



THE KOORALBYN INTERNATIONAL SCHOOL STUDENT CODE OF CONDUCT – POLICY 2025

OUR FOUR CORE VALUES

For decades, our small school has been seeking to inspire young people to believe in themselves and embrace the four core values that will equip them for success and happiness well beyond their school years.

Tenacity, Kindness, Integrity and Self-Belief. These four qualities are integral to the identity of our school and the hundreds of proud graduates who have gone before you.

You're part of a proud tradition now. You take on challenges with Tenacity and determination. Your superpower is Kindness and loyalty. Your strength of character comes from your Integrity and honesty. And you believe in yourself...because you know that anything is possible, when you're the best that you can be.

Absol Fiducia : Self Belief

SCHOOL ETHOS:

SAFETY | EXCELLENCE | EQUITY

Resilience | Endurance | Determination |

Perseverance | Grit | Drive

Empathy | Friendliness | Loyalty |
Supportiveness | Charity | Compassion

Honesty | Truthfulness | Sincerity | Reliability |
Honour | Decency

Confidence | Passion | Self-esteem | Dignity |
Pride | Poise | Assurance

TENACITY
KINDNESS
INTEGRITY
SELF-BELIEF

SECONDARY SCHOOL DAILY ROUTINE

IMPORTANT :: Day Students are not permitted to enter school grounds until 8:15am as there is no supervision provided before 8:15am daily. You are to arrive at school between 8:30am and 8:45am and must remain inside school grounds in your designated area.

8:45am to 9:00am :: MORNING ASSEMBLY

A long continuous bell will signal your IMMEDIATE and orderly movement to Form Room. You are to assemble in a quiet, orderly line - girls in front, boys behind (or as instructed by your form teachers). You are required to bring your school laptop, all books and stationery you require for Period One and any notes from parents/carers. At Morning Assembly/Form Class your school laptop is checked, your uniform is inspected and notes or forms from parents/carers are collected.

9:00am to 10:30am :: SESSION ONE (1)

From Assembly/Form Class you are to walk quietly as a class group directly to your Period One classroom. There is no stopping to go to the toilet or to have a drink of water, so make sure that you are fully prepared BEFORE Assembly. There is no food or drink permitted in any classroom at ANY time (sealed water bottles are permitted, however).

10:30am to 10:55am :: MORNING TEA

Every class has a designated eating area. You can go to the Canteen to purchase refreshments if required, but generally speaking, the purpose of Morning Tea is to eat, drink, go to the toilet and get yourself organised for Period Two.. It should not be spent playing. Students are not to bring any nuts or nut products to school as there are several students with severe nut allergies and skin contact with trace nut oils could trigger their allergies.

10:55am to 12:30pm :: SESSION TWO (2)

At the sound of the bell, you have 5 minutes to get organised and move in an orderly fashion to your classroom. You should be standing outside your classroom in two lines... girls against the wall and boys (or as instructed by your teacher), against the outer corridor, leaving a gap between for people to pass freely.

12:30pm to 1:10pm :: LUNCH

The rules for Canteen and eating are the same for Morning Tea. You may be permitted to change into your sports uniform if you want to play sports during Lunch, otherwise you remain in your formal uniform and organise yourself for your afternoon class.

1:10pm to 2:45pm :: SESSION THREE (3)

(See notes for Session Two)

2:45pm :: END OF DAY

Students who go home with the school bus are to adjourn in an orderly manner to their designated area until the bell rings. Students are to swipe their bus card when getting on and off the bus.

NATIONAL ANTHEM : Advance Australia Fair

*Australians all let us rejoice, for we are one and free
We've golden soil and wealth for toil, our home is girt by sea.
Our land abounds in nature's gifts of beauty rich and rare
In history's page, let every stage ... Advance Australia Fair.*

*In joyful strains then let us sing
Advance ... Australia ... Fair.*

STUDENT PLEDGE

*As a Kooralbyn student I pledge to believe in myself and
strive to be the best that I can be*

*because anything is possible, when
I'm the best that I can be.*

SCHOOL SONG : We'll Remember

We'll remember ... we'll remember ... we'll remember ...

*We'll remember, each November, how we proudly sang here today. School
will end and soon we're parted, lives uncharted, drifting away. Still inside,
our hope and pride, will help us find our way.*

*Many years from now, I'll see
What my school days meant to me (and so we're singing)*

*Hail Kooralbyn, Our Kooralbyn, side by side, we're never alone.
In our hearts we share a past that holds us steadfast 'ere we roam.
(So) lift our voice in sweet rejoice - Kooralbyn is our home. Lift
our voice in sweet rejoice... Kooralbyn is our (home).*

We'll remember ... we'll remember ... we'll remember (home).

SCHOOL MOTTO : 'Believe in yourself'

Your school motto is '*Absol Fiducia*' (pronounced Ab-sol Fid-oo-shee-ah).

It's Latin and it means 'Absolute Self Belief'. In other words, the motto suggests that you should always believe in yourself, have self-respect and self-confidence in everything that you do.

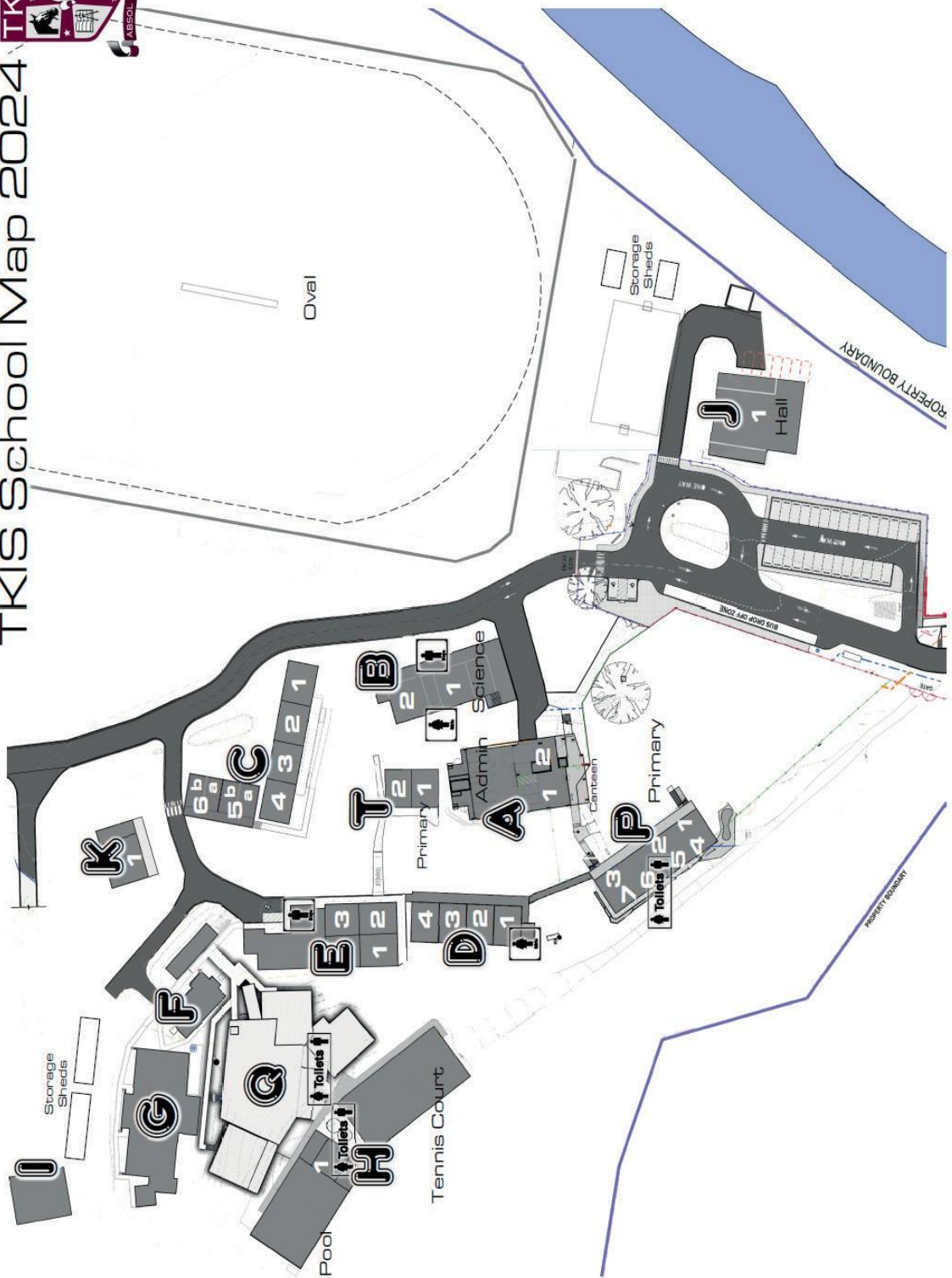
It doesn't mean that you should think you're 'better' than anyone else, but that you ARE as good as anyone else on the planet and that this belief in yourself should be an important part of your daily thinking - to help you overcome the many challenges that life will throw at you.

We all have different strengths and weaknesses of course. Your job is to find happiness and success using whatever unique skills and gifts you have.

It is this school's job to try to help you understand the importance of this motto and to gain true self belief and find success in life.



TKIS School Map 2024



STUDENT CODE OF CONDUCT – DEFINING TKIS EXPERIENCE

SCHOOL GROUNDS

Classrooms (unless supervised by a teacher) are always out of bounds. The roads and car park areas are out of bounds to all students.

Resource Rooms and Computer Rooms are not accessible during morning tea or lunch without teacher approval and supervision.

Access to K Block, H Block and J Block is permitted ONLY with teacher supervision and approval, otherwise any area beyond the E Block PWD car park and C Block is strictly out of bounds.

Penalty for going into out-of-bounds areas is a single Demerit for the first offence and triple Demerits for the second and subsequent offences.

SCHOOL RECEPTION RULES

If you wish to speak with the Principal, School Coordinators, Teachers, Student Services Officer, First Aid Officer, etc, you can report to the Student Counter (A Block) before or after school, during Morning Tea or Lunch without appointment. While you are at the Student Counter (or in Reception), you are expected to wait patiently and QUIETLY at all times. If you have been asked to wait in Reception, you should offer your chair to any adults that may also be waiting (unless you are sick or injured).

EMERGENCY DRILLS @ TKIS

Emergency Drills are held at least once every term at TKIS.

FIRE BELL : A long, continuous ring.

WHAT TO DO : Drop what you're doing. Leave your bags, books, etc. Walk calmly and swiftly to the nearest exit and make your way out to the Main Oval. Assemble quietly in your class groups and wait for the roll to be marked.

LOCK DOWN BELL : Repeated short rings of 3-second duration.

WHAT TO DO : Stay in your room. Lock all doors and windows. Follow the instructions of your teacher or Principal. If you are outside, head towards the nearest occupied classroom and follow the teacher's instructions.

SCHOOL UNIFORM

Most organisations believe that self-discipline and self-control shows in your personal appearance and grooming. Out in the real world, organisations want their customers to have a sense of confidence and trust in their staff, so they ensure that their staff present a consistent image (or ‘brand’) to the public. This is why successful corporations require their management and staff to dress in strict business attire (suit, tie, polished shoes, blazers, work uniforms, etc). Since the purpose of a school is to prepare you for ‘the real world’, good schools also adopt this policy of a strict dress code...a school uniform.

You might not be able to understand this right now, but research and statistics from around the world have proven that, generally speaking, the most successful private schools in the world (i.e. the schools with the most successful graduates), are also the schools with the highest dress standards.

So here’s a pretty simple fact for you to remember...

The higher your school’s dress standards, the more your teachers ‘hassle’ you about your uniform and grooming, the harder you work to ensure your uniform is clean, neat and properly worn...statistically, the more successful you’re likely to become in life.

MIDDLE & SENIOR SCHOOL UNIFORM

BOYS		GIRLS	
F O R M A L	Blazer (<i>Terms 2 & 3 only</i>)	Blazer (<i>Terms 2 & 3 only</i>)	
	Striped shirt	Striped blouse	
	Grey trousers (long)	Grey pleated skirt or grey trousers (long)	
	Grey TKIS socks	White TKIS socks	
	Black laced leather shoes & belt	Black laced leather shoes	
	School tie	School tie	
	Felt hat	Straw boater hat	
	Maroon school bag with white TKIS crest		
S P O R T	Sports polo shirt	Sports polo shirt	
	Maroon shorts	Maroon shorts	
	Sports cap	Sports cap	
	'Proper' sports shoes* (preferably white and <u>not</u> fashion oriented trainers		
	that don't provide sufficient support) and TKIS sports socks		



Boys are permitted to wear TKIS grey school shorts and TKIS long grey school socks at

school during summer months but long trousers are required at all formal occasions such as Anzac Day, Memorial Day, Presentation Nights, etc.

Girls are permitted to wear TKIS grey long trousers at school but skirts are required at all formal occasions such as Anzac Day, Memorial Day, Presentation Nights, etc.

Certain subjects recommend special uniforms like lab coats (Science), TKIS work uniform (Agricultural Practices), rash shirts and caps (Swimming). Teachers will inform you of any special requirements.

DRESS AND GROOMING STANDARDS

Your school works hard to maintain the highest dress and grooming standards it possibly can. It does this for many reasons, including...

- establishing an enviable reputation for the school, its history and traditions that benefits YOU.
- removing competition about superficial things (like who's got the coolest clothing, hair-do, jewellery, etc.) and encouraging you to focus on the intrinsic things inside you that ACTUALLY DO make you unique and valued.
- helping you practise some of the good habits of successful people: like self-discipline and respect for others, by presenting you with a difficult challenge (i.e. the challenge of doing something that you don't want to do, e.g. wear a hat that messes up your hair-do...but helping you find the tenacity and inner-strength to do it anyway).

UNIFORM:

1. The full UNIFORM (either FORMAL or SPORTS) is required when entering or leaving school grounds, attending daily classes, going to and from school including while on (or waiting for) public transport or school buses (hats to be removed inside vehicles).
2. Hats are ALWAYS to be worn when outside and NEVER to be worn inside.
3. Hats are to remain externally unmarked and in good condition.
4. Maroon school bags (with the school crest) are the only bags permitted. A small identification dangle is encouraged to be attached, as long as it does not represent a WH&S risk.
5. A sun sleeve in grey or maroon (without ANY lettering or markings) can be worn on the arms and/or legs with formal or sports uniform to protect against exposure to the sun.
6. A plain grey or maroon scarf (without ANY lettering or markings) may be worn with the formal or sports uniform during Term 2 and Term 3.
7. Girls are permitted to wear standard grey or black tights instead of white TKIS socks in Terms 2 and 3.
8. Some mastery programs (secondary school) have separate mastery uniform dress codes (e.g. dance and athletics are permitted to wear less conservative clothing during practical classes). However, outside the classroom/lesson (i.e. before school, during recesses and after school) students must always be dressed in their standard sports uniform.
9. The only item permitted to be worn on the wrist is a wristwatch (refer to rules regarding Smart Watches below)

10. FORMAL UNIFORM:

- a. Formal skirts (female) are to be worn so that the hem of the skirt is on or below the knee.
- b. Belts (with formal male uniform) are to be plain black leather with a simple non-ornamental buckle.
- c. All buttons on formal shirts (male) and blouses (female) are to be fastened at all times.
- d. The knot on the school tie is to be "just touching" the join of the collar.
- e. Standard black leather lace-up college shoes (Velcro permitted for Prep-Grade 2 students) with standard TKIS socks are required with the formal uniform (other than Point 7 above).
- f. Boys shirts are to be tucked in and the belt is to be worn just above the hip bones.
- g. The formal blazer cannot be substituted by a track jacket.
- h. Senior or representative jackets and jerseys cannot be worn during assembly or during formal occasions.

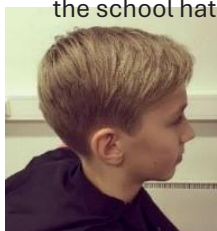
DRESS AND GROOMING STANDARDS

10. SPORTS UNIFORM:

- a. The format of the timetable may enable students to wear their sports uniform throughout the school day (arrive and depart in their sports uniform). This will be announced on a term by term basis when applicable.
- b. Students are to change into their sports uniform or formal uniform as required in the break just prior to the lesson. If HPE is in P1 then students can come to school in sports uniform and then change into formal uniform after the HPE lesson.
- c. The school sports cap must be worn with the brim to the front.
- d. Only the first one or two buttons are required to be fastened on the sports (polo) shirt.
- c. The collar of the sports shirt may be turned up for sun protection.
- d. Sports shoes and TKIS sports socks are required to be worn with the sports uniform.
- e. A jumper and/or track jacket are the only items able to be worn over the sports uniform.

GROOMING:

1. Hair must be neat, of a conservative style, of a natural colour and allow for the wearing of the school hat in a normal manner



2. Hair must be styled in a way that both ears and eyebrows are always visible.
3. For boys, hair must be short and a similar length all over and should not touch the collar.
4. For girls, hair that would otherwise touch the collar must be kept off the collar by use of:
 - a. plain maroon, white or black hair tie(s) and ribbon(s).
 - b. tied in a ponytail, plaits or braids (a maximum of 2) or a low sitting bun.
 - c. simple hair pins may be used.
 - d. a plain maroon or black, horseshoe-shaped headband (max, 25mm width) may also be used to keep hair off the face.
5. No make-up, nail polish, false nails, false eyelashes, body art or visible body piercing of any kind is permitted (other than that outlined in Point 6, below). Nails must be kept below the tips of fingers at all times.

DRESS AND GROOMING STANDARDS

6. For female students, a single, small simple stud may be worn in each ear lobe. Any studs that are not simple will need to be removed.
7. Male students are to be clean shaven at all times.
8. Nails should be kept clean and a length suitable for Health and Physical Education classes

OTHER:

1. The chewing of gum of any kind is banned while wearing a TKIS school uniform.
2. Outside of school, students are required to be either **fully** in uniform or **fully out of** uniform (e.g. if a student is in a shopping centre wearing any part of our school uniform, they must be wearing their full school uniform – sports or formal.)

CONSEQUENCES:

The consequences for not meeting the uniform and grooming standards either when you first arrive at school or throughout the day are:

- Verbal warning: if student rectifies matter immediately and with good grace then that is the end of the matter.
- Warning not taken and/or not acted on with good grace and immediately: Demerit
- Repeat failure to meet the uniform and grooming standards may result in a meeting with Coordinators
- Continued failure to meet the uniform and grooming standards will result in a student, parent/ carers and Principal meeting

Hey...how am I supposed to express my individuality wearing all this? You're not. This is a school for young adults who want to demonstrate their ability to accept a standard dress code. You can express your individuality through written and oral expression, excelling at sports, artistic or scientific endeavours, demonstrating community leadership and hundreds of other, more beneficial ways.

THE 18 SAFETY RULES AT TKIS

Your safety and protection is our first and most important concern.

1. No student should put themselves in danger. If you believe that obeying an instruction from a teacher would put you at risk of injury or harm, politely state: "Safety Rule 1" and request to not obey the instruction. Remember, 'Safety Rule 1' is for your protection. It is unlikely that you will ever need to use it. Abuse of it (using it to get out of doing something you just don't want to do) will probably result in your expulsion from the school.
2. No student should be alone in a room with any one staff member. If you find yourself in a room alone with a teacher, politely mention "Safety Rule 2" and leave the room. You can continue the discussion outside.
3. Bullying, threatening, teasing or coercive behaviour etc. Do them and you will be expelled from the school.

THE 18 SAFETY RULES AT TKIS

4. If you see anyone being bullied, teased, threatened, etc, at this school or by anyone from this school (whether the person being bullied is you or someone else), you must report the incident IMMEDIATELY to a teacher, School Coordinators or the Principal.
5. Students at TKIS do NOT call people by nicknames or anything else other than the person's name. What you might think is funny or friendly, someone else might think is cruel, hurtful or offensive.
6. Any adult on school grounds that is not known to you as a teacher, staff member or parent, (or who is not wearing a school ID or Visitor's badge) must be reported IMMEDIATELY to reception.
7. You do NOT accept lifts to or from school from anyone other than your parents, or someone you know your parents/carers have authorised. Reception should be informed at all times about such authorised transport.
8. No one touches anyone at this school unless they do so in supervised sport or classroom activities. This means there is no touching...either affectionately or otherwise at TKIS.
9. There is no dangerous play at this school...no pushing, no throwing objects of any kind (unless within supervised sport), no playing pranks like pulling out chairs, tripping, pushing in on lines or shoving.
10. No student is permitted to open a closed door without a teacher's permission.
11. No student or students should be alone in a room without teacher supervision.
12. Hats and sun protection are to be worn outside at all times.
13. Shoes and appropriate footwear are to be worn at all times.
14. Bags (or other objects) left on any Fire Exit route will be removed and safely stored in the Student Counter office, where they can be collected by students who will then be issued Demerits.
15. Potentially dangerous animals (snakes, kangaroos, spiders, etc) are to be reported to reception IMMEDIATELY and NEVER touched by a student.
16. Students are not to bring any nuts or nut products to school as there are several students with severe nut allergies and skin contact with trace nut oils could trigger their allergies. Also, glass containers and hot water are not to be brought to school, as they pose a huge safety concern, not only to your child but to others.
17. Students are not to bring any illegal items to school, or things that could be mistaken for illegal items such as combs that look like butterfly knives, etc.
18. If you consider the behaviour or conduct of any staff member at this school 'inappropriate', you must report the incident immediately to the School Principal or Coordinators who will take appropriate action including where necessary, reporting the incident to the appropriate authorities.

Mobile Phones, Tablets, iPads, Smart

Headphones etc

Students are NOT permitted to have mobile phones, iPads, tablets, headphones or other personal entertainment devices in their possession on or around school grounds. Smart Watches are to only be used as a watch and not a communication device. If students are found to be using their Smart Watch as a communication or entertainment device, they will have their smart watch confiscated until the end of the day and a demerit will be issued for first offense and triple Demerits for the second or subsequent offences.

ELECTRONICS POLICY (excerpt)

You are permitted to bring mobile phones and other personal entertainment devices to school.

However, students are to hand in their mobile phones (and/or other electronic devices and equipment that have WIFI connected) upon their arrival to school. There will be a staff member near the front of the school, to assist students and collect mobile phones. All items must be clearly labelled with the student's name. These items (mobile phone, iPod, etc) are then stored safely during the day and are to be collected from the same area, near the front of the school, at the end of the school day.

Students who are found with a mobile phone or other personal electronic equipment in their possession during school hours will have that equipment confiscated. A single Demerit for the first offence and triple Demerits for the second or subsequent offences will be issued to the person found in possession of the equipment (whether that person is the owner of the equipment or not).

OBTAINING THE ITEM AFTER SCHOOL

When leaving school, students can then retrieve their equipment from the B Block undercroft.

Once collected, the items are to be concealed **immediately** in the student's bag and should **not** be used on or around school grounds unless in an Emergency. Confiscated items can be retrieved from the Student Counter at the end of the school day/week/term, at the discretion of the Principal or School Coordinators.

EMERGENCY CALLS

Students can send or receive emergency calls from the Student Counter. Simply go to the Student Counter and explain the situation.

WHY DO WE HAVE THIS POLICY?

There are many objectives of a good school education. None of these objectives require mobile phones or other personal entertainment devices.

One of the objectives of a good school education is to help all students develop social skills, oral communication, the 'art of conversation' and listening skills. It is the school's opinion that these objectives are hindered by such devices.

In the past, mobile phones and other personal devices have been lost while at school which caused considerable stress and wasted human resources trying to locate the missing items.

The school has a 'duty of care' obligation to do its best to ensure that all students are safe while on school premises. Your ability to hear instructions from staff, warning bells (fire bells, etc) can be hindered by the wearing of earpieces, headphones, etc.

Mobile phones (even if stored in someone's bag and left unanswered) can disrupt classes by ringing.

Student ICT

To ensure the security of TKIS's Information Communication Technology (ICT) facilities, protection of user privacy and perpetuation of professional integrity, the following security measures are required of all ICT users, including while using school owned devices at home or personal computing devices at school. This policy operates in conjunction with all TKIS rules, policies and procedures.

1. General Use of ICT Facilities (Personal or School owned)

- 1.1. The ICT facilities are provided for educational purposes.
- 1.2. Illegal, immoral, unethical, nuisance or harmful activities are strictly forbidden.
Specifically, users are not to:
 - 1.2.1. access, publish or distribute information/data or participate in activities that are illegal, immoral, unethical or that contravene the TKIS ethos;
 - 1.2.2. attempt and/or participate in attempts to harm or destroy data of the TKIS network or TKIS network users;
 - 1.2.3. knowingly access, share, publish and/or distribute information/data or act in a way that may harm others;
 - 1.2.4. harass, menace or bully other users on the Internet, email or TKIS network;
 - 1.2.5. log onto the network using another person's username or password;
 - 1.2.6. breach copyright including, but not limited to, illegal copy, distribution or sharing of software, images, video, music or other published works.
- 1.3. Users may not engage in activities that are detrimental to others. This includes, but is not limited to the following:
 - 1.3.1. downloading or printing large files;
 - 1.3.2. impersonating other people.
- 1.4. Users are expected to abide by the following rules of etiquette:
 - 1.4.1. Be polite;
 - 1.4.2. Use appropriate English language only – no abbreviations, emojis etc. Do not swear or use vulgar language;
 - 1.4.3. Use your own name;
 - 1.4.4. Do not reveal your personal contact details (or anyone else's).
- 1.5. All information on the Internet should be considered to be copyright and should be treated accordingly.
- 1.6. All information accessed via the internet and the TKIS network should be considered confidential, unless explicitly marked otherwise.
- 1.7. It is prohibited to share pictures, images or videos of other people without their written permission.

2. Security Responsibilities - Students

All students have a responsibility to support ICT security policies and procedures and treat your equipment (laptop, chargers, cases, headphones etc) with care.

- 2.1. Under no circumstances should attempts be made to circumvent data security measures; exploit security vulnerabilities; or decrypt secure connections or data without permission.
- 2.2. Personal information/data stored on the TKIS network should be kept to a minimum.
- 2.3. All students are provided with a username and password. Students are required to ensure their 'username' and passwords are kept secure and private. Under no circumstances should the 'username' nor password be shared with other people.
- 2.4. Students will be held responsible for all activities that originate from their accounts.
- 2.5. All security, access or performance problems should be reported to IT Support. Illegal, immoral, unethical or harmful activities should be reported to the School Coordinators or Principal.

Student ICT Policy (cont'd)

3. Security Responsibilities – TKIS IT Services

TKIS will endeavour to provide an appropriate level of security and resilience of data accessed and stored on our network, but no guarantees are provided. TKIS provides the following services in the maintenance of this agreement:

- 3.1. A secure external connection to data services;
- 3.2. Automatic, regular backup of data stored on the TKIS network;
- 3.3. Regular and persistent electronic intrusion detection and monitoring will be provided. This may be supplemented by incidental – random and selective – checking by IT staff. Such checks will not compromise the privacy of users, except to determine if the actions of a student contravene this policy.

TKIS reserves the right to access student data as part of investigations authorised by the Principal of TKIS or his delegate.

4. TKIS response to inappropriate or unacceptable use

- 4.1. If unacceptable use – any action that contravenes this policy or state and federal laws, or contradicts the TKIS ethos - is identified, TKIS will respond appropriately and in accordance with school policies and procedures.
- 4.2. Appropriate law enforcement agencies and Government authorities may be notified.
- 4.3. Disciplinary action may be taken, including:
 - 4.3.1. Detention;
 - 4.3.2. Temporary or permanent ban of use (both school owned and/or personal device use);
 - 4.3.3. Parent meetings;
 - 4.3.4. Suspension or expulsion from school.
- 4.4. Problems encountered will be addressed by IT Support staff as soon as possible. In the case of a major intrusion or misappropriation of our facilities, services may be suspended to protect privacy, and to re-establish security. Implications of such action for TKIS educative and business processes will be addressed as required by the Principal of TKIS with support from the IT staff.

5. Students bringing Personal Devices to school with permission of teacher/School Coordinators/Principal for classroom use

- 5.1. If personal devices are brought to school for use as part of educational studies, it should only be used for work related purposes under the express permission of a staff member.
- 5.2. Devices must be brought to school with enough battery charge to get through the school day.
- 5.3. All personal devices brought to school are the responsibility of the owner.
- 5.4. Headphones or the like are NOT to be worn in class without permission from the class teacher.
- 5.5. Traffic on school network and Internet will be monitored for appropriate use.
- 5.6. Personal devices may NOT have any of the following:
 - 5.6.1. Rude or inappropriate images, video or audio;
 - 5.6.2. Apps that have content that is inappropriate for children;
 - 5.6.3. Apps that are age-restricted above the age of the student using the device.
- 5.7. It is prohibited to publish pictures, images or videos of other people without their written permission.

WHAT TO DO WHEN...

YOU ARRIVE AT SCHOOL AFTER MORNING ROLL CALL

- Go to the Student Counter and get a late slip.
- Hand the late slip to the teacher of the class you are attending.

YOU NEED TO LEAVE SCHOOL EARLY

- A parent or an authorised person must inform the school in writing. A parent or an authorised person must come to school to sign you out if you leave early.
- At the beginning of the class, inform your teacher you have to leave early and show them the note from your parent/carer. Once your parent or authorised person arrived to collect you, admin will contact your teacher. Go to Reception to meet the person picking you up.
- Your parent or carer must sign you out before you leave school premises.

YOU ARE UNWELL AT SCHOOL

- Inform your class teacher and get permission to go to Sick Bay. If at morning tea or lunch recess, inform the teacher on duty that you are unwell and go to Sick Bay.
- Inform a Student Services Officer you are unwell. If necessary, a parent or an authorised person will be asked to take you home early.

YOU NEED TO LEAVE THE CLASS FOR ANY OTHER REASON

- Ask the permission of your class teacher. Your teacher will make a note in Engage.

YOU ARE ABSENT FROM SCHOOL

- A parent or an authorised person must call the school before 9:00am to report your absence.
- It is not legally acceptable for students to phone the school to report their own absence.
- Grade 11-12 students will require a QCAA approved medical certificate when missing assessments due to illness or sickness.

YOU ARE GOING TO BE ABSENT FROM SCHOOL

- A parent or an authorised person must inform the school in writing.
- For non-emergency situations, as much notice as possible should be given so that other arrangements can be made for assessments and assignments to be completed (if any fall within the period of absence).

YOU ARE UNABLE TO PARTICIPATE IN LEARNING ACTIVITIES OR LESSONS SUCH AS...

SPORT OR SWIM SAFETY LESSONS - GENERALLY

- A parent or an authorised person must inform the school in writing. A copy of the relevant medical notes and information should also be handed to the school.

SPORT OR SWIM SAFETY LESSONS - FOR ONE DAY

- A parent or an authorised person must inform the school in writing. A copy of the relevant medical notes and information should also be handed to the school. This must be handed to your teacher at Morning Assembly.

YOU ARE UNABLE TO WEAR THE FULL SCHOOL UNIFORM

- A parent or an authorised person must inform the school in writing.
- Hand the note to the Student Counter before morning roll call and get a note of exemption for Demerit due to uniform infringement.

YOU NEED TO MAKE AN EMERGENCY PHONE CALL

- Students can send or receive emergency calls from the Student Counter. Simply go to the

WHAT TKIS EXPECTS OF YOU – STUDENT CODE OF CONDUCT cont.

IN GENERAL:

- Students should always abide by the rules of the school and the laws of the State.
- Conduct should always be based on courtesy, commonsense and consideration for others.
- Students should always greet adults and offer assistance to fellow students and visitors.
- Students should always refrain from loud or offensive behaviour.
- Adults should be addressed as “Sir” or “Ma’am” or by their title (Mr, Ms, Mrs etc) and surname.
- Outside the classroom, students should always stand when speaking to an adult and offer their seats to adults, unless they are sick or injured.
- While in TKIS uniform, even when outside of school premises or after school hours, students are expected to live up to these expectations.

IN THE CLASSROOM:

- Arrive for lessons on time.
- Leave school bags in designated areas.
- Wait quietly outside the classroom until the teacher arrives. Students must not be in a classroom without adult supervision.
- When an adult enters the classroom, students should all stand and collectively greet “Good morning/afternoon Sir/Ma’am”.
- Arrive prepared with learning equipment and materials, so you are ready to work.
- Focus on tasks assigned to you.
- Show courtesy.
- Respect the rights of others to learn.
- Respect the rights of teachers to teach and follow their instructions.
- Follow safety procedures.
- Take care of the classroom environment and keep it clean.
- Food and drink are not allowed in the classroom (unless medical exemption has been received).

BEHAVIOUR AND ITEMS PROHIBITED AT TKIS:

- Behaviour prohibited under the “17 Safety Rules at TKIS” on page 12 and 13.
- Disrespectful, disruptive, offensive or inappropriate behaviour or language.
- Theft, littering, vandalism or graffiti.
- Cheating and/or plagiarism.
- All substances prohibited by Queensland Law.
- All items prohibited by Queensland Law.
- Any dangerous objects.

Code of Conduct for Travelling on School Buses

- Students are expected to be at their bus stop and waiting for the bus 5 minutes prior to their scheduled pick up time.
- Students must stay in their allocated seat and not move around the bus. If seat belts are provided, students must wear them at all times.
- Keep arms, legs and other parts of the body inside the bus.
- Pass objects sensibly around the bus. Never throw objects.
- Listen to the driver and follow his/her instructions.

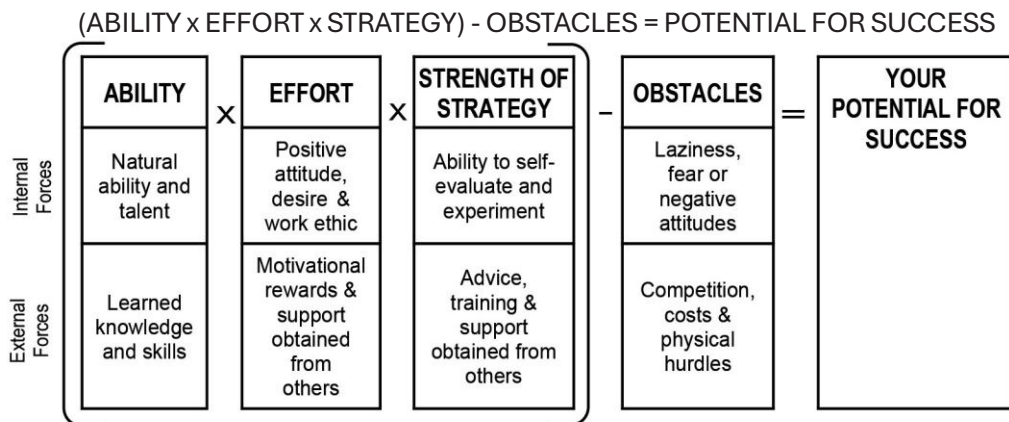
- Only attract the driver's attention if there is an emergency.
- Use appropriate language at all time. No offensive language from any TKIS student will be tolerated.
- Talk quietly to the people around you. Shouting and yelling is not appropriate or acceptable.
- The consumption of food or drinks while on the bus is against school rules.
- Treat the driver and other passengers with care, consideration and respect.
- Keep the bus clean.
- Protect bus property and report any vandalism.
- When using the school bus' wifi, the school's computer/laptop/tablet usage rules apply

Code of Conduct for Parents

- Parents are to arrive at the scheduled drop off or pickup point at least 5 minutes prior to the set arrival or departure time.
- Parents should never confront the bus driver or passengers with any issues they may have. Any issues or concerns should be directed to the school's administration department or the bus company. (Remember, the safety of our students is of the highest priority. The last thing anyone needs is an upset bus driver.)
- Parents may not board the bus without express permission from the driver.

THE SECRET TO SUCCESS : Understanding the Forces!

The Potential For Success (PFS) Matrix (below) is a graphic illustration of the forces that are at play in every human endeavour.



The PFS Matrix was developed for the military to use when evaluating strategic plans on the battle field, but the same principles can be applied to assess the potential of ANY human endeavour ... from a task as simple as trying to walk out of a room, to something as complex as achieving life goals or career ambitions.

How to use the PFS (Potential For Success) matrix :

The matrix suggests that our potential for success can be calculated by multiplying our ABILITY by our EFFORT by our STRENGTH OF STRATEGY and subtracting any OBSTACLES. To make the formula work, we assign each 'force' a number between zero (0) and two (2) with one (1) being considered 'average' or normal, zero (0) being considered the minimum it can be and two (2) being considered the maximum it could be.

Some quick examples :

Example A: You want to leave a room (and assume that there is no obstacle stopping you). Ability (1) x Effort (1) x Strategy (1) - Obstacles (0) = average chance of success (i.e., $1 \times 1 \times 1 - 0 = 1$). In this example we are assuming that you have an average ability to walk, you make an average effort to leave the room, your strategy (of getting up onto your feet and walking) is 'average' and there are no obstacles to stop you from doing so.

Following so far? Okay, so how about a more useful example?

Example B: Two students want to obtain a VHA (Very High Achievement) result in a subject. Wally has a slightly better natural ability at the subject than Tim, but Tim works much harder AND uses his time more wisely by practising on previous exam papers and obtaining feedback from his teacher every time he practises the tests (i.e. apart from putting in a greater effort, Tim also has a better strategy). If we assume that the obstacle to achieve a VHA in this subject is quite high (e.g. 1.4) then the calculations would be as follows ...

Wally's chance of obtaining a VHA result : Ability (1.2) x Effort (1) x Strategy (1) - Obstacles (1.4) = Negative (i.e. NOT likely)

Tim's chance of obtaining a VHA result : Ability (1) x Effort (1.2) x Strategy (1.2) - Obstacles (1.4) = Positive (i.e. A reasonable chance of success). So in spite of the fact that Wally has a 20% higher natural ability at this subject, it is Tim (with his better effort and strategy) who is much more likely to achieve the objective.

Try it yourself : Think of an objective and calculate your potential for success ...

(ABILITY	x	EFFORT	x	STRATEGY)	-	OBSTACLES	=	SUCCESS ??
Score:		Score:		Score:		Score:		← Give each a score from zero to two
Describe		Describe		Describe Strategy		Describe Obstacles		Describe Objective

A GUIDE FOR WRITTEN ASSIGNMENTS

This guide explains the way to set out your assignments and correctly reference your sources. It uses what is known as the Harvard reference style, which is commonly used in universities.

SETTING OUT

- Choose an easy-to-read font, for example “Times New Roman” or “Arial”. Avoid having more than two fonts – use one for your text, and one for your headings. If you need different heading levels, use the one font, and change the size or use bold, underline or italic. The heading styles you use should make it obvious which headings are main headings and which ones are subheadings – main headings should stand out more than subheadings.
- Choose a normal **font size** – either 10 or 12 point. (This font used here have been reduced simply to fit it in your student handbook.)
- Text **alignment** is to be “Align Left”. Most headings will be “Align Left” but you may “Centre” your main title.
- Leave a **blank line** between paragraphs.
- Insert a small, light-coloured **footer** at the bottom of EACH PAGE to include...
 - your name;
 - information about the subject and assignment (e.g. “11 Physics Heat EEI”); and
 - a page number. (The page numbers should be automatic – try the menu item “Insert ---> Fields ---> Page Number”.)
- You could also add a version number, or the words “DRAFT 1” or “FINAL” so you do not get multiple copies mixed up.
- If you use **pictures, tables, or graphs** in your assignment, they are to have a caption identifying them with a unique number, a title, and a reference. The caption can be done automatically by your word processor. The caption should be in italics, and placed directly under the picture, table or graph. If you have a lot of these, you can caption them...

“Table 1: List of Names”,

“Graph 3 : Distance versus Time” and so on – each caption type starting at 1 and increasing, or you can call them all figures – starting at one, as in...

“Figure 1: World Map”,

“Figure 2: Australia’s Settlement” and so on. In your written text, you MUST refer to them by their caption title, for example “Figure 1 shows that the” or “Most people live on the east coast (see Figure 2).”

If you do not refer to a picture, table, or graph in your written text, then it is obviously irrelevant and just there to fill up space – delete it.

PLAGIARISM OR RESEARCH?

Plagiarism is trying to pass off someone else’s work or thoughts as your own. The Queensland Curriculum and Assessment Authority and panel policy on plagiarism is that plagiarised work is not to be assessed – it will be ruled through and whatever is left over will be marked.

However, research usually involves reporting someone else’s ideas (since, as a school student, you probably do not know much about your topic), and so it is OK if you acknowledge that

you are reporting someone else's ideas or words.

EXAMPLE OF AN ASSIGNMENT

The example on the next page shows how to set out and reference your work and format your bibliography using the Harvard reference style.

Happiness

W. G. Smith

EXAMPLE ARTICLE

Introduction

We all want to be happy. But we sometimes think of happiness as a thing that happens to us.

We might tell ourselves, "If only things were different, then I'd be happy."

But that's not really how happiness works. Research shows that just a small portion of happiness, only about 10% depends on a person's situation (Smith & Jones 2017). So where does most of our happiness come from?

Happiness Is Up to Us

Research by Green and Black (2015) has found that more than half of happiness depends on things that are actually under our control. That's really good news because it means everyone can be happier. They concluded that a big part of how happy we are depends on our mind set, the habits we practice, and the way we live each day.

Why Happiness Matters

Happiness is more than a good feeling or a yellow smiley face. It's the feeling of truly enjoying your life and the desire to make the very best of it. Happiness is the "secret sauce" (Young 2012, Happy People, p45) that can help us be and do our best.

Young found that happy people are more successful, better at reaching goals, healthier, live longer, have better relationships and learn better.

Positive emotions have a big effect on happiness and well-being

It's important to do things that give us positive feelings (Reese 2011). Even simple actions like playing with a friend or a pet or watching cute cat videos (Mimi 2019, Cutest Cats Being Cute) can inspire these feelings. Cute puppies videos work too (Pups in Cups 2019).

Knowing how to manage our negative emotions is also key to happiness. Difficult emotions are a fact of life. But the way we handle them makes all the difference (Reese 2011).

Bibliography

Green & Black 2015, The Principle of Self, Collins, USA.

Mimi P 2019, Cutest Cats Being Cute, viewed 30 August 2020, <<https://www.youtube.com/watch?v=SB-qEYVdvXA>>

Pups in Cups 2019, viewed 30 August 2020, <<http://www.puppyworld.com/pupsincups>>

Reese 2008, The Positive Effect, Oxford University Press, UK

Smith J & Jones 2017, The Happiness Factor, 2nd ed, McGraw Hill, Melbourne.

Young 2012, Happy People, American Journal of Psychology, vol.56, p28-45.

NOTES ABOUT THE ABOVE EXAMPLE

The reference to "Happy People" shows what to do with a magazine or newspaper. "Cutest Cats Being Cute" and "Pups in Cups" show what to do with web pages – the first with an author, the second without. The rest are books, which must give the publisher and place where it was

published – this information is normally on the back of the first page.

DIRECT QUOTATIONS

A direct quotation is a word-for-word copy of material. If the quotation is fewer than 40 words, enclose the quotation in double quotation marks in your own paragraph, and put the reference, including a page number, in brackets after it, “so that it is clear where the words came from” (Young 2012, Happy People, p45). If the quotation is more than 40 words, then put it in an indented free-standing block of text, without quotation marks.

A GUIDE FOR WRITTEN ASSIGNMENTS (cont'd)

This guide should help you present your report in a professional looking manner and avoid you losing marks because of accusations of plagiarism. Remember that “stealing someone’s words or ideas is bad, but using and referencing someone else’s words or ideas is acceptable, even necessary.” (Smith, 2012, p.142).

Someone once said that stealing one person’s work is theft, but stealing and referencing that person’s work ... is research!

SUMMARY

Of course, any subject’s assignment expects you to do more than just cut-and-paste from 10 or 20 sources, even if they are correctly referenced. Try writing a few sentences before or after your quotation explaining the significance of the quote as it refers to your assignment topic. Sorry, but you do have to do SOME work yourself !

HOMEWORK at TKIS

Please note that the information provided below are general expectations for P-10 students at TKIS. Grade 11 and Grade 12 students are required to adhere to the requirements of the TKIS Assessment Policy for Senior Students, which is informed by the policies and procedures of the Queensland Curriculum and Assessment Authority.

TKIS is a ‘specialised’ school. Everything at this school is designed to assist you to be the best that you can be and succeed to your maximum potential. Your teachers and staff will do their best to assist you, but their efforts will be in vain unless you too commit to doing your best.

This means you are required to pay attention during class, to ask questions whenever you don’t understand something, to keep accurate class notes and very importantly, to spend at least ONE HOUR PER NIGHT on homework/reading/practise.

TKIS has strict policies in relation to the accurate recording of and completion of homework. Failure to adhere to these policies is seen as a failure on your part to commit to doing your best.

TKIS HOMEWORK AND ASSESSMENT TASKS POLICY:

1. You will accurately record all your homework and assessment tasks. If the task is an assignment that is due some time in the future, you will ALSO record the assignment details ON THE DUE DATE. (Example: On Monday, 7th February you receive an assessment task that is due a month later on Monday, 7th March. Record details of the assessment task on BOTH Monday, 7th February - the SET DATE - AND Monday, 7th March - the DUE DATE.)
2. You will not commit plagiarism.
3. If your assessment task requires you to meet checkpoints and/or hand in a draft you will meet these checkpoints and/or hand in a draft.
4. You will submit assignments by their due date. They must be clearly marked with your Name, Grade, Due Date and Subject Title. Your assignment must adhere to the

directions on Task & Criteria sheets, including length and file type.

5. Unless otherwise instructed, assessment tasks will be submitted in via your Engage Student Portal.

HOMEWORK at TKIS (cont'd)

Failure in ANY of these points will result in the assigning of Demerits.

Students who, in the opinion of the teachers who set the assignments, do NOT make their 'best effort' in attempting to complete them, will also be assigned a Demerit.

You may be in a circumstance where you cannot complete a prescribed assessment task due to a disability, impairment, medical condition, or another circumstance that may be a barrier to your performance. The School can provide access arrangements and/or

reasonable adjustments to your assessment tasks for long-term, intermittent or temporary circumstances to assist you.

If you have an illness or misadventure which prevents you from submitting an assessment task on time or from attending school on the day of an assessment you will require a note from your parent/carer explaining the reason and requesting an extension.

YOUR SCHOOL HOUSES

There are THREE houses at TKIS. Every student (from Prep to Year 12) is assigned a house, usually for the duration of their time at the school.

Altius : (pronounced : Altz-ee-oos)

A person in this house is called an Altor (Altz-or)
Meaning: Higher Colour: Sky Blue
Symbol: Eagle

Citius : (pronounced: Keetz-ee-oos)

A person of this house is called a Citor (Keetz-or)
Meaning: Faster Colour: Gold

Symbol: Cheetah

Fortius : (pronounced Fortz-ee-oos)

A person in this house is called a Fortor (Fortz-or)
Meaning: Stronger Colour: Red
Symbol: Elephant or Bull

HOUSE COMPETITIONS

There will be interhouse competitions run throughout the year - Sports Carnival, Swimming Carnival, Arts Festival, Community Development, School Grounds Improvement Competition, etc.

The interhouse competitions are designed to serve a number of purposes:

- The development of a friendly competitive spirit within the school
- Activities to keep students busy and engaged during lunch breaks
- Helping the community and the environment
- Giving every student an opportunity to believe in themselves and develop a range of skills and abilities.

BEHAVIOUR MANAGEMENT SCHEMA @ TKIS

PART A: GOOD / POSITIVE / DESIRABLE BEHAVIOUR

NOTE: All merits and demerits must be approved by Principal/Board before being recorded on a student's file. Though all students (Grades 1 to 12) will be managed under these common guidelines, for obvious reasons the expectations and demands placed on younger students will be less than those placed on older students.

Any student found to be on negative demerits (yearly and/or accumulative total) will not be invited to attend school camps, representative sporting events, fun days, excursions etc.

STUDENT BEHAVIOUR	STAFF MEMBERS' ACTION	MERITS ISSUED	NOTES
Single Merit Behaviour e.g. working hard in class; being always respectful of others; achieving an excellent result in an assessable task; representing the school well and being a positive role model; producing a consistently high standard of homework, uniform, attendance or leadership.	Verbal notice and appreciation given directly to student.	0	These are expected behaviours of Kooralbyn students. Some teachers employ different procedures within their classrooms for notices and notices of positive and admirable behaviour.
Student's good Merit Behaviour continues over time.	Merit recommended.	1	Principal assesses and approves or otherwise.
Student represents the school properly at any external event.	Merit recommended.	1	Principal assesses and approves or otherwise.
Student achieves an <i>exceptional</i> result in an assessable task or represents the school exceptionally (in uniform) at an external event <i>in their own time</i> .	Double Merit recommended.	2	Principal assesses and approves or otherwise.
Student's good Merit Behaviour becomes expected/habitual over a term or semester.	Principal's Merit recommended.	3	Principal assesses and approves or otherwise.
Student represents the region in an official external event.	Principal's Merit recommended.	3	Principal assesses and approves or otherwise.
Student improves the school's reputation within the community through any worthwhile activity or event.	Recommendation for Board Merit.	8	Principal investigates and recommends to the School Board for approval or otherwise.
Student obtains and retains for several weeks, a minimum of 20 Merits.	Recommendation for Honours Badge		Principal assesses and approves or otherwise.
Student obtains and retains for several weeks, a minimum of 50, 100, 150 or 200 Merits.	Recommendation for Silver, Gold, Platinum or Diamond Honour Award.		Principal assesses and approves or otherwise.

PART B: BAD / NEGATIVE / INAPPROPRIATE BEHAVIOUR

STUDENT BEHAVIOUR	STAFF MEMBERS' ACTION	DEMERITS ISSUED	NOTES
Single Demerit behaviour: e.g. being noisy, distractive, off-task in class; a simple uniform infringement; homework not completed to satisfactory level; dangerous play, etc.	First/Only warning given directly to student.	0	Some teachers employ different 'warning' procedures within their classrooms (ticks/crosses, frowny faces, etc).
Student's Single Demerit behaviour continues; or 1st offense of plagiarism, cheating; or failing to follow a legal instruction from a staff member; or 1st offense possession/use of mobile phone/electronic device/smart watch during school hours.	Demerit recommended. (Mobile phone/electronic device/smart watch will be confiscated for a time determined by the Principal/ Relevant School Coordinator.)	-1	First offence of plagiarism or cheating is likely to result in Zero grade, incident report and requirement to resubmit/resit the homework/assessment task.
Student Single Demerit behaviour STILL does not improve over time despite multiple warnings and demerit being issued for same/ similar offence.	Second Demerit recommended.	-1	Student likely to be required to relocate within the classroom or playground.
Student appears unable or unwilling to improve their Single Demerit behaviour despite second Demerit being issued.	Student (and a reliable escort) sent to the office with recommendation for Principal's Demerit. (Staff member informs the office as soon as possible and provides Incident Report.)	-3	Student interviewed by Principal, School Coordinators or Behavioural Support Coordinators and likely to be recommended for in-school detention or placed on probation.
Triple Demerit Behaviour: e.g. swearing /offensive language; bullying; being very disrespectful to staff member; in possession of a phone, electronic device or other restricted object/material during school hours; stealing; lying; minor vandalism; playfighting or other dangerous activity, etc.	Student (and a reliable escort) sent to the office (a.s.a.p.) with Incident Report and recommendation for Principal's Demerit. (Staff member informs the office as soon as possible.)	-3	Student likely to be recommended for in-school detention and/or placed on probation or other disciplinary action.
Student's Triple Demerit level of behaviour is repeated within a Term.	Student (and a reliable escort) sent to the office with Incident Report and recommendation for Board Demerit. (Staff member informs the office as soon as possible.)	-8	Principal investigates and makes recommendation to the Board. Student likely to be placed on extended suspension and probation (2 Demerits in any week leads to expulsion).
Board Demerit Behaviour: e.g. any behaviour or action that damages the reputation of the school or places any person at serious risk of harm (e.g. bringing illegal or dangerous objects to school, truancy, vandalism, pornography, physical assault, etc).	Student sent to the office with reliable escort and initial Incident Report. (Staff member informs the office as soon as possible and provides full Incident Report.)	-8	Principal investigates. Student likely to be immediately suspended and required to 'show cause' why they should not be expelled from the school.
Student with a large number of Demerits (e.g. 8 or more) continues to incur Single Demerits.	Relevant School Coordinator places student on Behaviour Intervention Monitoring Plan (the Yellow Sheets) and sets behavioural goals.		Student (and usually parents) interviewed by relevant School Coordinator and likely to be recommended for in-school detention, mentor or other behaviour modification support.
Student on BIM Plan (yellow sheets) continues to attract demerits and their behaviour does not meet set behavioural objectives of their BIMP.	Relevant School Coordinator prepares report for Principal.		Student (and usually parents) interviewed by Principal and likely to be placed on probation or expelled.

MERITS & DEMERITS: THE HONOURS SYSTEM

Many successful private schools around the world employ an Honours (Merits and Demerits) System.

THE OBJECTIVES OF THE HONOURS SYSTEMS ARE:

1. To cultivate an environment that encourages self-discipline and self-confidence.
2. To ensure that the school rewards valued behaviour and discourages inappropriate, unsafe, disrespectful, offensive or unproductive behaviour.
3. To provide students with clear guidelines regarding the types of behaviour, attitudes and personal characteristics that the school expects. It should be noted that though the roles within the school environment are vastly different for staff and students, the school demands the same general standards of behaviour from everyone at the school. For example, insulting, offensive, disrespectful, dangerous or inappropriate behaviour is not tolerated in the school whether it comes from students or staff.
4. To assist in the management of good discipline within the school and to ensure that every student who remains at the school is prepared to work with the school to help it achieve the highest academic, sporting, social and personal development outcomes for every student.
5. To allow teaching staff to focus on the educational objectives and not have to waste time on disciplinary matters.
6. To help students understand that privileges and rewards are earned, not given freely... and that nothing worthwhile in life comes without effort.

THE BASIC HONOURS SYSTEM PROCESS:

1. WHO ALLOCATES MERITS AND DEMERITS?

Any staff member can either recommend SINGLE Merits or SINGLE Demerits to a student at any time. If they believe that the honour or offence is important enough, teaching and administrative staff can refer the allocation of Merits/Demerits to the Principal. The Principal approves all Merits/Demerits and can allocate THREE (3) Merits or Demerits at a time.

2. FOR HOW LONG DO MERITS AND DEMERITS REMAIN IN EFFECT?

The Honours System is continuous and ongoing. A student with three Merits at the end of a term or year still retains those three Merits at the commencement of the following term/year.

3. DO MERITS CANCEL OUT DEMERITS AND VICE VERSA?

Yes. Merits (positive) and Demerits (negative) cancel each other out, e.g. a student who previously had three Merits obtains a single Demerit, which means he/she is now on only two Merits. Conversely, a student with two Demerits might obtain three Merits and would now be on one Merit.

4. WHAT HAPPENS IF A STUDENT GAINS A LARGE NUMBER OF MERITS?

A student who continually retains twenty (20) Merits or more for a period several weeks will be recommended for an Honours Badge; a student who continually retains fifty (50) Merits or more for a period of several weeks will be recommended for a Silver Honour Award; a student who continually retains one hundred (100) Merits or more for a period of several weeks will be recommended for a Gold Honour Award; a student who continually retains one hundred and fifty (150) Merits or more for a period of several weeks will be recommended for a Platinum Honour Award and a student who continually retains two hundred (200) Merits or more for a period of several weeks will be recommended for a Diamond Honour Award.

5. WHAT HAPPENS IF A STUDENT GAINS A LARGE NUMBER OF DEMERITS?

A small number of Demerits may result in a student losing simple privileges. If a student's Honours tally reaches eight (8) Demerits and above, the student's parents/guardians will usually be required to discuss the matter with the school Principal and to show cause why the student should remain at the school. A student who is clearly not prepared to accept the

MERITS & DEMERITS: THE HONOURS SYSTEM (cont'd)

philosophies and objectives of the school; is disruptive to staff and other students will be placed on probation under the bylaws and regulations of the school. If a student on probation manages to bring their tally back down to zero (0) Demerits or less, they can be taken off probation. If student on probation is issued TWO (2) DEMERITS in any ONE WEEK, he/she will likely be expelled from the school. For this reason, the Honours System should be taken very seriously.

6. *WILL BEING IN DEMERITS HAVE DAY TO DAY IMPACTS?*

Yes, point 5 (above) refers to “simple privileges”. This refers to things such as on-campus special events and off-campus events such as Fun Day, excursions, sporting meets and other representative events. This can also mean being withdrawn or not nominated for leadership or other representative roles.

7. *IS THERE ANY RECOURSE FOR STUDENTS WHO ARE EXPELLED FROM THE SCHOOL?*

If in the Principal’s opinion, there is potential for the student to redeem themselves, the Principal can nominate a ‘Provisional Period’ (typically on a week by week basis) in which the student is allowed to remain at the school on a ‘Probationary Basis’ only. Such consideration will only be made if both the student and the student’s parents/carers formally request such consideration. They may be required to have an active Behaviour Intervention Monitoring Plan (the Yellow Sheets) which means their behaviour, attitudes, dress standards, etc, will be constantly monitored. If the student is issued TWO (2) DEMERITS in any ONE WEEK during this provisional period, he/she will be expelled from the school.

8. *COULDN’T THE CONTINUAL FEAR OF EXPULSION BE STRESSFUL ON STUDENTS?*

It shouldn’t be...

- (i) Students are reminded that THEY are in total control of the outcomes of the Honours System. Each student is in control of their own behaviour and actions. Students can work to obtain Merits and they can work to ensure that they are not prescribed Demerits. Any child who is unduly stressed about their ability to control their own behaviour, should discuss the matter with their parents/carers or their teachers or the School Principal.
- (ii) The Honours System is as much about rewarding and encouraging valued behaviour as it is about discouraging inappropriate behaviour or threatening expulsion. Again, any student who is preoccupied with the fear of expulsion, should look closely at themselves and try to work out what it is about their attitude and priorities that is putting them at risk and address the attitude and priorities that are likely to lead to inappropriate behaviour.
- (iii) The school is totally committed to the belief that students must learn to be directly responsible for their own actions, behaviour, attitude and dress standards. The school believes that if its graduates do not learn this type of self-discipline, then the school is failing in its responsibilities to them.
- (iv) The school has to consider the needs of ALL students. To attract the highest quality teaching staff, the school must provide a positive, supportive, nurturing environment where teachers can concentrate on ‘teaching’ not ‘disciplining’. There is no room in such an environment for students who defy the authority of teachers or who disrespect the school, its uniform and their fellow students or who are disruptive to the educational environment they are being offered.

WHOSE SIDE ARE YOU ON?

Every student at The Kooralbyn International School has to look inside themselves and work out whether they are totally committed to working **WITH** the school to help themselves become the best that they can be and achieve the most that they can out of their education or whether they'd prefer to work **AGAINST** the school to disrupt its efforts on their behalf.

If your loyalty and your efforts are to the school that is trying to help you **AND** you work hard to improve, develop and learn, you will find that the school will return that loyalty many times over and equip you to find success in whatever pathway your skills and interests take you.

MERITS & DEMERITS: THE HONOURS SYSTEM (cont'd)

TRIPLE DEMERITS FOR SWEARING OR USING OFFENSIVE OR INSULTING LANGUAGE

In case you're wondering why we immediately jump to issuing triple demerits for swearing, offensive or insulting language at school...

In Queensland, it is an offence to swear (use profanity) in public. For that matter, it's also illegal to generally use offensive or insulting language in public. Schools are specifically defined within Queensland law as public places. Public Nuisance, which includes the use of obscene, indecent, offensive or abusive language carries a fine of up to \$1,334 and if committed at a school is also likely to carry additional hours of community service. A person convicted of any offence in Queensland, would also technically have a criminal record which might preclude them from employment in 'government' occupations...education, the legal professions, armed services, police force, etc.

So, in an attempt to discourage its students from committing what could be an offence in this state, the school doesn't really have any other option, but to prescribe as serious a penalty as possible.

FAQ: I've heard that swearing is not actually illegal and no one gets convicted for public nuisance.

There are many contexts in which swearing is not illegal in Queensland, e.g.

- in the context of adult entertainment, or
- in artistic works that have been identified with appropriate censorship ratings,
- in private (so, for example, it is not illegal for people to swear at home, in private, etc.)

For clarity however, swearing in or near a school is illegal in Queensland and Public Nuisance is one of the most common convictions in the state, with 8,440 persons sentenced in 2019. The youngest person convicted was 10 years of age and though most offences were connected to licensed premises and shopping centres, a surprising number were associated with school campuses.

FAQ: This is political correctness gone mad. these are just kids, why would the school be referring to 'swearing/profane, offensive or insulting language' as a criminal offence?

True, according to the Criminal Code (Qld), a child under 10 years of age cannot be sentenced or convicted of an offence, but children from 10 to 13 can be charged and sentenced if there is evidence they understood

their offending behaviour was wrong. Certainly, young people of age 14 and above (i.e. grade 9 and above), are answerable to exactly the same laws as adults.

As a school, we have a responsibility to educate...so we're not likely to make a complaint to the police every time we hear that someone has sworn at school, but we are obliged to do everything in our power to discourage such behaviour continuing. Hence the triple demerits.

Certainly, a student who repeatedly commits an offence by swearing or using offensive or insulting language in public, will eventually be required to show cause why they should remain enrolled at a private school that is committed to the highest standards of student dress, behaviour and work ethic.

FAQ: Can't friends and family swear to/at each other in private, like when no one else can hear?

True, the laws against profanity (swearing) are only concerned about swearing in public; but as explained

above, schools have been specifically defined within the law as 'public places' and as such, regardless of the location, context, circumstance or situation, swearing in or near a school, will always be considered an offence in Queensland. Also, it stands to reason that for a student to have been issued a demerit for profane, offensive or insulting language at school, means that clearly someone overheard the language which automatically rendered it 'not in private'.

FAQ: Surely there's a difference between saying an 'accidental expletive' single swear word when suddenly shocked or surprised by something in the classroom versus using foul language as an unnecessary part of a normal conversation when speaking to someone or (even worse) using foul language as part of an offensive or insulting remark to or about someone?

Perhaps, but a bystander won't be able to distinguish the difference and the law doesn't differentiate, so neither can the school. If for example, the law said 'profanity in public was okay as long as you were only joking or mucking around or saying it in a friendly manner', then the courts would have the impossible task of trying to

determine the offender's secret intent. Everyone who swore or used offensive or insulting language in public would use as their defence, that no one should have been offended by what they said, because they were only joking/mucking around/being friendly, etc. For this reason, laws tend to focus on just the action itself and not try to delve into the question of why someone would say or do what they did.

Certainly, here at school, we are trying to encourage our students, staff, parents and visitors to avoid the habit (and that slippery slope) of swearing altogether...regardless of the context.

FAQ: My kids are often telling me that a teacher at school swore in class today. What's the school doing about that?

Hopefully it is not a common occurrence, but we all make mistakes and you and/or your children should be making a complaint to the school about any inappropriate language that occurs in class or in the playground, whether it be from a student, staff member, parent or visitor. There are over a hundred CCTV cameras around our school (including every classroom) so we can quickly try to find evidence of public profanity if we are informed about it and it falls within Australian CCTV and Information Privacy guidelines.

Staff are required under our Code of Conduct to not use profane, offensive or insulting language and if found to be in breach of that Code, will face disciplinary action in accordance with school policy.

FAQ: What is profanity and what isn't? How does a child know if a word is rude or not?

Profanity is defined as language that is deemed to be rude, obscene, indecent, culturally or religiously offensive...a debasement of a person or thing. But this can get tricky; 'Deemed' by whom? What is offensive to one person, might not be to another. So, what advice can we give our students and children?

Australian law defines 'offensive language' in broader terms by calling it: language which could cause offence to a reasonable person in, near, or within hearing or view of a public place or school. (Yes, that's right, it specifically includes reference to schools.) So, our advice to students is, if a teacher explains that they or someone else has been offended by the language being used, to not waste time questioning 'why' a person would be offended (that's their business), instead just apologise for it, move on and use it as a 'learning moment'.

FAQ: Why aren't other schools as picky about inappropriate language as Kooralbyn seems to be?

Don't know. What other schools do is their business. We're only concerned about our students and their reputations. Tenacity, Kindness, Integrity and Self-belief. Being the best that we can be.

MERITS & DEMERITS: THE HONOURS SYSTEM (cont'd)

FINAL NOTES:

1. Most Demerits relating to the school uniform are based around a simple problem. "But I want to look 'cool' or this makes me look 'daggy', etc". There is nothing wrong with wanting to look cool. The school uniform however, is NOT designed to make you look 'cool'. It is designed to make you look respectable, neat, respectful and worth taking seriously as a young adult who wants to succeed in today's business and work environment. It comes down to priorities - what is important to you? There is a huge difference between (a) taking pride in your appearance and (b) having to appear 'cool' in front of others. If all you want to do is to look cool, then we as a school have failed to teach you the difference.

The 'real' world will judge you more by what you do, than how you look, and adults/employers/teachers unfortunately see someone who is trying to look 'cool' as someone with mixed-up priorities and not someone to take seriously. There are MANY objectives that this school is trying to help you achieve...good grades, better career opportunities, leadership qualities, self-discipline, self-confidence and a belief in yourself that you are as good as anyone else in the world...but being considered 'cool' by other teenagers, is NOT one of our objectives. We're not looking for 'today's cool', we're looking for 'tomorrow's successful, inspiring, hardworking, respectful leaders'.

2. Behaviour and actions are a direct result of attitudes, beliefs and priorities (i.e. what we do and how we behave is a direct result of how we think). Though the true objective of the Honours System is to affect how our students think (i.e. fostering more productive and useful attitudes and priorities in our

students), we accept that it is virtually impossible for a school to accurately measure or gauge what someone is really thinking. For this reason, the Honours System resorts to encouraging or discouraging observable behaviour (what we call 'the good habits') and hopes that by affecting such behaviours, our students' attitudes and priorities will eventually become positively affected.

3. Any student who wishes to defend their actions or debate the severity of Demerits they have been prescribed must do so in writing and present their formal arguments to the Principal who will either adjudicate or convene a School Council for adjudication.

EXCERPT FROM TKIS CHILD PROTECTION POLICY

Every student has the right to feel safe and free from harm while at school. We expect you to respect your teachers and other students and we expect that you will receive the same respect in return. You should never allow yourself to feel unsafe without reporting it to someone you trust.

WHO SHOULD I TELL IF I AM NOT FEELING SAFE AT SCHOOL OR AT HOME?

Any staff member. If you do not feel like talking to a member of staff you may wish to write him or her a letter.

WHAT WILL HAPPEN IF I REPORT WHAT IS HAPPENING TO A MEMBER OF STAFF?

If the concern is worrying you but not causing you immediate harm, then the member of staff will discuss with you ways to solve your problem. If the concern is serious and the member of staff believes that you are being harmed or in danger of being harmed, he or she will report it to the Principal.

WHAT IF I DON'T WANT THE MEMBER OF STAFF TO TELL THE PRINCIPAL?

The member of staff will try to keep your concerns confidential as much as possible. However, if the member of staff is aware or reasonably suspects that harm has been caused by anyone to a student

My Notes