

VISION STATEMENT

"At Emerald State High School: Every Student Has Success"

Our Values

We value every student being Polite, Prepared and Participating"

Student Absences

To inform the school of your student's absence, please make contact by 8:45am on the day of absence, in one of the following ways:

SMS text only 0426 305 991

*Telephone voice message (07) 4988 2222 – Option 2

Email absences@emeraldshs.eq.edu.au

When reporting absences, parents/guardians should state the student's:-

- name and year level
- date of absence
- reason for absence
- expected duration

*Tel Voice Message: please state parent mobile number.

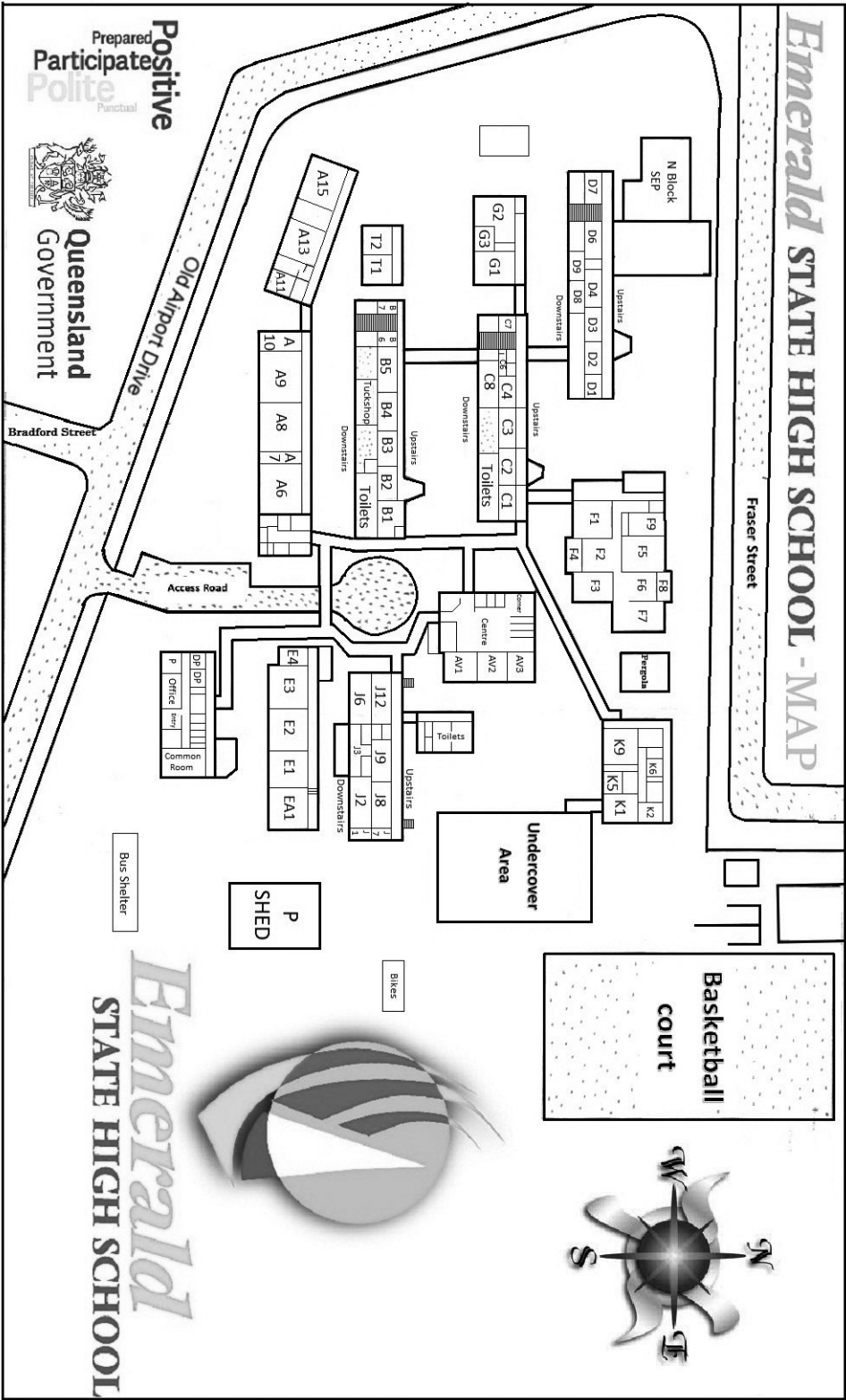
Emerald State High School sends a daily notification via text message if your child is marked absent in PC Class. This is a government requirement. You will not receive this text if the absence is already explained. This message, by default, is automatically sent to the mother's personal mobile number. If you would like this message sent to a different contact please advise the office.

Note: Senior Students Studying curriculum support classes, VET competencies, program modules and or other school based curriculum support or work experience will receive a text notification if the student is absent for PC. Please only reply to this text if your child is absent for the whole day.

Bell times

PC MEETING	8:45am – 9:00am
PERIOD 1	9:00am – 10:10am
MORNING TEA	10:10am – 10:50pm (40mins)
WARNING BELL	10:50am
PERIOD 2	10:55am – 12:05pm
PERIOD 3	12:05pm – 1:15pm
LUNCH	1:15pm – 1:45pm (30mins)
WARNING BELL	1:45pm
PERIOD 4	1:50pm – 3:00pm

SCHOOL MAP



EMERGENCY PROCEDURES

In an emergency, there are two different bells that you need to understand.

1. **Rising Tone at intervals and Voice** = EVACUATION
2. **Continuous Tone at intervals** = LOCKDOWN.

All students need to be familiar with the school's evacuation plans as well as lockdown procedures.

Evacuation – Fire Drill

1. Warning/alarm activated – Rising Tone and Voice advising to evacuate
2. Evacuate all buildings immediately, leaving all belongings behind. Students move as a group under the direction of their teacher to the Oval Assembly Area. Students are to move quickly and in an orderly manner without passing under cover of buildings.
3. Route taken will be listed next to the exit and all staff and students must use this route.
4. Students must sit in their PC group in alphabetical order so that attendance rolls can be marked. The Yr 7's should be seated closest to the Engineering Shed on the football field sideline.
5. Follow instructions given by Admin, Teachers and Principal and remain seated until all clear is given.

Lockdown Procedure

1. Warning/alarm activated – Continuous tone played at intervals. The bell will continue to sound in intervals and you are to remain in lockdown even after it finishes.
2. All classrooms are to be locked immediately with NO PERSONS allowed entry until lockdown is cancelled, including Principal and staff members.
3. Students in classes follow instructions of teachers to remain out of sight, usually under desk. Students in subjects not in classes e.g. on the oval will be directed by their teacher to the nearest classroom or to make their way to Emerald North State School.
4. Students out of class for any reason are to go to the nearest toilet and lock themselves into a cubicle with their feet up and NOT be let into your room after your door is locked.
5. Wait for an 'All Clear' via phones and speakers to signal the end of the lockdown.

ASSESSMENT TASKS

At Emerald State High School assessment tasks might require you to perform or produce assignments, exams, orals, practical task and folios of work. To ensure fair and equitable treatment, processes for dealing with missed, late or non-submission of work will be consistent across all year levels and subject areas.

Student Responsibility:

Students are required to:

- Adhere to task requirements
- Attend lessons regularly and participate in class
- Ensure assessment items are completed and submitted on time with task criteria sheet attached
- Submit assessment to classroom teacher by 3:30pm on the Due Date
- Oral/presentation palm cards/notes will be submitted to teacher on the first day of presentations
- Attend all scheduled exams
- Backup computer files. Technological breakdowns will NOT be accepted as a valid reason for late submission.
- Use the school's standard system of referencing (Harvard)

Special Provisions

The school is committed to minimising barriers that prevent students from demonstrating their current knowledge and skills. Such barriers include, but are not limited to, disabilities, educational needs arising from linguistic factors and short term impairments (eg: illness, family circumstances). Reasonable adjustments for students with specific educational needs will be made once documentation is completed in consultation with the Guidance Officer. Adjustments may include, but are not limited to, extra time, alternative assessments, rest breaks, use of a writing aid.

Academic Honesty and Plagiarism

Students will strive to submit assessment that gives a true reflection of their knowledge, skills, and understanding. Work submitted will be wholly the work of the student(s) submitting the work. It will be produced for the assigned assessment task. All instances of the use of another's work will be appropriately referenced according to Emerald State High School's referencing system.

Academic Dishonesty includes:

- Plagiarism: this is defined as the representation of the ideas or work of another person as the student's own. It includes, word for word copying of sentences or whole paragraphs from one or more sources such as books, articles, Internet sites, without referencing.
- Using very close paraphrasing of sentences or whole paragraphs without due acknowledgment in the form of reference to the original work.
- Submitting another student's work in whole or in part.
- Submitting work which has been written by someone else (including family members) on the student's behalf.
- Collaboration on a piece of work designed for individual assessment by two or more students to produce a common product.
- Collusion: this is defined as supporting malpractice by another student, as in allowing one's work to be copied or submitted for assessment by another
- Any other behaviour that gains an unfair advantage for a student or that affects the results of another student (for example, taking unauthorised material into an examination room, unauthorised use of technology, misconduct during an examination, etc.).

ASSESSMENT TASKS

Consequences of academic dishonesty may include:

- Marking of only that work which is not in breach of malpractice
- Resubmission of the work
- Suspension from school
- The work not be considered in determining the student's grade

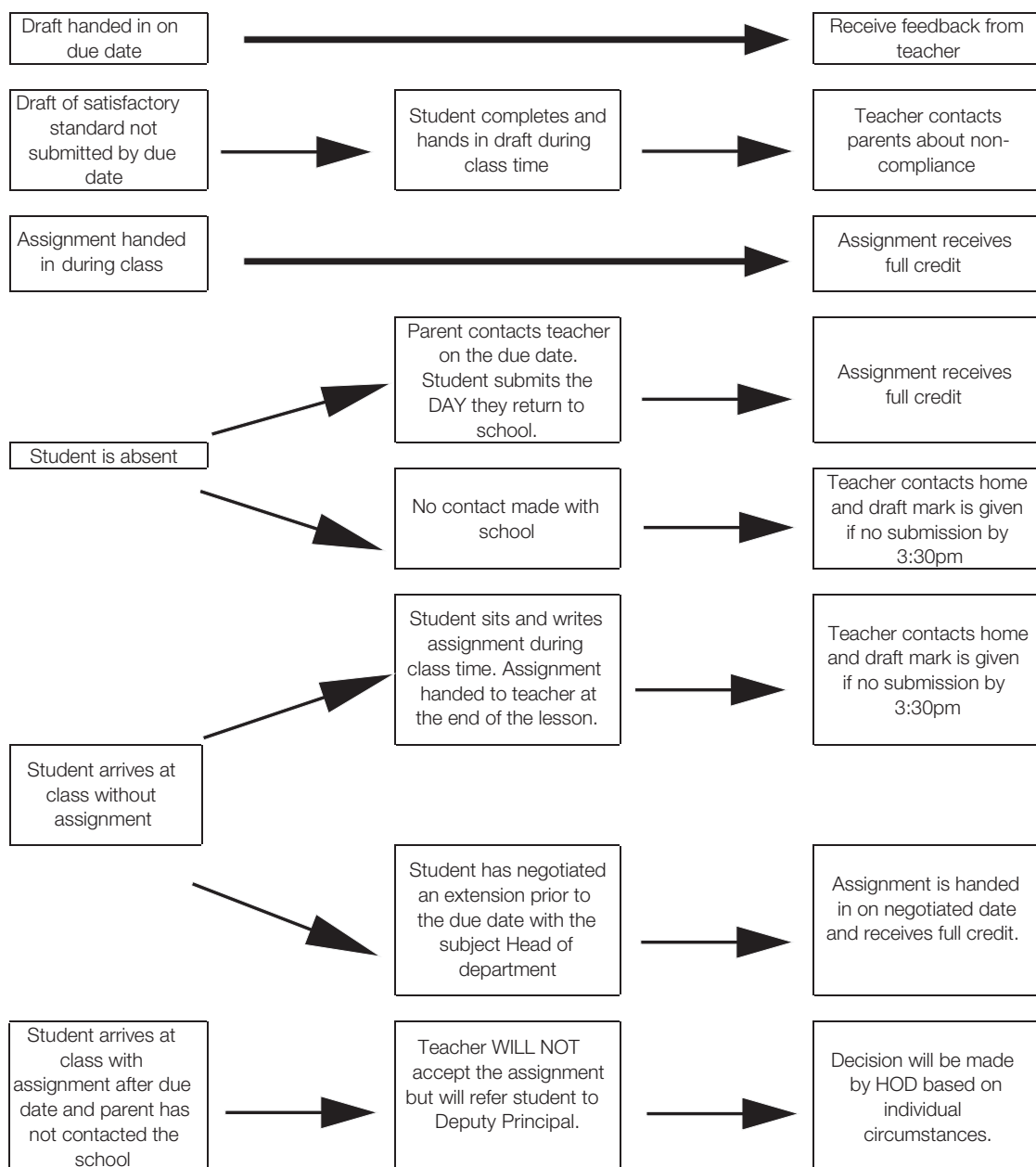
Drafting Process Guidelines

- A **draft** is a **preliminary version of a student response to an assessment instrument**. Students in our school, in most cases, are required to submit a draft prior to the final copy of an assessment task.
- Submission of student drafts allows teachers to monitor student work and help students improve the quality of their responses. It is a formalised process whereby teachers provide students with **structured feedback**.
- Teachers use the **objectives and instrument-specific standards** to help students identify areas to review and suggest strategies students might use to improve their work.
- **Drafting is a consultation process, not a marking process, and teachers generally do not award a standard for a work in draft form.**
- The drafting, feedback, review and modification process enables students to actively participate in their learning process.
- Drafting is a critical and compulsory phase in the preparation of assessment tasks.
- Prior to the submission of a formal draft students may seek teacher feedback and guidance around their planning and preparation

A Draft should:

- Be consistent with the format, content and structural requirements of the final submission
- Contain all key elements of the task as per assessment criteria
- Be submitted on the due date as indicated on the Student Assessment Planner (generally two weeks prior to final submission due date)
- Attract specific and meaningful feedback that facilitates improvement and amendment as necessary

ASSESSMENT SUBMISSION PROCESS



NB. Practical assessment tasks not performed by or on the due date are subject to the same policy conditions. They will be completed at a time and in a manner determined by the Head of Department.

NB. Requests for credit on assessment that is late due to circumstances not covered by this policy will be at the discretion of the Principal.

CHEATING / PLAGIARISM

In exams:

1. Teachers are to detail from the beginning of the exam the expected behaviours according to the School's Positive Behaviour Plan.
2. If a student behaves inappropriately during an exam (i.e talking, moving) teachers are to intervene immediately by recording the breach on their test paper and give the student a formal warning about complying with exam conditions.
3. If a student talks again, the student's paper will be removed and the student will be withdrawn from the classroom and sent to a buddy class. The student will then have to complete the exam during 20 minutes of each of their lunch breaks until the allotted time for the exam has been given.







In the event of cheating in an exam:

- The Curriculum HOD will be notified immediately and a statement received from the student/students involved regarding the incident.
- When a student cheats from another student (knowingly), the student's parents will be notified and students will be managed through the school's Behaviour Management Policy.
- A student who allows their work to be copied by another will retain their result but be counselled on this lack of judgment. Student's parents will be informed of incident.
- A student who is deemed to have cheated on an examination will not receive marks for the section of the paper where they cheated.

In assignments:

1. In the event of a student intentionally plagiarising or copying information from a resource or another student's work, discounting referencing errors (less than 5%), the information/segment that is plagiarised will be removed and grading be only received for the student's OWN work.
2. In the event plagiarism in an assignment:
 - The matter will be referred to the Curriculum HOD and a statement received from the student/students involved regarding the incident.
 - A student who allows their work to be copied by another will retain their result but be counselled on this lack of judgment. Student's parents will be informed of incident.
3. Students must demonstrate their own work in class time given for the assignment preparation. If they do not, and assignment work is handed in where the teacher seriously doubts that it is the student's work, that piece will be checked by the Curriculum HOD and the student spoken to.

EMERALD STATE HIGH PEER CONFERENCING CHECKLIST – TEEL PARAGRAPHS

Text structures checklist		 EVIDENT	 NEEDS WORK	 NOT EVIDENT
Paragraph TEEL	T Clear topic sentence — outlines what the topic is about in the paragraph.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E Clear explanation/definition of the main topic of the paragraph.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E 2-3 sentences have been included to clearly elaborate. Examples and evidence included to strengthen the paragraph. May include facts, statistics or quotes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L Links clearly to the topic sentence. Sums up main idea in a concluding sentence OR creates a link to the next paragraph.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sentences	<ul style="list-style-type: none"> The information included at the beginning of a sentence has been used to give prominence to the main idea of the sentence. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> A variety of sentences have been used, including complex sentences. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proofreading				
Spelling	<ul style="list-style-type: none"> Words have been spelled correctly. Errors or words you are unsure of have been circled. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuation	<ul style="list-style-type: none"> Punctuation marks have been checked. Notes of errors or marks that need to be added have been shown during peer or teacher feedback. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Capitals used at the start of sentences or proper nouns. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Full stops or question marks evident at the end of a sentence. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Commas used in lists, to separate parts of a sentence or in direct speech. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<ul style="list-style-type: none"> Exclamation mark (!) or question mark (?) used when required. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vocabulary	<ul style="list-style-type: none"> A range of precise and effective words have been used. Technical words are evident. 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ESHS REWARDS POSITIVE BEHAVIOUR

Emerald State High School is a Positive Behaviour Support school. The school recognises positive contribution to school culture within classrooms, school grounds and the wider community. Our school Responsible Behaviour Plan for students outlines the **3Ps** of expected behaviours. These are **Polite, Prepared and Participate**.

At all times, positive behaviours will be rewarded in the school. These rewards are for students who have achieved the **3Ps** and may include:

Student of the Week – this is rewarded to a student in each year and is announced on full school parade on Tuesday mornings.

Positive Postcards – these postcards are sent home to parents to inform them of the positive contributions their student has made to the school.

Vivos – instant rewards given in classes or in the playground on our on-line reward system. For more information about VIVO, please read the information below.

What is Vivo Miles?



- Vivo Miles is the new way to be rewarded as you progress through your school life.
- Teachers will award you with electronic points called Vivos – the new student currency.
- You can then redeem your Vivos on an exciting range of products on the Vivomiles.com website.
- You can check how many Vivos you have been awarded by logging on to your account through the vivomiles.com website or by using our App (for Android and iPhones)
- Go to www.vivomiles.com or the Vivo App.
- Enter your username, password and domain.
- Click on the login button.
- When logging-on for the first time, you will be prompted to enter an email address so Vivo can send you a reminder with your details if you forget your login details
- Remember to change your password to something more memorable and keep it safe!



The ways in which you can earn rewards is by displaying the behaviours listed in the **School Wide Positive Behaviour matrix**. The matrix details the school's focus on the 5Ps – Polite, Punctual, Positive, Prepared and Participate.

Expectation	Whole School	Classroom	To and from school / excursions
<p>We are POLITE by showing respect for yourself and others</p>	<ul style="list-style-type: none"> • Use Respectful language • Use manners • Build respectful relationships with others by showing patience and valuing other's opinions and beliefs • Respect school property and report vandalised/broken equipment • Be honest • Look out for others by reporting any inappropriate behaviour • Wear your uniform with pride • Maintain personal hygiene and presentation • Respect the personal space and property of others 	<ul style="list-style-type: none"> • Ask for permission to leave the classroom and use an out of class pass • Respect the right of others to participate, express their opinions and be heard • Show respect to others by listening when they are speaking • Respect the learning environment of others • Use vocabulary that is not hurtful, offensive or defamatory • Be inclusive of all class members 	<ul style="list-style-type: none"> • Listen to and comply with adult instructions • Listen to community members who are instructing the group • Be respectful and accept the values and beliefs of others • Be considerate of other people's equipment • Value the environment, resources and contributions of others
<p>We will PARTICIPATE by showing effort and engagement</p>	<ul style="list-style-type: none"> • Follow staff instructions promptly • Be in class, every day, every lesson • Always comply with school policies and procedures • Show a positive attitude towards everyone • Be ready to learn • Challenge yourself in school activities • Support and celebrate the success of others • Show drive and determination to achieve your goals • Be a resilient member of the school community • Stay true to the values and beliefs of the school • Show helpfulness and integrity • Be a positive ambassador for the school 	<ul style="list-style-type: none"> • Engage willingly and actively in independent and collaborative activities • Stay on task and be an independent and resilient learner • Respond positively to questions • Ensure all work is completed to the best of your ability • Be an active listener • Respond positively to feedback and make necessary changes/corrections • Set realistic goals to improve your learning • Be a motivated learner • Challenge yourself to be the best version of yourself • Show pride in your work 	<ul style="list-style-type: none"> • Represent the school with pride and uphold school expectations • Engage with members of the community in public places positively • Engage with guests to the school or on excursions wilfully and positively • Display exemplary behaviour whenever you are representing the school • Be an active and positive member of the local community
<p>We are PREPARED by being organised and safe</p>	<ul style="list-style-type: none"> • Keep equipment in good condition and use correctly • Be on time • Follow the correct routines, processes and procedures • Use port racks for school bags/equipment • Maintain a clear walkway for others • Use break time to get drinks or use the toilet • Move around the school in a safe manner • Ensure your activity is occurring in the appropriate area • Think ahead and be mindful of potential risks • Stay within designated areas • Keep your hands to yourself and maintain personal space • Keep the school environment safe and clean 	<ul style="list-style-type: none"> • Come prepared with all necessary equipment • Use your planner and timetable • Complete and submit homework, drafts and final assessment on time • Follow appropriate assessment procedures • Line up in an orderly manner before class • Seek assistance when required and meet deadlines • Keep your equipment for each class organised and neat • Use software programs, ICT equipment and other activity specific equipment as directed by the teacher • Enter classroom when directed by a teacher 	<ul style="list-style-type: none"> • Wear appropriate clothes and footwear • Bring correct equipment and support materials • Return appropriate permission forms, payments and paperwork in a timely manner • Keep all entries and exits to the school clear and orderly and act safely • Use all modes of transportation appropriately

GENERAL STATIONERY REQUIREMENTS FOR ALL SUBJECTS

- | | | |
|---|----------------------------|-----------------------------|
| » A4 Exercise books 96pg min, (1 for EACH subject) | » 2 x HB lead pencils | » Sharpener |
| » Scientific calculator | » Coloured pencils (12) | » Scissors |
| » 2 x Red, black &/or blue biros | » Ruler | » Small stapler and staples |
| | » Eraser | » Glue |
| | » Highlighters (5 colours) | » Set of small earphones |
| | | » USB – 4Gb |

Items which are not permitted include metal rulers, liquid paper and permanent marker pens.

BOOKWORK EXPECTATIONS

Across all subjects, the following expectations will apply:

- Student will have a **specific exercise book for each subject** and this book must be brought to every lesson. All exercise books must be kept in good condition and be named
- The relevant **course and assessment planner** is to be glued in the front of each subject book each semester
- All pages to have a **RULED MARGIN**
- The **DATE** to appear in the margin
- All **HEADINGS** to be underlined
- All handouts to be **SECURED OR PASTED** into notebook
- Work to be completed in **CHRONOLOGICAL** order
- When handwritten, it is to be done in your **BEST HANDWRITING**. ONE line through mistakes.
- Writing to be in **BLUE OR BLACK PEN OR PENCIL**
- Must contain **CLASSWORK ONLY**
- Diagrams and pictures to be completed and labelled
- All course work to be fully completed each lesson, including recording the **LEARNING INTENT** and **SUCCESS CRITERIA**
- **GLOSSARY** is in the back of your book, is up to date and includes all specialised vocabulary
- Responses to tasks are well structured and **ADHERE TO THE REQUIREMENTS**
- **SPELLING, GRAMMAR** and **PUNCTUATION** correctly used

CLASS ROUTINES

- You are to line up outside the classroom with all your books and equipment ready.
- Your school diary must be taken to every class.
- At the beginning of each lesson, move to your place quietly.
- Homework will be written into the planner at the conclusion of each lesson.
- At the conclusion of each lesson; put your chair in, stand behind your chair and ensure that the area is clean and tidy.

BANNED ITEMS

The following list of items gives a good indication of what is “banned from school”, but the list is not exhaustive. If the following items or similar items are brought to school, and come to the attention of the school staff, they will be confiscated. If the item is not illegal or dangerous it will be returned to the student at the end of the school day, with the exception of mobile phones which must be collected by Parents from the school office. If students repeatedly bring banned items to school, they will be managed through the Responsible Behaviour Plan for Students. If the items are illegal or dangerous they will be referred to the Queensland Police Service and/or parents.

LIST OF BANNED ITEMS:

- Any weapons of any sort including knives or similar
- Alcohol, tobacco, drugs, any implement used to aid in the consumption of these, eg lighters, e-cigarettes or similar
- Mobile telephones , any mp3, mp4 playing devices
- Any recording (photo, audio, graphic) devices
- Internet dongles and wifi output devices
- Software and gaming programs
- Any pornographic material
- Any “novelty” games and toys e.g. lasers, smell bombs, etc.
- Any computer games or consoles for playing them
- Aerosol cans
- Permanent markers
- Any accelerants
- Liquid paper or similar
- Chewing gum or similar
- Soft drinks
- McDonalds/ Red Rooster and other fast foods

IF YOU BRING VALUABLES TO SCHOOL, NO LIABILITY WILL BE ACCEPTED BY THE SCHOOL IN THE EVENT OF LOSS, THEFT OR DAMAGE.

For further information regarding healthy schools, please refer to: <http://education.qld.gov.au/schools/healthy/food-drink-strategy.html>

For further information regarding the legislation, please refer to: <https://www.legislation.qld.gov.au/LEGISLTN/CURRENT/E/EducGenPrA06.pdf>

UNIFORM POLICY

Emerald State High School Parents' and Citizens' Association seek your support in ensuring that this policy is practiced throughout the school.

- The school community feels that a focus on uniform is relevant to our task of preparing students for life outside of the secondary school environment and that wearing clothing correctly at school best prepares students for the expectations of future employment.
- We also believe that correct wearing of the school uniform by all students significantly decreases the potential for distraction from class work, and the competition and bullying that naturally arises when young people dress fashionably.
- Having all of our students in correct uniform also means that we can quickly and readily identify our students from those who should not be in the school grounds.
- On themed dress days, the following conditions still apply: shoes must be enclosed, clothing must be sun safe i.e. no string singlets, no short shorts, no belly exposed.

The uniform requirements are as follows:

Day Uniform

ESHS polo shirt

AND

ESHS shorts

ESHS hat

Joggers with laces and ankle socks

Please see pictures below for appropriate shoes



On Fridays students are allowed to wear a school representative shirt (sport, camp, indigenous, etc.)

Formal Uniform

Boys:

White button-up shirt

Black dress trousers

ESHS tie

Black socks

Black leather shoes



Girls:

White ESHS blouse

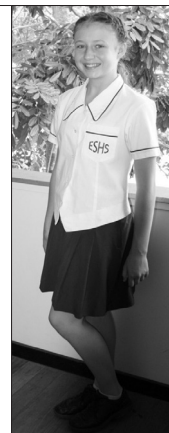
Bottle green knife pleated skirt
OR

Black dress trousers

ESHS tie

White ankle socks

Black leather shoes



UNIFORM POLICY

Shoes:

Sports Shoes – based on WHS

Yes:



No:



Formal Shoes – based on WHS

Yes:



No:



Winter Uniform:

ESHS tracksuit jacket
ESHS tracksuit pants

Emerald green or black jumper with no logos
Plain black tracksuit pants

Items not to be worn:

- Open footwear or shoes without laces*
- Beanie or similar headwear
- Any clothing with logos or prints
- Tights
- Denim
- Hooded jackets
- Excessive makeup
- Excessive jewellery (1 bracelet, 1 pair of stud earrings, 1 watch, 1 neck chain)
- Facial piercings

* If a student wears thongs, massagers or sandals to school, the parent will be contacted to bring more appropriate footwear. If the parent is unavailable the student will complete the class work from that day's lessons in the office. They will be unable to complete practical lessons for the day.

NON COMPLIANCE:

- Students who are unable to wear the uniform as stipulated above must have a note from a parent.
- Students who are out of uniform are required to change into a school uniform supplied by the uniform room and return these at the end of the school day.
- Students are to change regardless of whether or not they have parental permission.
- Students who do not have a note will be sent to a Deputy Principal where parental contact will be made and a detention issued for non-compliance.
- Continued breaches of the school's uniform code will result in a suspension

WHERE DO I GO FOR HELP?

Tertiary Information
Career Planning
Subject Changes
Special Consideration
Counselling
Social Welfare Concerns



Guidance Officer

Bullying



Classroom Teacher
Teacher Aide/Support Staff
Head of Year
Head of Department
Deputy Principal/Principal

Pastoral Support
Spiritual Support
Minor Concerns
Friends & Social Activities



Chaplain

Work Placement
Traineeships
School Based Apprenticeships
General Job Enquiries



Work Placement Co-Ordinators
Support Worx

Weight/Eating Program
General Health
Sexual Health



School Nurse
Support Worx

Class Concerns
Extensions
Subject Advice
Assessment Issues



Head of Department

ICT NETWORK USAGE

Information for Students and Parents

What is acceptable/appropriate use/behaviour by a student?

It is acceptable for students to use school computers and network infrastructure (including BYoD) for:

- assigned class work and assignments set by teachers;
- developing appropriate literacy, communication and information skills;
- authoring text, artwork, audio and visual material for publication on the Intranet or Internet for educational purposes as supervised and approved by the school;
- conducting general research for school activities and projects;
- communicating or collaborating with other students, teachers, parents or experts in relation to school work;
- accessing online references such as dictionaries, encyclopaedias, etc.
- researching and learning through the Department's e-learning environment.

What is unacceptable/inappropriate use/behaviour by a student?

It is unacceptable for students to:

- use the IT resources in an unlawful manner
- download, distribute or publish offensive messages or pictures;
- insult, harass or attack others or use obscene or abusive language;
- deliberately waste printing and Internet resources;
- damage computers, printers or the network equipment;
- commit plagiarism or violate copyright laws;
- use unsupervised internet chat;
- use online email services (e.g. hotmail), send chain letters or Spam email (junk mail)
- knowingly download viruses or any other programs capable of breaching the Department's networks security.

Usernames and passwords are to be kept private by the student and not divulged to any other individual (e.g. a student should not share their username and password with fellow students).

Students can not use another student or staff member's username or password to access the school's network, including not trespassing in another person's files, home drive or email.

Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.

Students and parents are to employ caution with the use of mobile devices e.g. USBs, particularly as these devices can store significant numbers and sizes of files some of which may be unacceptable at school e.g. games and "exe" files which may contain viruses.

Please note that personal files on USBs may be deleted by the Department's malware protection.

LIBRARY ARRANGEMENT

Most libraries use the Dewey Decimal System, which arranges books by subject and each subject is identified by a number.

000 – Generalities	100 – Philosophy & Psychology
200 – Religion	300 – Social Sciences
400 – Language	500 – Pure Sciences
600 – Technology	700 – The Arts
800 – Literature	900 – Geography & History

Fiction is stored separately in alphabetical order of the author's surname.

Identifying Good Information

Ask yourself:

- How credible is the author?
- How current is the information? (Just because information was published a while ago doesn't mean it's invalid – it depends on the topic. Eg: chemicals still react to each other the same way, but laws can change)
- Does the author say where they got their information from?
- Who created the material? Beware companies trying to sell you something that is presented as information.

Referencing Your Information

A list of resources, called a bibliography, should appear at the end of a piece of work.

Books: Author's surname, initials. Date, Title of book, (in italics) Publisher, Place of publication.

Eg: Dixon, J. 1993, *How to be a successful student*, Penguin Books, Ringwood.

Websites: Author, Site date, Name of sponsor or publisher, Place of sponsor or publisher, Date of viewing of the site, year, URL.

Eg: Department of Finance and Administration 2001, Department of Finance and Administration, Canberra, viewed 7 August, 2001, <http://www.finance.gov.au>.

CONTACT LIST

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