Mossman State High School

Policy Documents

- Assessment
- Behaviour Management
- Homework
- What do you do when …..
- Bullying & Harassment
- Student Management & Support Process
- Items not welcome at our school
- Smoking
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Updated December 2014.
ASSESSMENT POLICY

All students will be given an individual student assessment report at the beginning of each term listing all assessment items and their due dates for completion during that term.

TESTS/EXAMS
- Students must attend all tests and exams at the scheduled time.
- If a student is ill and cannot attend a test or exam at the scheduled time the following procedures must be followed:
  - the school must be notified before the scheduled test/exam
  - on return to school the student must report to the teacher and/or head of department to make arrangements to sit for the test/exam
  - a medical certificate or a parental letter giving valid reasons is presented
  - exceptional circumstances will be considered by the head of department and/or Principal.
- If students fail to attend scheduled exams/tests and do not comply with the conditions outlined above:
  - the student folio/profile will clearly identify the lateness of item together with any management procedures adopted eg late sitting – no valid reason.
  - parents/guardians will be notified.

ASSIGNMENTS
- If a student is absent on the due date for an assignment, every attempt should be made to have the assignment brought into the school on that day. In the case of oral assessment, palm cards or a written script should be sent.
- If it is not possible for the assignment to be delivered to the school on the due date, parents/guardians should contact the school and advise the Head of Department or teacher of the reasons for non-submission on the due date.
- Special consideration for assignments may be granted by the Head of Department if the following conditions are met:
  - a request has been approved
  - a medical certificate or note is received from parent/guardian to explain valid reasons
  - exceptional circumstances will be considered by the Principal.
- In the case of oral assessment, all students must be ready on the first day of the testing period unless the teacher has arranged otherwise.
- DUE DATE – is on or before 3.00pm on the due day specified.

Students will be given some time in class to work on their assignments. This enables teachers to provide help, to monitor student progress and to verify authorship of student work. Productive use of this time is essential to granting of requests for extension.

If an assignment is not submitted by the due date:
  - The assessment will be based on draft work presented to the teacher. It is the student’s responsibility to ensure that draft work has been sighted by the teacher.
  - If no draft work is sighted by the teacher, they will record a Not Submitted (NS) on the student profile and may lose a semester’s credit for that subject if the assessment is substantive. Non submission may also result in a lower level of achievement if stated achievement criteria are not met.
  - Parents/guardians will be notified regarding non-submission of assignment work by the teacher/Head of Department.

The school follows the Queensland Studies Authority Policies on Late and Non Submission of Student Responses to Assessment Instruments (Jan 2009) in Authority and Authority Registered Subjects and the Policy on Special Provisions for School-based Assessment in Authority and Authority-registered Subjects. (Jan 2009).
BEHAVIOUR MANAGEMENT

At Mossman State High School we believe that when students are given clear guidelines for personal and group behaviour, they are better able to exercise self-discipline. We consider that good manners, personal motivation and respect for self, others and property are basic values for our students to develop.

A full copy of the school’s Responsible Behaviour Plan is available from the school office or from the School’s Web Site.

SCHOOL RULES

The expectation of all staff and students at Mossman State High School is that they abide by three simple rules, which are the cornerstone of our socially responsible community.

1. BE RESPECTFUL
   Everybody at Mossman State High School has the right of respect from others, the right to learn and the right to teach.
   
   It is expected that everyone will speak to and interact with each other in a way that reflects good manners and a genuine respect for themselves and others.

2. BE SAFE
   Everybody at Mossman State High School has the right to feel safe and secure in their school environment. Bullying and harassment of any person, adult or student, within the school environment is never acceptable.
   
   It is expected that everyone will act in a safe manner at all times so as to ensure the safety of themselves and others.

3. BE A LEARNER
   Mossman State High School is a learning community that values educational excellence. Attending school regularly and being prepared for classes is an expectation of all, as is striving to achieve your best at all times.

Mossman State High School students, staff and parents are proud of our school and its good reputation in our community. We encourage everyone to be good citizens and uphold the School’s values in public. We expect all staff and students to be good role models and ambassadors for our school community whenever and wherever they are representing our school.

BEHAVIOURS PROHIBITED

At this school we have a consistent approach in dealing with students regarding their behaviours. Incidents involving a student in any of the following will be dealt with at an administrative level as they are not tolerated in our school:

- Bullying and harassment
- Smoking
- Gross insolence/misconduct/ disobedience
- Substance abuse and possession
- Violence
- Truancy
- Vandalism
- Theft
- Unsafe practices
- Verbal abuse of adult or student
HOMEWORK POLICY

Homework provides students with the opportunities to consolidate their classroom learning, pattern behaviour for lifelong learning beyond the classroom and involve family members in their learning. The setting of homework takes into account the need for students to have a balanced lifestyle. Homework is:

- Work that enhances student learning
- Purposeful and relevant to students needs
- Appropriate to the phase of learning (early, middle and senior)
- Appropriate to the capability of the student
- Develops the student’s independence as a learner
- Varied, challenging and clearly related to class work
- Work that allows for student commitment to recreational, employment, family and cultural activities.

Homework includes the extension of classwork, independent reading, projects and research, study and preparation for future lessons (getting organised). It promotes the engagement of independent learning.

RESPONSIBILITIES

Teachers

Teachers can help students establish a routine of regular, independent study by:

- ensuring their school’s homework policy is implemented;
- setting homework on a regular basis;
- clearly communicating the purpose, benefits and expectations of all homework;
- checking homework regularly and provide timely and useful feedback;
- homework that is varied, challenging, directly related to class work, appropriate to students’ learning needs;
- explicitly teaching strategies to develop organisational and time-management skills and providing opportunities to practice these strategies through homework;
- giving consideration to other academic and personal development activities (school based or other) that students could be engaged in when setting homework; and
- discussing with parents and caregivers any developing problems concerning their child’s homework and suggesting strategies to assist with their homework.

Students

Student’s can take responsibility for their own learning by:

- being aware of the school’s homework policy;
- maintaining a diary to record homework tasks in;
- discussing with their parents or caregivers homework expectations;
- accepting responsibility for the completion of homework tasks within set time frames;
- following up on comments made by teachers;
- seeking assistance when difficulties arise; and
- organising their time to manage home obligations, participation in physical activity and sports, recreational and cultural activities and part-time employment.

The role of parents and caregivers with homework

Parents and caregivers can help their children by:

- reading with them, talking with them and involving them in tasks at home including shopping, playing games and physical activity;
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning;
- encouraging them to read, to take an interest in and discuss current local, national and international events;
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities; and
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children’s approach to the homework.
Amount of Homework

**Middle Phase (year 8 and 9)**
Homework in Year 8 and 9 could be up to but generally not more than **5 hours per week**. This equates to approximately 15 minutes per subject a night (students have 4 subjects a day) each week night.

**Senior Phase (year 10, 11 and 12)**
The amount of time devoted to homework and independent study will vary according to the student’s learning needs and individual program of learning. These are determined by their Senior Education and Training Plan (SET plans for years 10 & 11).

Consequences for failure to complete homework
Under the Education (General Provisions) Regulations 2000:
- A student may be detained for wilful neglect to prepare homework for a period of 20 minutes during the lunch recess or one half hour after the school program is finished.
- Mossman State High School will enforce a detention as described above for failure to complete homework. Parents will be notified by phone or letter if failure to complete homework becomes a regular occurrence.

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**WHAT DO YOU DO WHEN ....**

*You are absent from school:* - A parental/guardian note of explanation is required by the office on the day of your return to school. Parents may also phone in on 4084 1360 in preference to writing a note. Attendance at school is compulsory by law if you under 17 years of age.

*You are late to school:* - Report to the office for your name to be marked on the roll and collect a late slip to be given to your teacher.

*You are not in correct uniform:* - A note of explanation is required from your parents/guardians. Take the note to the office before school to receive an outcome from administration.

*You wish to leave school for some reason during the day:* - If a student is to leave school during the day, for an authorised leave of absence (see Advice regarding students leaving the school grounds) a note from parent/caregiver must be handed into the office before school. Students are to collect Permission to Leave Grounds slip from the office. Appointments during school time should be avoided. We appreciate that some specialist appointments may be unavoidably required during school time.

*You lose or find property:* - Report to the office. Lost property is located in the office or cleaners’ room.

*You feel sick:* - If you are in class, ask your teacher for a note and report to the office. If you are not in class, report to the office. If you are due to go to class, report to your class first.

*You wish to see the Guidance Office, Social Worker, School Nurse or Chaplain:* - Appointments are made through the office.

*You have money or valuables at school:* - If possible, do not bring extra money or valuables to school. If it is essential, carry it on your person AT ALL TIMES or leave it at the office for safekeeping. DO NOT leave mobile phones and wallets in schoolbags these must be kept on you at all times.

*You change address/telephone number:* - See the office staff to advise the new details. Accurate details are essential in an emergency and for reporting purposes as reports and correspondence are mailed home.

*You intend to leave Mossman State High School:* - Administration must be notified by letter (include a forwarding address). Students will be given an exit form to be completed prior to leaving. Students then need to return all text and library books and their ID card. All documentation must be completed before refunds are made.

*You lose your ID Card:* - Replacement of lost or stolen ID Cards are ordered through the office at a small charge.

*You have a family crisis/emergency or an ongoing condition which affects your work:* - You may be eligible for Special Consideration. This can only be granted by the Principal.
1. Mossman State High School strives to create positive, supportive environments for all students at all times of the day. The disciplined and teaching environment that we are creating is essential to:
   - achieving overall school improvement, including the effectiveness and efficiency of our student support procedures
   - raising achievement and attendance
   - promoting equality and diversity and
   - ensuring the safety and well-being of all members of the school community.

2. There is no place for bullying in Mossman State High School. Research indicates that both those being bullied and those who bully are at risk of behavioural, emotional and academic problems. These outcomes are in direct contradiction to our school community’s goals and efforts for supporting all students.

3. Bullying behaviours that will not be tolerated at Mossman State High School include name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging, sending offensive or degrading images by phone or internet, producing offensive graffiti, gossiping, excluding people from groups, and spreading hurtful and untruthful rumours.

4. Bullying may be related to:
   - race, religion or culture
   - disability
   - appearance or health conditions
   - sexual orientation
   - sexist or sexual language
   - young carers or young people in care.

5. Research indicates that many problem behaviours are peer-maintained. That is, peers react to bullying in ways that may increase the likelihood of it occurring again in the future. Reactions include joining in, laughing, or simply standing and watching, rather than intervening to help the person being bullied. Whilst our school would never encourage students to place themselves at risk, our anti-bullying procedures involve teaching the entire school a set of safe and effective response to all problem behaviour, including bullying, in such a way that those who bully are not socially reinforced for demonstrating it.

6. When considering whether or not bullying has occurred, we will avoid speculation on the intent of the behaviour, the power of individuals involved, or the frequency of its occurrence. Whether bullying behaviour is observed between students of equal or unequal power, whether it occurs once or several times, and whether or not the persons involved cite intimidation, revenge, or self-defence as a motive, the behaviour will be responded to in similar fashion, that is, as categorically unacceptable in the school community.

7. Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our schoolwide universal behaviour support practices will be maintained at all times. This will ensure that:
   - Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour, including preventing the subset of bullying behaviour
   - All students know the 3 school rules and have been taught the expected behaviours attached to each rule in all areas of the school
   - All students have been or are being taught the specific routines in the nonclassroom areas, from exiting the classroom, conducting themselves in accordance with the school expectations in the playground and other areas, to re-entering their classrooms
   - All students are receiving high levels of positive reinforcement for demonstrating
expected behaviours, in all areas of the school.

- A high level of quality active supervision is a permanent staff routine whilst on playground duty. This means that playground duty staff members are easily identifiable and are constantly moving, scanning and positively interacting as they move around the designated supervision areas.

8. An initial introductory lesson on our bullying and harassment policy is delivered by all teachers in all classrooms as an orientation to the school year.

9. The introductory lesson is followed by several lessons as part of the Social Science Curriculum in years 8-10 and the English Curriculum in years 11 & 12. These lessons include instruction on what bullying is, why it is occurring and ways of responding, with particular emphasis on school specific behaviours.

10. Mossman State High School uses behavioural data for decision-making. This data is entered into our database on a daily basis and can be recalled as summary reports at any time. This facility allows the school to track the effectiveness of its anti-bullying process, to make any necessary adjustments, and to identify specific bullying behaviours that may need to be revisited or revised in the instructional process.

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**STUDENT MANAGEMENT & SUPPORT PROCESS**

This process is designed to identify and support students who are at risk because of their inability or failure to comply with the requirements of Mossman State High School.

**Circumstances where the student support process may be offered.**

- Irresponsible/disruptive behaviour
- Repeated lateness/absence from lessons
- Continued failure to participate in learning activities
- Failure to attend a test or exam
- Repeated failure to bring necessary equipment to classes
- Failure to complete assessment item(s) by due date
- Other circumstances placing students at risk of poor outcomes

**Processes for student support.**

- Counselling by teachers, heads of department, Administration
- Referral to Guidance Officer
- Referral to Social Worker – Behaviour Management Services
- Referred to School Youth Health Nurse
- Assistance with goal setting/organisation
- Developing career pathways
- Developing study skills
- Anger management programs
- Monitoring of student progress
- Tutorials and homework classes
- Special consideration for exceptional circumstances
- Outside support agencies
- Other relevant avenues of support

**ITEMS NOT WELCOME AT OUR SCHOOL**

- Aerosol cans
- Chewing/bubble gum
- Cutters/Stanley knives/pen knives
- Laser pointers
- Steel rulers
- Alcohol/Drugs
- Cigarettes/lighters/matches/tobacco
- Permanent marker pens (Note: highlighters/fine liners are permitted)
- Skateboards
- Trading cards
- Electronic games
- Weapons (objects of harm)
**SMOKING, ALCOHOL & USE OF ILLICIT DRUGS POLICY**

- Students who are found smoking, consuming alcohol or using illicit drugs at school, travelling to or from school or while representing the school in any way will be suspended from our school. (In the case of illicit drugs – police will be notified).
- Students who choose to become involved with other students who are involved in such behaviours or smell of smoke, also place themselves in a situation where it may be interpreted that they are also involved in or condoning this behaviour. This may result in their being suspended from our school or given an appropriate consequence.
- Students must not be in possession of cigarettes, tobacco, cigarette lighters, alcohol, illicit drugs or other materials associated with them or their use. If these items are found in their possession, they will also be suspended from our school.

**ADVICE REGARDING STUDENTS LEAVING THE SCHOOL GROUNDS**

All Principals of State Schools have been directed by the Director General of Education to provide the following advice to each school community. Section 18 of the *Education (General Provisions) Regulation 2000* allows a Principal to grant a student leave of absence in very limited circumstances. Students WILL NOT be issued with any passes to leave the school grounds for reasons other then those outlines in Section 18 of the *Education (General Provisions) Regulation 2000*.

A Principal has the discretion to grant leave of absence for a student to leave the school grounds to receive:

- Medical treatment
- Dental treatment or
- Specialised instruction (Specialised instruction means instruction or training in a subject or activity that is not part of the student’s normal school subjects or activities).

The Principal must only exercise this discretion:

- If a parent advises the Principal of the student’s requirement to leave the school for such purposes
- It is advisable that the request is received in writing
- In instances where the Principal specifically requires that the request be made in writing, the parent must provide it in writing.

However, S.18 of the Regulation DOES NOT INCLUDE THE FOLLOWING AS REASONS FOR ABSENCE:

- leaving school to go shopping
- buy lunch or go home for lunch
- going to the post office
- going to financial institutions
- Parents must make other arrangements for students to run errands and so on outside of school hours.
POLICY REGARDING THE USE OF ELECTRONIC DEVICES BY STUDENTS

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

Personal Technology Device Etiquette
Bringing personal technology devices to school is not encouraged by our 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 turned off and out of sight during assemblies and classes. Personal technology devices may be used at morning tea and lunch breaks and before and after school.

Confiscation
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 to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent.

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 continue to choose to ignore this policy will have electronic devices confiscated and a parent or guardian will be asked to collect this property from the school office.

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 Mossman State High School. Students using personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) builds a culture of distrust and disharmony.

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy).

Recording of events in class is not permitted unless express consent is provided by the class teacher.

A student at school who uses a personal technology device to record private conversations, ordinary school activities 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 our school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

Students involved in:
- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording
are in breach of this policy and may be subject to disciplinary action (including suspension and recommendation for exclusion).
Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to QPS.

**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 a staff member.

**Assumption of cheating**
Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. 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 s/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**
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 a Head of Department or member of Administration.

*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.*
The P&C Association of Mossman State High School supports a uniform policy for Mossman State High School. It believes that a school student dress code policy promotes the objectives of the Education (General Provisions) Act 2006, and in particular that it:

- Promotes a safe environment for learning by ready identification of students and non-students of the school;
- Promotes an effective teaching and learning environment by eliminating the distraction of competition in dress and fashion at the school;
- Promotes a supportive environment at the school by fostering a sense of belonging;
- Fosters mutual respect among individuals at the school by minimising visible evidence of economic’ class or social differences;
- Engenders a positive public image of the school within the community.

**Everyday Uniform**

Students at Mossman State High School are required to wear full and correct uniform each day when no formal representation of the school is required.

**Shirt (Junior)**
- Polo style school shirt predominately green with blue trim and Junior identified on the collar.

**Shirt (Senior)**
- Polo style school shirt predominately blue with green trim and Senior identified on the collar.

**Shorts**
- Blue school shorts with relevant school house identified on the right leg (see Interhouse Colours section)

**Socks**
- White or Black Socks – ankle socks, no calf or knee high

**Footwear**
- Shoes must be fully enclosed lace-up shoes that are PLAIN BLACK with LEATHER OR SYNTHETIC LEATHER UPPERS (no suede) for Workplace Health & Safety requirements.

Brightly coloured shoes/shoe laces, canvas, cloth or mesh shoes, shoes above ankle height and boots are **not acceptable**.

![Acceptable Footwear](image1)

![Not Acceptable Footwear](image2)
**Winter Uniform**
The winter uniform is available through the Mossman State High School Tuckshop. It comprises of -

- Jacket (black with school logo) - $40
- Long Pants (black with school logo) - $35

**Formal Uniform**

**Boys**
- Tailored plain black long trousers
- Mossman State High School formal shirt
- Mossman State High School tie
- Black leather lace-up formal shoes or plain black joggers
- Plain black socks
- Mossman State High School Blazer (optional)
- Black belt (if required)

**Girls**
- Black formal skirt
- Mossman State High School formal shirt
- Mossman State High School tie
- Black leather lace-up or low heeled black closed-in shoes
- Flesh coloured sockettes or stockings
- Mossman State High School Blazer (optional)
- Plain white, green or black headbands or scrunchies may be worn to hold back hair
- No flowers or ornaments are to be worn in hair

- Ties are available from the school.

**Music Uniform**

**Shirt**
- Polo style shirt in aqua with a black treble clef and white collar

**Shorts**
- Blue school shorts with relevant school house identified on the right leg (see Interhouse Colours section)

**Socks**
- White Socks – ankle socks, no calf or knee high

**Footwear**
- **Shoes must be fully enclosed lace-up shoes that are PLAIN BLACK with LEATHER OR SYNTHETIC LEATHER UPPERS (no suede) for Workplace Health & Safety requirements.**
  - Brightly coloured shoes/shoe laces, canvas, cloth or mesh shoes, shoes above ankle height and boots are not acceptable.

**Formal Music Uniform**

**Girls**
- Black formal skirt
- Green overshirt
- Black undershirt
- Black leather lace-up shoes or low-heeled black closed-in shoes
- Flesh coloured sockettes or stockings
- Plain white, green or black headbands or scrunchies may be worn to hold back hair
- No flowers or ornaments are to be worn in hair

**Boys**
- Tailored plain black long trousers
- Plain black long sleeved business shirt
- Black leather lace-up formal shoes or plain black joggers
- Plain black socks
- Black belt (if required)
• Skirts, overblouses and undershirts are available from the school at a minimal hire fee.

**Sports Uniform**
Mossman State High School sports singlets, shorts and socks are available for sale. Jerseys are provided when required.

**Interhouse Colours**
On Annual School Athletics Day, Swimming Carnival and other interhouse events, students can wear the following colour.

Yawu (Yar-woo) - Stingray A – D - PURPLE
Kurranji (Gor-run-gee) – Cassowary E – K - BLUE
Jalbil (Jar-bill) – Forest Dragon L – R – YELLOW
Biblingkumu (Bill-ga-more) – Crocodile S – Z – RED

**Hats & Sun Safety**
Students are supplied with a Mossman State High School sunsafe hat when they enrol at our school. Students should wear this hat when involved in any outdoor activity.

**Jewellery**
Due to Workplace Health and Safety issues, jewellery is to be limited to:

- A wrist watch
- One discreet neckchain of personal significance (small pendant only). This must be worn on a light breakable gold or silver chain only. Bracelets, anklets, wristbands and bangles are not permitted.
- Beads, shells and large chains are not permitted. No leather necklaces.
- One small flat ring with no raised settings.
- Small plain sleepers or studs as earrings (no bling). No more than 2 per ear. No spacers or stretchers are allowed. Earrings should be gold or silver in colour only.
- One facial piercing is permitted but must be a small flat stud that does not protrude from the face.
- Students will be asked to remove inappropriate jewellery. This jewellery will be held for collection.

**Hair**
Hair should be clean and neatly groomed. Hair accessories can only be white, black or green. This applies to hair ties and ribbons as well as small hair bands.

**Facial Hair**
Must be well groomed.

**Makeup**
The only makeup acceptable is the application of a light foundation when students need to cover skin blemishes. Other makeup is not permitted at school. This includes lipstick, mascara, eye shadow and the like.

**Coloured Nail Polish**
Not permitted – clear nail polish only.

**Enforcement of the Policy**
(a) Students who are out of uniform will be issued with a uniform slip by the Form Teacher. The Form Teacher will check for compliance the following day. Students who are still out of uniform will be referred to the Year Coordinator.
(b) The Year Coordinator will contact parents regarding the student being out of uniform for two consecutive days to remind them of the Uniform Policy and to seek assistance in having the student comply with the Policy.
(c) Students who continue to be in breach of the Uniform Policy will be referred to the HOD (Senior/Junior). The HOD will contact parents and inform them of the consequences for their students non-compliance with the Uniform Policy.
(d) Students who are regularly in breach of the Uniform Policy and unwilling to follow procedures will be referred to a member of Administration for further management.
(e) Students not wearing correct footwear without a medical reason or a detailed letter from a parent or guardian explaining the reason and the anticipated date of return of footwear, will have their parents contacted and/or complete their school work at the office. Wearing of correct footwear is a health and safety requirement.

The Mossman State High School Winter Uniform is available through the Tuckshop only.

Day uniforms are supplied by:
Bartolos & Co., Front Street, Mossman (Ph 4098 1175) or Ives' Mensland, Front Street Mossman (Ph 4098 3666)