

**Spinifex
Residential
Campus**



Student Handbook
2023

Sharing Knowledge - Creating our Future

Spinifex State College, Residential Campus

Spinifex Residential College is a unique place. We come from different communities and families. While we are here, we strive to live and work together in harmony. We choose to celebrate our differences and remember what we all have in common. Therefore, tolerance, respect, compassion and understanding will be demonstrated in all our relationships.



The Values

As a boarder, you are expected to adhere to the following standards at all times. These standards are inclusive of all three Spinifex Campuses.

Be safe.

- Respect other student's privacy and keep out of their rooms.
- Stay within the premises.
- Follow staff members' instructions: Follow directions without debate
- Talk calmly about issues; there is no need for aggression.
- Avoid moving furniture unless you have permission or have been instructed to do so.

Be respectful.

- Use your manners.
- Be aware of people's personal space.
- Use respectful and appropriate language towards all students and staff.
- Be kind and helpful to everyone.
- Respect other people's opinions: develop tolerance
- Wear the correct uniform and follow the dress code as expected in each campus.

Be responsible.

- Keep a clean and tidy room.
- Avoid bringing contraband onto the premises for example: food, aerosols, inappropriate games or movies, illegal drugs, alcohol, weapons or anything that could harm self or others
- Make sure games, computers TV, DVD players and so on are kept in the condition it was in when you used it and report any faults or breakages.
- Practice responsible use of technology
- Complete study group and assignments.
- It's not ok to be away! Go to school: Every day counts



Weekday Routine

Morning routine Monday - Friday

Time	All Students
6.00-6.15am Girls Wake Up 6.15am Boys Wake Up	Students woken up and prepare for breakfast -Dressed in uniform -Go to kitchen for breakfast -After breakfast, tidy your room, pack your bag, turn off lights and fans and open your blinds Inform SSW if unwell for school
7.00am	Kitchen closed. Students on duty to clean
7.15-7.25am	Seniors line up at Door 19, uniforms, bags, lunches and rooms checked
7.25am	Senior roll marked Students depart from Door 19 for school
7.45am	Mark the roll and prepare to board the school bus. If all rooms are clean, lights and fans off, Juniors collect mobile phone from SSW on the way to line up for the bus Juniors line up at Door 19 and wait for the bus to return

Before leaving for school:

- ✓ Be in FULL school uniform
- ✓ Take your school bag with you
- ✓ Have your school diary, lunch and other belongings in your bag
- ✓ Clean your rooms, including under your bed so the cleaner can vacuum
- ✓ Turn off ALL lights and fans and lift the blind in the room
- ✓ Open your window



Afternoon routine Monday, Tuesday and Thursday

Time	Juniors	Seniors
2.25pm	Bus pick up Junior Campus at back of school. Be prompt.	Bus pick up Senior Campus across from school. Be prompt.
2.40pm	All students to prepare for afternoon tea by: <ul style="list-style-type: none"> -returning to room, change into afterschool clothing -leaving hats in rooms -checking clothes pockets -dropping uniform into appropriate laundry baskets -making their way to the kitchen for afternoon tea with study materials 	
2.55pm	Complete eating by 2.55pm and go to study group line up Go straight to study line up from afternoon tea with homework	
3.00pm	All students to line-up (girls and boys lines) quietly outside study room for roll call: Students are responsible to bring all study group or additional work for the entire hour HOC address students Wednesday and complete PB Draw	
3.10pm	Group 1 to begin study group, study or other constructive activity on allocated days	Group 2 to prepare for afternoon activity. (Unless extra study group time is required and approved by teacher)
4.00pm	Group 1 to prepare for afternoon activity. (Unless extra study time is required)	Group 2 students to begin study group, study or other constructive activity:
5.00pm-5.30pm	All students to be preparing for dinner <ul style="list-style-type: none"> - having showers - turning off electronics, rec rooms shut if Res Rec time allocated at 5.45pm - students must wear closed in shoes if they are rostered on kitchen duties 	
5.50pm:	All students must be lined up for dinner by 5.50pm: NO PHONES TO BE BROUGHT INTO THE DINING ROOM Junior lunch order taken by SSW	
6.00pm	Students eat dinner, wait for everyone to finish then scrape plates and stack dirty dishes	
6.30 - 6.50pm	Seniors to make lunch Kitchen duties. It is your responsibility to be at your duty on time. If you do not complete your scheduled duty, you will be given an extra day of duties. Closed in shoes are compulsory.	

Evening routine Monday, Tuesday and Thursday

Students will be in their separate dorms doing quiet activities. Eg: watching TV, having a quiet yarn, playing pool, reading or doing extra study group.

Personal music is welcome but must not be heard outside of your room. Students may participate in an organized activity supervised by SSW.

Time	Juniors	Seniors
7.30pm	Level 1 students receive phones	
8.00pm	Level 1 students hand back phones Fruit Term 1 and 4. Tea and Toast Term 2 and 3	
8.30pm	Juniors bedtime: Level 1 Junior Rec room closed.	Seniors have minimal noise from Rec Room until bed time.
8.45pm	By this time Junior students should have handed in electronics; eg: Phones, tablets, iPods, laptops, gaming devices, hand controls. Students go to their rooms to prepare for lights out: clean teeth, fill water bottle, go to the bathroom	
9.00pm	Juniors to bed, lights out	
9.30pm		Senior Rec room closed
10.00pm		Seniors in bed, lights out

Evening routine – Friday and Saturday

As above until bed times, which are as follows:

Time	Juniors	Seniors
9.45pm	Preparing for bed, hand in electronics	
10.00pm	In bed, lights out	
11.00pm		Seniors in bed, lights out

Weekend Routine

Day routine- Saturday

Time	All Students
8.00am	No students are to be out of bed before 8:00am without special permission from staff Get up and have breakfast
9.00am	Kitchen duties completed and kitchen closed. Students preparing for morning activity. During this time, quiet activities only. (no pool or loud music) Student may collect their phones if their rooms are clean and beds made
10.00 - 12pm	Students permitted to go shopping line-up at Door 19, roll marked and board the bus.
10.00am	Activities can begin with appropriate indoor noise levels (Rec room, pool table, music etc)

Morning routine-Sunday

Time	All Students
8.00am	No students are to be out of bed before 8.00am without special permission from staff Get up and have breakfast
9.00am	Student may collect their phones if their rooms are clean and beds made
10.00am	Kitchen duties completed and kitchen closed. Students preparing for morning activity. During this time, quiet activities only.
10.30am	Activities can begin with appropriate indoor noise levels (pool table, music etc)



Evening routine-Sunday

Time	Juniors	Seniors
5.00pm	Preparing for Dinner by having showers. Those who have shared bathrooms should start early to allow time for others to finish in time for dinner Games room closed by staff on duty Students on kitchen duties must wear closed in shoes to dinner	
5.50pm	All students line-up quietly for dinner NO PHONES TO BE BROUGHT INTO THE DINING ROOM Juniors to provide lunch orders to SSW	
6.00pm	Dinner	
6.30pm	It is your responsibility to be at your duty on time with enclosed shoes. If you do not complete your scheduled duty an extra duty will be given. Seniors to make their lunch.	
7.00pm	Kitchen duties completed.	
8.00pm	Fruit Term 1 and 4, Toast and Milo/Tea Term 2 and 3	
8.15pm	Level 1 Juniors preparing for bedtime: Hand in electronics	
8.30pm	Bedtime for Level 1 Juniors	
8.45pm	Students must have handed in electronics.	
8.50pm	Students are in their rooms	
9.00pm	All Juniors in bed, lights out.	
9.45pm	Senior students prepare for bedtime	
10.00pm	All Seniors in bed, lights out	

No night activity due to "Settle for School" routine.

Rec Rooms closed at usual times.

Expectations of the Spinifex Residential Campus

Student Fees

Each student must pay a bond of \$200 and their Student Contribution fee on the day they sign the Registration Agreement.

Boarding and Tuition fees are to be paid in accordance with the Fees Policy provided upon acceptance of registration to the boarding facility.

Student rooms

- Students are not permitted to go into each other's rooms.
- Students are expected to keep their rooms in a neat and tidy standard at all times.
- Belongings hung up or in cupboards and drawers, not left in suitcases or on the floor.

Dress standards

- Students may wear singlets in their dorms but must wear appropriate attire in all other parts of the building. This includes appropriate length shorts and skirts and thin spaghetti straps. Offensive slogan t-shirts are not acceptable anywhere in the dorms.
- As a sign of respect, it is expected that you do not wear hoodies, hats or beanies inside.
- Closed-in shoes are to be worn in the kitchen at all times. Footwear must be worn when not in the dorms

Kitchen duties

- Check the kitchen duties roster each Sunday.
- Kitchen duties include but are not limited to: washing plates, cups and cutlery, correctly wrapping and storing of leftover food, sweeping and mopping the floor and putting tea towels in the washing machine.
- Students on Kitchen duties will not be collected by an SSW, it is their responsibility to meet this expectation.

Weekend Sign-outs

- Parents and guardians must ring during office hours by **Thursday 12.00pm** to organize weekend sign outs. Other situations will be assessed on a case by case basis.
- Only HOC, Senior SSW and BSM can approve a student's leave.
- Students are required to return by 5.00pm on a Sunday. If a student is not able to make this due to unforeseen circumstances, the parent/carer must call the Res and speak with a staff member.

Shower times

- All students must shower before dinner.
- Students are permitted to shower after sport or before school, in addition to showering before dinner.
- Students are expected to be respectful of water restrictions and keep shower times to a maximum of four minutes.

Male and female student interaction

- Students are not permitted to sit where they can see down the dorms of the opposite sex.

Movie Room

- There must be ten or more students to use the cinema room.
- SSW will need to be present if both sexes are in the movie room, this may not always be convenient for an SSW so ask an SSW first before organizing a mixed gender movie.

Electricity

- Students are given the responsibility to use the electricity wisely this includes.
 - ✓ Turning off lights and fans when not being used.
 - ✓ Responsible use of the air-conditioning in the recreation rooms.

Contraband

- Student contraband is set in place for the safety of both students and staff. This contraband includes but is not limited to:
 - ✓ Aerosol sprays
 - ✓ Knives and any other sharp instruments, including hunting gear
 - ✓ Any illegal material, this includes Drugs/Alcohol/cigarettes or illegal/pirated movies
 - ✓ Bubblegum/chewing gum
 - ✓ Movies/games above a rating that you are permitted to view
 - ✓ A second mobile phone
 - ✓ Any offensive material such as explicit photos on phones/computers

The staff may have the right to search your rooms or school bag if they have reason to believe you have any of the above, or anything they deem to be contraband. (See Temporary removal of student property by school staff)

Student work commitments

- Students who have above average report cards are able to work at a part time job for up to 12 hours a week. 12 hours is not a number set by the Res it is a regulation of the Child Employment Act 2006. This does not apply to students over 18 year of age.
- It is not always possible for an SSW to provide transport. You may have to arrange alternate transport, with the permission of the HOC or Senior SSW.

Student sport and extracurricular activities

- All sporting commitments must be approved by a Senior SSW and should be written on the activity's whiteboard. Although we are committed to supporting extracurricular activities, some activities may not be accessible.
- Students may be required to organize their own transport either to or from the activity

Temporary removal of student property by staff

A principal or staff member does not require the student's consent to search school property such as lockers, desks and student's dorm rooms in the Residential boarding facility

However, if the property:

- is illegal to possess,
- likely to threaten the safety or wellbeing of students or staff,
- or is reasonably suspected to have been used to commit a crime, the principal should retain the property for handing to police.

A principal or staff member does not have the authority to open, examine or otherwise deal with the property without:

- the consent of the student or a parent of the student. For example, a principal or staff member who removes a mobile phone from a student is not authorised to unlock the phone or to read, copy or delete messages stored on the phone.

Under normal circumstances a principal or staff member is not permitted to search student property (e.g. a student's school bag) unless they have the student's consent or the consent of their parents. There may, however, be emergency circumstances where it is necessary to search a student's property without the student's consent or the consent of the student's parents (e.g. to access an EpiPen for an anaphylactic emergency). Emergency circumstances may include where the life or welfare of a student or students is at immediate risk.

Students:

- ensure they do not bring property onto school grounds that:
 - is illegal
 - puts at risk the safety or wellbeing of other students or staff
 - does not preserve a caring, safe, supportive or productive learning environment
 - does not maintain and foster mutual respect
 - is prohibited according to the school's Responsible Behaviour Plan for Students.
- collect their property when advised by staff.

Parents:

- ensure children do not bring property onto Residential grounds that:
 - is illegal to possess
 - puts at risk the safety or wellbeing of other students or staff
 - does not preserve a caring, safe, supportive or productive learning environment

- does not maintain and foster mutual respect
 - is prohibited according to the school's Student Code of Conduct.
- collect property temporarily removed from their child as soon as possible after they have been notified the property is available for collection.

Process

Confiscation of property

- Property may be temporarily removed from a student if the staff member is reasonably satisfied the removal is necessary to:
 - preserve the caring, safe, supportive and productive learning environment of the school
 - maintain and foster mutual respect among staff and students at the school
 - encourage all students to take responsibility for their own behaviour and the consequences of their actions
 - provide for the effective administration of matters about the students of the school
 - ensure compliance with the school's Student Code of Conduct or any other directive, guideline or policy.

Return of confiscated property

- Ensure property held by the school is made available for collection within a reasonable time period by the student or, if the student is a child, the principal or staff member may choose to make the property available for collection to the parent only if it is more appropriate to do so, given:
 - its condition, nature or value, and/or
 - to ensure the safety of the student or staff, and/or
 - for the good order and management, administration and control of the school.
- Where the child is an independent student it may not be appropriate to make the property available for collection by the student's parents and the property should be returned to the student.
- Ensure property made available for collection is in the same condition as when the property was removed.

Circumstances where confiscated property need not be made available for collection

- If the property is illegal to possess, threatens the safety or wellbeing of students or staff or is reasonably suspected to have been used to commit a crime:
 - [notify police](http://ppr.det.qld.gov.au/education/community/Pages/Disclosing-Student-Personal-Information-to-the-Queensland-Police-Service.aspx)(<http://ppr.det.qld.gov.au/education/community/Pages/Disclosing-Student-Personal-Information-to-the-Queensland-Police-Service.aspx>) about the removal of the property, and
 - if police state that they will come to the school to investigate matters relating to the property, the property need not be made available for collection until they do so, or
- If the police seize the property under the [Police Powers and Responsibilities Act 2000 \(Qld\)](http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PolicePowResA00.pdf)(<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/P/PolicePowResA00.pdf>), the property need not be made available by the school for collection.
- If police decide not to seize the property, it must be made available for collection as soon as practicable thereafter.
- Where staff have made reasonable efforts to notify the student or the student's parents that the property is available for collection but has not been able to make contact need not make the property available for collection.
- Where staff reasonably suspect that the student is not the lawful owner of the property, staff need not make the property available for collection. In this case, staff must make reasonable efforts to ascertain the ownership of the property.

Deciding a reasonable time to make property available for collection

- Consider, in deciding a reasonable time for making property available for collection:
 - the condition, nature or value of the property
 - the circumstances in which the property was removed
 - the safety of the students from whom the property was removed, other students or staff members
 - good management, administration and control of the school.

It is good practice to ensure you have a second member of staff present when the property is searched so that both the student and the staff member are protected from allegations. If you are unsure of the procedure, please ask the Senior Student Support Worker or HOC for advice.

Graffiti

- Please take care with the property of the residential and treat it with respect.
- Please do not write on any property that is not yours, without prior permission.

Swearing

- The use of appropriate language is an expectation of both School and Res
- Abusive language towards students or staff will never be tolerated.

Phones, games and other electronics

- Student phones and any other electronics such as iPad, game controllers and laptops, are handed in every night before bed **for Juniors** or students placed on Junior conditions
- M Rated games or movies must be approved by a Senior SSW or the HOC if you are a senior student but under 15 years old
- Students must have a phone contract signed before they can bring a phone into the Res.
- Students cannot wear any headphones overnight due to fire safety regulations.

School lunches

- Juniors must order their lunch during the dinner line up Sunday-Wednesday.
- Seniors are to make their own lunch after dinner between 6.30pm-7.30pm Monday -Thursday

Weekly routine

- The routines are flexible and can be altered to suit different activities with the support of the Senior SSW.

Travelling in Res Vehicles

- Students must wear seatbelts at all times. They are not to be undone until the engine is switched off and the handbrake engaged.
- No food is to be eaten in the car/bus without permission.
- Clean your shoes before you get into the car/bus if they are dirty.

- Remove wet clothing before you get into the car/bus.
- All belongings are to be removed when you get out of the car/bus.
- Windows remained closed in vehicles for safety

Personal food items

- Students cannot have any food items in their rooms due to the possibility of insects and other vermin such as mice which then attracts snakes.
- If students purchase food items to take to school or eat later, they need to ask the SSW to store these items for consumption at an appropriate time.
- Gum is prohibited.

Punctuality

- You need to be on time for all activities. When you are late, it effects the whole group of students who are waiting to participate.
- When you are late for dinner without an acceptable reason, you will have to complete extra kitchen duties.
- The bus will leave for school on time each day. If you miss the bus without an acceptable reason, you will have to make up the extra time it takes to transport you to school.
- Lateness for activities will also result in a variety of consequences such as exclusion from the activity or having additional chores to make up for the lost time.

Shopping Expectations:

Students become ineligible to go shopping if they are suspended from school, truant, have very untidy and dirty rooms, are on a level for poor behavior, are behind in school work and if the Res staff receive phone calls about student behavior.

- Students who are eligible and choose to go shopping must:
 - Wear the Res shirt
 - Remain in pairs or small groups.
 - Check in every 30 minutes at the dedicated check-in point: outside EB games
 - Remember to be respectful, safe and responsible.
 - Students who do not check in will not be permitted to go shopping on the next round. Students who do not comply a second time will be ineligible to go shopping for a week. Parents/Carers will be contacted.
 - If a third breach of check in policy occurs, the student will forfeit their rights to go shopping for the remainder of the term and their parents will be contacted.



Student Mobile Phone Policy

Mobile phones are part of life. We need to promote the Responsible Use of Technology and follow the protocols set out below consistently. Students are responsible for their phones. Spinifex Residential takes no responsibility for student mobile phones.

All students must sign a mobile phone contract before they can use their phones in The Res. Sim card numbers and serial numbers must be provided on this contract.

Protocols

Junior students may take their phones as they depart for school every school day between 7.30am-7.40am if they have complied with the morning routine: lights off, blinds up, fans off, bed made, nothing on the floor and windows open in winter. Students must then line up at Door 19.

Phones will only be given to the student who owns the phone and has completed their morning duties and is ready for school.

If students do not take their phones at this time they will not be given access to their phones until they return from school in the afternoon

Junior Students (Grades 7, 8 & 9) must hand their phones in between 8.30-8.45pm every school night and 15 minutes prior to bed times on the weekend or public holidays.

Students must not use their phones during the following times: Residential meeting/Study Group, Residential meal times and Residential school day activity times. Students are expected to abide by the school rules in regards to the appropriate use of mobile phones. They must leave them in their rooms when they are involved in outdoor activities or hand them to the SSW on activity who will store them in the mobile phone box.

If students are caught using a mobile phone during times when they should not, the phone will be confiscated overnight. They will be able to access the phone between 7.30 and 8.00pm to contact parents. The phone must be returned by the student at 8.00pm.

If students have a phone confiscated for breaking the rules and that student is found using another student's mobile phone during that period, then that phone will also be immediately confiscated for a week. This includes any phone students may be using that belongs to another student. They will be able to access the phone between 7.30 and 8.00pm to contact parents. The phone must be returned at 8.00pm

Students are not permitted to "hotspot" their phones to anyone else in the Res. If this occurs, both phones will be confiscated for 24 hours, the hotspot turned off and randomly checked by SSW. If it occurs again, the phones will be confiscated for 1 week. A third offence will be determined by the Hoc and may be sent home for the remainder of the term or longer if necessary. Other consequences will be determined as necessary.

Level 1 and Level 2 students do not have phone access except between 7.30-8.00pm to speak with family for the duration of the level.

Weekend mobile phone policy is as follows: phones will be given to students after they are finished their morning duties by 9.00am. Junior students will hand their phones in 15 minutes before bedtime.

Positive Behaviour Tokens: PB's

Staff at the Res like to reward good behavior. We have created a reward system called PB's or Positive Behaviours. Tokens are distributed to students for demonstrating the learning values of being Safe, Respectful and Responsible. Tokens go into a weekly draw. Tokens are also tallied each term for end of term rewards.

Student:	_____
Staff:	_____
Date:	_____
<i>i am SAFE</i>	<input type="checkbox"/>
<i>i am RESPECTFUL</i>	<input type="checkbox"/>
<i>i am RESPONSIBLE</i>	<input type="checkbox"/>



PB Guidelines

PB's or Positive Behaviours, are tokens which are given to students when they have demonstrated Positive Behaviours aligned with Spinifex State College Learning Values of being Safe, Respectful and Responsible Learners.

All staff are required to distribute 5 PBs each shift to the students at The Res.

The staff member distributes the tokens to students by putting their name, staff member, the date and ticking the appropriate box for the students' positive behaviour.

Students or staff can place the PB tokens in the respective Junior and Senior boxes located in the SSW staffroom between the dorms.

There is a weekly draw on a Wednesday before the Shopping Activity.

All tokens are removed and tallied by the teacher to a spreadsheet. Individual tallies are used to determine prizes.

If a student does not put his/her token in the PB box for the week it was handed out, it becomes invalid for the next week's draw but will count towards the overall tallies.

Level System

Level 1

When a student is placed on Level 1, their electronics are taken and stored for the remainder of that day and until the term of the level is complete. The consequence of the level will be applied immediately and the count of days will commence immediately.

A student is placed on Level 1 as a result of:

- Minor behaviours after warnings from staff (refer to Res Expectations Flow Chart)

And are then restricted to:

- Not being able to leave the Res on outings, except for compulsory activities. This includes shopping and other non-mandatory events.
- Not having their electronic devices such as phones, iPods or other personal devices. If students wish to contact their families they are permitted to use their phones from 7.30pm until 8.00pm. They are able to be contacted at all times via the dorm phones.
- Undertaking kitchen duties is mandatory for the term of their Level.
- An early bed time. During the week it is 8.30pm, on weekends it is 9.30pm.

Parents are informed by the staff member who levelled them and it should be written in the shift log and the Senior SSW on call should be notified.

The initial Level 1 consequence is applied for 3 days. If a level one student does not display appropriate behavior during their time on 3 days of Level One it will be extended to 5 days.

If the 5 days of Level 1 is not having a positive effect on a student, parent contact will be made to discuss the student's behavior and future at the Res.

Depending on the behavior, a student may be placed on level 2 conditions or undergo some restorative justice sessions. Parents will be contacted by the Senior SSW or HOC.

Level 2

A student that is placed on level 2 conditions as a last resort and as a result of:

- HOC or Senior SSW decision based on information from SSW
- Repeated Minor behaviours whilst on Level 1
- Major Behaviours (Refer to Res Expectations Flowchart)

If a student is on Level 2 conditions, they will have to remain in their room during activities but can attend homework and undertake kitchen duties. Parents informed by HOC. Level 2 conditions allow students to reflect on their behavior choices in their own personal space

Privileged System

Seniors (Grade 12) will automatically be privileged at the start of the year.

Privileged status will be revoked if students break the Responsible Behaviour Plan but may reapply for this level once a semester.

A student can talk to a Senior SSW to apply to join the privileged system if they believe they consistently demonstrate the key learning values and standards.

PRIVILEGED Students are entitled to:

- Junior phone access on weekend Friday – Sunday 8.45pm
- be signed out for additional outings with parental permission (year 11 and 12s only)
- an extra Tuckshop Day
- have access to other privileged students rooms, between Friday afternoon and Sunday afternoon

NOTE: If the privileged student is sharing a room with a student not on privileged level he/she is not able to have visitors in that room. Privileged students can have a small group of other privileged students in their room as long as they are displaying privileged behavior. They can also go for walks unsupervised in small groups during daylight hours with Senior SSW permission.

If a student breaks any of the rules outlined above or is being disrespectful/disruptive, that student regardless of their previous level will have consequences applied, which may include losing privileges.

Student laundry times

Monday	As allocated and needed
Tuesday	Girls sheet washing day
Wednesday	As allocated and needed
Thursday	Boys sheet washing day
Friday	As allocated and needed
Saturday	As allocated and needed
Sunday	As allocated and needed

Students are required to have all laundry items removed from the laundry area, including off the line, by 8.30pm at night.

Students are responsible for doing their own personal washing.

If students are unsure how to do their washing, they can ask an SSW for help.

Bed linen washing days

Students must have their bedding washed for them once a week. Please place your sheets in the laundry trolley on the morning of your allocated washing day by 7.00am. A staff member will wash them for you and give them back that afternoon.

Tuesday Girls sheets washing day

Thursday Boys sheets washing day

Policies and procedures

Fire evacuation plan

Beside the door in every room in the Residential Building there is an emergency exit plan complete with the location of manual call points, fire extinguishers, fire blankets, hose reels and other fire related equipment. Please use this as a guide for the exit strategy.

As part of the emergency evacuation plan, we will hold fire drills once every term.

In the event of an evacuation, students are to make their way, safely, through their nearest exit, leaving belongings behind, and congregate on the emergency assembly area at the top of the front oval.

Lockdown procedure

In the event that the lockdown alarm activates and students are awake, students are to move from their rooms into the hallway of each dorm, closing all doors and locking where possible. If nearer to the kitchen or study group wing, students should be moved into the movie room with all doors locked. Alternatively, move into the old gymnasium in the Boys Dorm.

In the event that the lockdown alarm activates when students are asleep and there is no risk to students in rooms, don't wake them. Close and lock hallway doors. If students in rooms are at risk, wake individually and move students into hallways as per above plan.

Students that leave the building

If a student leaves the premise without the proper authority the police, Senior SSW and parents will be notified. An SSW will not chase after students; they have a responsibility to the other students within the residential facility. The future of the student's enrollment will then be discussed with the Head of Campus.

First aid

All of the Staff at the Res have current first aid training. It is a requirement that students bring any health issues or concerns to one of the SSW's as soon as possible.

Weekends out

It is policy that if students would like to be signed out, for any weekend out, that parent/guardian call and **speak to the HOC, BSM or Senior SSW by lunchtime Thursday**. Students must return before 5.00pm on a Sunday (or Monday on a pupil free day or public holiday).

School lunch

Junior students are to nominate food options they would like for school during the lineup for dinner, from Sunday night until Wednesday night. Students may order their lunch from the school canteen during the week for Friday lunch. Seniors are responsible for making their own lunch after dinner on the same allocated days. They also have to order lunch from the canteen for Friday.

Dinner

Students are to line up, showered and ready for dinner by 5.50pm every night.

No phones are permitted in the Dining Room or the Kitchen.

Enclosed shoes must be worn at all times.

When all students have finished eating they are to wait for others to finish their food. Students must rinse their plate in the sink in the kitchen and wipe the table. Students must carry their chair and place it on the stack.

No one leaves the eating area until directed to do so.

Study/afternoon activity

From Monday to Thursday students have homework for one hour. Homework starts at 3.00pm. Group 1 undertakes homework and Group 2 undertake an activity. The students swap at the 4 o'clock. Students are required to be in the right place at the right time, with the right equipment. No students can participate in double activity.

Photos

Being at Res means participation in activities. We like to take photos of these events therefore students will more than likely be in photos. On enrollment students and parents/carers sign a permission form. Students are not to take photos of other students without permission.

Staff are to use the official Res camera where and when possible to take photos and upload them as soon as possible.

Report Cards

Spinifex Residential Campus sends out report cards twice a year. These are based on behavior, hygiene and overall comments.

What to do when students have issues

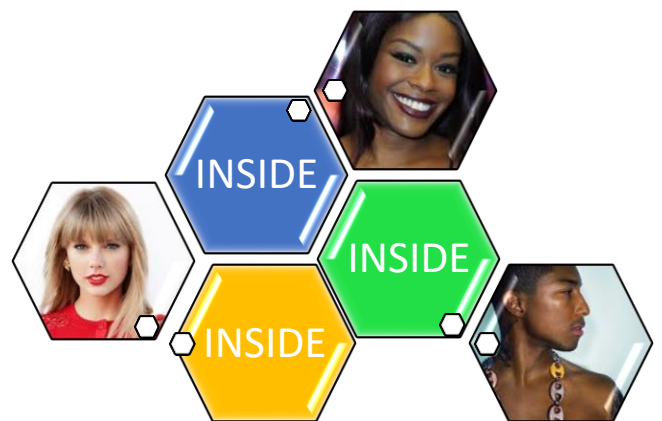
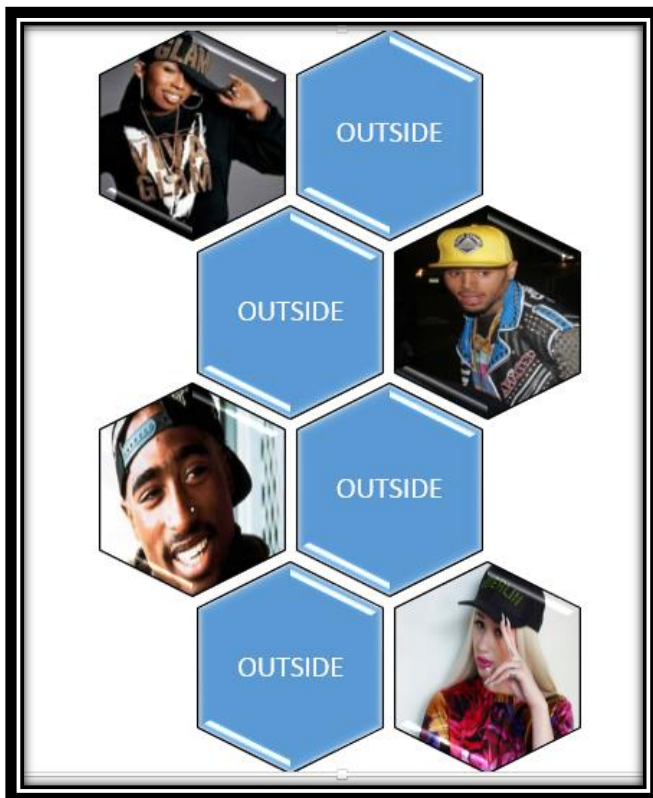
If there is an issue with another student, please let an SSW know immediately. Students can also speak with a Senior SSW if they feel more comfortable with that. Concerns need to be reported immediately so that they can be dealt with in a timely manner.

Hat Guidelines

At The Res we are RESPECTFUL.

Being Respectful with our hats or head wear in The Res means:

- We come home and put our hats/headwear in our rooms
- We only wear them when we are outside or when we need them at school
- We have no need for hoodies, beanies or other headwear inside either

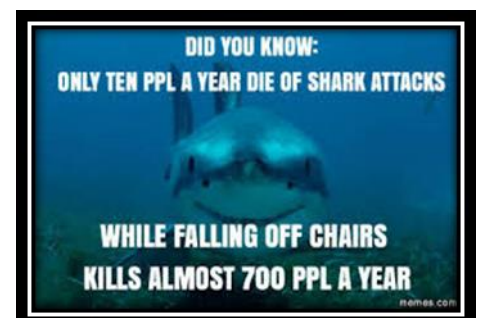


Study Group Guidelines

At the Res we are **SAFE, RESPECTFUL** and **RESPONSIBLE** learners

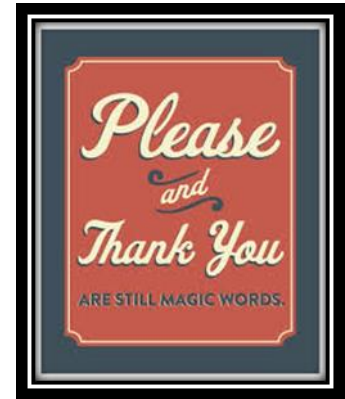
Being Safe means

- We line up in two lines with girls in one line and boys in the other
- We sit on our chairs with all 4 legs on the floor
- We only sit on the chairs or the floor if directed
- We keep our hands and feet to ourselves
- Our language is positive towards each other and the staff



Being Respectful means

- We follow directions without debate
- We use our manners: Excuse me, Please and Thank you are examples
- We raise our hand and wait quietly for the teacher or SSW to assist us



Being Responsible means

- We bring all of the equipment we need for the study group session
- We use our diaries and glue our timetables into them
- Bring work to do
- We actively engage in the learning activities for the entire session






Consequences

- Warning and reminder of the learning values: Safe, Respectful and Responsible
- Extra study group time
- Extra study group activity sheets to complete in your free time
- Allocated seating
- Extra research projects
- Parent Contact
- Level 1



Students at The Res will follow the same learning values and the standards which are expected and will be explicitly taught for the settings associated with The Res.

LEARNING VALUES		
I AM SAFE	I AM RESPECTFUL	I AM RESPONSIBLE
"It is better to be safe than sorry"	" Respect-Give it to Get it"	"Follow direction without debate-it's about time and place
I strive to choose safe behaviour	I respect who I am	I am responsible for my own behaviour
I show concern for the safety of others and the environment I live in	I value other people, property and the environment	I uphold the reputation, the values and the rules of The Res
		

Minor and Major behaviours

When responding to behaviour incidents, the staff member determines if the problem behaviour is minor or major, with the following agreed understanding:

Minor behaviour incidents are handled by staff members at the time it happens;

and

Major behaviour incidents are referred directly to The Res HOC

Minor problem behaviours are those that:

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

Minor problem behaviours may result in the following consequences:

- A minor consequence logically connected to the inappropriate behaviour, such as complete removal from an activity or event for a specified period of time, individual meeting with the student, apology, restitution or additional duties.
- A re-direction process where a staff member takes the student aside and:
 - restates the expectation to be followed;
 - re-teaches/explained expected Res behaviour if necessary;
 - provides student with a choice; and
 - provides positive verbal acknowledgement for following expected behaviour.

Major behaviours are those that:

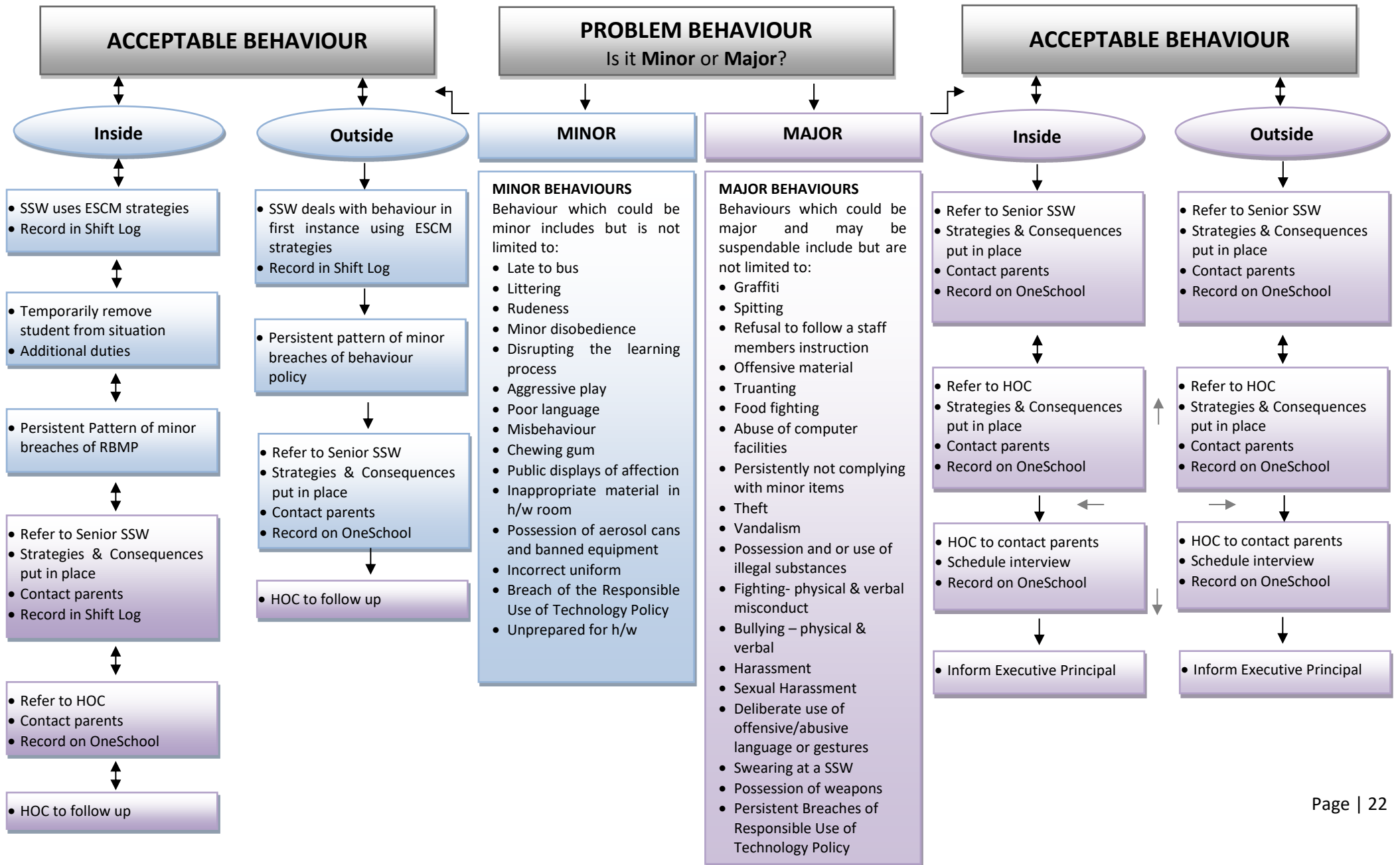
- Significantly violate the rights of others, including their right to learn;
- Put others/self at risk of harm;
- Require the involvement of the HOC.

Major behaviours result in an immediate referral to the HOC because of their seriousness. When major unacceptable behaviour occurs, staff members calmly state the behaviour and remind the student of expected school behaviour. A report of the student's behaviour is recorded on an incident sheet.

Major unacceptable behaviours may result in the following consequences:

- **Level One:** loss of privilege, restitution, warning regarding future consequence for repeated or persistent inappropriate behaviour, referral to Senior SSW
- **Level Two:** Parent contact, referral to Senior SSW Welfare, Level 2 consequences as per Res Way staff document
- **Level Three:** Students who engage in serious unacceptable behaviours such as ongoing Level One and Two behaviours, inappropriate use of multi-media devices, major violent physical assault, being in the opposite sex dorms or rooms, the use/supply or possession of weapons (including knives) or drugs may receive a School Disciplinary Absence (suspension or proposal for exclusion) as a consequence of unacceptable behaviour.

THE RES EXPECTATIONS FLOWCHART



POSITIVE BEHAVIOUR MATRIX

SPINIFEX STATE COLLEGE – MOUNT ISA – THE RESIDENTIAL CAMPUS

	ALL SETTINGS	STUDY GROUP ROOM	TO AND FROM THE RES	RES GROUNDS	ACTIVITIES	BATHROOMS /LAUNDRY	USE OF TECHNOLOGY
WE ARE SAFE	<ul style="list-style-type: none"> • We follow instructions promptly and completely • We use resources appropriately • We keep our hands and feet to ourselves • We report any concerns about safety • We look out for others • We are sun-safe 	<ul style="list-style-type: none"> • We enter the room with teacher permission in an orderly fashion • We sit in chairs correctly • We ask permission to leave a room • We ask permission to leave our seat • We leave room neat and tidy 	<ul style="list-style-type: none"> • We follow road safety rules • We wear our seat belts and stay seated in the bus • We cross at designated crossings • We make sure we watch cars before crossing the road 	<ul style="list-style-type: none"> • We wear shoes outside • We walk around The Res calmly • We keep paths clear for others • We play non-contact sports only • We play ball games in designated areas 	<ul style="list-style-type: none"> • We follow all expectations & participate • We follow the venue’s rules & expectations • We remain in designated areas • We travel safely • We follow instructions from SSW 	<ul style="list-style-type: none"> • We maintain a clean environment • We use toilets appropriately • We observe hygienic practices • We need to hang our towels up • Wash & hang out our clothes • Wash our uniforms every day 	<ul style="list-style-type: none"> • We protect our online identity • We report cyber bullying • We use social media in a positive and appropriate manner • We keep our passwords private • We keep our devices in a safe location • We hand in our phones on time

POSITIVE BEHAVIOUR MATRIX

SPINIFEX STATE COLLEGE – MOUNT ISA – THE RESIDENTIAL CAMPUS

WE ARE RESPECTFUL	ALL SETTINGS	STUDY GROUP ROOM	TO AND FROM THE RES	RES GROUNDS	ACTIVITIES	BATHROOMS /LAUNDRY	USE OF TECHNOLOGY
	<ul style="list-style-type: none"> • We remove our hats inside buildings • We respect the rights of others to learn • We respect other people’s property • We speak using respectful and polite language • We are tolerant of others • We are respectful to all staff and students • We encourage and support others • We keep The Res clean and tidy • We respect personal space and The Res equipment 	<ul style="list-style-type: none"> • We bring homework/study to every session • We speak respectfully to everyone even if we disagree with their opinion • We look after and return all borrowed equipment • We ensure all electronic equipment is turned off and away 	<ul style="list-style-type: none"> • We respect community members and their property • We represent The Res with pride • We use good manners when travelling to and from The Res 	<ul style="list-style-type: none"> • We follow directions from all staff • We stay out of gardens • We show patience and courtesy in food lines • We use good manners with all staff 	<ul style="list-style-type: none"> • We follow rules when doing activities • We encourage fair play in activities • We participate in as many activities as we can and help pack up at the end 	<ul style="list-style-type: none"> • We respect people’s privacy • We avoid loitering in bathroom areas • We wash our clothes & and take dry clothes in • We use the washing resources carefully 	<ul style="list-style-type: none"> • We communicate respectfully to others on technology devices • We only use our own devices and do not loan them to anyone else • We keep our phone calls to a minimum time as others need to use the phone • We respect the facilities

POSITIVE BEHAVIOUR MATRIX

SPINIFEX STATE COLLEGE – MOUNT ISA – THE RESIDENTIAL CAMPUS

	ALL SETTINGS	STUDY GROUP ROOM	TO AND FROM THE RES	RES GROUNDS	ACTIVITIES	BATHROOMS /LAUNDRY	USE OF TECHNOLOGY
WE ARE RESPONSIBLE	<ul style="list-style-type: none"> • We arrive on time • We actively engage in our learning • We take responsibility for all our language and actions • We take responsibility for our health • We keep all areas clean • We look after our books & resources • We go to school prepared to learn 	<ul style="list-style-type: none"> • We turn off and put away all electronic devices before we enter study room • We come to study group prepared to learn • We have all required equipment • We are on time • We attend our allotted study session • We have our school diary in the study group room • We are responsible for completing all homework and assessment tasks to the best of our ability 	<ul style="list-style-type: none"> • We are ready for the bus in our uniforms each day • We follow school rules to and from school • We report inappropriate behaviour to The Res staff • We follow school rules whilst in school uniforms 	<ul style="list-style-type: none"> • We move promptly between activities at The Res • We follow directions without debate from all staff 	<ul style="list-style-type: none"> • We turn up on time for check ins when we are at activities • We try to be actively involved in activities • We return our permission forms • We take necessary equipment on activities 	<ul style="list-style-type: none"> • We conserve water and paper • We turn lights off when we are not in the room • We hang up wet clothing items • We report damages or breakages as soon as they occur • We keep the area as clean as possible 	<ul style="list-style-type: none"> • We use electronic devices responsibly • We keep personal electronic devices switched off and away in study group • We adhere to the Responsible Use of Technology Policy • We back up work regularly

