



# Additional Policies & Guidelines

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## **BMSS DRESS CODE**

Burpengary Meadows Students are required to:

- wear the school uniform on a daily basis
- be of neat and tidy appearance at all times
- wear enclosed shoes
- wear a 7cm wide brimmed navy hat while engaged in outdoor activities
- wear the uniform when representing our school in community activities

Our Dress Code enables students to participate fully in all school activities and contributes to, and supports, a healthy and safe learning environment in compliance with Anti-Discrimination Act 1991 (Qld), Workplace Health and Safety Act 1989 (Qld), and Gender Equity in Education Policy Statement 1992.

Our uniforms reflect current recommended Departmental Sun Safety material and style.

Our Dress Code addresses all of the following principles:

- Responsiveness and sensitivity
- Access and participation
- Upholding community expectations
- School community awareness
- Continuity and fair trade practice (as adequate availability of full school uniforms cannot be assured through retailers, our school has undertaken to sell uniforms, - hats, shirts, shorts - complying with Policy Statement No. 40)

Our Dress Code takes into account the following considerations:

- Personal comfort
- Non-discrimination between sexes
- Body shape
- Practical religious or cultural considerations
- Socio-economic factors, including mobility patterns of families
- Skin cancer protection
- Particular dress requirements for specific school activities, including extra-curricular activities
- Health and safety, including restriction of jewellery and protective equipment for contact sports
- Commercial supply or competition

Student dress standards should promote the good image of our school and encourage students to uphold and enhance that image.

The Burpengary Meadows State School Student Dress Code consists of an agreed standard and items of clothing, which include a school uniform that students wear when:

- Attending or representing their school
- Traveling to and from school
- Engaging in school activities out of school hours

Students, whilst involved in school activities, are to wear:

- The full BMSS school uniform on a daily basis as prescribed by the available choice.
- School designed Polo Shirt – Navy/Red. To be tucked in on the first bell of each Learning session and for the duration of each Learning session.
- School approved Shorts/Skorts (Standard two-pocket school short only) – Navy. Cargo shorts, Board shorts, basketball shorts and football shorts are not permitted. Boxer shorts or similar underwear should not be seen above or below shorts or skorts.
- School approved Broad Brimmed Hat – Navy.
- Predominantly white sports socks.



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- School shoes must be predominantly white or predominantly black. Multi-coloured laces are not appropriate. Shoe styles must be fully enclosed and support physical activity at school. 'Joggers/Runners' are recommended. Skate shoes and 'slip-on' shoes are not preferred styles.
- Students are permitted to wear one set of earrings, preferably studs (safety). Other body piercing is not permitted at school.
- Students are not permitted to wear any form of Necklace, Bracelet or Anklet (safety) except for Medic Alert identification.
- Students are not permitted to wear nail polish, make-up or similar cosmetics. Nails are to be kept at a safe length (e.g. along netball guidelines). Synthetic nails are not permitted.
- Students may wear a single signet ring with a smooth surface. No other rings are permitted.
- Students may wear an appropriate watch that does not disrupt the learning of the class.
- Long hair should be kept back to promote good hygiene and so that it doesn't interfere with student learning. Hair ties and head bands are to be plain and practical, and in school colours only.
- Hair styles are to be neat, practical and natural. This includes both hair colour and styling. Inappropriate hair styles include mohawks, tracks and unnatural hair colours (e.g purple, green etc). Excessive use of 'hair product' is strongly discouraged.

Please note that on occasion, uniform-free days (free dress days) may be granted directly by the Principal, or via the P&C or Student Council who negotiate with the Principal to arrange the granting of the right on behalf of the students. In granting this right in exchange for a cash payment, the school community has made a supply of that right to the student in exchange for the consideration of a gold coin. These days are usually to support a school cause or charity.

As per the Education Queensland Policy and Procedure Register, Burpengary Meadows SS reserves the right to impose sanctions on a once only basis per episode of non-compliance with the school dress code. Sanctions are reflective of the severity and recentness of the non-compliance and are limited to one of the following:

- Written communication to the parent to describe the non-compliance and seek to resolve the issue
- Imposing a detention for a student during lunch or after school (if after school, inform parents before detention occurs)
- Preventing student from attending, or participating in, any activity for which student is representing school, or preventing student from attending or participating in any school activity that is not an essential school educational program.

Where exceptional circumstances or individual student needs exist, the school Principal (or delegate) may enact the following processes at their discretion:

- Temporary exemption processes (e.g. an exemption card)
- Alternative arrangements for a set period of time upon receipt of written request from parent
- Opportunities to wear relevant items of dress code from a bank of items held at school.

The P & C of Burpengary Meadows State School resolves that it supports a student dress code for Burpengary Meadows State School because it believes that a student dress code at Burpengary Meadows State School promotes objectives of Education (General Provisions) Act 2006. In particular, the P & C of Burpengary Meadows State School supports the intention of a student dress code in providing a safe and supportive teaching and learning environment by:

- Ready identification of students and non-students at school;
- Eliminating distraction of competition in dress and fashion at school;
- Fostering a sense of belonging; and
- Developing mutual respect among students through minimising visible evidence of economic or social differences.



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### **STUDENT USE OF PERSONAL TECHNOLOGY DEVICES\* AT SCHOOL**

*\* Personal Technology Devices includes, but is not limited to, games devices (such as Portable gaming devices, Tamagotchis®, laptop computers, PDAs, Blackberrys®, cameras and/or voice recording devices (whether or not integrated with a mobile phone or MP3 player), mobile telephones, iPods® and devices of a similar nature.*

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

#### **Certain Personal Technology Devices Banned from School (but not limited to)**

Students must not bring valuable personal technology devices like mobile phones, cameras, digital video cameras or MP3 players to school as there is a risk of damage or theft and also the potential for misuse and distraction/disruption to teaching and learning. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in discipline.

#### **Confiscation**

Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. They will be made available for collection from the school office at the end of the school day unless required or may only be returned in the presence of a parent at the Principal's discretion.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service (QPS) directly.

Students who have a personal technology device confiscated more than once may not be permitted to have a personal technology device at school for at least one month, or longer if deemed necessary by the Principal.

#### **Personal Technology Device Etiquette**

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. However, if they are brought to school, they must be:

- Clearly labelled with the student's name
- Signed in at the school office upon arrival at school
- Signed out upon departure

Personal technology devices may never be used by students during the school day or on school property.

#### **Recording Voice and Images**

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Burpengary Meadows SS. 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.



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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.

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<sup>1</sup> 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.

Students involved in:

- Recording; and/or
- Disseminating material (through text messaging, display, internet uploading etc); and/or,
- Knowingly being a subject of a recording
- Breach of this policy may be subject to discipline (including suspension and proposal/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.

### **Text communication**

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 discipline 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 school office.

### **Assumption of cheating**

Personal technology devices may not be taken into or used by students at exams or during class assessment. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

### **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.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

### **Special Circumstances Arrangement**

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<sup>1</sup> Education Queensland does not tolerate bullying behaviour at schools. This includes bullying conducted by electronic means.



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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.



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### HOMWORK POLICY

Teachers at Burpengary Meadows State School may set homework on a weekly basis, every week of the school year. All students are expected to make reasonable attempts to complete set tasks. Special considerations may be negotiated with the school's administration team or class teachers. Homework will be set and there is an expectation that homework will be completed, however, given the complex circumstances of modern living, students will not be penalised for non-completion of homework.

The staff at Burpengary Meadows value homework because it:

- establishes a pattern of learning for future education
- reinforces routine
- teaches responsibility - one of the expectations of the behaviour policy
- helps to consolidate basic skills

#### **Purpose**

Teachers may assign homework for the following purposes:

- To consolidate work currently being studied in class – providing opportunities for students to practise skills taught and apply acquired knowledge.
- So that research on a particular topic may be undertaken.
- To encourage discipline/positive habits in relation to completing tasks.

Parents monitoring of homework provides an opportunity to discuss schoolwork with child/ren and provides a platform to develop and maintain contact with their child's teacher.

#### **General Guidelines**

- Homework must relate closely to work being taught in class and can include long term tasks.
- Homework must consist of activities that are within the student's abilities. No new work is to be set.
- Weekly homework may include weekly reading, writing, maths and/or other learning tasks.
- Reasonable hours that could be expected to be dedicated to homework as follows:
  - Yrs 1- 3 approximately 1 hour per week dedicated to each learning area or no more than 20 minutes in total each day.
  - Yrs 4 -5 approximately 2 to 3 hours per week dedicated to each learning area or no more than 30 minutes each day.
  - Yrs 6 -7 approximately 3 to 4 hours per week dedicated to each learning area or no more than 45 - 60 minutes each day. Year 7 students may be presented with tasks to assist in transitioning to high school where the expectation may be that homework precedes lesson content, perhaps involving research to prepare for future lessons. Homework tasks will continue to include reading, writing, maths, science and other learning tasks that may also incorporate research.

#### **Teacher Responsibilities**

- Set homework aligned with student's capabilities.
- Ensure that homework is closely related to in-class work.
- Mark homework that is completed.
- Provide effective feedback to the learner and home regarding progress or concerns.
- Communicate homework expectations to students and parents.
- Monitor homework completion and discuss any concerns with parents/carers mid-term.

#### **Administration Responsibilities**

To communicate the Burpengary Meadows State School Homework policy to the community via the school website and newsletter at the beginning of the year.



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### **Student Responsibilities:**

- Organising themselves to ensure that homework tasks and associated materials are taken to and from school and home as required.
- Work diligently at completing tasks up to the designated time and/or the completion of set tasks.
- Seek assistance from teachers and/or parents when experiencing difficulty.

### **Parent/Carer Responsibilities:**

- Monitor child's homework.
- Set an agreed time for homework to take place.
- Provide an appropriate location for your child to complete homework.
- Provide support and encouragement as required.
- Contact the teacher as soon as possible if your child is distressed and/or experiencing difficulty with homework and/or it becomes a source of conflict within the family.
- If your child has demonstrated a focused effort for the time allocated, (as per guideline above) parents are at liberty to ask their child to stop. Children will not be penalised for incomplete homework.



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### FAMILY LAW DISPUTES GUIDELINES

The purpose of this document is to reinforce the principle that family law disputes should not be carried out at schools. Schools are meant to provide a safe, secure learning and teaching environment for students and staff. Schools are not the place to resolve matters that can more properly be resolved privately between parents with the assistance of the Australian Government's Family Relationships Service<sup>2</sup>, a dispute resolution service or in the Family Court. To this end all parents are expected to maintain appropriate behaviour while on school premises.

It is not the school's role to act as referee in such disputes. State schools have standard processes for dealing with certain matters in circumstances where both parents retain parental responsibility, there is no Court order prohibiting a matter and there is no need to intervene as part of our duty of care. For example:

- Collection from and access to children at school: school staff will not enforce collection arrangements or prevent either parent from attending or picking up a child from school, as long as the school routine is not unreasonably interrupted and compulsory schooling requirements are met.
- Access to scholastic information: Subject to some exceptions, each parent will be entitled to the same schooling information about their child. Parents who are not recorded on school records may not receive such information until they have school records amended to reflect their status.
- Consent for student participation in school excursions: The school requires only one parent signature on the permission form. As long as one parent signs a permission slip the student can participate in the activity in question.
- Student access to the school's appointed Guidance Officer (GO) for purposes of counselling support: Should a student request to speak with a GO for counselling support, the school will allow the student to speak to the GO. Parent permission is not required for counselling support to students. In the case of a parent requesting a GO referral (for counselling) then one parent's consent is sufficient. Learning referrals to the GO are different from counselling support offered by GO's. A learning referral involves the collating of student data (by classroom teacher) and may include a cognitive assessment of the student. Such referrals require consent from only one parent.
- Student's diet at school: Students will be permitted to eat food provided by a parent. Students will also be permitted access to the school tuckshop with one parent's permission.
- Parents volunteering at school: Unless a court has ordered otherwise and subject to the school principal's discretion about general suitability, parents who do not live with their children are acceptable applicants to be volunteers at the school their children attend. Parents who seek to volunteer in these circumstances should understand that if they are accepted as volunteers it is not for the purpose of facilitating contact with their child.

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<sup>2</sup> <http://www.familyrelationships.gov.au>





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Parents involved in dispute are encouraged to seek the assistance available through the Australian Government's Family Relationships Service, a dispute resolution service or the Family Court to resolve any differences with each other over matters like those outlined above and your respective compliance with relevant court orders.

At BMSS we acknowledge that each family is different and we appreciate that individual circumstances may apply. Should you have any questions relating to your specific circumstances, please contact the school office to make an appointment with the Principal.



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### ACCIDENT INSURANCE COVER FOR STUDENTS

Some school activities and physical education, particularly contact sports, carry inherent risks of injury.

Parents are advised that the Department of Education and Training does not have Student Accident Insurance cover for students. Therefore, if your child is injured at school as a result of an accident or incident, all costs associated with the injury, including medical costs, are the responsibility of the child, parent or caregiver. Some incidental medical costs may be covered by Medicare. If parents have private health insurance, some costs may also be covered through the private health insurance. Any other costs would be borne by the parents.

Student Accident Insurance is an insurance policy that pays certain benefits in certain circumstances should your child have an accident. It is a personal decision for parents as to the types and levels of private insurance they arrange to cover their child for any accidental injury that may occur. Parents should contact their insurer or an approved Australian insurance broker if they choose to take out student personal accident insurance cover for their child.