



# Miami

## State High School

First Class Location, World Class Education

# 2024 Student Parent Handbook



# Respect - Connect - Inspire



## General Information

### *What to do if...*

- **Your student is absent from school:** A phone call or reply text message from the parent/carer to the school outlining reasons for absence is required. Medical certificates can be handed into the Student Service office on the day your student returns to school.
- **Your student is likely to be absent for two or more days:** Parent/carers contact the school prior or immediately upon return to school.
- **Your student is late to school:** Students who are late to school are to report directly to the Deans office where the student will be recorded as being late to school via Daymap. If a student arrives late more than twice in one term they may be issued with a letter or non-compliance or school disciplinary action which will result in a meeting with the student, parent/carer and member of administration.
- **Your student requires an early departure:** Students will need to present a note from their parent/carer requesting permission to leave school to their Dean for approval prior to 8.45am. Once the note is signed it is to be taken to the Student Services office to collect a leave pass.
- **You wish your student to be excused from Physical Education/Sport:** In case of an injury or medical condition, a note is required and must be presented to their Physical Education teacher or Sports Coordinator.
- **Your student feels sick:** If your student is in class they should ask their teacher for a note and report to the First Aid Room. If they are not in class they should report to the nearest teacher and then to the First Aid Room. Students will be permitted to remain in the First Aid Room for a brief period of time before returning to class or going home.
- **Your student wishes to see the Guidance Officer:** They should make an appointment through the Student Services office, and then check for permission from their teacher for that period they are attending the appointment. They must show their appointment slips to their teacher.
- **Your student has money or valuables at school:** Do not bring extra money or valuables to school. If it is essential, carry on your person at all time or leave at the office for safekeeping. Money to be paid for school related activities should be presented to the Finance window at their first opportunity. No liability will be accepted by the school in the event of loss, theft or damage to any device or item.
- **You wish to apply for a bus pass:** Collect a form from the Bus Company or Department of Transport. All bus passes are sent to the school for collection.
- **Your student intends to leave school permanently:** Ask your student to present to the Student Services office to receive a school leaving form. Once completed your student is to return the form and all text books, library books and any other resources belonging to the school.
- **You have changed your personal details:** Please report any changes immediately to the office. Alternatively parent/carers can use the QParents app to change information online.
- **Your student wishes to ride their bicycle/scooter/skateboard to school:** Students must wear their helmet when riding to and from school. Their bicycle/scooter/skateboard should be locked in the bicycle enclosure and their helmets either locked to their bicycles or carried in their bag. No motorised bicycles are permitted as per instruction from Queensland Police. No liability will be accepted for injury, loss, damage or theft.

## STUDENT CODE OF CONDUCT

### Purpose

Miami State High School is committed to providing a safe, respectful and disciplined learning environment for all students, staff, parents and visitors.

The Miami State High School Student Code of Conduct sets out the responsibilities and processes we use in our school to promote a productive, effective whole school approach to discipline.

Its purpose is to facilitate high standards of behaviour from all in the school community, ensuring learning and teaching in our school is prioritised, where all students are able to experience success and staff enjoy a safe workplace.

The following is a summary of the key components of the Student Code of Conduct, it is essential that all students and parents read the full Student Code of Conduct which can be found on our school website at [www.miamishs.eq.edu.au](http://www.miamishs.eq.edu.au).

### Students

#### Consequences for Unacceptable Behaviour

Minor behaviours are those that:

- are minor breaches of the school rules;
- do not seriously harm others or cause you to suspect that the student may be harmed;
- do not violate the rights of others in any other serious way;
- are not part of a pattern of problem behaviours; and
- do not require involvement of specialist support staff or the Executive Leadership Team.

Minor problem behaviours may result in the following consequences:

1. **Stop, Think and Choose:** Initial behaviour redirection using classroom behaviour management skills by the teacher
  - WHAT is the expectation?
  - HOW did your choices affect your learning?
  - HOW will you change your behaviour?
2. **Junior Secondary Students – Buddy Space:** Continued refusal to comply with classroom expectations will result in students choosing to be removed from their classroom and being referred to a Buddy Space.
3. **Middle Secondary Students – Buddy Space:** Continued refusal to comply with classroom expectations will result in students choosing to be removed from their classroom and being referred to a Buddy Space.
4. **Senior Secondary Students – Senior Hub:** Continued refusal to comply with classroom expectations will result in students choosing to be removed from their classroom and being referred to the Senior Hub / HOD Senior Secondary.
5. Three buddy space referrals will result in the student being issued with an after-school detention.

The following table outlines examples of minor and major problem behaviours:

Minor Behaviour	Possible Consequence
<ul style="list-style-type: none"> <li>• Repeated non-compliance in the Education Program (including but not limited to repeated late arrival to class and/or school, repeated non-compliance with uniform policy and repeated referrals through the classroom engagement process)</li> <li>• Insight or encourage inappropriate/disrespectful behaviour toward others of a verbal, sexual, physical, aggressive, discriminatory, or indecent nature</li> <li>• Inappropriate and/or disrespectful language or actions towards staff or students</li> <li>• Inappropriate use of electronic devices and/or media (including the use to harass, intimidate or bully others)</li> <li>• Inappropriate use of the school’s IT</li> <li>• Use of and/or possession of alcohol</li> <li>• Use of and/or possession of tobacco or relevant utensils</li> <li>• Repeated truancy or unauthorised departure / entry of the school grounds</li> <li>• Disrespect or theft of school property</li> <li>• Throwing any object in the vicinity of other members of the school community</li> <li>• Deliberate disobedience of staff instruction or the Student Code of Conduct</li> <li>• Repeated incidents of inappropriate targeted behaviour</li> <li>• Behaviour or action that is prejudicial to the good order and management of the school</li> <li>• Behaviour or action in a private capacity that is prejudicial to the good order and management of the school</li> <li>• Behaviour that displays being a member of or affiliated with known gangs</li> </ul>	<p>Lunchtime Detention</p> <p>After-school Detention</p> <p>Internal Suspension</p> <p>1-10 day Suspension</p>

Major Behaviour	Possible Consequence
<ul style="list-style-type: none"> <li>• Repeated 1-10 day suspensions</li> <li>• Behaviour that poses an unacceptable risk to the safety or wellbeing of other students, staff or other members of the school community (including but not limited to bullying, fighting, violence, threats, harassment, sexual harassment, intimidation or facilitation thereof by others, encouraging persons to trespass onto school premises or to interfere with school activities, use of internet or electronic media/devices to abuse or denigrate)</li> <li>• Behaviour that interferes with the property of the school or others of the school (including but not limited to vandalism, graffiti, willful damage and theft)</li> <li>• Possession of certain inappropriate items or weapons (including but not limited to knives of any type, sharp objects, knuckle dusters, sling shots, firearms or replicas thereof, firecrackers and explosives or any item deemed inappropriate or unsafe for school)</li> <li>• Inappropriate use, possession, or supply of intoxicating substances and/or utensils (including but not limited to illegal drugs or illegal drug implements, alcohol, paint, glue, and prescription medicine)</li> <li>• Possess, smoke, consume, use or deal in tobacco, electronic cigarettes or assist another person to obtain, consume, use or deal in such substances</li> <li>• Serious behaviour or action that is prejudicial to the good order and management of the school</li> <li>• Serious behaviour or action in a private capacity that is prejudicial to the good order and management of the school</li> <li>• Habitual misconduct/disobedience or other conduct prejudicial to the good order and management of the school (includes repeated breaches of the school’s behaviour plan)</li> </ul>	<p>11-20 day Suspension</p> <p>Exclusion</p> <p>Cancellation</p> <p>Permanent Exclusion (while this outcome may not be given in all cases, it is the likely outcome for the behaviours indicated).</p>

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

Bringing personal technology devices to school is not encouraged by the school because of the potential for theft and general distraction and/or disruption associated with them. The use of mobile phones and other personal technology devices is subject to the following guidelines.

1. These are to be switched off during class time to enhance the learning environment.
2. These will be confiscated by the teacher if used during class time without teacher permission.
3. These confiscated items may be collected from Administration at the end of the school day.
4. If the item is confiscated for a third time it may result in being issued with a letter of non-compliance or school disciplinary action which will result in a meeting with the student, parent/carer and member of administration.

***Student involved in:***

1. recording; and/or
2. disseminating material (through text messaging, display, internet uploading etc); and/or
3. knowingly being a subject of a recording

are in breach of the Student Code of Conduct and will be subject to consequences (including suspension and recommendation for exclusion).

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 a referral to QPS.

The sending of text messages that contain obscene language and/or threats of violence may amount to bullying and / or harassment or even stalking and will subject the sender to disciplinary action and possible referral to QPS. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the Student Engagement Team.

***Security, Theft, Damage and Insurance***

Devices are the sole responsibility of the student. The school accepts no responsibility for the security or safety of

the device. Should damage to the device occur whilst at school by other student/s the school may not be in a position to provide any information regarding the incident.

***Recording Private Conversations and the Invasion of Privacy Act 1971.***

It is important that all members of the school community understand that under the Invasion of Privacy Act 1971, 'a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation'. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which she/he is not a party to publish or communicate the substance or meaning of the conversation to others.

We uphold the value of trust and the right to privacy at Miami State High School. 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) builds a culture of distrust and disharmony and will not be tolerated.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in class is not permitted unless express consent is provided by the class teacher.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of:

- causing embarrassment to individuals or the school
- for the purpose of bullying or harassment, including racial and sexual harassment
- or where without such intent a reasonable person would conclude that such outcomes may have or will occur

***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.

## STUDENT BEHAVIOUR EXPECTATIONS

Our staff are committed to delivering a high quality of education for every student, and believe all adults in the school, whether visiting or working, should meet the same three values in place for students, being respectful, connected and inspired.

### Students

Below are examples of what these values look like for students across the school. In addition, each classroom will have their own set of examples to help students and visitors understand the expectations and meet the standards we hold for everyone at Miami State High School.

#### Respect

- Listen to fellow students' questions in class.
- Put rubbish in the bins provided.
- Use G rated language at school.
- Keep your mobile on silent at school.
- Hand in items you find to the teacher.
- Be honest.
- Respect others space and belongings.
- Say "please" and "thank you".

#### Connect

- Be prepared for class.
- Complete your homework and assignments on time.
- Follow teacher directions.

- Ask for help when you need.
- Do your own work.
- Make a new friend.
- Give someone a compliment.

#### Inspire

- Learn from your mistakes.
- Look for opportunities to help others.
- Take different roles for group work activities.
- Encourage fellow students to do their best.
- Stick up for someone who needs it.

## STUDENT DRESS CODE

Miami State High School is a uniform school and each student is an ambassador for the school. Therefore, the uniform is to be worn in its complete form at school and when travelling to and from school. The Student Dress Code reflects standards approved by the Parents and Citizens Association and is consistent with occupational health and safety and anti-discrimination legislation.

### ***Compliance with the Student dress code***

The school's Statement of Intent takes into account relevant legislation and/or regulations SMSPR- 022: Student Dress Code, and Education (General Provisions) Act 2006 Sections 360 – 363 and section 283. It states that a student dress code consists of an agreed standard and items of clothing, which may include a school uniform that state school students wear when:

- Attending or representing their school
- Travelling to and from school; and
- Engaging in school activities out of school hours.

Student dress codes provide clothing that aims to contribute to a safe and supportive teaching environment through:

- Ready identification of students at school
- Fostering a sense of belonging; and
- Developing mutual respect among students by minimising visible evidence of economic or social differences.

***Inappropriate dress refers to clothing or apparel worn by students that is deemed to be***

- Offensive;
- Likely to disrupt, or negatively influence normal school operations;
- Unsafe for student or others; and
- Likely to result in a risk to health and safety of student or others.

**YOU ARE BREACHING THE STUDENT DRESS CODE**

Students should be in full school uniform every day. If it is unavoidable, then on these rare occasions you must present to your Dean of Students prior to 8:45am to be provided with appropriate uniform items. Students who are breaching the student dress code will be recorded as non-compliant with school routine and items will be requested to be removed by a staff member. Failure to do so may result in the student being sent home until corrected. Students who are recorded as breaching the student dress code more than twice in one term may be issued with a letter of non-compliance or school disciplinary action which will result in a meeting with the student, parent/carer and member of administration.

**School uniform**

The formal school uniform is compulsory when representing Miami High, for example awards assemblies and evenings, external excursions and school photo days. Short and skirt length must not extend above or below the knee cap. The wearing of the formal and sport uniform is not to be mixed. The wearing of the Winter Uniform and Miami Jumper is not to be mixed.

**Formal Uniform**

Female Shirt – Miami Blouse (to be worn with provided pip) – White (Senior) / Blue (Junior)

Male Shirt – Miami Shirt – White (Senior) / Blue (Junior)

Senior Tie - to be worn with male shirt - standard school days (optional) / formal events (mandatory)

Female Skirt – Miami Navy (knee length)

Shorts – Miami Navy (knee length)

Trousers – Miami Navy (optional)

Socks – Miami/White Anklet/Crew and must be visible above the shoe

Shoes – Fully enclosed all black shoes

Winter Jacket

Stockings – Navy or Black

**Sport uniform**

Shirt – Miami Polo – White (Senior) / Blue (Junior)

Shorts – Navy Blue

Socks – Miami/White Anklet/Crew and must be visible above the shoe

Shoes – Fully enclosed all black shoes

Miami Winter Tracksuit Pants (Term 2 & 3 only)

School Cap/Bucket Hat must be worn for all outdoor timetabled class activities and during break times when out in the sun, 'No Hat, No Play'. No beanies, scarves or hoodies. No long sleeve undershirts to be worn. All undershirts must not be visible.

**School Bag**

The school requires students to have a backpack with two adjustable shoulder straps allowing the bag to be worn on the back. This requirement is to ensure correct posture and safety for our students. Students may use an additional bag of any description to carry extra resources e.g. sporting attire, laptop etc.

**Footwear Code**

FORMAL AND SPORT UNIFORM - MUST be all black fully enclosed lace shoes.



UNACCEPTABLE – high tops, slip ons, ballet flats, platforms, boots and any shoes where the top of the foot is exposed, or the sole is flat.

**Hair**

Hair is to be clean, neat and tidy and the minimum length is a number 2 blade. Extreme hairstyles or significant variations in hair length (e.g. mohawks, shaved sections, tracks, dreadlocks, cornrows and rats' tails) or colour are not acceptable. Natural tonings only are allowed. Appropriate hairstyles will be determined by the Principal.

**Jewellery**

A watch, one flat ring band and one or two pairs of sleepers or studs for pierced ears, is the only jewellery to be worn with the school uniform. A maximum of two (2) earrings/studs are to be worn per ear. If studs are worn, they must be flat against the ear. No spacers, expanders or spikes are permitted.

No other body piercing of any material is allowed whether it be covered or disguised. One clear nose stud may be accepted upon approval by a Deputy Principal.

The maximum diameter for a set of earring sleepers is 10mm.

The stud must have a post and the length of the post must be no longer than 10mm. The post must be secured at the back of the lobe with a butterfly clip. Any other ear adornment is not acceptable.

**Makeup**

Only makeup of a natural appearance. Only clear nail polish to be worn.

No acrylic or fake nails in line with Workplace Health & Safety. No eyelash extensions.

No coloured eye lenses.

**Tattoos**

Any visible tattoo must be covered with a skin toned sleeve at all times.

Any exceptions to the above policies will need to be approved by the Principal.

**BULLYING**

**REPORT...INVESTIGATE...RESOLVE**

The agreed national definition for Australian schools describes bullying as

- Ongoing and deliberate misuse of power in relationships through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm;
- Involving an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening;
- Happening in person or online, via various digital platforms and devices and it can be obvious (overt) or hidden (covert), Bullying behaviour is repeated, or it has the potential to be repeated, over time (for example, through sharing of digital records)
- Having immediate, medium and long-term effects on those involved, including bystanders. Single incidents and conflict or fights between equals, whether in person or online, are not defined as bullying.



Behaviours that do not constitute bullying include:

- Mutual arguments and disagreements (where there is no power imbalance)
- Not liking someone or a single act of social rejection
- One-off acts of meanness or spite
- Isolated incidents of aggression, intimidation or violence.

However, these conflicts are still considered serious and need to be addressed and resolved. At Miami State High School our staff will work to quickly respond to any matters raised of this nature in collaboration with students and parents.

When a student continually refuses to abide by the Student Code of Conduct the following support processes and programs might be instigated.

These include:

- Deputy Principal /HOD/Dean depending upon the student and circumstances
- Appointment of a Case Manager
- Meet with the school's Guidance Officer
- Discipline Improvement Plan or Support Plan
- Appointment of adult/student mentor at school to provide positive communication and strategies with student e.g. class teacher as identified by student
- Out of school program – e.g Industry Liaison Officer, Transition Pathways Officer
- Formal Mediation
- Range of student support programs

### **Consideration of Individual Circumstances**

Ultimately, the severity of disciplinary outcomes is determined by the school Principal based on an assessment of the totality of the alleged misbehaviour, the consequences of the said misbehaviour and the student's personal circumstances (including their behaviour history).

### **RELATED LEGISLATION**

- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Anti-Discrimination Act 1991
- Commission of Children and Young People and Child Guardian Act 2000
- Judicial Review Act 1991
- Workplace Health and Safety Act 2011
- Workplace Health and Safety Regulation 2011
- Right to Information Act 2009
- Information Privacy (IP) Act 2009

### **RELATED DEPARTMENTAL PROCEDURES**

- Safe, Supportive and Disciplines School Environment
- Inclusive Education
- Enrolment in State Primary, Secondary and Special Schools
- Student Dress Code
- Student Protection
- Hostile People on School Premises, Willful Disturbance and Trespass
- Police and Child Safety Officer Interviews with Student, and Police Searches at State Educational Institutions
- Acceptable Use of the Department's Information, Communication and Technology (ICT) Network and Systems

- Manage Electronic Identities and Identity Management
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students
- Temporary Removal of Student Property by School Staff

#### RELATED RESOURCES

- National Safe Schools Framework
- National Safe Schools Framework Resource Manual
- Working Together resources for schools
- Cyber safety and schools resources
- Bullying. No way!
- Take a Stand Together

#### KEEP CONNECTED



Schoolzine is our main platform for communication used by the Principal, Year Level Deans & Deputy Principals for all relevant and up to date information including newsletters emailed to you directly.

#### FACEBOOK & INSTAGRAM

Like & follow us on Facebook & Instagram for all school updates



@MiamiStateHighSchool



@MiamiStateHigh

## STUDENT RESOURCE SCHEME INFORMATION 2024

### Terms & Conditions

Miami State High School is funded primarily by the State Government to meet the costs associated with the provision of instruction, facilities and administration for the education of all students. Parents/Carers do not contribute to the provision of these basic services. This provision is commonly referred to as “free education”.

Other costs associated with providing for a student’s education are not free. Schools are authorised under *Chapter 3, Section 51, Education General Provisions Act 2006* to charge fees for a range of services.

The **Student Resource Scheme** is designed to assist parents to meet the costs of textbooks and other learning resources required by students for their education. Whilst the scheme is voluntary, parents will find it provides considerable savings over sourcing and purchasing all textbooks and resources.

All books and equipment remain the property of the school and must be returned at the end of each term and on leaving the school. Students are responsible for keeping all loaned books and equipment in good condition.

Books damaged or lost must be paid for before further books are issued.

The Principal may refuse admittance to the scheme if payments are overdue or a history of loss or damage to books and equipment is recorded.

In return for a participation fee agreed to each year by the school Parents & Citizens Association the scheme provides:

1. Books and Resources that are issued in the first week of each academic term to participating members of the Student Resource Scheme
2. Term loan of textbooks used everyday
3. Short term loans (e.g. plays, novels, and poetry for English). These are issued for restricted periods of time.
4. Use of class sets of books and reference materials
5. The necessary range of teacher prepared notes and/or student worksheets in all subject areas
6. Use of equipment, consumable materials and photocopies for a range of subjects across all year levels
7. Student diary
8. Student computer printing (nominal amount)
9. Photographic ID card. Replacement ID card is \$11.00 (including GST)

#### Items not covered include

- General stationery items
- Cost of transport/admissions for excursions
- Costs of materials for practical areas, e.g. take home cookery, extension activities, manual arts, art and photography projects
- Non-Curricular activities such as end of year functions, socials, school formal, excursions and camps
- Interschool Sport

#### Extra-curricular programs are non-compulsory activities.

*Departmental policy FNM-PR-018: Student Resource Scheme* provides that before a student can be considered for any school activities such as school excursions, camps, ski trip, school based traineeships and apprenticeships, formals and semi-formals, a parent who has joined the scheme is expected to have:

- Fully paid the fees or
- Paid the fees up to and including the term in which the school activity takes place or
- Made regular on-going payments through Centrelink, as previously arranged with the school’s Accounts Payable Officer.

A student may be excluded from extra-curricular activities for non-payment of fees where the fees have accrued over an extended period. Access may be withheld even if the student is presenting payment specifically for the extra-curricular activity.

**Resource scheme arrangements:**

1. The Queensland Government Textbook and Resource Allowance, which is paid directly to Queensland Schools, supports this scheme. The Textbook and Resource Allowance is paid only once in any calendar year, regardless of the number of schools the student attends. Such payment assists the acquisition/expense of all learning texts and materials for each student's selected subjects.
2. The Student Resource Scheme charges will be in addition to the Government Textbook Allowance.

**Payment:**

By providing you with convenient 24 hour access to make payments, the school offers the following methods:

**Internet Banking – Direct Payment in School Bank Account**

**Account Name:** Miami State High School General A/C      **BSB:** 064-404      **Account Number:** 00090020

**Reference Details:** Student EQ ID Number or Student Name.

**Centrelink Deductions – Resource Scheme Only**

Full payment or first Centrelink instalment is required by **1 February each year**. All fees must be **finalised by end of term 3 each year**. Please complete *the Student Resource Scheme Participation Agreement Form* and return to the school. For further information please contact Angie, Accounts Receivable Officer on (07) 55540330 or email [cnowi1@eq.edu.au](mailto:cnowi1@eq.edu.au).

**In Person – Payment by Credit Card, EFTPOS, Cash**

Opening Hours: TUES / WED / THURS 8.00am to 12.00pm (CLOSED MONDAYS AND FRIDAYS)

Payment can be made in person at the Finance Window on the days/times noted above only.

Student Payment Times: before school or during first break.

**By Phone – Payment by Credit Card Only**

Please pay via BPoint by calling 1300 631073. Please quote CRN and invoice number as identified on the BPoint box on your invoice. The school is no longer able to take credit card payments over the phone due to increased security measures in place by the Department. Please have your credit card details ready when you call. Please be aware that payments **must be paid 48 hours prior to the excursion closure date**.

**Bpoint – Credit Card Payment into School Bank Account**

BPoint allows you to pay 24 hours a day, 7 days a week. This can also be used for regular direct debits from your credit card to the school. BPoint can be accessed through the QParent Smartphone App or by visiting [www.bpoint.com.au/payments/dete](http://www.bpoint.com.au/payments/dete).

**Receipts**

Receipts will always be given for payments made over the counter and will always be available on request for payments made by Internet Banking.

**Refunds:**

Students who leave the school after fees have been paid, will be issued a pro-rata refund (**upon the return of ALL textbooks, materials, library books and sports uniforms in good condition and full payment of any outstanding subject fees**).

**The following conditions apply to the student resource scheme:**

1. It is the student's responsibility to keep loaned books in a good and clean condition. If books are lost or damaged by the student **full replacement\repair costs** are to be met before further books are issued.
2. Students should not loan books to other students.
3. All books are to be returned prior to the end of each term and upon leaving.
4. All books and materials supplied by the scheme remain the property of the school and must be returned when a student leaves.
5. The fee, including the government textbook allowance, is reduced on a pro-rata basis for student enrolling at the school after first term.
6. A pro-rata refund will be made for students leaving the school having paid the participation fee. Refunds are based on the full charge (which includes the Textbook Allowance and hire scheme fee). No fees are reimbursed after the end of October.
7. Books and resources provided under the scheme will not be issued to students whose parents/carers choose not to participate.

8. The Principal may refuse to admit a student to the scheme if there are hire payments overdue from previous years.
9. Parents or Carers who have entered into the Student Resource Scheme Agreement must have fully met their payment obligations in order for their students to participate in any non-curriculum based activities (including end of year functions, ski trips and school formals) *FNM-PR-018*
10. Parent/carers will be notified if the account falls into arrears and it is expected payment will be promptly received. If after appropriate notification payment is not received the matter will be sent to Education Queensland's debt collection agency. *FNM-PR-005*

### **Non Participant in Student Resource Scheme**

Parents/carers who do not wish to participate in the scheme must inform the school office as soon as possible prior to the start of the new school year. A refund of the Government Textbook and Resource Allowance will be paid to non-participants. Students of families not participating in the scheme will not be permitted to attend non-curriculum activities (such as end of year activities, ski trips, school formals, work experience and school based traineeships/apprenticeships) unless the family has met all their obligations to provide the full range of textbooks and resources necessary to enable their student to participate in all aspects of the curriculum.

### **Parents and Citizens Association Endorsement of Scheme**

The school managed operation of the Student Resource Scheme is discussed at Parents & Citizens Association (P&C) meetings and the continuation of the scheme authorised annually. The P&C is provided with a financial summary prior to the commencement of the scheme for the following year and agrees to the participation fees.

## **BYOD (Bring your own Device)**

### **eLearning Vision**

Miami State High School prides itself in delivering a personal approach to learning. An important aspect of this approach is to make best use of technology to deliver curriculum through 21<sup>st</sup> Century learning. Student access to technology is vital and our belief is that learners should have 24/7 access to their learning and parents the opportunity to support and monitor their children's progress. To achieve this, Miami High will provide junior secondary students the opportunity to bring their own device as part of the BYOD program.

### **Introduction**

The use of personal mobile devices that are appropriate to the student's educational and developmental needs and allows them to transition seamlessly as they learn at school, home and in between. They take advantage of:

- the evolving use of ICT for collaboration and creating of knowledge
- the extensive ability to share information locally and globally
- the growth of online educational environments.

This handbook has been developed as a guide for parents and students about matters concerning the implementation of a Bring Your Own Device (BYOD) program at Miami State High School.

Each parent/caregiver should thoroughly read and understand the content and follow all procedures. This

Information and Procedures Handbook is subject to change with appropriate notification being provided by the school.

### **Participation in BYOD**

This program is available to all year levels.

Parents wishing to apply to participate in the BYOD program should

- read and understand this document
- sign the BYOD Student Participation

All of the above documents can be found in your enrolment package. If parents are considering the purchase of a new device it is highly recommended that they read and understand the minimum specifications table document located on:

<https://miamishs.eq.edu.au/Supportandresources/Formsanddocuments/Pages/Formsanddocuments.aspx>

## Software and Applications

School owned software may only be installed on school owned devices. Some subjects require the use of subject specific software with each having different licensing agreements for private purchase. For installation of subject specific software on BYOD devices the cost, purchase and installation is the responsibility of the parent/care giver as the owner of the device. Some software can be purchased through the school at a discounted rate.

## Charging of devices

Students will be expected to bring a fully charged device to school each day. Attempts to charge devices in classrooms can create a Safety Hazard. The school is not responsible for the provision of power to charge BYOD devices during the school day.

Check device specifications for battery life reference or consult your vendor's technical support

## Wi-Fi

- Students will be provided with the opportunity to connect to the school Wi-Fi network when the following conditions have been met:
  1. Payment of School Resource Levy and School Fees.
  2. Payment of BYOD -Tech Support for network requirements of BYOD devices.
  3. Completion of Acceptable Use Policy and forms. The forms and the device should be brought to the school's ICT Department. To facilitate connection to the school Wi-Fi the ICT staff will require the provision of an Administrator account with password for the device.
- Approved devices that meet the school's specifications should be able to recognise and connect to the school's Wi-Fi.
- Students will be able to connect to the school's internet if the configuration provided by the school's ICT staff is not altered. E.g. some installed third party software (Free Ware), toolbars and changes to the operating environment may interfere with connection to the internet.
- These issues are the responsibilities of the parent.
- Some advice on connectivity and software issues may be able to be provided by the school's technician
- Whilst the device is connected to the school's network the internet connection is filtered and requires user authentication. School level access and filtering restrictions will apply.

## Filtering

What filtering will be provided when students connect their own device/s. The standard filter which is currently provided on the school network will apply to student owned devices as long as they connect to the school network in line with the acceptable use agreement.

While at school the device should not be connected to private networks unless a filtering application is utilised. Access whilst the device is off the school network is determined by, and is the sole responsibility of, the parent.

## Repairs and Maintenance

All maintenance for the BYOD device, operating system, software and/or apps purchased by the family are the responsibility of the family. Families should consider vendor maintenance turnaround timeframes when purchasing student devices.

## Security, Theft, Damage and Insurance

Devices are the sole responsibility of the student. The school accepts no responsibility for the security or safety of the device. Students are responsible for the security of the device and it is recommended that a suitable protective bag be used with the device. Teachers and other staff will not store or hold on to devices.

Should damage to the device occur whilst at school by other student/s the school may not be in a position to provide any information regarding the incident.

We also advise parents to consider purchasing Accidental Damage Protection for the BYOD device. Some House Insurance Policies may cover devices when they are at alternate sites such as the student's school. There may be a requirement to individually list this device. Close examination of these damage protection and insurance documents and consultation with your Insurance provider is highly recommended. Miami State High School does not accept responsibility for damage, loss or theft of BYOD devices.

### Technical Support

ICT Staff will view BYOD devices and address issues regarding connection to the wireless network. If additional issues are apparent at this time some advice may be able to be given however it is the family's responsibility to decide on and implement a course of action. See Appendix 1.

### Current Virus Protection Software

It is mandatory that all devices have Virus Protection Software. Parents are responsible for ensuring it is up to date. The recommendation is that this is set to daily automatic updates with weekly scheduled scans. Microsoft Security Essentials is preloaded on Windows 8 devices and can be downloaded as an add-on for Windows 7 <http://windows.microsoft.com/en-au/windows/security-essentials-download> – it is free. The school's ICT Department will check devices to ensure that virus protection is still current and functioning. Failure to comply will result with access to the Wi-Fi network being removed.

### BYOD Specifications

PLATFORM	Windows PC (Preferred) Apple Macintosh (Allowed)	
	MINIMUM REQUIREMENTS	PREFERRED REQUIREMENTS
PROCESSOR	Intel i3	Intel i5 or higher
RAM		8 GB or higher
STORAGE	128 GB	256 GB or higher
OPERATING SYSTEM		Windows 10 or higher
WIRELESS CAPABILITIES		802.11A or higher
EXTRA FEATURES	1 USB Port Long-life Battery Protective Case Warranty 3 years	2 or more USB ports Long-life Battery Protective Case Warranty 3 or more years
SOFTWARE	Microsoft O365- free download – see tech office for instruction Adobe Suite Provided through schools BYOD scheme	

### What do I need to do if I want to be a part of the BYOD scheme at Miami State High School?

The BYOD device will be examined by an ICT Technician for current Antivirus Software and scheduled scans. If the device meets Miami State High School requirements the school's ICT technician will proceed with the process of configuring the device for connection to the Wireless Network.

### Third Party Website Consents

#### Privacy Notice:

*The Department of Education and Training is collecting your personal information on this form in order to obtain consent for disclosure of a student's personal information to facilitate registration and use of third party web based software identified on the form. The information will be used and disclosed by authorised school employees for the purpose outlined on the form. Student personal information collected on this may also be used or disclosed to third parties where authorised or required by law. This information will be stored securely. If you wish to access or correct any of the personal student information on this form or discuss how it has been dealt with, please contact your student's school in the first instance.*

The use of web based educational resources has risen steadily over the last decade and are increasingly being used by teachers across Queensland to improve student learning outcomes. Our school and teachers make decisions about the best technology to meet the needs of our students. Sometimes it is beneficial for

students to utilise n services provided by third party web based providers. Your student’s teacher wishes to utilise the third party service provider/s listed below to aid students learning. For your student to use the service the teacher will need to

register them as a user. Registration with these providers requires student personal information to be disclosed to the provider of the service. In the case of the services outlines below they are private companies that are hosted outside of Australia. Outside of Australia mean that data that is entered to register for these sites will be stored on servers that are not based in Australia and therefore are not bound by Queensland’s privacy laws. Registration may include the following information about your student;

- Student Name
- Student ID
- Age
- Year group
- Class Teacher and
- Student school email

However, teachers will assure at all times that the least amount of student information will be used for registration such as school email and student MISID whenever possible. We need your permission for the registration and use of these sites by your student. *Note: it is not compulsory for you to provide this consent – if you decide not to provide consent this will not adversely affect academic achievement, or any relationships with teachers of the school.* Before you complete this consent form it is important that you understand the reasons that these websites collect this information, what will be done with it, who else may have access to it and where the data is stored. This information can be found in the hyperlinks below referring to each website’s terms and conditions and-or privacy policy. Please read these and ensure that you understand the implications of using this service before giving your consent. If you have any queries around the storage of student’s information, please feel free to contact Michaela Hoy – HOD Digital Innovation.

Below are the Third Party Web Based Service providers:

**1.Name of Provider: DAYMAP**

Type of Service: Schools Student and Parent Learning Management System

Terms of Use: <http://www.daymap.neU#!privacy-policy/cBOg>

Privacy Policy: <http://www.daymap.neU#!privacy-policy/c80g>

File Storage: Cloud based servers in Australia

**2. Name of Provider: Turnitin**

Type of Service: platform which allows for the upload of student written works which is marked and also assessed for plagiarism.

Website: Accessed through DAYMAP

Terms of Use: [http://turnitin.com/en\\_us/about-us/privacy#usage](http://turnitin.com/en_us/about-us/privacy#usage)

File Storage: Cloud based servers in USA

**3. Name of Provider: Clickview**

Type of Service: ClickView curates the best educational videos from renowned content providers and free-to-air TV channels.

Website: <https://www.clickview.com.au/>

Terms of Use: <https://www.clickview.com.au/terms-and-conditions/>

Privacy Policy: <https://www.clickview.com.au/privacy-policy/>

File Storage: Cloud based servers in Australia

**4. Name of Provider: Education Perfect**

Type of Service: Education Perfect is an online resource for language learning.

Website: <https://www.brainhq.com>

Terms of Use: <https://www.brainhq.com/en-us/terms>

Privacy Policy: <https://www.brainhq.com/en-us/privacy>

File Storage: Posit Science

**5. Name of Provider: OnGuard**

Type of Service: Safety training program

Website: <http://www.1300acepro.com/OnGuardACEPro2014/content/login.asp?schoolKey=miamishs.qld>

Privacy Policy: [http://www.1300beonguard.com/privacy\\_policy.htm](http://www.1300beonguard.com/privacy_policy.htm)



## JUNIOR UNIFORM PRICE LIST 2024

Uniform Shop open: Tuesday, Wednesday and Thursday  
8am-10am (days and hours subject to change)

DAY UNIFORM (Year 7, 8 and 9)		
<i>GIRLS</i>		
Item	Description	Price \$
Blouse	Blue striped blouse with royal blue pip	45.00
Skirt	Navy - knee length	55.00
Shorts	Navy – above knee	55.00
Socks	White anklet	(not available from school)
Shoes	Fully enclosed all black shoes (no boots, platforms, hightops or slip ons)	(not available from school)
<i>BOYS</i>		
Item	Description	Price \$
Shirt	Blue striped shirt	45.00
Shorts	Navy – knee length	55.00
Socks	White crew	(not available from school)
Shoes	Fully enclosed all black shoes (no boots, platforms, hightops or slip ons)	(not available from school)
SPORTS UNIFORM		
<i>UNISEX</i>		
Item	Description	Price \$
Shirt	Modern Royal polo	40.00
Shorts	Navy shorts	35.00
Socks	White school socks with Miami High logo	
	<ul style="list-style-type: none"> <li>• Anklet</li> <li>• Crew</li> </ul>	15.00 15.00
Shoes	Fully enclosed all black joggers with laces (no boots, platforms, hightops or slip ons)	(not available from school)
Hats	Navy Bucket hats or caps	15.00
WINTER UNIFORM		
<i>UNISEX</i>		
Item	Description	Price \$
Jacket	Navy zip jacket	75.00
Track pants	Navy track pants	55.00
Tracksuit combo	Both jacket and pants	120.00

PLEASE NOTE: All prices quoted are subject to change

## SENIOR UNIFORM PRICE LIST 2024

Uniform Shop open: Tuesday, Wednesday and Thursday  
8am-10am (days and hours subject to change)

DAY UNIFORM (Year 10, 11 and 12)		
<i>GIRLS</i>		
Item	Description	Price \$
Blouse	White blouse with navy blue pip	45.00
Skirt	Navy - knee length	55.00
Shorts	Navy – above the knee	55.00
Socks	White ankle	15.00
Shoes	Fully enclosed all black shoes (no boots, platforms, hightops or slip ons)	(not available from school)
<i>BOYS</i>		
Item	Description	Price \$
Shirt	White collard shirt	45.00
Shorts	Navy – knee length	55.00
Socks	White crew	(not available from school)
Shoes	Fully enclosed all black shoes (no boots, platforms, hightops or slip ons)	(not available from school)
SPORTS UNIFORM		
<i>UNISEX</i>		
Item	Description	Price \$
Shirt	White polo	40.00
Shorts	Navy shorts	35.00
Socks	White ankle	(not available from school)
Shoes	Fully enclosed all black joggers with laces (no boots, platforms, hightops or slip ons)	(not available from school)
Hats	Navy bucket hats or caps	15.00
WINTER UNIFORM		
<i>UNISEX</i>		
Item	Description	Price \$
Jacket	Navy zip jacket	75.00
Track pants	Navy blue pants	55.00
Tracksuit combo	Jacket and tracksuit pants	120.00

PLEASE NOTE: All prices quoted are subject to change

## General Stationery

Pencils	Scissors	Highlighters	
Pens (Blue, Black, Red)	Glue Stick	Ruler	Eraser
Whiteboard Marker X 2 Pencil	USB	Sharpener	Coloured
Casio FX82 au Scientific Calculator			

## Subject Specific Stationery

<b>ARTS</b> (Drama, Media, Music, Visual Arts)	Provided in class or advised once students begin specialist Strand of the Arts.
<b>COMPUTER STUDIES</b>	USB stick - 2 GB or bigger 1 x A4 48 page Exercise Book
<b>ENGLISH</b>	2 x A4 128 page Exercise Book 2 x A4 48 page Exercise Book
<b>HOME ECONOMICS</b>	A4 68 page Exercise Book
<b>INDUSTRIAL TECHNOLOGY &amp; DESIGN</b>	2 x 4H Pencils 2 x 2H Pencils 1 x A4 48 page Exercise Book
<b>MATHEMATICS</b>	A4 128 page Exercise Book
<b>PHYSICAL EDUCATION</b>	A4 128 page Exercise Book
<b>SCIENCE</b>	Coloured Pencils 1 x A4 128 page Exercise Book
<b>JAPANESE/SPANISH</b>	2 x A4 128 page Exercise Book Coloured Pencils Display Folder A4 Manila Folder A4
<b>HUMANITIES</b>	1 x A4 128 page Exercise Book

## WELCOME TO SURFSIDE BUSLINES SCHOOL TRANSPORT QLD

Surfside Buslines proudly provides school transport services to as many as 90 primary and secondary schools in Qld.

Surfside has built strong partnerships within and around school communities to ensure a safe and comfortable journey to and from school.

We endorse and actively promote the State Government's Code of Conduct to encourage safe and courteous behaviours from all passengers.

## GENERAL INFORMATION

Conditions of Travel – Code of Conduct

- ☑ Admittance to the school bus is by bus pass, go card or cash fare.
  - ☑ Bus passes must be presented on entry to the bus morning and afternoon.
  - ☑ Bus passes are for the use by the bearer only.
  - ☑ Bus passes must be shown on request to a Company representative.
  - ☑ Smoking, eating and drinking are all prohibited on the bus
  - ☑ Spraying of aerosols is prohibited on the bus.
  - ☑ Students must conduct themselves in an orderly manner.
- Please visit <http://www.tmr.qld.gov.au/buscode> for a complete copy of the Code of Conduct document.

## ALL BUS PASSES ARE SENT TO SCHOOL FOR COLLECTION

If the child in your care does not have a current bus pass they must pay the cash fare, or use a go card to travel on a school bus.

Visit <http://translink.com.au/tickets-and-fares/fares/current-fares> for information on **concession** fares.

Visit <http://translink.com.au/tickets-and-fares/go-card/new-to-go-card> for information on go cards.

Parents/Guardians, remember it is your responsibility to ensure your child is responsible, confident and equipped to travel to and from school on a bus.

For safety reasons, please take time to familiarise yourself with your child's bus number and route for both morning and afternoon school services.

## FIND YOUR SCHOOL BUS NUMBER

School bus timetables are on our website at <http://schoolbus.net.au/>

OR visit: [www.translink.com.au](http://www.translink.com.au) and use the journey planner to find how to get from home to school using school and regular TransLink services.

## ELIGIBILITY FOR A BUS PASS

The Department of Transport and Main Roads helps eligible Queensland families with the cost of school transport. This assistance is provided under the School Transport Assistance Scheme (STAS) and provides two types of assistance; Distance-based Travel Assistance and Safety-net Travel Assistance.

**Full eligibility details and application forms** are available at:

<http://www.tmr.qld.gov.au/schooltransport>

Once completed, forward applications to:

Surfside Buslines

PO Box 3036

Robina QLD 4230

Fax: 5571 6556

Email: [gcschools@tagroup.net.au](mailto:gcschools@tagroup.net.au)

Please allow approximately ten working days from the time you receive your approval letter from the Department of Transport and Main Roads for us to print the pass and send it to your school for collection.

## FREQUENTLY ASKED QUESTIONS (FAQ'S)

### HOW DOES MY CHILD CATCH THE SCHOOL BUS?

☑ Locate the nearest Translink bus stop\* along the school route.

☑ Get there a few minutes early.

☑ Stand where the driver can see you.

☑ Raise your arm to indicate to the driver you want to board the bus (hail).

☑ Have your bus pass, fare money or go card ready before you board.

☑ When on board, show your bus pass, buy your ticket (including top-up fare if applicable), or 'touch on' your go card to the card reader.

☑ Remember to 'touch off' your go card to the card reader as you leave the bus.

☑ **Under normal operating conditions, for safety reasons students must exit via the front doors of the bus only.**

**Note:** If there are no Translink bus stops in your area, your child can access the school service anywhere along the route where it is safe for the driver to pull over and then pull out.

However, if there are students already gathered nearby, your child should wait with them.

Visit <http://translink.com.au/travel-information/how-to/how-to-use-the-bus> for full instructions.

### IS A SCHOOL BUS PASS VALID ON REGULAR TRANSLINK BUS SERVICES?

Yes, bus passes can be used on both school and regular Translink services.

### HOW DO I REPLACE A LOST OR STOLEN BUS PASS?

**Providing the student has not moved schools or home**, a replacement bus pass can be purchased from your bus driver for \$14.15 **payable in cash only**.

Please print the QLD Application for Replacement Bus Pass Form via the link below;

<http://www.surfside.com.au/documents/school%20bus%20pass/2015-01-12%20School%20Bus%20Pass%20Replacement%20Form.pdf>

Once completed hand to your bus driver with the \$14.15. The driver will issue a receipt for the \$14.15.

The receipt is to be used as a temporary bus pass until the replacement pass has been issued. The replacement bus pass will be sent to your School Administration for collection within five working days.

### WHAT IS THE DIFFERENCE BETWEEN A FULL PASS AND A PART PASS?

**Full passes are printed in black** and allow the holder to travel free of charge from home to and from school. These passengers are fully subsidised by the government.

**Part passes are printed in red** and require the holder to pay a top-up fare. These passengers are only partially subsidised by the government as they are not attending their nearest school.

### WHAT IS A TOP-UP FARE?

Holders of part passes are required to pay a top-up fare **in cash** to the driver in exchange for a paper ticket. (A go card cannot be used to pay the top-up fare.)

These passengers are only partially subsidised by the government as they are not attending their nearest state school. The top up fare is based on the extra distance travelled beyond the nearest school.

The amount of the fare is printed on the pass as a single, daily and weekly amount.

If purchasing a weekly, for best value it is best to do so on a Monday morning as the ticket cannot be rolled over into the next week. The weekly is sold at a discounted rate; 10 rides for the price of 8. For daily or weekly fares the ticket must be kept and shown in conjunction with the bus pass.

**WHEN DO I RENEW MY APPLICATION?**

- ☑ Entering into Grade 7 OR repeating a grade.
- ☑ Changing home address and/or school
- ☑ You must notify your school immediately.
- ☑ Return your old bus pass.
- ☑ The new application should be submitted to Surfside Buslines for assessment.

**IMPORTANT INFORMATION FOR EXISTING BUS PASS HOLDERS**

- ☑ At the end of each school year, please ensure that the current pass is retained to be used in the new school year until the new pass is issued (by mid February)
- ☑ Students with an existing bus pass need only re-apply if their home address has changed, they are repeating a grade, or they are going to a different school in the New Year (this includes moving from Primary to High School).
- ☑ Automatic renewal of some bus passes is a result of a data matching process and relies on the accuracy of information held, all or partly, by Department of Transport and Main Roads, Centrelink, Surfside Buslines and the school your child attends. Please ensure that your child's details are identical and current with each of the above named entities.
- ☑ If you have received a confirmation of continuation letter from the Department of Transport and Main Roads no further action is required. A bus pass should be sent to school for collection in the New Year.
- ☑ For those needing to reapply, to ensure that a new pass is available for the commencement of each school year, please submit new applications prior to the end of November.

Return new applications to:

Surfside Buslines

PO Box 3036

Robina QLD 4230

Fax: 5571 6556

Email: [gcschools@tagroup.net.au](mailto:gcschools@tagroup.net.au)

**DOWNLOAD A FORM TO PRINT**

- ☑ Distance Based Travel Assistance Form
- ☑ [http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF2208\\_Safety Net Travel Assistance Form](http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF2208_Safety%20Net%20Travel%20Assistance%20Form)
- ☑ <http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF3058>
- ☑ Application for Replacement Bus Pass Form
- ☑ <http://www.surfside.com.au/documents/school%20bus%20pass/2015-01-12%20School%20Bus%20Pass%20Replacement%20Form.pdf>

**QUICK LINKS**

Code of Conduct: <http://www.tmr.qld.gov.au/buscode>

Concession fares: <http://translink.com.au/tickets-and-fares/fares/current-fares>

Department of Transport and Main Roads: <http://www.tmr.qld.gov.au/schooltransport>

Go cards: <http://translink.com.au/tickets-and-fares/go-card/new-to-go-card>

Top-Up Fares: <http://translink.com.au/tickets-and-fares/other-tickets/school-ticketsand-fares/bus-school-transport-assistance/top-up-fares-for-translink-operators>

Translink Planner <http://jp.translink.com.au/travel-information/journey-planner>