

### Property

Students must respect their own and other people's property. All items of clothing and equipment should be clearly marked with the student's name. In normal circumstances valuables, particularly money, should not be brought to school. However, when they are required they should be left at the school office in the morning and collected in the afternoon on leaving.

### Banned Items













The following items are not to be brought into the school: (Minor) aerosol deodorant cans, chewing gum/bubble gum; marker pens; soft drinks and energy drinks; McDonalds; (Major) matches/lighters; cigarettes; alcohol or drugs; shanghais; knives or other types of weapons; steel rulers; offensive material; other items which the Principal determines may endanger the safety or well-being of students or staff members.

Minor	 aerosol deodorant	 chewing/bubble gum	 permanent marker pens, eg. Sharpies & Nikos	 energy drinks, soft drinks & McDonalds
Major	 Vapes, oils, etc	 cigarettes and smoking paraphernalia	 knives, shanghai or other types of weapons	 steel rulers
Any alcohol, drugs, offensive material or other items which the Principal determines may endanger the safety or well-being of students or staff members.				

### Presence in Rooms

Students are not to be in classrooms at any time unless they have the permission of or are under the supervision of a teacher. At the start of lesson, students are to wait quietly outside the classroom until their teacher arrives unless special arrangements have been made with their teacher. Students are not to enter teachers' staffrooms **at any time**.







### Out of Bounds Areas

-  Grassed area in front of B Block, except at afternoon bus times
-  Front of school including driveways and walkway/ramp to C Block
-  Concreted area between Administration and courts unless moving to or from Administration
-  Driveway and grassed area/rose garden on showgrounds side
-  Behind ITD block, the Construction Workshop (Red Shed) and HPV Shed
-  Agricultural Campus unless with a staff member
-  Behind Science block, around Grounds Shed and behind H Block
-  All classrooms unless under direct teacher supervision
-  Bike racks unless leaving from or returning to school grounds
-  All designated teacher car parking areas
-  Bottom oval unless playing sport, eating lunch on main campus boundary or moving to or from Ag Campus
-  Major 'traffic areas' or congregating on ramps/verandahs unless lining up for classes



## Dangerous Behaviour

The following behaviours are either potentially physically dangerous or unhealthy and are therefore expressly forbidden:

-  Sitting on port racks/steps
-  Running close to buildings, on concrete areas or on ramps/verandahs
-  Throwing sticks, stones, water, seed pods etc
-  Pushing, tripping and other forms of "horseplay", particularly near windows and doors
-  Playing ball games in restricted areas
-  Physical scuffling, fighting or assault

Involvement or participation in drug abuse is a criminal offence and such matters occurring on school premises will be referred to the Police. Suspension or exclusions from school are usual consequences.

## First Aid

Students are referred to sick bay via their current class teacher. Parents/Carers will be telephoned as soon as possible for the collection of a sick child. Students are discouraged from contacting their parents/carers directly, if they are not well, they should move to the sick bay where an assessment of their condition can be made.

Where no contact with the parent/carer, or emergency contact, can be made or the parent/carer/emergency contact cannot collect the student, the student will remain in sick bay.

All students are covered by Queensland Ambulance whilst on the school premises and/or off site and in an official school capacity such as an excursion. In the event of an emergency an ambulance will be called.

Parent/Carer emergency contact telephone information must be kept current with the school. Please advise the school of change in details and any relevant important medical details.

## Medication

At no time will a teacher or other adult person on the school staff provide medication to students, including paracetamol.

Should medication prescribed by the student's medical practitioner be required to be administered while the student is at school or involved in school-approved activities, a parent/carer must, in the first instance, make a written request to the Principal. In addition, a signed parent/carer Medication Authority Form is to be completed which is available at the Administration Office.

A teacher or other adult person on the school staff authorised by the Principal to give medication to a student, will administer medication, as per the written instructions provided on the medication container by the pharmacist at the medical practitioner's direction. The teacher or other authorised person will not accept the instructions solely by the parent/carer. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered and the use-by date. It is the parent/carers responsibility to ensure that medication has a current expiry date.

At all times, medication must be handed in at the office. At no times are students to keep medicines with them. The only exceptions are that of inhaler therapy for asthma or EpiPen for anaphylaxis.

## Visitors including parents/carers to the school

All visitors to the school must enter via the Administration Office and sign in. Our administrative staff will then assist visitors to locate personnel or the location of the meeting.



### Late Arrivals/Early Departures

Every effort should be made to arrive at school by 8:40am each morning. It is expected that students stay on the school ground all day, only leaving once the end of day bell has rung at 2:50pm.

If a student arrives after 8:45am or needs to depart prior to 2:50pm, a parent/carer must notify the school either via a phone call or note with the student. It is expected students sign in/out at the Student Window.

### Leaving and Returning to School Grounds

Students who need to leave school during the day to run an errand for a parent/carer, attend a medical/dental appointment etc., should advise the school by way of a letter/note or phone call from their parent/carer.

Students are to report to the office to sign out prior to their departure, and to sign in on their return back to school. This includes students who have arrived at school by bus but need to leave school prior to the commencement of lesson instruction in the morning as well as at Recess 1. All contact with students should be made at the school office, not directly with students.

It should be noted, no student will be issued a lunch pass in order to leave school grounds to purchase food. The school tuckshop is open every day and the profits come back into the school via the P&C.

### If you are away

Attendance at school each and every day is a key factor in success at school. However, we need to understand that sometimes students are unable to attend for good reason e.g. illness, dentist appointments etc. We can be notified of any absences a number of ways which are listed below:

1. **Ring the absence line (24 hours a day)** and leave a message with student's name, parent/carer name, dates absent and reason; Ph. 4192 1260
2. **Reply to the text message sent each day** – simply state Student Name and reason for absence
3. **Write a note** and have your student bring it to the office on the day of return
4. **Using QParents app** – you can enter directly absences both past and present into this app, you can see live what attendance percentage your student has

Students requiring an extended absence from school (10 days or more) must contact the school to complete an *Exemption Form*.

### Travelling to and from school

Students dressed in their school uniform making their way to and from school each day are representatives of the school. It is an expectation that students follow road rules and use common sense as they make their way to and from school. They should also display the school values: respect and responsibility, to those people and the property around them. Once students have entered the school for the day, they are not to leave the grounds without permission from their parents, even

### Bikes/Scooters

Bikes are to be parked in the racks provided. The appropriate safety helmet is to be worn and **bikes, roller blades and skateboards are not to be ridden in the school grounds at anytime.**

### Car Transport (including Student Drivers)

If you are dropping your student off at school or picking them up, please be conscious of the busy nature of the front of the school at these key times of the day. Also, adherence to the parking signage including the Bus Zones is appreciated.



If students drive to school, it is expected that they park on Gee Street in order to remove them from the busy front of the school zone at the conclusion of the school day. We expect students to drive responsibly and to limit their passengers to family members and others approved by parents/carers.

## Bus Transport

Parents/carers may organise bus transport to and from Isis District State High by contacting the bus companies directly. Students are not permitted to disembark or board a school bus at any other location other than their home stop and the high school.

The school website has links to the Department of Transport *Code of Conduct for School Students Travelling on Buses*. Isis District SHS is supportive of the bus companies upholding this Code of Conduct and expect our students to adhere to it. <https://isisdistrictshs.eq.edu.au/Supportandresources/Parentresources/Pages/Parentresources.aspx>






## Bus Contact Details

Howard Police - 07 4129 4555		Childers Police - 07 4192 1444	Bundaberg Police - 07 4153 9111
DESTINATION/S		ROUTE	SERVICE
MAHOGANY PARK BUXTON & STH ISIS GOODWOOD / WOODGATE		P1700 P1417 P1069	<b>G &amp; D ROSS BUS CHARTERS</b> Bidwill Road, MS 2093, MARYBOROUGH Q 4650 <b>Greg &amp; Donna Ross</b> <b>0427 297 132 - A/H 07 4129 7132</b>
Foleys Rd, Isis Hwy, Tardas Rd, Cordalba, Mill Rd, Lynwood Rd and North Isis Rd Knockroe Road, Farnsfield and Isis Hwy Gentle Annie Rd, North South Rd, Bruce Hwy Eureka Rd, Adies Rd, Bruce Hwy to Childers (incl. Isis Mill) BIGGENDEN (Berries Rd – Isis Hwy) BIGGENDEN – DALLARNIL HOWARD – PACIFIC HAVEN		P20  P415 P1115 S438 P1809 S473 S434	<b>COAST &amp; COUNTRY BUSES</b>  <a href="http://www.coastandcountrybuses.com.au">www.coastandcountrybuses.com.au</a>  <b>1300 4 BUSES (1300 428 737)</b>

## Emergency Evacuation Procedures for Early Departure from School Site

For students who travel to school by bus, special circumstances may arise where a bus company, due to imminent flooding or notification by the police of an extended road closure following an accident, chooses to collect students early from school and get them safely home before they are unable to get home.

Following a request from a bus company to collect students early, the school will:

-  Immediately accede to this request, gathering all students present who travel on that bus (using Translink registered lists as a basis)
-  Mark a roll to identify all students on board
-  Have students with mobile phones contact home
-  Identify students who cannot contact their parent/carer and make every effort to contact the parent/carer or the emergency contact number held on the student's files
-  Publicise the early departure via the school Facebook page

Please Note: An emergency evacuation to avoid road closures must be accomplished quickly. Students will board the bus as quickly as possible. Contact with parent/carer or emergency contact person, by staff, may well occur once the bus and its passengers are in transit. It is also possible that, despite the school's best efforts, no contact can be made at all.

In preparation for these unusual circumstances, please discuss any home destination arrangements with your student and contact the school if the school should know about these or other arrangements.