>- Students caught smoking by staff or via security cameras, or with cigarettes, matches or lighters will be referred to the relevant Deputy Principal and will have all materials confiscated. Students could be Suspended for 3 Days as well as being referred to the school Health Nurse for a quit smoking program.</td>
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<td>It is illegal to smoke on any government grounds.</td>
<td>- Students suspected of smoking are to be referred to the relevant Year Level Co-ordinator and may be referred to the school Health Nurse.</td>
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<td>- Continued inappropriate behaviour will lead to further Suspensions, 6-20 Day programs and / or Exclusion/BIC.</td>
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<td><strong>Graffiti / Vandalism including intent to do so.</strong></td>
<td>- All students to be referred to the Deputy Principals or Principal.</td>
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<td></td>
<td>- Minor: Repair damage and pay for materials and costs associated with any damage.</td>
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<td></td>
<td>- Major: Suspension in extreme cases; invoiced for costs &amp; repair.</td>
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<tr>
<td><strong>Not complying with the “Hands Off”</strong></td>
<td>- While we encourage students to develop positive relationships with other students, the school grounds and school functions...</td>
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</table>
Policy: Showing affection
- Students engaging in inappropriate actions will be referred to their Year level Co-ordinator and to the Guidance officer. Parents will be notified. Persistent inappropriate actions may result in detentions.

Policy: Fighting
- All students to be referred to the Deputy Principals or Principal
- Minor: Suspension for students provoking or initiating fights. All students to have lunch hour in-house suspension for one week and may be required to complete litter duty.
- Major or repeated offences: Referral to Guidance Officer / Suspension and possible Exclusion/BIC. Recommendation to injured parties to notify the police in specific cases.

Insolence
- Low level Classroom or Playground insolence:
  - The first instance will be referred automatically to the HOD/Year level Co-ordinator for parent contact and a detention.
  - A second referral will be referred to the HOD/Year level Co-ordinator for parent contact and a detention.
  - A third referral will be referred to the Deputy Principal for that year level for a 3-5 Day Suspension.
- Further insolence will attract escalating consequences leading to Exclusion.

Inappropriate Behaviour on School Camps, Excursions and Functions
- These are considered to be the same as any school day on school grounds and the same consequences apply in all situations.

Violation of the Computer Usage Agreement
- Students must sign the Computer Usage Agreement before they can access the school Network.
- Students violating / breaching the agreement will be referred to the Head of Technology and the appropriate Deputy Principal, depending on the situation.
- In low level incidents students will lose access to the Network for a period of time (such as non-compliance with instructions).
- In high level incidents students may be Suspended or recommended for Exclusion/BIC (such as endangering the network security or downloading pornography).

Use of Mobile Phones/electronic devices
- Students are asked not to bring mobile phones/electronic devices to school.
- If lost or stolen the school will not be responsible for items brought onto the school grounds.
- Mobile phones/electronic devices with the capacity to take photographs, videos or record speech, should never be used on school grounds to take photos or record, unless specific permission has been given by a staff member and those being photographed have given permission for the photo to be taken or the recordings made.
- Low level incidents will result in the phone/electronic device being confiscated and given to Student Services until the end of the day, when it will be returned to the student through Student Services. Any subsequent confiscations will require the parent/guardian to collect the item from Student Services.
- Students will not be given consequences for using phones during lunch as long as the phone is not being used inappropriately
- High level incidents or ongoing and persistent low-level incidents will be referred to the Deputy Principal and will most likely attract a suspension.
- Ongoing situations may also result in the student being banned from bringing the device to school under any circumstances.

Inappropriate conduct/behaviour in the school grounds by members of the public.
- Notification to the Principal of an intruder on the school grounds or inappropriate conduct by a member of the public visiting the school could result in the issuing of notifications (48C/E) or the referral to the School Based Police Officer.

Inappropriate behaviour by students in Sunnybank Uniform whilst travelling to and from school
- Students reported for inappropriate behaviour will be referred to the Deputy Principal for determination of consequences for the behaviour.