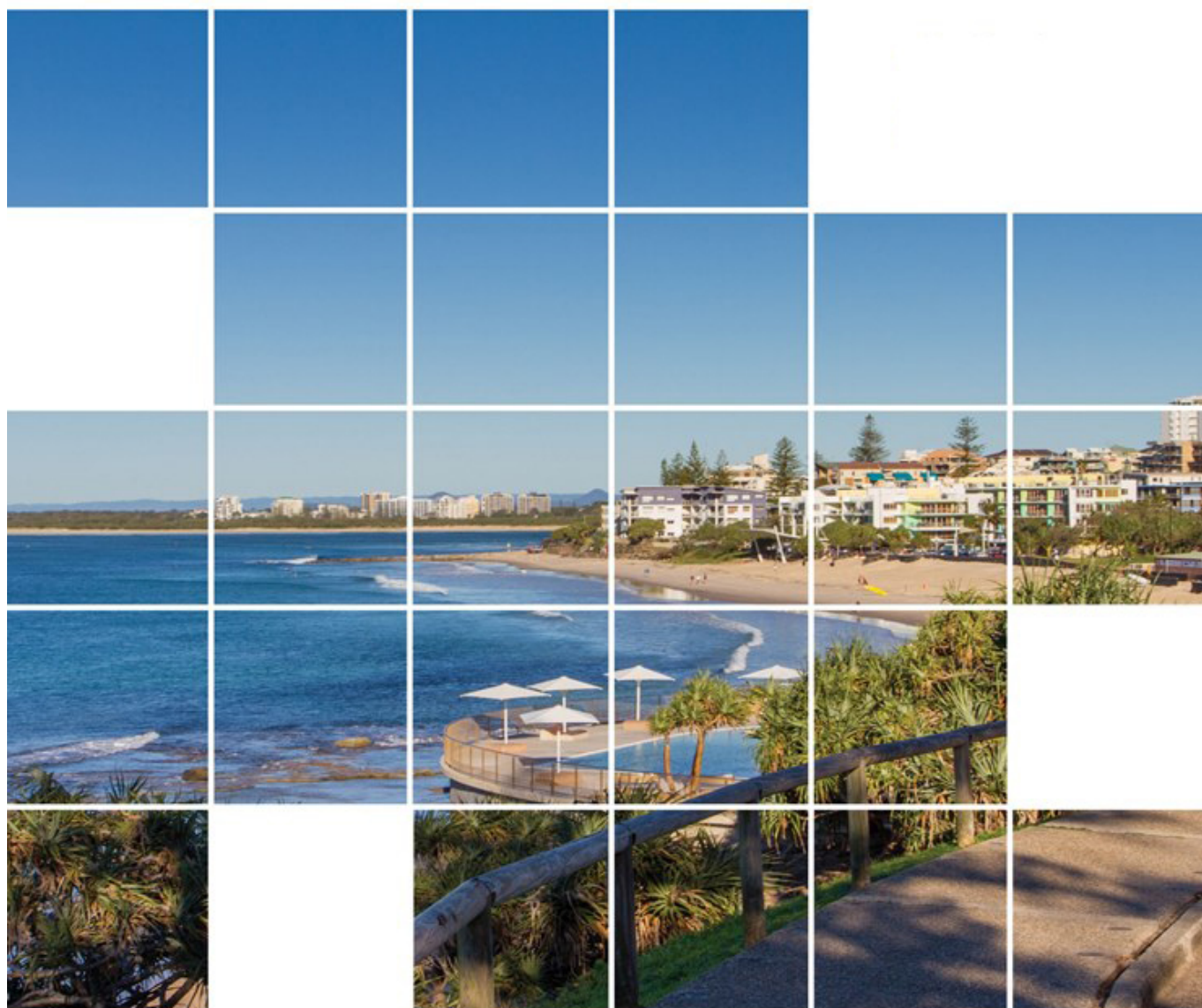





Caloundra State High School

Lighting the way to broad horizons and bright futures



Enrolment Information Booklet

Welcome to Caloundra State High School

	Street/Postal Address	88 Queen Street, Caloundra 4551
	Phone	(07) 5436 8444
	Fax	(07) 5491 8457
	Email	principal@caloundrashs.eq.edu.au
	Webpage	www.caloundrashs.eq.edu.au Information pertaining to Queensland State Schools is located on the <i>My School</i> website and the Department's <i>Right to Information</i> site

Caloundra State High School is a vibrant, contemporary student focused centre of learning. No student is given the choice to opt out of learning and participation.

Student learning is based on partnerships between the student, parent and school community with each having defined responsibilities to support the learner. Clear and consistent communication ensures that learners are in class learning, actively engaged and therefore achieving to the best of their ability.

A diverse, innovative and relevant curriculum, responsive to the individual, the community, resource availability and staff expertise delivers high academic and vocational outcomes to all students. Our curriculum reflects current best practice and is shaped by future needs and a commitment to continuous improvement.

Passionate, dedicated, experienced teaching professionals are innovative in course delivery, promoting a learning culture where achievements are celebrated and acknowledged. Individual students are valued which enables tailored learning pathways where staff possess a thorough knowledge of where students are at and where they aspire to be.

The school promotes a high standard of student and staff conduct, based on mutual respect for each other and property, which fosters creates a safe, supportive and positive environment with clear responsibilities and consequences. A distinctive junior secondary and senior secondary school underpins this environment.

Caloundra State High School is an integral part of the local community providing educational excellence for over 50 years through the provision of learning, sporting and cultural facilities. Through utilising community partnerships, life experiences and cultural experiences, the school enriches the learning of our students and fosters a sense of belonging and connectedness to the community.

Our school priorities focus on the future – **21st Century Learning**, **A School of the Future** and **Engaged Learners** which enable us to 'Light the way to broad horizons and bright futures' and ensures that every child will leave our school with a pathway to further education and training or transition into the world of work.

I have every confidence that enrolment into Caloundra State High School is an educational investment which will provide the opportunity for every student to succeed.

Julie Pozzoli
Principal



OUR MOTTO: *Lighting the Way to Broad Horizons and Bright Futures*

OUR FOCUS: *Learning for our Future*

OUR PRIORITIES: * 21st Century Learning * School of the Future * Engaged Learners

OUR EXPECTATIONS: *Respectful, Responsible, Prepared*



Principal
Ms Julie Pozzoli



Yr7 & 8 Deputy Principal
Mr Ben Lynes



Yr 9 & 10 Deputy Principal
Mr Gary Hay



Yr 11 & 12 Deputy Principal
Ms Denise Miller



Junior Secondary
Head of Department
Mr Guy Constable



Middle Secondary
Head of Department
Mr Darren Cripps



Senior Secondary
Head of Department
Ms Jan McLean

Guidance Officer - Mr Paul Gordon

- Provide counselling for students on educational, career, behavioural and personal matters.
- Conduct parent information sessions.
- Liaise with staff, parents and external agencies.
- Provide information on subject selection, tertiary options, career pathways and options to students.



Head of Special Education – Ms Sandy Williams & Special Education Staff

- Case manages students with special needs including writing Support Plans example Individual Curriculum Plan, Individual Behaviour Support Plan and Record of Adjustment
- Individual Curriculum Plans in liaison with staff, parents and other agencies.
- Provide in and out of class support for Lighthouse Centre (SEP) students.
- Implement alternative programs for Lighthouse Centre students and make links with external agencies.



Community Education Counsellor – To be advised

- Case manages Indigenous students including liaison with staff, parents and external agencies.
- Provides support for Indigenous students.
- Liaises with SCU to provide access to tutoring for Indigenous students.

Industry Liaison Officer - Mrs Raynor Grevell

- Co-ordinates school-based apprenticeships and traineeships including liaison with students, parents, Group Training Companies and employers.
- Organises work experience for all students (Year 10 – week block in Term 3)



Youth Support Co-ordinator – Ms Sally Hogan

- Assists students at risk of disengaging from schooling through individual support, family support / mediation and makes referrals to other outside agencies.



School Nurse - Mrs Di Alexander

- Along with the student Support Services team implements pro-active programs such as Girls Group & Peer Skills.
- Provides links to external agencies and makes referrals as required.
- Conducts programs for students at risk e.g. Girls' personal development program.
- Conducts individual appointments and counselling sessions with students.



Chaplain - Mr Paul Murray

- Provides pastoral care for students on spiritual and personal matters.
- Conducts programs including boys program e.g. Rock and Water, Russian Strength Training and Building Bridges.
- Co-ordinates Motivational Media presentation and lunchtime activities.
- Co-ordinates external groups to provide breakfasts and activities.
- Provides care for families impacted by critical incidents.



Contents

Aerosols.....	1
Attendance/Absences.....	1
Late Arrivals	1
Early Departures	1
Bicycles, Scooters & Skateboards	1
Bus Services.....	1
Canteen and Uniform Shop	2
Canteen.....	2
Uniform Shop Open Hours	2
Uniform Price List.....	2
Cars.....	3
Class Times.....	3
Chaplaincy.....	3
Enrolment Procedures.....	4
Excursions	4
Finance Office Hours.....	4
ICT (including Bring Your Own Device – BYOD)	5
Insurance.....	5
Lockers	5
Medication	6
Newsletters.....	6
Parents and Citizens Association	6
Parent Concerns.....	7
Parent Visits to School.....	7
Pastoral Care (Bright Futures)	7
Policies and Agreements	8
Anti-Bullying Policy.....	8
Assessment Policy	10
Dress Code Policy.....	11
ICT Responsible Use Procedure	15
Electronic Device Policy – Mobile Phones.....	16
QParents- Secure Online Parent Portal.....	17
Refund Guidelines	17
Reporting.....	18
School Map.....	18
School Photographers	19
Positive Behaviour Support for Learning	19
Positive Behaviour Support for Learning Matrix	20
Sickness and Accidents.....	21
Starting School	21
Stationery Items.....	21
Student Resource Scheme (SRS)	21
Student Leaving.....	22
User Pays Subject Fees (UPSF)	22
Vocational Education Information	22
Voluntary Contribution Fund	23
Who do you ask when?	23

Aerosols

Students are not permitted to bring aerosols to school due to health and safety concerns of others. Aerosols will be confiscated by staff if found at school.

Attendance/Absences

It is a parents/carers legal obligation to ensure their child is attending school every day for the program in which they are enrolled, unless there is a reasonable excuse.

A full version of our school's Attendance Policy can be found by visiting our website:

If a student is absent from school it is essential that the school be notified as to the reason for the absence. This can be done through either:

- Message left on the Student Absence Line ☎ 5436 8400 or emailing attendance@caloundrashes.eq.edu.au prior to 10.00am on the day of absence
- contacting the Attendance Officer ☎ 5436 8435, if the absence is for an extended period of time (eg family reasons or illness and request school work)
- or notify the school using QParents online
- a written letter or medical certificate explaining the absence can be handed into the Administration Office.

Please note: Medical certificates are required for students in Years 11 or 12 where assessment is affected (and are passed on to relevant HODs/Year Level Coordinators).

Multiple unexplained absences will be investigated by the school's administration team as per State Schooling Policy.

Late Arrivals

- If a student arrives late to school they are to report to the Attendance Office and present a note from parent/carer with valid reason for lateness. A student will then be given a *Late Pass* to present to the teacher.

Early Departures

- If a student must leave school early they **must provide a note of explanation** (dated and signed) from their parent/carer to the Student Counter officer. Alternatively, a phone call can be made to 5436 8444. A student will then be issued with a *Leave Pass* to present to the teacher.

NOTE: All appointments including appointments for doctors, dentists etc should be made outside of school hours.

The school reserves the right to refuse permission for a student to leave early until the identity of the collector is verified.

Bicycles, Scooters & Skateboards

Students make their way to school in various ways:

- Walk, Bike, Bus, Private Transport

A bicycle enclosure is available for storage of bikes, and this is locked during the day. Bike racks are located at the bottom of N Block and the Queen Street entrance near Ben Bennett Park.

It is recommended that bicycle chains/locks be used. Bikes are not permitted to be ridden within the school grounds. Motorised bikes are prohibited on school grounds.

For safety reasons, **skateboards and scooters** are not allowed at school. Students **cannot** bring them into the school grounds.

Parents/carers are urged to assist in promoting safe practices for their children who ride bicycles. This includes an understanding of road rules and the wearing of helmets.



Bus Services

Buslink Services to Caloundra State High School

Information for school buses can be found on the website <http://buslink.com.au/your-bus-service/sunshine-coast/>. Please view the website for eligibility criteria before you lodge an application. After printing off your application (or obtain one from a Buslink driver), you can check on the website which bus will be the most suitable for your child.

For faster processing of your application, please write the bus number/s that your child will use on the front page of the application. This bus pass will go to the allocated (morning) Buslink driver and he/she will issue it to the child. Should you wish the pass to be posted home please supply a stamped self-addressed envelope with your application.

For travel in a new school year applications must be submitted before **end of December**. All students will be charged full fare until an application is received and processed and a new pass issued. Lengthy delays are to be expected should your application not be received on time as we process an excessive amount of applications for new students each year.

If you are unable to access the internet please call 5476 6622 for assistance.



Canteen and Uniform Shop

Canteen

The Caloundra SHS Canteen prides itself on the active role it plays in the school community. All money raised through the Canteen is donated back to the school for the benefit of all students. This funding provides scholarship awards, bursaries as well as enhancement of school resources and facilities.

For the canteen to continue running successfully there need to be enough volunteers each day to assist with the preparation of food. Volunteering your time is a great opportunity for parents/carers, aunts/uncles, grandparents, friends to be involved in the school community and in a welcoming and worthwhile environment. If you have one day a month, fortnight or week available or any time between 8.30am and 11.30am on a particular day, the canteen would like to hear from you. The P&C and canteen staff would appreciate anytime at all that volunteers could give.

All assistance received is greatly appreciated.

If you are able to help, please contact staff at the canteen on 5491 3498 or email: admin@cshspandc.com.au



Uniform Shop Open Hours

The uniform shop is open daily during school term from 7.30a.m. – 9.00a.m. CLOSED on FRIDAY. EFTPOS and Credit Card facilities are available. The Uniform shop is located next to the Canteen under C Block.

Uniform Price List



Everyday Uniform
(Years 7/8/9)



Everyday Uniform
(Years 10/11/12)

Everyday Uniform

Junior/Senior Blouse	\$40.00
Formal Skirt	\$40.00
Crossover tie	\$16.00
Junior/Senior Shirt	\$40.00
Formal Shorts	\$40.00
Long tie	\$20.00

Sports Uniform

Sports Polo Shirt	\$35.00
Sports Shorts	\$30.00



Other Uniform items

School Hat	\$15.00
School V-neck Pullover Jumper	\$35.00
Tracksuit Jacket	\$60.00
Tracksuit Pants	\$40.00
Tracksuit set (jacket/pants)	\$100.00

Interschool Sports Uniform

Bike Pants (Volleyball)	\$30.00
-------------------------	---------



All prices include (GST) and are subject to change without notice.
EFTPOS Available - Cheques not accepted

Cars

- Parking**

Car parks are signposted to indicate staff parking. Parents and students are not permitted to park in these car parks. No parent or visitor is permitted to drive into the school yard near A Block office.

- Students Driving Cars to School**

Students with a driver's license who intend to drive to and from school must advise Student Reception. Students are not permitted to access their vehicles during class time or between breaks. Students are not permitted to drive other students on excursions or to school events nor are students permitted to drive themselves on excursions or events for which a bus has been organized.

Class Times

TIME	DESCRIPTION
8.00am – 9.10am	Period 0 (Tuesday, Thursday and Friday – Year 11 /12)
9.10am – 9.20am	Roll Mark/Assembly (Assemblies are held in the Student Centre unless otherwise advised or noted below) Year 7 – Monday Year 7 – Tuesday to Friday (P Block Term 1 only) (ties are not required on these days, unless advised otherwise) Year 8 – Tuesday Year 9 – Monday Year 10 – Wednesday Year 11 – Thursday Year 12 – Friday
9.20am – 10.30am	Period 1
10.30am – 11.10am	First Break (40 min)
11.10am – 12.20pm	Period 2
12.20pm – 1.30pm	Period 3
1.30pm – 1.50pm	Second Break (20 min)
1.50pm – 3.00pm	Period 4
Year 11 and 12 students attend classes on a Wednesday as per their timetable	
Students are required to wear their ties on Assembly days.	

Chaplaincy

Caloundra High community provides a chaplaincy program endorsed by the school's Parents and Citizens' Association and available on a voluntary basis to all students. The chaplain is involved in a range of activities (eg Building Bridges, Peer Skills, breakfast program, Pastoral Care programs eg. Rock & Water) which happens at this school and are free of religious, spiritual and/or ethical content. These activities are available to all students on a voluntary basis unless a parent/carer requests in writing that this is not to occur for their child/ren.

Chaplains may also be involved in activities with religious, spiritual and/or ethical content and additional consent is sought from parent/carers for these specific activities. Prior to commencement of any additional activities with religious, spiritual and/or ethical content in the school, written informed consent will be required from the parent/carer.

Additional information on chaplaincy can be obtained from The [Department of Education](#) website, or The Australian Government, Department of Education [National School Chaplaincy Programme](#)

If you have any questions or concerns regarding Chaplaincy services please do not hesitate to contact Chappy on 07-5436 8444 or email chaplain@caloundrashs.eq.edu.au

Enrolment Procedures

Caloundra SHS has an enrolment boundary and a legislated Enrolment Management Plan (EMP) as of 9 September 2016. The EMP sets out the conditions under which students may enroll at Caloundra SHS. Visit <http://education.qld.gov.au/schools/catchment/plan-c/caloundra-shs.html> for more information.

Parents can visit the EdMap website (<http://www.qgso.qld.gov.au/maps/edmap/>) to determine their catchment area. If you live in our catchment, the student has guaranteed entry.

If you are outside our catchment you are welcome to:

1. Apply for a place in a Program of Excellence (POE). A place in a POE gives you entry at the school.
2. A student may also be accepted into the school if they have a sibling already enrolled (not in a POE) or a parent/legal guardian who is employed by the school.
3. Apply and go on the waiting list. Each year we make a number of offers to those on our waiting list (dependent on the number of spare capacity places we have in each year level). Offers are made strictly in order of the date of lodgment of your application.

a. Parents/caregivers intending to enrol their student at Caloundra High need to:

- **In Catchment area:**
 - If in Caloundra SHS catchment or you have a sibling already at CSHS, parent/guardian employed at CSHS - complete an enrolment form and return directly to Caloundra SHS together with a copy of proof of birth (such as birth certificate or passport) and proof of residency. Non-state school students must also provide most recent NAPLAN report and most recent school Semester report card.
 - Interviews are not necessary for students who are in their last year of schooling at Caloundra SS, Golden Beach SS, Currimundi SS and Talara PC, but are strongly recommended for students from other primary schools.
 - Students enrolling in Years 8 to 12 require an interview with the relevant Deputy Principal. Interviews must be arranged by contacting ☎ (07) 5436 8444
 - Enrolment forms are to be completed prior to the interview and accompanied by proof of birth (such as birth certificate or passport) and proof of residency. Non-state school students must also provide most recent NAPLAN report and most recent school Semester report card
 - A parent/caregiver must accompany student to an enrolment interview
- **Not in catchment area:**
 - Complete an Out of Catchment Expression of Interest Form, if relevant complete a Junior Secondary Horizons Academic Excellence application form or Sports Development Programs of Excellence application if relevant.

Excursions

Under the *Education Act* (2006) **BEFORE** a student can be considered for a school activity (e.g. excursions, camps, etc) the parent/caregiver is expected to have:

- fully paid the Student Resource Scheme fees, including User Pay Subjects (Elective subjects); or
- have paid fees up to and including the term in which the activity takes place; or
- have made regular on-going payments towards the Student Resource Scheme as arranged by the Principal/Business Services Manager.

Finance Office Hours

The Finance Office is open between the hours of 7.30am – 11.30am, **Monday, Tuesday and Thursday**.

At the commencement of the new school year, the Finance Office will reopen on the Wednesday and Thursday before school commences.

ICT (including Bring Your Own Device – BYOD)

We aim to have a high quality learning environment as well as teaching and learning practices where outcomes are enhanced through the effective use of ICTs. By integrating innovative use of ICT across curriculum as a natural part of teaching, learning & assessment processes, we focus on opportunities to provide students with skills to thrive in a digitally rich society, while focusing on development of a positive school culture and effective school operations. We invest in modern ICT infrastructure support, installation and maintenance to ensure equity and quality of ICT allocation.

Junior Secondary only:

- Web and wireless, Apple or Windows, enabled devices with the following platforms: Apple iOS 10.7 or higher, or Windows 8 or higher, mobile iOS 9.3.2 or higher with a minimum screen size of 9.5". Example of device is a Windows Tablet/laptop, iPad (excluding mini and iPad 2) etc.

Middle and Senior Secondary (Option 2 for Junior Secondary):

- Wireless laptop computer or tablet - students will need to be able to install software and manipulate files as well as be able to access web based applications: Device can either be a Laptop or Tablet with a platform of Windows 8, Apple OS 10.7 or higher. Screen size to be 11" – 13" or higher with an Intel i3 or Quad-core equivalent or higher processor. RAM size of 4GB (minimum) or higher, with a hard drive of 200Gb or higher and a battery life of 6+ hours. Example of device is a Windows 10 based laptop or Macbook.
- The options outlined are examples only and have proven to be adequate as a basis to start a BYOD.
- Students enrolled in Senior Graphics, ITN, IPT, Film and TV, Certificate II in IDMT it is recommended that consideration is given to higher specifications for the laptop such as i7 processor and 8Gb RAM or equivalent.

Please note the following aspects of the program:

- Parents need to provide software for the device and purchase apps as required. (* Note MS Office is available free of charge to all EQ students).
- Parents need to arrange adequate insurance in case of damage or theft.
- Parents need to allow for the installation of school purchased software for installation on student BYO Devices.

Please note: Windows RT, iPad Mini, iPad2, Android, Chromebook and Linux devices will not connect to the school BYO network.

* Students enrolled at Caloundra SHS can download free copies the latest Microsoft Office to the personal home computers and mobile devices using their school email address and school login. For further information visit <http://education.qld.gov.au/learningplace/whats-happening/office2016.html>

Insurance

Activity Risks & Insurance

Please note that the Department of Education does not have personal accident insurance cover for students. If your child is injured as a result of an accident or incident while participating in the activity, all costs associated with the injury, including medical costs are the responsibility of the parent/carer. Some incidental medical costs may be covered by Medicare. If you have private health insurance, some costs may be also be covered by your provider. Any other costs must be covered by parents/carers. It is up to all parents/carers to decide what types and what level of private insurance they wish to arrange to cover their child. Please take this into consideration in deciding whether or not to allow your child to participate in this activity.

Lockers

Lockers are available to students for their use to provide a safe and healthy educational physical resource to students.

Lockers are assigned to students who have paid the annual hire fee, and completed the relevant Locker Hire paperwork.

Students are to abide by the School Locker Use Guidelines. The full [School Locker Use Policy](#) is available on our website.

Medication

The only medication that can be dispensed by a school staff member authorized by the Principal is medication prescribed by a qualified medical practitioner (this includes over-the-counter medications such as paracetamol or alternative medicines).

Should your child require medication to be dispensed during school hours or on school activities a parent/carer must provide written instructions via a letter if a student requires **short term** medication.

If your child requires medication to be administered on a **long term** basis due to chronic medical conditions, the parent/carer must complete a *Request to Administer Medication at School* form (available from the school office) and submit any other documentation. If medications order/doses changes at all, parents/carers must visit the school to make arrangements.

All medication whether short or long term must be supplied in its original container along with a pharmacy label. The instructions on the medication container need to indicate specific times at which medication is to be administered, as well as the quantity of medication to be administered and the use-by date. It is the parent's responsibility to ensure that medication has a current expiry date.

At all times, medication is to be kept in a secure place ie handed in at the school office. At **no times** are students to keep medicines with them. One exception is that of inhaler therapy for asthma.

Please note that non-prescribed oral medications such as analgesics and over-the-counter chemist preparations are not to be administered by teachers or other school staff members.

Newsletters

The Caloundra State High School distributes a weekly newsletter called "Caloundra Highlights" at the end of every week during the school term.

Parents and Citizens Association

Our school is supported by a very active Parents and Citizens' Association who support our students in all areas of their learning.

The Parents and Citizens' Association works tirelessly to support the school in its endeavours to provide a safe and interesting place of learning for the students who attend the school.

The P&C meets at 6.00pm on the second Monday of each month in the A Block Conference Room, Administration Building at the front of the school facing Queen Street. It is a great way to meet other parents who share a unity of purpose and genuine concern for the welfare of the children at our school. Every parent/carer/community member over the age of 18 is welcome to contribute ideas, talents and expertise to the P&C, no matter how great or small the contribution may be.

For those unable to attend meetings your ideas and comments/questions are always welcome, so please contact the president of the P&C via the school by telephoning or leaving a letter/message at the school administration office.

The P&C also operates the school canteen and the uniform shop. Volunteers are always welcome to work in the canteen on a roster basis. This is a great way to socialize and to contribute to the school community. Please contact the Canteen Convenor Liz Miller at the canteen or phone her on (07) 5436 8484 if you are able to help.

I welcome you to our school community and look forward to working with you and our school community to actively support your child/children's education.

Ms Lesley Porter (President)
Caloundra State High School Parents and Citizens Association
Email: pandc@caloundrashs.eq.edu.au

Parent Concerns

At times parents may have a concern, a problem or a complaint about a school related matter. It is vital that any concerns are brought to our attention so that we can resolve the issue with the person or persons involved.

Effective partnerships between parents, students and our school are important to educational success. One part of that partnership is trust and openness. We need to be able to talk to each other when we have concerns, so that issues can be worked out.

Issues you think are serious should be raised with teachers or administration. We are committed to dealing positively with your concerns. As it helps us to learn how we can do things better for you. We will endeavour to ensure that any issues are resolved quickly; however, sometimes a more complex matter will take time.

Parent Visits to School

Parents/carers are welcome to visit the school to discuss their child's progress, behaviour etc, at any time during the year. It is essential that you make an appointment with the relevant staff member to ensure they will be available to meet with you.

It is a requirement for us to maintain student safety and that all parents **must present** to the Administration Office on Queen Street to sign in and be collected by the relevant staff member.

Parents **must not enter** the school grounds unaccompanied.

Pastoral Care (Bright Futures)

Bright Futures is the Pastoral Care program at Caloundra SHS that has the students' welfare at its core. The aim of Bright Futures is to assist student to grow as a person and a member of our community. The program material for all year levels is tailored to their needs and development stage.

The curriculum of Bright Futures is supportive and students in all years are part of this growth program and discovery. It also includes the teaching of Positive Behaviours for Learning, explaining and reinforcing the expected behaviours of the school community and also focuses on respectful relationships throughout the students' life.

Quality pastoral care involves all members of the school community from administration, teachers, students and parents, but also includes the wider school community to assist and care for the social and emotional wellbeing of every student.

The Pastoral Care program includes the mandatory 5 hours of teaching about Respectful Relationships which is taught to all year levels.

By working together and establishing respectful relationships, all members feel part of the school community which has been proven to assist students with their academic studies.

Policies and Agreements

School policies are available on our school website: www.caloundrashs.eq.edu.au eg. [Responsible Behaviour Plan for Students](#), Dress Code, Attendance, Homework, etc.

Anti-Bullying Policy

Rationale

All schools in Queensland are committed to taking action to protect students from bullying and to respond appropriately when bullying does occur.

School community beliefs about bullying

It is important that students, staff and parents/carers have a shared understanding of what bullying is, how it impacts on people and how bullying is responded to at Caloundra SHS

Definition of Bullying

Dr Ken Rigby (Rigby, 2010) defines bullying in the following way:

"Bullying is a systematic and repeated abuse of power. In general bullying may be defined as:

- *dominating or hurting someone*
- *unfair action by the perpetrator(s) and an imbalance of power*
- *a lack of adequate defence by the target and feelings of oppression and humiliation."*

Bullying can take many forms. The *National Centre Against Bullying* identifies five kinds of bullying:

1. **Physical bullying**
This is when a person (or group of people) uses physical actions to bully, such as hitting, poking, tripping or pushing. Repeatedly and intentionally damaging someone's belongings is also physical bullying.
2. **Verbal bullying**
Repeated or systematic name calling, insults, homophobic or racist remarks and verbal abuse.
3. **Covert bullying**
Such as lying about someone, spreading rumours, playing a nasty joke that make the person feel humiliated or powerless, mimicking or deliberately excluding someone.
4. **Psychological bullying**
For example, threatening, manipulating or stalking someone.
5. **Cyber bullying**
Using technology, such as email, mobile phones, chat rooms, social networking sites to bully verbally, socially or psychologically.

In a report commissioned by the Victorian Department of Education and Training (Bernard & Milne, 2008) the main forms of cyber bullying are identified as:

- **Flaming:** online fights using electronic messages with angry or vulgar messages
- **Harassment:** repeatedly sending nasty, mean or insulting messages
- **Denigration:** Posting or sending gossip or rumours about a person to damage his/her reputation or friendships
- **Outing:** sharing someone's secrets or embarrassing information or images online
- **Exclusion:** Intentionally and cruelly excluding someone from an online group
- **Cyber stalking:** repeated, intense harassment and denigration that includes threats or creates significant fear.

Within the *Safe to Learn* (DCSF, 2007) resource it is identified that students can be bullied for a variety of reasons. Specific types of bullying may relate to:

- race, religion or culture
- appearance or health conditions
- sexual orientation
- home and family circumstances
- learning needs or disabilities
- gender or sexual bullying.

What behaviours are not bullying

While it is important to understand and define what bullying is, it is also important to be clear to the school community, what behaviours are NOT bullying. Dr Rigby (2010) identifies that for some people the term 'bullying' is a highly emotive term and its use may lead to an over-reaction.

The *National Centre Against Bullying* acknowledges that while the following behaviours are often upsetting to those involved, they do not constitute bullying:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or single acts of social rejection

- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

While these behaviours would not be considered bullying (because they do not involve deliberate and repeated harm and a power imbalance) they need to be addressed in the same way as other inappropriate student behaviours.

Educational Programs

It is important that students, staff and parents/carers understand what bullying is, how it impacts on people and how bullying is responded to at Caloundra State High School. At Caloundra State High School we use the following educational strategies:

- School Wide Positive Behaviour Support – the school's 3 expectations of Respectful, Responsible and Prepared are taught explicitly and reinforced through all aspects of the school
- Staff and student information sessions – creating an awareness of Caloundra State High's Anti-bullying Policy
- A combination of proactive, preventative programs as well as a clear process to responding to bullying

Prevention Programs

Effective social skills and positive relationships act to prevent bullying. At Caloundra State High School we promote effective social skills and positive relationships by:

- A school wide Line Management structure for students allowing both students and their families a central contact point to communicate with the school
- A Student Services support team, comprising a Head of Department, Chaplain, School Based Youth Health Nurse, Guidance Officer/s, Behaviour Support Consultant, Indigenous Community Advisor, Youth Support Coordinator, Head of Special Education Services as well as links to external support agencies when required
- Proactive programs such as Rock and Water, Girls Group, Beyond Adventure Training (BAT), Blush, Building Bridges and STEER, specifically designed to promote effective social skills and positive relationships.
- Additionally, external suppliers may provide performance based programs with follow up support, for example Techno bully, Verbal Combat and Cheap Thrills

Responses to bullying

Reports of bullying will be investigated and acted upon. Responses to bullying might include support for targets of bullying and perpetrators and/or disciplinary measures.

At Caloundra State High School we support targets and perpetrators by:

- Consistent intervention practices - encourage reporting, treat information seriously, document details, investigate each incident, protect victim from further abuse, follow up and monitor cases, clearly communicate consequences for further abuse.
- Move bullies through a structured series of steps to reflect the more serious nature of repeated offences (see **RESPONSES TO BULLYING - PROCESS**)
- No tolerance of physical violence or threat - impose serious consequences including withdrawal, suspension 1 - 5 days, 6 - 20 day suspension and cancellation of enrolment
- Recording all data, on OneSchool database, for all reported bullying incidents (including location).
- Monitoring of students involved in bullying.
- Interview with parent and student /Teacher or Line Managers / GO to outline consequences.
- Customised support for perpetrators "no blame" interview, parental contact, counselling with GO
- Acts which fall into an illegal category, as defined by the law (for example, assault) will be referred to the appropriate authority

Reporting and monitoring bullying

At Caloundra State High School reports of bullying are taken seriously. Students and parents/carers may report bullying in the following ways:

- Phone the school
- Email the school – e.g. Line Manager
- All reports of bullying will be followed up with parent contact

Reports of bullying will be collated and monitored to inform the school community about the extent of bullying and to identify particular areas of concern for future action.

Some related resources

School Wide Positive Behaviour Support

www.learningplace.com.au/deliver/content.asp?pid=24668

Alannah and Madeline Foundation

<http://www.amf.org.au/AboutUs/>

BOUNCE BACK!

<http://www.bounceback.com.au/>

FRIENDS for Life

www.friendsinfo.net/index.html

Friendly Schools and Families Program

<http://www.friendlyschools.com.au/about.php>

Kids Helpline

<http://www.kidshelp.com.au/>

KidsMatter

<http://www.kidsmatter.edu.au>

MindMatters

<http://www.mindmatters.edu.au/default.asp>

ReachOut

<http://au.reachout.com>

National Centre Against Bullying

<http://www.ncab.org.au/about/>

You Can Do It!

www.youcandoit.com.au

National Safe Schools Framework

http://www.dest.gov.au/sectors/school_education/publications_resources/profiles/national_safe_schools_framework.htm

Assessment Policy

Assessment is a process used to assist students with their learning and to measure achievement. One positive outcome of assessment is accomplished when students review their results of the assessment item and learn from their successes and errors. Students must record their results in the "Keeping Track of My Learning" sheets which will be in digital format and saved on student laptops.

DUE DATES: All assessment tasks will be given a draft date (week beginning) and a final due date (week beginning). The draft and completed assessment must be received by the teacher no later than 3pm on the Friday of that week. Assignments may be submitted via e-mail to teacher e-mail address or uploaded to the submissions folder of the school network. However it remains the student's responsibility to provide a hard copy of the assignment to the class teacher on the following school day. In the case of assignments requiring oral / multimodal presentation, students are required to have their presentation prepared for delivery from the Monday of 'the week beginning...' If no work is submitted by the due date the teacher may use evidence they currently have to provide a grade, including drafts, observation checklists and work completed in class.

DRAFTING: All students are expected to submit drafts of their work. This is in order for you to demonstrate progress towards a passing grade. Drafts will be reviewed by your teacher and returned to you to assist with improving your response. When feedback is provided, a grade will not be awarded to your draft. Drafts may be used to establish authorship of work, thus avoiding **plagiarism** and may also provide support for extension requests.

REQUESTS FOR EXTENSION OR SPECIAL CONSIDERATION: Requests for extension must be received prior to the due date. Requests for special consideration due to emergent circumstances can be made on or after the due date. All requests are to be accompanied by documentary evidence (eg. Medical Certificate) and presented to the relevant Head of Department for consideration. The HOD will attach copies of this documentation to your final assessment submission. You must use the ***Special Consideration Form*** and these are available from the relevant Head of Department or by downloading from the school website. Forms are located under the Curriculum tab→Testing & Assessment→Special consideration application form (lower right side of screen). Failure to follow this process may void any application.

ABSENCE: If you are absent on the due date of an assessment task, your parent/guardian must contact the school via phone (5436 8444) or email the Head of Department ***prior*** to class. For assignment work, you must make arrangements for your class teacher to receive your response to the task ***on the due date***. If you are absent from a written, oral or practical exam on the due date, you will be asked to provide documentary evidence, as specified by the HOD, to explain this absence. You will then be required to complete the assessment on a date set by the Head of Department.

PLAGIARISM: Plagiarism is the use of someone else's work without acknowledgement of the source through referencing (see Student Handbook on ReadCloud for referencing techniques). You are not allowed to "cut and paste" any work from the internet or other sources. Sections of your work where authorship is unclear will be checked for plagiarism and any sections that are found to be plagiarised will be removed before a grade is determined. Correct use of the drafting process helps prevent plagiarism and demonstrates ownership of your work.

ACADEMIC CREDIT: Failure to submit an assignment may result in a rating of "NR" (not-rated) for the assessment item and semester credit may be withheld until the assessment item is completed. A grade will be awarded on the evidence of the draft submitted prior to due date. The completed assessment item must still be submitted. Students who fail to notify the HOD of their absence for an exam may receive a rating of "NR" (not-rated) for the assessment item and may have semester credit withheld. Students who, in the view of Administration and relevant Heads of Department do not complete course requirements may not be able to progress to the next semester in that subject, may not receive credit for that semester or may have their enrolment cancelled (Year 11 & 12 students).

ELECTRONIC MEDIA: Much of your work is completed electronically. In order to reduce requests for extension through loss of electronic media all students are expected to:

- Save their work to the hard drive on your device ***as well as*** onto at least one USB storage device and also into their H: drive (when working on the school network).
- Upload a copy of their draft to the teacher's submission folder. Students will be permitted to submit one draft only for feedback (except where syllabi specify otherwise).
- Ensure home printers have ink/toner or use the Resource Centre printer before school or during break times.
- Ensure that they maintain sufficient credit on their print balance.

Following one or more of the steps above will prevent the loss of any electronic work completed. Failure to submit due to problems with electronic media will be treated as failure to submit on the due date.

Full version of the [Assessment policy](#) is available on the website (located under the Curriculum tab→Testing & Assessment→Assessment policy located on the lower right side of screen).

Dress Code Policy

The Caloundra State High School Dress Code Policy has been developed in consultation with parents and caregivers, school staff, students and the Parents' and Citizens' Association.

The Caloundra State High School community endorses, supports and expects students to be in uniform.

A uniform is an important part of the development of our school as we agree it presents the first (and often lasting) impression people form about our school and its students. The Caloundra State High School Dress Code assists our school community by:

- allowing for the easy identification of our students on school premises and during regional sporting and cultural events and excursions, critical incidents, safety drills or evacuations.
- alerting our school staff to people who may not belong on our school grounds.
- reducing the pressure of buying name brands and following the latest trends and fads, which minimises any visible economic or social differences between students.
- promoting a sense of common purpose and belonging, consistency and unity in the daily activities of students.
- reflecting the Caloundra State High School's community expectations of student safety and is consistent with the Department of Education's Occupational Health and Safety and Anti-discrimination Legislation and Sun Safe Strategy.

Years 7, 8 and 9

EVERYDAY UNIFORM

Year 7, 8 and 9

Years 7, 8 and 9 students will be required to wear the Everyday uniform every day, except when the student has Interschool Sport or Sports Carnivals or a designated uniform free day. Students are expected to change into the sport uniform for HPE prac lessons. The Everyday uniform is to be worn on all excursions unless otherwise advised.

The Caloundra High light blue blouse with crossover tie/light blue shirt with long tie is to be worn with the navy blue knee length pleated skirt/formal shorts/trousers. Students **must** wear the tie all day with the Everyday Uniform on parade days (ie Monday – Year 7/9, Tuesday – Year 8). The tie must be worn at formal occasions (ie presentation nights, ceremonies, school photos). **Shoes must be totally black in colour including edge of sole, jogger style with non-pervious materials in accordance with safe work practice.** No logo or brand name to be visible on the shoe, unless it is black in colour. Plain white ankle socks are to be worn, no coloured trim allowed.

SPORTS UNIFORM (Years 7, 8 and 9)

The uniform consists of the Caloundra High unisex polo shirt with Caloundra High unisex navy sports shorts. **Shoes must be totally black in colour and be jogger style** with visible plain white ankle length socks. The sports uniform is only to be worn on days when students are participating in Interschool Sport (Year 7 Thursday/Year 8 Wednesday) or Sports Carnivals. Students are expected to change into the sport uniform for HPE prac lessons. Year 9 students **do not** have Interschool Sport and are required to wear their Everyday Uniform every day. Footwear other than the totally black jogger shoes can be worn for sport and/or HPE, but students **must** change into their totally black style shoe at the time of the class and change back into the black jogger shoes following the class.

Caloundra State High School aims to be a Sunsmart School and encourages students to wear a hat during breaks and outdoor activities. The CSHS wide brimmed hat is available from the Uniform Shop.

Years 10, 11 and 12

EVERYDAY UNIFORM

Year 10, 11 and 12

Years 10, 11 and 12 students will be required to wear the Everyday uniform every day, unless they are participating in Sports Carnivals or a designated uniform free day. Students are expected to change into the sport uniform for HPE prac lessons. The Everyday uniform is to be worn on all excursions unless otherwise advised.

The Caloundra High white blouse with crossover tie/ white shirt with long tie is to be worn with the navy blue knee length pleated skirt/formal shorts/trousers. Students **must** wear the tie all day with the Everyday Uniform on parade days (ie Wednesday – Year 10, Thursday – Year 11, Friday – Year 12). The tie must be worn at formal occasions (ie presentation nights, ceremonies, school photos). **Shoes must be totally black in colour including edge of sole, jogger style with non-pervious materials in accordance with safe work practice.** No logo or brand name to be visible on the shoe, unless it is black in colour. Plain white ankle socks are to be worn, no coloured trim allowed.

SPORTS UNIFORM (Years 10, 11 and 12)

The uniform consists of the Caloundra High unisex polo shirt with Caloundra High unisex navy sports shorts. **Shoes must be totally black in colour and be jogger style** with visible plain white ankle length socks. Students are expected to change into the sport uniform for HPE prac lessons and can be worn at Sports Carnivals. Footwear other than the totally black jogger shoes can be worn for sport and/or HPE, but students **must** change into their totally black style shoe at the time of the class and change back into the black jogger shoes following the class.

Caloundra State High School aims to be a Sunsmart School and encourages students to wear a hat during breaks and outdoor activities. The CSHS wide brimmed hat is available from the Uniform Shop.

WINTER UNIFORM

A Caloundra High navy blue v-neck jumper or Caloundra High tracksuit jacket is to be worn with long navy trousers/slacks/pants. No fleecy tracksuit pants are permitted.

Black coloured stockings/tights **only** can be worn with the navy blue pleated skirt (socks are not to be worn with stockings/tights). Stockings cannot be worn with shorts.

Year 12 students have the option to purchase a personalised jersey. This is organised by the Year 12 Coordinator. This can be worn at any time, but must be worn with the Everyday uniform blouse/shirt underneath.

School Representation

A school blazer and hat will be loaned to students from D14 when representing the school at formal occasions if needed. These items are to be worn with the Everyday Uniform. It is expected that blazers will be returned to the school in good condition at the conclusion of the relevant event. Items that are not returned, lost or damaged will be charged to the student.

Dress and Personal Appearance Expectations

Dress

Caloundra State High School requires all students to be in full school uniform when:

- attending or representing the school,
- travelling to and from school; and
- engaging in school activities out of school hours.

Caloundra State High School requires students to wear items related to safety, such as safe footwear and eye protection, which may be necessary in order to participate in certain school activities.

Dress and personal appearance

Students wearing items of jewellery and headwear that do not comply with the requirements set out below will be asked to remove the offending item and to store it out of sight for the remainder of the school day. In the case of non-uniform items worn, students will be required to change into replacement uniform items provided to replace it during the school day. A refusal to comply will be dealt with in accordance with managing compliance set out below.

Caloundra State High School requires all students to come to school with a clean and tidy appearance.

Please note:

- All aspects of the school uniform (except shoes/socks) – shirts, blouses, ties, skirts, shorts, school v-neck pullover jumper, tracksuit (jacket/pants) - are to be purchased from the School Uniform shop. (EFTPOS facilities are available but cheques will not be accepted).
- Students are encouraged to wear hats at school during breaks and outdoor activities. (Students have the option of purchasing a wide brimmed hat bearing the school logo from the School Uniform shop).
- Beanies and other head warmers, gloves or scarves are **not** permitted.
- No denim (or cord) or jersey shorts, jeans, or fleecy track pants allowed.
- No visible mid-riffs; waist ribbing, sweat bands and head wear or scarves are allowed.
- Only plain black or plain navy belts are acceptable.
- Shoes must be full **BLACK** upper and **BLACK** sole trim with matching **black** laces in jogger style **ONLY** (NO boots/hightops permitted) to be worn at all times. Shoes must be ankle height. Please note that **leather or impervious uppers** are recommended for safety reasons.
- Socks must be plain white ankle length and visible (no coloured trim).
- Only black coloured stockings/tights are acceptable and these can be worn with the Everyday skirt **only**. Stockings **must not** be worn with shorts.
- Everyday skirt **must be** knee length (or longer).
- Long hair must be tied back in subjects required for Workplace Health & Safety.
- Hair ties are to be dark blue or black.
- Hair colour is to be natural tones i.e. not bright or multi-coloured (such as pink, blue, green).
- Hair styles are to be neat and tidy e.g. no mohawks, no words/symbols shaved into the scalp etc.
- If students wish to participate in fundraising activities involving hair colouring, permission must be gained from the Principal.
- Light foundation may be worn. **No** lip colours, eyeliner, mascara or eye shadow is allowed.
- Clear nail polish is permitted.
- **Fingernails** are to be short in length as to not present a Workplace Health & Safety hazard.

- **Facial piercings:**
 - **No** facial piercings permitted.
 - **One** only discreet (small) nose/facial stud piercing permitted at any one time.
 - If a new piercing, this must be a stud, not a ring.
- **No** necklaces, bracelets, bands or anklets are allowed.
- The only jewellery acceptable is:-
 - Maximum of two plain small studs or sleepers per ear (No spacers – only flesh coloured solid plugs can be worn at school, NO tunnels or dangly earrings)
 - A watch
 - One plain ring with no sharp edges
 - Religious or culturally significant pendant – to be worn inside shirt so it is not visible
 - Medi-Alert pendant/Medi-Alert bracelet
(This is a WH&S requirement and any additional jewellery will be confiscated)
- CSHS sports shorts worn only with polo shirts.
- **Everyday uniform blouses/shirts must be worn with skirts / formal shorts / trousers ONLY.**
- Current year Senior Jersey may be worn by Year 12 students ONLY.
- **No** sports representative jackets or shorts are allowed to be worn.
- Performing Arts jackets are to be worn at performances ONLY.
- School sport team apparel (eg. Rugby/Volleyball) to be worn at training/games ONLY.
- Blazers are available for hire when required to represent the school or for formal occasions.
- **No** hoodies, cardigans, visible undershirts allowed. All jumpers/jackets are to be purchased through the Uniform Shop.

Uniform Free Days

On specified days students may be permitted to wear free dress as a part of a fundraising effort for charities, etc. Students must wear appropriately modest clothing; any inappropriate clothing **must not** be worn. The usual safety regulations regarding the wearing of closed in shoes and approved jewellery also apply on free dress days.

Footwear Guide:



Uniform Modifications and Exemptions

Individual circumstances modification

Caloundra State High School recognises that in some situations students may require modifications to the requirements of the school dress code.

These modifications are designed to permit a student to attend the school with maximum compliance with the dress code, recognising that the student may not be able to fully comply (for example, if a student gets permission from the school to colour or shave their head in order to participate in a charitable activity or if a student with a disability finds the present uniform unsatisfactory for their disability).

Requests for exemption

The exceptional circumstances of some students or families may require parent/s to request an exemption.

Financial hardship

Personal financial circumstances may make purchasing school uniform items seem unrealistic for some families. Parents should note that Caloundra State High School through the P&C can provide relevant assistance to families for uniform items where financial stress is genuine;

- Loan uniforms are available from a bank of clothing (available from D14 arranged through the relevant DP) which may be borrowed by students until uniforms are able to be purchased.

Application Process

An application for individual circumstances modification should be made in writing to the school Principal. The school Principal in considering the application may require additional information from an applicant to satisfy themselves that the application has a genuine basis (as opposed to a mere preference or dislike). The school Principal will endeavour to respond to such an application as soon as practicable after receiving it, either granting the application or refusing it. The school Principal's response will be in writing. Applicants will be afforded natural justice. The school Principal's decision is final.

Consequences of approval

Where a student is granted an individual circumstances modification, they will be provided with a card outlining the individual circumstance modification. The modification allows the student to attend school without receiving a disciplinary consequence applied for the uniform non-compliance, but these students may however be prevented from attending, or participating in, any school activity that, in the reasonable opinion of the school Principal, is not part of the essential educational program of the school (this can include school excursions, extra-curricular activities where the student is associated with the school) and / or be prevented from attending, or participating in, any school activity for which the student would have been representing the school.

The student is obliged to carry the card while they are at school and is obliged to present it if a member of staff queries their uniform status. Failure to carry the card may result in disciplinary action in line with the sanctions for non-compliance outlined below.

Managing non-compliance

The following non-compliance process should be undertaken during the student's free time, not during lessons which are part of the essential educational program of the school.

- Where a student is inappropriately dressed and does not hold an exemption card:
 - the student will be offered a choice of correct uniform items from the bank of clothing / uniforms held at the school for the day (to be returned to the school at the end of the school day). Students are referred to D14 to collect the correct uniform item.
 - if they refuse to accept the offer of a correct uniform item, the student will be sent to administration where their Line Manager or office staff will ring the student's home to explain the uniform policy requirements to parents, request parental cooperation in requiring their child to accept the uniform items or where possible request that the required uniform items be brought to school for the student to change into.
 - If, after this, the student is non-compliant, they will be dealt with in accordance with the sanctions for non-compliance.
 - Where students have incorrect footwear, they are referred to D14 to collect a pair of shoes or socks.
 - If they refuse to accept the offer of correct footwear, the student is then referred to their line-manager or administration office and their parents are contacted and requested to bring correct shoes to the school.
- Families with students who have a history of dress code non-compliance are encouraged to contact the student's Line Manager or Deputy Principal to discuss the matter.
- In circumstances where the Principal is satisfied that the student's non-compliance is beyond the student's control, disciplinary sanctions will not be applied.

Sanctions for non-compliance

Students, who are non-compliant, despite the managing non-compliance process above, will be subject to the following consequences for each instance of non-compliance, namely:

- detention and / or
- preventing the student from attending, or participating in, any activity for which the student would have been representing the school and / or
- preventing the student from attending, or participating in, any school activity that, in the reasonable opinion of the school Principal, is not part of the essential educational program of the school (this can include school excursions, extra curricular activities).
- continued non-compliance reverts to the school discipline policy.

ICT Responsible Use Procedure

Electronic devices includes personal mobile/laptops and other electronic portable equipment

Information and Communication Technology (ICT), including access to and use of the internet and email, are tools for the provision of innovative educational programs. Teachers are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program. School students, only with the approval of the principal and a signed BYO agreement form will be permitted limited connection of personally owned electronic devices to the department's ICT network, where this benefits the student's educational program.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in Caloundra State High School Responsible Behaviour Plan.
- Students cannot use another student or staff member's username or password to access the school network.
- 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 need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

Responsibilities for using a personal electronic device

- Prior to any personal electronic device being used approval is sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal electronic devices and their private network accounts.
- All files are to be scanned using appropriate virus software before being allowed access to the department's network.
- Any inappropriate material or unlicensed software must be removed from personal electronic devices before bringing the devices to school and such material is not to be shared with other students.
- Unacceptable use will lead to the electronic device being taken to the office for storage, with its collection/return to occur at the end of the school day where the electronic device is returned to the parent or guardian. Constant reminder on irresponsible use will result in item being held at the office for parent collection.

Acceptable use by a student

It is acceptable for students while at school to:

- use electronic devices 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 or encyclopaedias;
 - researching and learning through the department's eLearning environment;
- be courteous, considerate and respectful of others when using an electronic device;
- switch off and place out of sight the electronic device during classes, where these devices are not being used in a teacher directed activity;
- use personal electronic device for private use out of class time only: before or after school, or during recess and lunch breaks;
- not knowingly download viruses or any other programs capable of breaching the department's networks security;
- use camera, video or audio functions only with the explicit direction from your teacher;
- consequences will occur if someone's privacy is invaded by recording and/or distribution of personal material

Students are not to take or use electronic devices during class assessment or exams unless directed by the exam supervisor. Acknowledgment by student and parent/guardian through the signing of the following agreement that a personal device connected to the school network will be operated in a lawful, ethical and safe way.

Student Agreement

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet.

While I have access to the school's ICT facilities and devices:

- I will use it only for educational purposes;

- I will not reveal my password or allow anyone else to use my school account.
- I will not allow others to make calls or use my electronic device.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per *Caloundra State High School's Responsible Behaviour Plan*, which may include loss of access to the network for a period of time.

Parent or guardian Agreement:

I understand that the school provides my child with access to the school's Information and Communication Technology (ICT) facilities and devices for valuable learning experiences.

I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other parties.

I understand that the school does not accept liability for any loss or damage suffered to personal electronic devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school in the event of loss, theft or damage to any device.

My student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the *Caloundra State High School Responsible Behaviour Plan*. This may include loss of access of the school's ICT facilities for a period of time.

The Department of Education, Training and Employment through its *Information Management (IM) Procedure* is collecting your personal information in accordance with the *Education General Provisions Act 2006* in order to ensure:

- appropriate usage of the school network
- appropriate usage of personal mobile devices within the school network.

The information will only be accessed by authorised school employees to ensure compliance with its *Information Management (IM) Procedure*. Personal information collected on this form may also be disclosed to third parties where authorised or required by law. Your information will be stored securely. If you wish to access or correct any of the personal information on this form or discuss how it has been dealt with, please contact your child's school. If you have a concern or complaint about the way your personal information has been collected, used, stored or disclosed, please also contact your child's school.

Authorisation and controls

The principal reserves the right to restrict student access to the school's ICT facilities if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program.

The Department of Education monitors access to and usage of their ICT network. The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal mobile device, if there is any suspicion that the integrity of the network might be at risk.

Electronic Device Policy – Mobile Phones

1. Phones must be switched off and out of sight - **whole school expectation**. (Individual teachers will direct students if ICT device is needed for lesson)
2. Student who is caught using device will be asked to put it away and issued a warning.
3. Student uses device again in the same lesson – Instructed to take device to the office with note from teacher identifying item – office will check device against teacher note and issue receipt - device is collected after 3PM bell.
 - a. Teacher records OneSchool incident and Parent contact made.
 - b. If further incidents of students having to hand device in within 2 weeks, parents must collect phone from office. Office staff (student counter) will notify the parent to collect the phone and any concerns should be directed to a Deputy Principal of that year level.
4. Refusal to follow above directions –
 - i. Call for Admin or available HOD to collect the student and escort to office to hand in device. Deputy Principal will interview student.
 - ii. OneSchool checked for prior refusal incidents:
 1. **WARNING**
If 1st incident- Student warned that any future refusal to take their device to the office will result in a suspension. Student returns to class. Record of this incident will be entered into OS.
Parent contacted by Admin/HOD/LM so all parties understand future consequence of suspension will occur.
 2. **SUSPENSION**
Further incidents within the same term - further increasing suspension for repeated refusal to follow staff direction/non-compliance with routine (as per Responsible Behaviour plan).

Proposed Policy implementation plan: periodic review of policy throughout the semester to ensure effectiveness, workability and fairness.

QParents- Secure Online Parent Portal

QParents provides parents with access to a new, convenient, online parent portal so that parents can securely access their child's student information, anytime, anywhere, through a smartphone, tablet or computer. The QParents web and mobile application provides an easier way for you to interact with our school.

The benefits of QParents

Convenience and time savings for parents

- Parents can view or update their child's details without having to contact the school.
- Secure 24/7 online access.
- Available anytime, anywhere — access QParents on your smart phone, tablet or computer through a mobile friendly website.

Greater transparency of information

- Improves accountability between parents and schools by providing parents with timely access to their child's information online.
- Allows parents to engage in their child's schooling.

QParents is the preferred method for fee payment and advising of student absence.



Refund Guidelines

At Caloundra State High School, we are committed to providing a safe and supportive learning environment for students, staff and volunteers. This commitment includes the health, safety and wellbeing of staff and students when conducting curriculum activities in the school or in other locations.

School excursions and camps enhance a student's learning by providing opportunities for the student to participate in activities, both curriculum-related and recreational, outside the normal school routine. All planned school excursions are approved by the Principal and endorsed by the Parents and Citizens Association.

Pro Rata refunds do not include: Administrative fee, ID Card or Student Planner.

State schools are able to charge a fee for:

- an educational service including materials and consumables not defined as instruction, administration and facilities for the education of the student
- an education service purchased from a provider other than the school where the provider charges the school and
- a specialised educational program.

A school fee is directed to the purpose for which it is charged.

School fees for extra-curricular activities are calculated on a cost recovery only basis, according to the number of students who have indicated their attendance.

Participation of students in an extra-curricular activity is indicated through payment of the fee and provision of a permission form completed by the parent.

As the school budget cannot meet any shortfalls in funding for an extra-curricular activity due to the subsequent non-participation of a student who had previously indicated attendance of the activity, fees already paid for an extra-curricular activity may be refunded in full or in part or not at all, having regard to the associated expenses incurred and the circumstances of the non-participation.

If a parent wishes to apply for a refund due to their child's non-participation in an extra-curricular activity, they may do so by completing a *Request for Refund* form available from the school office. Where possible, the request should include the receipt relating to the payment for which a refund is being sought.

It is preferred that refunds be made as a credit against the student's account at the school, and used to offset any future charges.

Department of Education policy references:

[Education \(General Provisions\) Act 2006](#)
[State Education Fees](#)

[School Excursions](#)
[Student Refund](#)

Reporting

The school issues report cards 4 times per year. Years 7 to 12 → Term 1, end Semester 1, Term 3; and Years 7 to 11 end Semester 2. These reports are emailed home, so please ensure that the school has your correct email address at all times.

Parent teacher interviews are conducted within 2 weeks of the report cards be distributed, 3 times per year. Parents can book their own parent teacher interview electronically via *Online Booking System* which will be available on the school website when booking times are open.

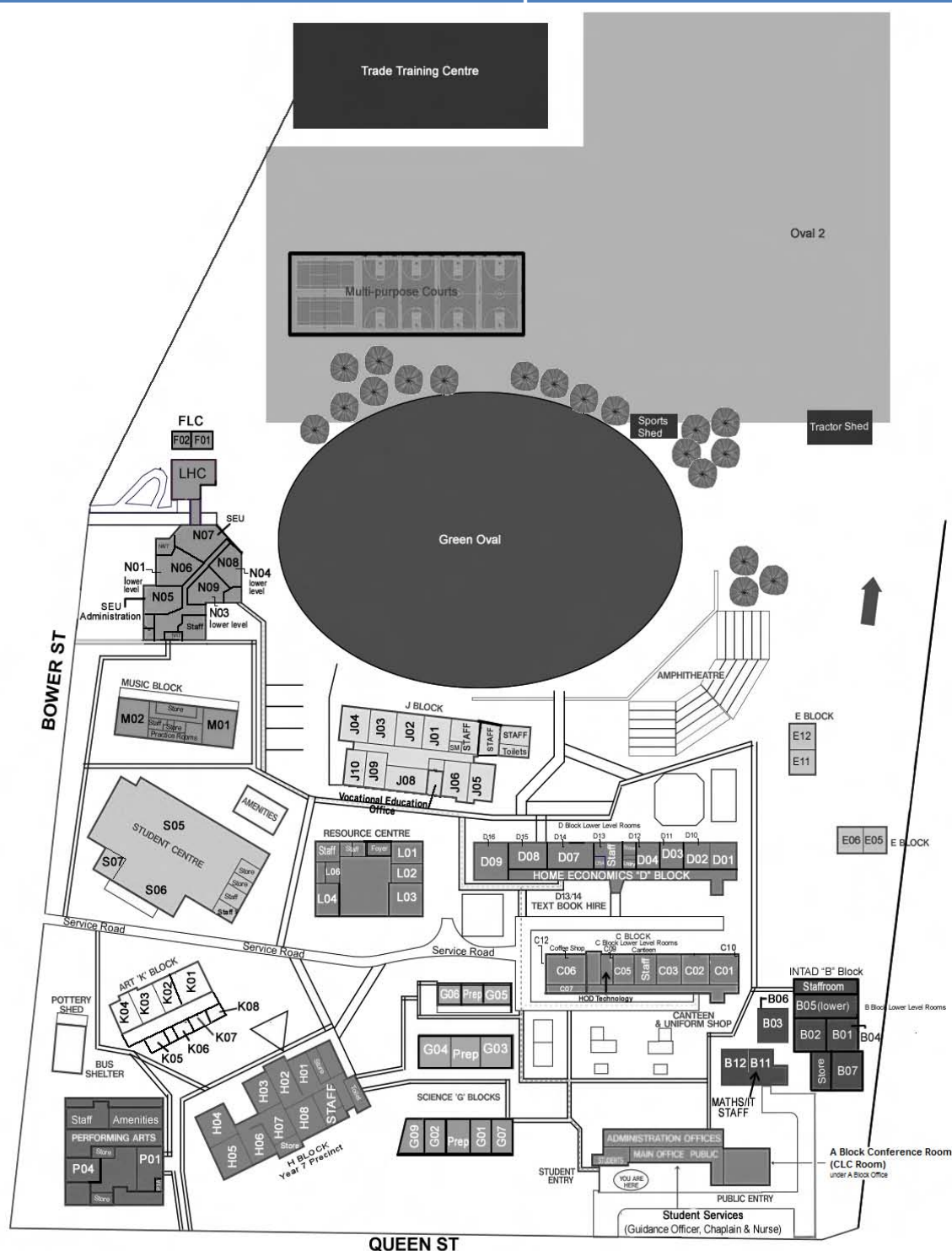
Look for this icon on the front page of our website:



Please note **Queensland Certificates of Education** are issued by Queensland Curriculum and Assessment Authority, Brisbane to Year 12 students who are eligible.

The school does not issue Year 12 Exit Certificates.

School Map



School Photographers

Each year, usually in February/March students have their photographs taken at school. These are used for:

- ID Cards
- OneSchool system
- Parents and guardians may purchase photographs

Positive Behaviour Support for Learning

Based on The Code of School Behaviour

1. Purpose

Caloundra State High School is committed to providing a supportive school environment where all members feel safe and are valued; where social and academic learning outcomes are maximised for all through a quality curriculum, interpersonal relationships and school organisation; where school practices are proactive rather than reactive and where appropriate and non-discriminatory language and behaviours are defined, modelled and reinforced.

This Responsible Behaviour Plan for Students is designed to facilitate high standards of behaviour so that the learning and teaching in our school can be effective and students can participate positively within our school community.

Caloundra State High School developed this plan in collaboration with our school community

2. Learning and behaviour statement

All areas of Caloundra State High School are learning and teaching environments. We consider behaviour management to be an opportunity for valuable social learning as well as a means of maximising the success of academic education programs.

Our Responsible Behaviour Plan outlines our system for facilitating positive behaviours, preventing problem behaviour and responding to unacceptable behaviours. Through our school plan shared expectations for student behaviour are plain to everyone, assisting Caloundra State High School to create and maintain a positive and productive learning and teaching environment, where ALL school community members have clear and consistent expectations and understandings of their role in the educational process.

Our school community has worked to implement Positive Behaviour Support (PBS) for Learning and has identified the following school rules to teach and promote our high standards of responsible behaviour.

All members of the Caloundra State High School community are:-

- Respectful
- Responsible
- Prepared

At Caloundra SHS we value:

- Enjoyment of life-long learning
- A caring and supportive environment
- Respect, dignity and diversity
- The fostering of excellence in all areas
- Individual strengths.

Our Philosophy:

Staff and students at Caloundra State High School have the right to work to their potential, free from disruption, abuse or threat in a safe and supportive environment. To enable this productive learning to occur, we believe different learning styles and abilities must be catered for and appropriate behaviours need to be taught, modelled, encouraged and developed. To facilitate this, a set of rules has been developed for students at our school. Ultimately, each individual must be responsible for his/her own actions. The behaviours we foster and promote included good citizenship, are fair and non-violent and encompass such qualities as respect, politeness, self-discipline and co-operation. We respect the importance of the individual's intellectual, social, emotional and physical growth whilst maintaining that the exercise of individual rights and responsibilities must contribute to a positive community spirit. Parental consultation, support and involvement are essential to our supportive school environment.

Our school rules have been agreed upon and endorsed by all staff and our school P&C. They are aligned with the values, principles and expected standards outlined in Education Queensland's Code of School Behaviour.

3. Consequences for Unacceptable Behaviour

Caloundra State High School makes systematic efforts to prevent problem student behaviour by teaching and reinforcing expected behaviours on an ongoing basis. When unacceptable behaviour occurs, students experience predictable consequences. Our school seeks to ensure that responses to unacceptable behaviour are consistent and proportionate to the nature of the behaviour.

Caloundra State High School has created processes that aim to ensure that the educational outcomes for the diverse needs of students are maximised. Responses to inappropriate behaviour will consider the particular situation and context, the individual circumstances and actions of the student as well as the needs and rights of all school community members.

Positive Behaviour Support for Learning Matrix

Caloundra State High School Community is:

Setting	Respectful	Responsible	Prepared
All Settings	<ul style="list-style-type: none"> Respect the personal space and privacy of others Follow staff directions Show respect through your words and actions to all Put rubbish in the bin Keep stairways and pathways clear Show respect to visitors to the school community Treat all property with care 	<ul style="list-style-type: none"> Be honest and take responsibility for your words and actions Allow others to learn/participate without interruption Follow uniform/dress code Use equipment and materials correctly and report any damage Follow sign in and out procedures through the office Keep to in-bounds areas Keep dangerous or banned items out of school Make safe choices Follow the ICT Responsible Use Procedure 	<ul style="list-style-type: none"> Always have correct equipment Be on time to all activities Complete and fulfil all requirements Always have your ID card
Before and after school areas - entering and leaving school (including at bus stop)	<ul style="list-style-type: none"> Follow Bus Code of Conduct Once arrived stay inside the grounds Respect other road/ footpath users 	<ul style="list-style-type: none"> Follow crossing supervisors' directions Follow Bus Code of Conduct Store bikes in correct location Follow road rules and make safe choices 	<ul style="list-style-type: none"> Be on time for all arrivals and departures
Offices and D14	<ul style="list-style-type: none"> Be aware of others and display courtesy and manners Remove hat and sunglasses Put all electronic devices away Always say "Please" and "Thank you" 	<ul style="list-style-type: none"> Use appropriate language at all times Food and drink away and in bags Follow uniform/dress code Present to A Block if sick BEFORE calling home 	<ul style="list-style-type: none"> Put all electronic devices away Present ID card if needed Have all necessary paperwork Answer questions respectfully
Around all buildings	<ul style="list-style-type: none"> Walk quietly Respect facilities Be aware of others and display courtesy and manners 	<ul style="list-style-type: none"> Use covered walkways in wet weather Make safe choices Put rubbish in bins and keep school grounds tidy 	
Classrooms (including general classrooms, Resource Centre and practical areas)	<ul style="list-style-type: none"> Be aware of others and display courtesy and manners Respect school property Follow staff directions Allow teaching and learning to occur without interruption Show respect through your words and actions to all 	<ul style="list-style-type: none"> Be responsible for your learning Use technology correctly Seek staff assistance Follow safety requirements Attend all lessons Follow uniform/dress code Bottles containing water only to be consumed in class Keep classrooms tidy 'Student Release Card' to be used whenever leaving the classroom 	<ul style="list-style-type: none"> Bring necessary equipment Be on time for each lesson Complete tasks efficiently Participate actively in all lessons Follow class entry/exit expectations Follow classroom/area specific expectations
Moving between/to class and lining up (between lessons and after breaks)	<ul style="list-style-type: none"> Walk quietly Make room for others Wait quietly outside building or classroom Follow staff directions 	<ul style="list-style-type: none"> Respect the personal space of others Know where you have to go Make safe choices 	<ul style="list-style-type: none"> Cease activities promptly to be in class on time. Have appropriate equipment ready
Playground / Sporting areas	<ul style="list-style-type: none"> Share areas with others Show good sportsmanship Use positive and appropriate language Follow sport rules Treat and utilise all property with care 	<ul style="list-style-type: none"> No contact games Play safely Borrow and return equipment using correct system Use equipment / property correctly and report any damage Keep to in-bounds areas 	<ul style="list-style-type: none"> Organise games in appropriate places Cease activities promptly to be in class on time
Canteen	<ul style="list-style-type: none"> Line up in a single file Use manners and respect others Follow staff directions Respect others' position in the queue 	<ul style="list-style-type: none"> Only enter if you intend to purchase Use appropriate language at all times Choose items promptly and carefully Move out of the canteen quickly Put all rubbish in the bin 	<ul style="list-style-type: none"> Put all electronic devices away Leave my bag outside Know what I want to purchase Present all items for purchase Have my money ready for purchase
Toilets	<ul style="list-style-type: none"> Respect the privacy of others Use toilet appropriately Treat facilities with respect 	<ul style="list-style-type: none"> Organise yourself to go to toilet during breaks 	<ul style="list-style-type: none"> Practise good hygiene
Off campus e.g. sport, excursions, representing school individually or in a group	<ul style="list-style-type: none"> Follow staff directions Show respect, courtesy and manners to others in the wider community Show respect for property 	<ul style="list-style-type: none"> Be a good role model for CSHS Represent CSHS by participating in all activities Follow sign in and out procedures Follow Bus Code of Conduct 	<ul style="list-style-type: none"> Return permission forms and make payments (if relevant) by due date Be on time and in correct uniform Bring required equipment

Sickness and Accidents

If a child is injured or becomes too unwell to stay in the classroom, they are taken to the first aid room located in the Administration Office. If a student displays minor symptoms they will be treated by our first aid staff, otherwise we will endeavour to contact parents/carers to arrange for the student to be collected. In the case of a serious injury, if your child requires urgent medical attention, every attempt is made to contact parents as soon as possible and if necessary will be transported to the hospital by ambulance.

Students **are not to** contact parents directly to advise them that they are sick. All students **must** report to the Administration office and arrangements will be made.

Please ensure our school records are kept up to date, so we have your current address, telephone numbers, email address, emergency contacts and child's medical conditions at all times.

Starting School

a. First day of the year:

- Students meet as a group (as advertised via the website, Facebook, newsletter or school sign) and are given instructions and their new timetables.

b. Other times in the year:

- Students proceed to their relevant classroom at least 10 minutes before scheduled school time
- New students will be linked with a buddy, and taken to form class or assembly to start the day. The buddy will assist taking students to classes and arranging to meet during the day
- If students are unsure of what to do, they must report to the Administration office
- On arrival to a new class, the student should introduce themselves to their teacher and show their timetable, if their buddy is not with them.

Stationery Items

Parents are required to supply the stationery items listed as per the Stationery Lists which are available early Term 4 by visiting the Caloundra State High School website www.caloundrashs.eq.edu.au or directly from the school office. Impact Office Supplies supply parents with an easy and convenient online ordering system where items are delivered directly to your door. Details will be made available on our website.

Student Resource Scheme (SRS)

Purpose of the Student Resource Scheme

For those who are new to the scheme, the purpose of the scheme is to provide the parent with a cost effective alternative to purchasing textbooks, resources, consumables and/or materials from elsewhere, through reduced prices gained from the school's bulk purchasing processes.

A Student Resource Scheme enables a parent to enter into a [written agreement](#) with the school that, in return for payment of a specified annual participation fee, provides for the participating student's temporary use of prescribed textbooks and other resources and/or for the purchase by the parent of consumables and materials for the student's use.

In addition to SRS fees, schools can charge fees for educational services, including materials and consumables, not defined as instruction, administration or facilities. These elective fees are User Pays Subject Fees and costs are shown on the Subject Selection Form.

Participation in the scheme is entirely voluntary and parents/carers are under no obligation to join. However, if you do not join the parent/carer is then responsible for providing their student with textbooks and other resources, which would otherwise have been provided by the scheme, enabling your child to engage with the curriculum.

Benefits of the Scheme

- The scheme ensures that students have the required resources for their education when they commence school.
- The scheme saves parents/carers time and money in sourcing appropriate textbooks and other materials provided through the scheme.

Under the SRS scheme your student will receive the following benefits:

- All prescribed textbooks for subjects, where applicable
- Reproduced class workbooks and worksheets, including teacher – prepared material which complement and/or substitute for textbooks

- Student reference material (eg. software, reference books)
- Student and subject resources where the core curriculum is extended through provision of practical learning experiences and materials (eg. Year 7/8 - art and craft supplies, cooking materials, manual arts materials)
- Other items as agreed by the school community

The Student Resource Scheme **does not** include:

- Voluntary financial contributions to supplement the instruction, administration and facilities for the education of the student at the school
- Student ID that can be used externally
- Student internet access during class time
- Resources funded by the state through grant funding to provide a core educational service
- Optional school activities, such as excursions, camps, performances and formals

Please note: Some subjects have a **User Pay Fee** which incurs **additional costs**.

Participation in the Scheme

All parents/carers, regardless of whether they wish to join the Student Resource Scheme or not, are required to sign a Participation Agreement form indicating that they have read the Terms and Conditions outlined in this document and understand the contract conditions outlined. Parents who do not wish to participate in the Student Resource Scheme are required to make an appointment with the Business Services Manager in order to discuss your child's student resource requirements. If a student leaves the School during the school year, a pro-rata refund will be made on the Participation Fee (SRS). All relevant forms need to be submitted and are available from the Administration office (ie: Student Leaving Form and Refund Request Form)

Student Leaving

Prior to a student leaving the school a parent must ensure that all relevant forms (ie: Student Leaving Form and Refund Request Form) are submitted to the Finance or Administration office. Parents must also ensure that all school resources are returned and that outstanding Student Resource Scheme (SRS) and User Pays Subject fees have all been paid prior to a refund being calculated.

User Pays Subject Fees (UPSF)

User Pays Subject Fees are charged on certain subjects in addition to the fees under the Student Resource Scheme. Money collected from these fees is used to directly pay for courses delivered by outside providers or to purchase items for the student's consumption (i.e. the student receives the goods. Home Economics ingredients and Manual Arts materials are two examples).

In circumstances of financial hardship, parents/carers are required to contact the Business Services Manager to discuss a payment plan to assist you in meeting your financial obligations throughout the school year. Genuine hardship situations need to be discussed with the Principal and parents/carers will be required to provide evidence of genuine hardship.

Optional extra curricula activities may occur from time to time and will incur user pays charges, for example excursions.

Vocational Education Information

Work Experience

If you are 14 years old and enrolled at school, you are eligible to attend work experience.

Work Experience is an opportunity to gain an insight into a particular industry or job. You can sample the tasks and duties involved, as well as have the opportunity to talk to people in that industry. The more you know and learn about a particular career will allow you to make an informed choice of the career pathway you would like to follow. You **do not get paid**. Work experience can lead to casual employment or a School-based Apprenticeship/Traineeship.

Students can use their school holidays (or Year 11 and 12 students can use their Wednesdays) to attend work experience. Students are allowed 30 days each school year to attend work experience.

School-based Apprenticeships and Traineeships (SATs)

Through Years 11 and 12, students have the opportunity to secure a SAT. Students can enhance their education, develop valuable work skills, gain a nationally recognised qualification, gain work ethics and earn money. Finding an employer is the responsibility of the student. Students can **apply for vacancies** advertised at school, **convert their casual work** into a SAT, or **source their own employer** by networking contacts and cold-canvassing local employers.

Signing a Training Contract is a commitment to completing the SAT. Students can attend school 4 days per week and work 1 day per week. There are theory workbooks, and sometimes training workshops, to complete.

Completed SATs accrue credits towards a student's Learning Account and their Queensland Certificate of Education.

Common Types of School-based Apprenticeships and Traineeships

Although there are hundreds of different training packages, the most common for the Caloundra area are Retail (shops), Food Retail (fast food restaurants), Business (Office Administration), Engineering (welding, metalwork) and Hospitality (restaurants, clubs). **Others industries that offer SATS are:** Aged Care Worker, Automotive, Aeroskills (aircraft maintenance), Salon Assistant or Hairdressing, Horticulture, Information Technology or Multimedia (Web Design), Pharmacy, Warehouse & Distribution, Tyre Fitting, and Racing (Track Rider or Stable Hand).

It is **very difficult** to secure an employer within the Construction industries. These employers usually prefer full time apprentices with their own car and licence.

Other Services Provided

Career advice and information

Australian Apprenticeship information

Training course information

Links to TAFE Schools Programs

Voluntary Contribution Fund

To assist Caloundra SHS with providing an enhanced educational service and to enhance resources available for student learning, recreation and comfort through the Caloundra P&C Association we ask parents to make a voluntary contribution of \$50 per student to assist the school in their endeavours and to supplement the government funding.

To view further information visit our website and search for [Voluntary Contribution Fund Form](#) or alternatively ask at our Finance office on how to make this payment.

Who do you ask when?

Concern or Issue	Who to ask
Subject issues such as results, tests, progress or homework	Class Teacher or Head of Department for that subject
General progress, behaviour, settling in problems, minor school conflicts	Home Group Teacher, Line Manager or Year Co-ordinator
Sports Matters	Sports Coach or Sports Co-ordinator
Course and subject selection - Secondary	Deputy Principal Junior Secondary (Years 7 and 8) Deputy Principal Senior Secondary (Year 9 and 10) Deputy Principal Senior Secondary (Year 11 and 12) Guidance Officer
Serious personal or family issues, university entrance information, job guidance	Guidance Officer, School-based Youth Health Nurse, Chaplain
Problems associated with student health and/or well-being	School-based Youth Health Nurse
Problems associated with legal matters	Principal or Deputy Principals
Serious problems associated with personal development, dress, attitude to school and life, lack of purpose, poor conduct	Year Co-ordinator for that year level Guidance Officer Principal Deputy Principals
General problems not easily resolved by others (day to day organisation, travel to and from School, disputes, theft, loss of materials or confidential issues)	Principal Deputy Principals Heads of Department
Attendance Matters	Deputy Principals, Line Manager or Attendance Officer
Finance Matters	Business Service Manager or Principal
Use of School facilities during out of School hours (our facilities are regularly booked for functions and sports activities)	Business Service Manager
Issues related to operation of the School	Principal
School Community relations, concerns about teaching, or other issues	Principal



Caloundra State High School
88 Queen Street, Caloundra Q 4551

Phone:
07 5436 8444

Fax:
07 5491 8457

Email: principal@caloundrashs.eq.edu.au

Web: www.caloundrashs.eq.edu.au

CRICOS Provider no: 00608A