Windaroo Valley
STATE HIGH SCHOOL
CREATING BETTER FUTURES

Parent Handbook
2017
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Thank you for considering Windaroo Valley State High School. We have a reputation for being the best performing academic state school in the Logan area. We are committed to providing students with a comprehensive, relevant education and a solid preparation for their future roles, both in the workforce and within society.

While at Windaroo Valley, Junior Secondary students will be engaged in learning English, Maths, Science, Studies of Society and the Environment, The Arts, Manual Arts, Home Economics, Languages and Health and Physical Education. As they move into Year 9 they will be able to enrol in a range of elective subjects to give them a ‘taste’ for the Senior School curriculum offerings. In Year 10, students are able to expand their elective choices and decide on a future pathway leading to the world of work and or further education and training following Year 12.

In Years 11 and 12 students will be able to select from a broad range of subjects. Curriculum options include: English; Maths A, B, C and Prevocational Maths; Senior Physics, Chemistry, Biology, and Marine and Aquatic Practice; Business and Legal Study options; The Arts; History and Geography. They will have the opportunity to extend their learning through traineeships and apprenticeships, early entry to university programs and work experience.

Student learning is supported through our specialist facilities including our state of the art Science Centre of Innovation and Technology Excellence, Trade Training Centre in Hospitality and Vocational Technology Workshops. We cater for diversity through flexible curriculum delivery which enables students to achieve optimum outcomes in their participation at school.

This handbook will outline for you the information you need to know for your child to have a positive education experience here at Windaroo Valley High School. This information will also be explained during your enrolment interview where you and your child will have an opportunity to ask questions. I look forward to working with you throughout your child’s time spent at Windaroo Valley State High School.

Leonard McKeown
Principal
## SCHOOL DIRECTORY

**Administration**  
Ph: 07 3804 2333  
[admin@wvhigh.eq.edu.au](mailto:admin@wvhigh.eq.edu.au)  
Opening Hours:  
Monday – Friday 8:00am – 4:00pm

**School Address:**  
240 Beaudesert-Beenleigh Road  
WINDAROO Qld 4207

**Postal Address:**  
PO Box 1427  
BEENLEIGH QLD 4207

**Principal:**  
Leonard McKeown

**Deputy Principals:**  
Kim Leamon  
Graham Ritchie  
Jason Hassard

**School Website:**  
[www.wvhigh.eq.edu.au](http://www.wvhigh.eq.edu.au)

**Student Absences:**  
Ph: 07 3804 2380  
(open 24 hours)

**Enrolments:**  
Ph: 07 3804 2330  
[enrolments@wvhigh.eq.edu.au](mailto:enrolments@wvhigh.eq.edu.au)  
Opening hours:  
Monday - Friday 8:00am – 4:00pm

**Uniform Shop:**  
Ph: 07 3804 2343  
Opening Hours:  
Monday – Friday 7:00am – 1:45pm

**Canteen:**  
Ph: 07 3804 2343  
Opening Hours:  
Monday – Friday 7:00am – 1:45pm

**Finance:**  
Ph: 07 3804 2333 (Option 3)  
Opening Hours:  
Monday – Thursday 8:00 – 1:45pm,  
Friday - Closed
ENROLMENT AGREEMENT
This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Windaroo Valley State High School.

Responsibility of student to:
- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework and assessment requirements
- follow the school’s student dress code
- respect the school environment
- match your behaviour to the STAR matrix

Responsibility of parents to:
- attend parent / teacher interviews
- let the school know if there are any problems that may affect your child’s ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling your child to achieve maturity, self-discipline and self-control
- abide by school’s policy regarding access to school grounds before, during and after school hours
- advise Principal if your child is in the care of the state or you are the carer of a child in the care of the state
- inform school if your child’s living arrangements change and provide details of new home address and phone number
- ensure that your child attends school regularly, on time, ready to learn and take part in school activities

Responsibility of school to:
- provide an inclusive and engaging curriculum and teaching
- inform parents and carers regularly about how their children are progressing
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school’s expectations regarding the responsible behaviour plan for students and the school’s dress code policy
- contact parents and carers as soon as is possible if the school is concerned about the child’s school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance.
I / we, accept and agree to abide by the rules and regulations of Windaroo Valley State High School as stated in the school policies provided to me / us and that are located on the school website:

- Responsible Behaviour Plan for Students, including the expected STAR behaviours
- Student Dress Code and consequences for breach of the code
- Homework Policy as per parent handbook
- Information Technology Acceptable Use Policy and consequences of rule violation
- Attendance requirements and absence procedures as per parent handbook
- State School Consent Form
- Ready to learn expectations
- Appropriate Use of Mobile Phone and Personal Devices Policy Summary
- Student Resource Scheme and other associated Year Level Costs

I acknowledge that information about the school’s current programs and services has been explained to me.

**INFORMATION TECHNOLOGY, MOBILE PHONE AND ELECTRONIC DEVICES ACCEPTABLE USE POLICY**

**Student**

MIS username (e.g. bsmit123) ________________

I have read, understand and will abide by the conditions and rules as set out in the school’s Information Technology, Mobile Phone and Electronic Device Acceptable Use Policy. I further understand that there will be consequences (including loss of network privileges) if I should commit any violation of these conditions and agree to accept these consequences if I break the rules as outlined in the Windaroo Valley SHS Student Planner and Responsible Behaviour Plan.

**Parent**

**General Use and Access of Information Technology Resources:**

I have read and understand the Information Technology, Mobile Phone and Electronic Device Acceptable Use Policy. I agree that the disciplinary consequences should be followed if my child willingly breaks any of the Rules of Acceptable Use as outlined in this document. I also understand that theft or damage to school equipment will result in a bill for the cost of replacement parts or repairs.

**Internet Access:**

I understand that it is impossible for the school to fully restrict access to controversial materials on global information systems such as the Internet. I also understand that while the school and the Department of Education, Training and Employment (DETE) will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student’s responsibility not to initiate access to such material. I hereby give permission for my child to be given access to electronic communication networks including the Internet.

The enrolment agreement is included in duplicate in the enrolment documentation provided to parents invited for an enrolment interview. Parents will be asked to sign both copies of this agreement during the enrolment interview. One copy of the agreement is for the school to keep on file and the other is for the parent to keep.
## 2017 Curriculum Offerings

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<tr>
<th>Subject</th>
<th>Year 7 Curriculum</th>
<th>Year 8 Curriculum</th>
<th>Year 9 Curriculum</th>
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<tbody>
<tr>
<td><strong>English</strong></td>
<td>All Year 7 students study all subjects over the course of the year.</td>
<td>All Year 8 students study all subjects over the course of the year.</td>
<td>All Year 9 students study English, Maths, Science, History, HPE and 4 elective subjects.</td>
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<tr>
<td>Literacy &amp; Communication</td>
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<td>Literacy &amp; Communication</td>
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* *Submit for specialist programs in Year 7.*
* Elective subjects.*
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* Entry to specialist programs are by submission/invite.
ABSENCES AND ATTENDANCES

Every Day Counts!

Good attendance and success go hand in hand. Research shows that students who have a good attendance record are more likely to achieve high results. Students are to attend school on every official school day gazetted by Education Queensland unless the student is ill or special circumstances prevent the student from attending. Students must be in attendance up to and including the last day of each term. Students who are absent for more than five (5) days in any one term are liable to lose any Centrelink entitlements or be required to refund payments received to Centrelink. Ideally students should have an attendance rate of between 90 and 100% for each Semester.

- Missing 1 day per week = 40 days per year = 8 weeks per year
- Missing 1 day per fortnight = 20 days per year = 4 weeks per year
- Missing 2 days per week = 80 days per year = 16 weeks per year

Low attendance rates can lead to poor numeracy and literacy skills as well as students experiencing greater difficulty gaining employment. Students with lower than 90% attendance may also not be able to participate in special school events. Students will be provided with their attendance percentage every five weeks to record in the Student Attendance Profile in the Student Planner.

Parents are asked to work with the school to make attendance a priority by not arranging appointments, study days, birthday celebrations and family holidays for during school hours. There will be times where there are extenuating circumstances (eg prolonged sickness, sporting or cultural opportunities overseas, family emergencies) and absences cannot be helped. During these times the school is always happy to make specific arrangements with parents in relation to their child's education. If students are going to be absent for more than 10 school days a parent/guardian must apply to the Principal for an exemption from schooling. Application forms are available from the office.

Periodically you will be updated on your child’s attendance. This is done through an attendance certificate showing your child’s attendance rate as a percentage and a scale to help you determine if you need to be concerned about his/her attendance. This rate includes both approved (sick, family, suspension days) and unapproved absences (those not yet explained) but does not include school organised excursions/activities (TAFE, work experience or Traineeships/apprenticeships). This certificate has been designed to show you that even though a student is absent from school for an approved reason they are still missing school and may be disadvantaged academically.

- **Invitations to some events and extra-curricular activities are subject to students maintaining a minimum of 90% attendance.**

It can be difficult to get teenagers to attend school. There are resources available to parents to assist in getting students to attend school including:

- Contact the school office to arrange contact with a Year level Co-ordinator

Parents are required to let the school know the reason for the absence, if not beforehand, then within two days of their child’s return to school. This can be done by ringing the Student Absence Line which is available 24hrs.
ABSENCE PROCEDURES

Student Absentee Line – 07 3804 2380  
Open 24 Hours

A Student Absentee Line operates 24 hours a day for parents/carers to phone when their child will be away from school. Please follow the prompts to record the name of your child, his/her Care class, the reason for his/her absence and the duration of absence. Phone calls or notes received from a parent/carer will be considered as authorised absences.

A text message will be sent to the first mobile contact to advise of a student’s unexplained absence at the first roll marking of the day.

CONTINUED ABSENCES

As a general rule, more than 15 days of unexplained absence in one school year will be regarded as not meeting the minimum attendance requirements and students run the risk of not meeting the requirements of their course of study.

If students are going to be absent for more than 10 school days a parent/guardian must apply to the Principal for an exemption from schooling. Application forms are available from the office.

It is expected that students who are absent from school will make up any work missed. Students miss classes for a number of reasons such as illness, excursions, sport and camps. In some instances students will miss school due to school disciplinary absences.

Where possible, medical and other appointments should be made for out of school time. Parents/carers will be notified via a letter or phone call if their child has repeated unexplained absences from school.

Students who do not attend school regularly may not qualify for a Queensland Certificate of Education, Senior Statement or Semester Report because they have not met the minimum course requirements for certification.

The enrolment of a post compulsory age student may be cancelled if the student displays persistent refusal to participate in the program of instruction. This includes continued absences.

ASSESSMENT POLICY SUMMARY

The school has a comprehensive assessment policy. A copy of the policy can be located on the school website at http://wvhigh.eq.edu.au

Please find listed below the key points relating to submitting / sitting assessments that will be applied across all year levels.

Draft assignment/assessment not submitted by the due date
The teacher will phone home to advise of the non-submission and of the final due date (if no answer a text will be sent). You must submit draft at the next lesson and the final copy by the final due date.

Final assignment/assessment not submitted by the due date
If you are away you have until 3pm that day to hand the item in at the office or email it to the teacher. You will be given a date and time stamped receipt for assessment submitted to the office.
If Junior students (Year 7, 8 or 9) are away on the final due date due to illness a medical certificate or written explanation from home must be provided for approval by the Principal on the next day a student attends. If the absence on the due date is for any other reason a written explanation from home is to be provided to the Principal for approval on the next day you attend. You can only submit the final copy once authorisation has been given.

If Senior students (Year 10, 11 or 12) are away on the final due date due to illness a medical certificate must be provided on the next day a student attends. If the absence on the due date is for any other reason a written explanation from home is to be provided to the Principal for approval on the next day you attend. You can only submit the final copy once authorisation has been given.

If no explanation or medical certificate is provided your draft and other work will be marked and a grade awarded. A final copy will not be accepted. If no draft was submitted you will complete the task in the next lesson attended and whatever work is submitted will be marked and a grade awarded.

Student absent from an exam (in class or block exam)
The teacher will phone home to advise of the exam missed on the day of the exam (if no answer a text will be sent).

Junior students (Year 7, 8 or 9) must provide a medical certificate or a written explanation for student illness to the Principal for approval on the next day a student attends. For all other absences a written explanation from home must be provided for approval by the Principal in order for you to sit the exam the next day you attend school.

Senior students (Year 10, 11 or 12) must provide a medical certificate for student illness to the Principal for approval on the next day a student attends. For all other absences a written explanation from home must be provided for approval by the Principal in order for you to sit the exam the next day you attend school.

If no medical certificate or acceptable explanation is provided you will not receive credit for the exam (this may mean no semester credit awarded for senior students).

Extension requests
You must apply for an extension to a due date on the official school form and submit this to the Head of Department at least 3 days prior to the due date.

Banned Items
Students are not permitted to bring chewing gum, glass bottles, aerosol cans, nikko pens, thick textas or markers, paint pens, liquid paper, scissors, water bombs, water pistols/guns, potato guns, pop pop/throw downs, lighters, laser pens, explosive materials, weapons, music/USB speakers or the other banned items listed in the Responsible Behaviour Plan to school.

Bus Transport And Waiting Area
The Department of Transport provides a free bus pass for those students who satisfy both the following conditions:

- The nearest high school is more than 4.8km from their residence.
- The students attend the nearest high school to their residence.

The privilege of bus travel is contingent upon students demonstrating reasonable behaviour. Students will be banned from using the bus service if behaviour is unacceptable.
Students must wait in the school designated supervised area behind the school fence for afternoon buses. Parents are asked to use the public car park for pick up and drop off, not in the staff car parks. Please note that vehicles parked in the designated bus bays can be booked.

Parents and students are not permitted to park in the staff car park areas and will be asked to move on.

A copy of the bus company contact information is available on the school website (Support and Resources / Parent Resources).

**Canteen / Purchasing Food**

The canteen is open before school and during morning tea and lunch for students to purchase food and drinks. Students are not permitted to order food from fast food outlets or local restaurants for delivery to school (this includes delivery by family members). A Canteen Menu is included in the P&C section of this document.

**Costs for Secondary Schooling**

Costs for Secondary Students are made up of several components. These are:

- Student Resource Scheme
- Excursion and field trips
- Extra-curricular program costs (e.g. instrumental program, interschool sport, student leadership activities)
- Subject and specialist program levies

**Student Resource Scheme for 2017**

In accordance with the *Education (General Provisions) Act 2006*, the cost of providing instruction, administration and facilities for the education of students enrolled at State Schools who are Australian citizens or permanent residents, or children of Australian citizens or permanent residents, is met by the State. Parents/carers are directly responsible for providing textbooks and other personal resources for their children while attending school. In recognition that these costs can be high, Windaroo Valley State High School operates a Student Resource Scheme that enables a parent/carer to enter into an agreement with the school that, for a specified annual participation fee, provides for the temporary use by the student of prescribed textbooks and/or other resources and/or the purchase of consumables and materials for the students.

The cost for students participating in the Student Resource Scheme in 2017 are:

<table>
<thead>
<tr>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
<th>Year 10</th>
<th>Year 11</th>
<th>Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>$180</td>
<td>$180</td>
<td>$180</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>

A Participation Agreement Form for the Student Resource Scheme for 2017 will be included in the 2017 Enrolment documentation completed by parents during the enrolment interview process. They will also be available from the school office and on the school website. The Participation Agreement Form can be signed to say that you would like to participate in the Student Resource Scheme for 2017. If you do not wish to participate in the scheme, you will be responsible for providing all items listed on the Year Level Requirement List for the relevant year level.
The Year Level Requirement List is a list of the textbooks required by the students for each year level in 2017. The list does not include everything that is covered by the Student Resource Scheme and you may be required to purchase additional items during the year or be billed by the school where the school has been required to provide particular items for your child. The Year Level Requirement List for each year level has been attached to the Student Resource Scheme for 2017. The total estimated costs of textbooks for each year level compared to the Student Resource Scheme.

<table>
<thead>
<tr>
<th>Year Level</th>
<th>Year 7</th>
<th>Year 8</th>
<th>Year 9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Est. Cost of Resources</td>
<td>Student Resource Scheme</td>
<td>Est. Cost of Resources</td>
<td>Student Resource Scheme</td>
</tr>
<tr>
<td>$770</td>
<td>$180</td>
<td>$830</td>
<td>$180</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 10</th>
<th>Year 11 and Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Est. Cost of Resources</td>
<td>Student Resource Scheme</td>
</tr>
<tr>
<td>$1400</td>
<td>$200</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Combined for Year 11 and 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Est. Cost of Resources</td>
<td>Student Resource Scheme</td>
</tr>
<tr>
<td>$3150</td>
<td>$200</td>
</tr>
</tbody>
</table>

The breakdown of the Student Resource Scheme cost for each year level is detailed below. Payment into the scheme and associated other year level costs will not be required until you receive an invoice.

<table>
<thead>
<tr>
<th>Breakdown of Student Resource Scheme Core Costs</th>
<th>Costs Year 7</th>
<th>Costs Year 8</th>
<th>Costs Year 9</th>
<th>Costs Year 10</th>
<th>Costs Year 11</th>
<th>Costs Year 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reproduced class workbooks and worksheet and teacher-prepared material which complement and/or substitute for textbooks.</td>
<td>$56.50</td>
<td>$36.50</td>
<td>$36.50</td>
<td>$46.50</td>
<td>$36.50</td>
<td>$36.50</td>
</tr>
<tr>
<td>Textbooks prescribed for each subject</td>
<td>$55.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$75.00</td>
<td>$85.00</td>
<td>$85.00</td>
</tr>
<tr>
<td>Subject Reference Material for hire/purchase (e.g. books, audio/video tapes, software, specialist equipment, online subscriptions)</td>
<td>$42.50</td>
<td>$42.50</td>
<td>$42.50</td>
<td>$52.50</td>
<td>$52.50</td>
<td>$52.50</td>
</tr>
<tr>
<td>Student ID Card</td>
<td>$7.80</td>
<td>$7.80</td>
<td>$7.80</td>
<td>$7.80</td>
<td>$7.80</td>
<td>$7.80</td>
</tr>
<tr>
<td>School Year Book</td>
<td>$8.20</td>
<td>$8.20</td>
<td>$8.20</td>
<td>$8.20</td>
<td>$8.20</td>
<td>$8.20</td>
</tr>
<tr>
<td>Student Photocopying Credit</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
<tr>
<td>Total</td>
<td><strong>$180.00</strong></td>
<td><strong>$180.00</strong></td>
<td><strong>$180.00</strong></td>
<td><strong>$200.00</strong></td>
<td><strong>$200.00</strong></td>
<td><strong>$200.00</strong></td>
</tr>
</tbody>
</table>
**Take Home Laptop Program**

All year levels at Windaroo Valley State High School are given the opportunity to have the use of a laptop until they leave Windaroo Valley SHS at the end of Year 12 or sooner.

Funding was made available by the Federal and State Government for the implementation of the program, including the initial purchase of the laptops and some software features. However, ongoing servicing, maintenance and the purchase of cutting edge software and software licencing is not covered. These additional features need to be paid for by the school.

There will be a cost of $200 per year to participate in the laptop program. This needs to be paid upfront at the beginning of each year. The laptop provided to students is an Acer Aspire 1830, i3 processor, 4Gb RAM, 320Gb hard drive, which comes with access to the Telstra 3G network on a 2Gb/month plan.

It also includes access to Blackboard, edStudio, edTube and software packages supplied from school. With their personalised laptops, students are able to access these learning environments anywhere, anytime. The breakdown of costs of participating in the take Home Laptop Program is detailed below.

| Temporary replacement of laptop (during repairs, scheduled maintenance) | $50.00 |
| Software licensing | $30.00 |
| Onsite technical support | $70.00 |
| Infrastructure | $50.00 |
| **Total** | **$200.00** |

Separate Information about the Take Home Laptop Program is available from the Finance Office and on the school website.

**Bring Your Own Device (BYOD)**

There will be a cost of $80.00 per year to participate in the BYOD. This needs to be paid upfront at the beginning of the year.

The breakdown of cost of participating in the program is detailed below.

| Onsite technical support | $15 |
| Infrastructure | $20 |
| Network connectivity via Concierge software | $45 |
| **Total** | **$80.00** |
Parents/Carers Experiencing Financial Difficulty
Please contact the school Business Services Manager on 3804 2333 if financial hardship exists so that special arrangements can be made to meet your needs. All discussions will be held in confidence.

Refunds Policy
Refunds will not be given for excursions/sporting activities where the student decides not to go. This is to cover the cost of buses, entrance fees and participation fees which still need to be paid by the school. Refunds will be paid in circumstances where the school cancels excursions/sporting activities. Interschool sport levy will not be refunded for byes as the school is still responsible for associated costs.

Any refunds due from school activities (ie cancelled by the school) will be applied against outstanding Student Resource Scheme and/or subject levy debts for this student or his/her siblings.

Curriculum Overview - Years 7 to 12
Details relating to the Years 7 to 12 subject offerings and curriculum can be found in the Subject Selection Handbooks on the school website under the Curriculum tab.

Daily School Routine
Classes commence every day at 8.45am. Students must be in class on time. Students should be at school by 8.30am, but no earlier than 8.00am. Students at the local shopping centre must leave the centre by 8.30am in order to be at class on time. There is no supervision of students before school.

<table>
<thead>
<tr>
<th>Period</th>
<th>Length</th>
<th>Bells and times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Care</td>
<td>10 min</td>
<td>Warning bell 8.40am</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8.45am to 8.55am</td>
</tr>
<tr>
<td>Period 1</td>
<td>70 min</td>
<td>8.55am to 10.05am</td>
</tr>
<tr>
<td>1st Break</td>
<td>30 min</td>
<td>10.05am to 10.35am</td>
</tr>
<tr>
<td>M/tea</td>
<td></td>
<td>Warning bell 10.30am</td>
</tr>
<tr>
<td>Period 2</td>
<td>70 min</td>
<td>10.35am to 11.45am</td>
</tr>
<tr>
<td>Period 3</td>
<td>70 min</td>
<td>11.45am to 12.55pm</td>
</tr>
<tr>
<td>2nd Break</td>
<td>45 min</td>
<td>12.55pm to 1.40pm</td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 4</td>
<td>70 min</td>
<td>Warning bell 1.35pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1.40pm to 2.50pm</td>
</tr>
</tbody>
</table>

Dress Code

Windaroo Valley State High School has a strict dress code. All students are expected to adhere to the dress code.

Parents are responsible for ensuring that their students comply with the dress code before they leave for school each day. The dress code is supported by the P&C Association. It promotes the objectives of the Education (General Provisions) Act 2006 in contributing to a safe and supportive teaching and learning environment through:
• Ready identification of students and non-students at school
• Fostering a sense of belonging, and
• Developing mutual respect among students by minimising visible evidence of economic or social differences.

Our school dress code is a reflection of the standards we embrace, similar to the workforce. It involves maintaining appropriate dress standards and includes wearing the school uniform at all times and following workplace health and safety dress code requirements. This includes when:

• Attending or representing the school
• Travelling to and from school
• Engaging in school activities out of school hours

The only exceptions for not wearing school uniform will be for very specific activities – such as camp and particular excursions. Staff will inform students and parents of these activities through written excursion details.

The school uniform colours are bottle green, white, grey and black.

**WEARING OF UNIFORM**

Our school is a uniform school. Students are expected to wear a school uniform at all times. A student in school uniform readily identifies with his/her school and establishes a school identity in the local community. The school uniform includes:

• Everyday school uniform – girls and boys
• Winter school uniform – girls and boys
• Unisex summer sports uniform
• Unisex winter sports uniform
• Prescribed footwear

* Items from the Everyday and Sports uniforms can be mixed and matched eg everyday shorts worn with the sport top
* Either uniform can be worn on any day of the week unless specified otherwise
* The accepted uniform items are those that are available for sale from the school uniform shop.

**UNIFORM SHOP**

The Uniform Shop is located in the Canteen and is open Monday to Friday 7.00am to 1.45pm.

Uniform items, costs and purchasing details are outlined on the [Windaroo Valley State High School Uniform Price List](#) available from the school office and the school web site.

The school uniform supplier Gazone is open during school holidays and on Saturdays. Contact details available on the Uniform Price List.

**SCHOOL REPRESENTATION**

Students representing the school are required to wear the correct day uniform for health and safety reasons unless specifically instructed by the school to wear an alternative (e.g. to sports trials).
School representation may include visits to special functions, Parliament, community visits, excursions, in-school special events, inter-school competitions, etc. Any uniform exceptions will be specified for each excursion or activity in the permission form.

**Excursions**

Students are required to wear school uniform when on an excursion for health and safety reasons unless the venue stipulates an alternative safety dress code, eg. A rain forest excursion may require arms and legs to be covered.

**Physical Education and Sports**

All students who are engaging in physical education classes and sports activities are expected to follow the school dress code including wearing the relevant full sports uniform and black sports shoes (exceptions are only for sports that require specialist footwear Eg spikes, tags). Students will not be permitted to represent the school in district, regional, state or national sporting events if they are not in the correct uniform and abiding by all aspects of the dress code Eg other piercings.

Interschool sporting teams may have a specific uniform shirt bearing the logo, the current year and the name of the sport. Team shirts are permitted to be worn by current team members only, on the day of competition. Team shirts are approved at the Principal's discretion.

**Other Programs**

All students participating in our excellence programs Eg ACE may wear a specific program shirt in lieu of their uniform shirt. These program shirts must bear the school logo, the current year and the name of the program. Only students currently participating in the program may wear these shirts. Program shirts are approved at the Principal's discretion.

Students participating in some camps/tours may have opportunity to wear a camp/tour shirt for the duration of the excursion only. These shirts must bear the school logo, the current year and the name of the camp/tour. These shirts are approved at the Principal's discretion.

**Senior Jerseys**

Year 12 students may purchase a Senior Jersey in their final year. Students may elect to have an appropriate nickname included on the back of their jersey. Only current Year 12 students may wear the current year Senior Jersey. Nicknames are approved at the Principal's discretion.

**Standards**

All students are expected to adhere to the following standards.

**Personal Appearance**

Just as standards of conduct and speech are considered important, so are standards of personal neatness, tidiness and grooming. Hair should always be clean, neat and tidy, and preferably tied back. All aspects of personal hygiene should receive appropriate attention. The following is deemed unacceptable:

- Excessive make up
- Coloured nail polish/lacquer - this includes coloured acrylic or gel nails
- Radical hair-cuts/styles and radical or bright hair colours. Exemptions are made for Sports Days when students are permitted to use washable house colours.
- Clothing (including caps and hats) that promotes alcohol or cigarette products or is of an offensive nature
- Non uniform accessories (including beanies, bandanas, hats other than sunhats or caps, gloves, ear phones)

All decisions about personal appearance are at the Principal’s discretion.

**Jewellery**

The following jewellery is permitted:
- A wristwatch
- Flat rings only – maximum of two only
- Two pairs of small discreet stud/sleeper/hoop ear rings with a maximum of two ear rings per ear.
- Necklaces/pendants (simple chains/ropes) worn underneath the uniform so they cannot be seen.
- A Medical Alert Bracelet

**Other Piercings**

Facial, tongue and other body piercings are not permitted at any time even if covered. This also applies on free dress days Eg sports carnivals. Spacers or stretchers must be solid, flat, flush to the earlobe and no larger than 1cm across. Spacers must be in plain, school colours of bottle green, grey, black, or white or flesh coloured.

**ANY OCCASION WHEN SCHOOL UNIFORM IS NOT WORN**

There will be a number of occasions when non uniform days are scheduled. Any clothing is considered INAPPROPRIATE attire for school at any time if it:
- Promotes or glorifies war, violence or any other acts of aggression
- Features inappropriate and/or offensive writing/illustrations/distasteful captions
- Immodestly dressed for the activity
- Open footwear/sandals/thongs/reefs
- Drug and alcohol advertising or inappropriate/racist/sexist language, slogans or illustrations

All decisions about inappropriate attire are at the Principal’s discretion. The other piercings rule still applies.

**LABELLING**

It is advised that students mark all personal property with their names. The school cannot assist in the recovery of lost articles if they are un-named. Lost articles are held in the Book Room for one term. If not claimed by then they become the property of the school.

**EXEMPTION PROCEDURES FOR SPECIAL CIRCUMSTANCES**

- Exemption will be for a set period of time, upon written request and explanation from a parent to an Administrator. Set period of time will be a maximum of two weeks, unless an alternative period of time is authorised by the Principal.

- Students must have their exemption noted in their planner and have their planner with them at all times during the exemption period. Failure to do so may result in a consequence for not wearing the correct school uniform.

- Students exempted from wearing the school uniform are still expected to follow the school dress code – personal appearance and grooming expectations, jewellery and body piercing expectations, school colours, etc.
INFRINGEMENT OF SCHOOL DRESS CODE

- Students will not be permitted to represent the school in any official capacity if they are not following the school dress code, including wearing the relevant school uniform:
  - Leadership – everyday school uniform;
  - Music and instrumental concerts and performances – music uniform or everyday uniform;
  - Sporting – school uniform or team uniform where specified.

- Students will not be permitted to feature in school photos, media or publicity activities if they are not following the school dress code, including wearing the relevant school uniform.

- Students will not be permitted to participate in regular school education programs where their dress would pose a safety risk. This includes the wearing of non-permitted jewellery and incorrect footwear. In these instances students will be asked to remove the items or change into appropriate clothing (this includes footwear). If they choose not to they will be directed to participate in alternative education activities provided by the school.

- Students not complying with other aspects of the dress code will be asked to rectify this by a staff member at the time:
  - remove excessive makeup
  - non-compliant jewellery or other accessories will be confiscated and held at the office for a period of 7 days. Parents may collect confiscated items within the 7 day period by appointment with the Deputy Principal. NOTE: The school will take no responsibility for these items.

- Students wearing other piercings will be directed to the office where the item will be confiscated. Students will not be permitted to attend class or breaks in the playground wearing other piercings (work will be provided to the office).

- Confiscated items will be held at the office for a minimum period of 7 days. They can be collected after this period from the school office by students at 2.50 pm on that day. Parents may collect item earlier after an interview with the relevant Deputy Principal.

- Parents who send children to school wearing incorrect footwear may be telephoned and requested to bring appropriate footwear to assist their child to comply with the school dress code and workplace health and safety requirements.

- Students may be given the opportunity to change into appropriate items from a bank of clothing and shoes held at school. Students will need to change out of these clothes or shoes at the end of the school day. Parents may be asked to contact the school to discuss the issue and develop alternative strategies.

- Students will be given a morning tea detention for not complying with the school dress code unless the breach is authorised. Parents will be informed of any uniform breaches via SMS.

- If a student refuses to follow directions given by a staff member, then this will be treated as “Refusal to Follow Instructions” and consequences will be applied for the secondary behaviour.
**UNIFORMS**

* The P&C endorsed uniform items are those available from the school uniform shop.

**Everyday Uniform**

**Girl’s Uniform**
- White over blouse with attached green girl’s tie and school logo on pocket
- Plain white singlet or undershirt that does not exceed the blouse sleeves or bottom
- Bottle green culottes or skirt
- Simple hair accessories in school colours – white, grey, bottle green or black
- Plain white socks (small logos only) – socks must be visible above the shoe

**Boy’s Uniform**
- White shirt with school logo on pocket (top button undone unless with school tie)
- Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom
- College grey shorts / trousers
- Green boy’s tie (optional for everyday uniform)
- Plain black belt with simple buckle
- Plain white socks (small logos only) – socks must be visible above the shoe

**Winter Uniform**

**Girl’s Uniform**
- White over blouse with attached green girl’s tie and school logo on pocket
- Plain white singlet or undershirt that does not exceed the blouse sleeves or bottom
- Bottle green culottes/skirt or college grey waisted style slacks
- Simple hair accessories in school colours - white, grey, bottle green or black
- Plain black or flesh coloured tights with feet or stockings (no other colours, no patterns) **OR** plain white socks (small logos only) – socks must be visible above the shoe
- Bottle green fleecy jumper with school logo

**Boy’s Uniform**
- White shirt with school logo on pocket (top button undone, unless worn with school tie)
- Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom
- College grey tailored trousers/shorts
- Green boy’s tie (optional for everyday uniform)
- Bottle green fleecy jumper with school logo
- Plain white socks (small logos only) – socks must be visible above the shoe

**Junior School**
- **Summer**
  - Bottle green polo shirt with school logo on front
  - Bottle green mesh shorts
- **(Years 7, 8 and 9 only)**
  - Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom
  - Plain white socks (small logos only) – socks must be visible above the shoe
  - Cap or sun hat
Senior School
- Summer
  (Years 10, 11 and 12 only)
  Bottle green and white polo shirt with school logo on front
  Bottle green mesh shorts
  Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom
  Plain white socks (small logos only) – socks must be visible above the shoe
  Cap or sun hat

Junior and Senior
- Winter
  Junior or Senior polo shirt with school logo on front
  Bottle green mesh shorts
  Plain white socks (small logos only) – socks must be visible above the shoe
  Plain white singlet or undershirt that does not exceed the shirt sleeves or bottom
  Cap or sun hat
  Bottle green and white jacket (Taslon/microfibre) with school logo
  Bottle green, microfibre, track pants
  Bottle green scarf

Interschool sporting teams may have a specific uniform. Where coaches advise, students are required to wear this.

Shoes (Boys and Girls)
It is a requirement of our school site that all students wear covered, sturdy shoes for health and safety reasons.

- **Everyday Shoe**
  - black, impervious, sturdy leather lace up (college style) shoes with black laces – college style recommended as they satisfy all requirements including workplace health and safety

- **Sport shoe**
  - black joggers with the same coloured laces – leather shoes will still be required to satisfy workplace health and safety requirements in specialised areas/subjects

Any other material, style or colour/s (e.g. canvas, volleys, slip on, thong, high heels, platform, boots or high tops) are not acceptable.

**Excellence Programs**
Three excellence programs are offered for students who excel in specific areas, these programs are:

- **Academic** – Gifted, Talented Extension Kids (Years 7, 8 and 9 only)
- **Athletics** – A.C.E (Athletics Course Extension)
- **Music** – Music Excellence

Acceptance into these programs is through application or audition only and where possible prior to the start of the school year.
GTEK Program

GIFTED, TALENTED, EXTENSION KIDS
Optimising every student’s opportunity to achieve their potential, lies at the heart of our GTEK Program at Windaroo Valley State High School.

We have a strong commitment to the education of students who respond very positively to extension work.

Features of the program include:

- Entry on proven academic achievement and commitment to school life
- Highest standards of behaviour and effort expected across the curriculum
- Challenging and rigorous academic work
- Students studying together the core subjects of English, Mathematics, Science and Studies of Society and Environment
- Participation in National Competitions
- Progress and performance of each child monitored by the Learning Enhancement Team and Head of Department Junior Secondary
- Providing extension experiences utilising technology
- Providing links with TAFE/Universities/Government Departments, Scientists, Post-graduate students in order to support action research
- Fostering cross-curriculum involvement
- Supporting students via mentoring programs
- Developing communication skills

GTEK students will be characterised by:

- an advanced pace of learning
- quality of thinking
- capability for high standards of performance compared to students of the same age

We recognise that the learning environment, supported by physical, electronic and human resources, is pivotal to enabling these students to maximally develop and demonstrate their abilities.

For more information regarding the GTEK Program please contact Learning Enhancement on 3804 2333 or office@wvhigh.eq.edu.au.

Commendations:

“GTEK is a great starting point for high school, it gets you into good work habits which are a big help in Years 11 and 12 because you have the good work ethic from the start. The support continues after Years 8 and 9. We can always go and see Mr Waddell whenever we need. It was a good way to develop good friendships that I still have today.”

Courtney Henderson School Captain
2012
Athletics Course Extension

AIMS

- To provide students with opportunities to develop their athletic potential to the highest level while maintaining their performance in academic subjects.
- To provide students with quality coaching and feedback within the school environment.

HOW DOES THE COURSE WORK?

- The course is a school endorsed initiative to allow students greater exposure to elite training methods and techniques.
- Students select ACE as an elective subject in Years 7 - 12. ACE will replace HPE in Year 7 and 8 only.
- The course includes both theory and practical elements.
- In theory, students study topics including events and rules, nutrition, goal setting, injury prevention and management, careers in sport.
- Practical sessions include the use of the latest training techniques used in athletics.
- Sessions are conducted on the school athletics track, the four tartan long/triple jump runways and the school's gym/weights room as well as many surrounding public parks.
- Certificate III in Sport and Recreation offered in Years 11 & 12 has a value of 8 QCE points.
- Students will be attend two cross training days and training afternoons throughout the year.
- Students will be actively involved in the promotion of our supporter – Office Choice Beenleigh.

COURSE COORDINATOR?

Miss Sonia Weatherley has been involved with Athletics for over 20 years as an athlete and a coach and is currently 4th in Australia for Javelin. Miss Weatherley also has extensive coaching experience and is a qualified personal trainer.

All teachers have ATFCA certified coaching credentials and have years of experience as athletes and coaches between them.

ACHIEVEMENTS

- 2015/2016 – 18 students completing Certificate III in Sport and Recreation as part of Senior ACE program.
- Rivers District Track and Field champion school 15 years in a row.
- 58 students qualify Rivers District at the 2015 South Coast Regional Track and Field Championships.
- 2015 seven Windaroo Valley SHS Athletes were selected in and represented the Queensland Track and Field team. Three Gold medals in Steeple Chase, Shotput and Discus.
- 2014 State Knockout Finals – Junior Boys team 5th and Intermediate Boys team 7th.

HOW DO I JOIN THE COURSE?

Applications to join ACE will be part of the enrolment pack. If you have any queries do not hesitate to call ACE coordinator Sonia Weatherley or Head of Department (HOD) HPE, Cameron Puddy on (07) 3804 2333.
MUSIC EXCELLENCE PROGRAM
In a world that is progressively saturated with music, it is great for students to be able to be given a creative outlet to express themselves.

Music is a very important part of cultural activity and growth. It facilitates creative expression and enriches the quality of life for those who both listen and perform.

Music excellence provides students with the traditional values of music and also allows them to experiment with new technologies to bring their ambition to life.

AIMS

- To provide students with opportunities to develop their musicianship to the highest level while maintaining their performance in academic subjects.
- To provide students with quality coaching and feedback within the school environment.

HOW DOES THE COURSE WORK?

Music excellence is a class designed to equip each student with the skills necessary to achieve their goals in the field of music. Whether your child’s future ambition is to be on stage, behind the scenes or in a teaching capacity, this subject will give your child the knowledge and skills to create and perform. The course is designed across Years 7 to 12 through which students will study a variety of music forms and styles. Students will have the opportunity to work with our experienced team, who are also practicing musicians.

Students will gain hands on experience with a diverse range of instruments, ranging from strings, brass, woodwind, bass guitar, Percussion, marimbas, xylophone, ukuleles and vocals. They will have the opportunity to choose instruments they wish to pursue and will be given every opportunity to build their skills confidence they need to perform in front of an audience.

HOW DO I JOIN THE COURSE?

Students will be selected for the program based on their application and audition. For more information about the program please contact the Arts Department on 3804 2333.
HOMEWORK POLICY

Homework that is effective in supporting learning:
- is clearly related to class work
- is appropriate to particular years of schooling
- is varied and differentiated to individual learning needs
- consolidates, revises and/or applies students’ classroom learning
- develops students’ independence as a learner through extension activities such as investigating, researching, writing, designing, making
- assists students to prepare for upcoming classroom learning, such as collecting relevant materials and information, completing surveys and audits
- allows for student commitment to recreational, employment, family and cultural activities.

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

Parents and caregivers can help their children by:
- helping them to complete tasks by discussing key questions or directing them to resources
- encouraging them to organise their time and take responsibility for their learning
- encouraging them to read and to take an interest in and discuss current local, national and international events
- helping them to balance the amount of time spent completing homework, watching television, playing computer games, playing sport and engaging in other recreational activities
- contacting the relevant teacher to discuss any concerns about the nature of homework and their children’s approach to the homework

☐ All students are to prepare their own Homework/Study Timetable to meet the required times listed
☐ All students are expected to record their homework in their Student Planner
☐ Junior students have Maths online homework
☐ Junior students have Reading homework – 10 minutes per day up to 60 minutes per week
☐ If students have not been given specific other subject homework, they should revise work they have completed in class. This practice is known to improve retention of new learning.
☐ All students should allow 5 minutes each evening to organise things for the next day
☐ Students should attend the Homework centre and/or subject tutorials when needed
Homework / Study hours are:

<table>
<thead>
<tr>
<th>Year</th>
<th>Hours per week made up of:</th>
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<tbody>
<tr>
<td>Year 7</td>
<td>3 to 4 hours per week made up of:</td>
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<td></td>
<td>- 60 minutes of Reading,</td>
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<td>- 30 minutes of Maths,</td>
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<td>- approximately 15 minutes per other subjects</td>
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<td>Year 8 and 9</td>
<td>5 hours per week made up of:</td>
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<td></td>
<td>- 60 minutes of Reading,</td>
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<td></td>
<td>- 60 minutes of Maths,</td>
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<tr>
<td></td>
<td>- 60 minutes of English and</td>
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<tr>
<td></td>
<td>- approximately 30 to 45 minutes per other subjects</td>
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<tr>
<td>Year 10</td>
<td>6 hours per week made up of:</td>
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<td>- 60 minutes of Reading,</td>
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<tr>
<td></td>
<td>- 60 minutes of Maths,</td>
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<tr>
<td></td>
<td>- 60 minutes of English and</td>
</tr>
<tr>
<td></td>
<td>- approximately 60 minutes per other subjects</td>
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<tr>
<td>Years 11 and 12</td>
<td>Up to 15 hours per week – this will vary depending on the learning needs and the individual program of the students.</td>
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<tr>
<td></td>
<td>OP subjects have a higher homework/study requirement.</td>
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</tbody>
</table>

- During periods of assessment these times may increase

There is a school expectation that parents play a supportive and supervisory role of their child’s study and homework.

**ILLNESS AT SCHOOL**

Basic first aid is available in the sick bay. Students who become unwell at school must report to the Office (with a note from their teacher if during class time). When students are too ill to remain at school, arrangements will be made for the student to return home.

For long absences due to sickness/injury, school work can be organised through the Year Coordinator and collected from the Office. **48 hours notice** is needed for this process to occur.

Students who are ill before leaving for school are advised to stay home until they are well enough to attend all classes.
INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY

Students must adhere to the Information Technology Acceptable Use Policy, signed on enrolment. Breaches of the agreement may result in loss of computer access and/or other consequences. The policy is as follows:

I understand that:

- The use of school computer technology is a privilege
- School computers, Bring Your Own Devices, and other information technology resources at Windaroo Valley SHS are for educational purposes
- Every student is given an account on the school's computer network and this is private to the user
- No student may interfere with another account
- When using "global" systems such as the Internet, it is impossible for the school to screen or filter out all material which is controversial, inappropriate or offensive. It is therefore each student's RESPONSIBILITY not to initiate access to such material or to distribute such material by copying, storing or printing.

I agree that:

I will use information technology resources appropriately and legally as detailed below:

- I will take care of information technology resources
  - I will not eat or drink near any computer equipment
  - I will not damage computer equipment or furniture
  - I will use any computers and other devices for games only during lunchtimes
  - I will abide by copyright laws
- I will be considerate to other users
  - I will use school Information Technology devices for educational purposes only
  - I will not deliberately waste computer resources (e.g. unnecessary printing)
  - I will not intentionally disrupt the smooth running of the network (e.g. by downloading large files from the Internet during busy times such as class times)
  - I will not scan or display graphics; record or play sounds; or type or forward messages that could cause offence to others, including posting offensive or inappropriate materials to the internet or social media websites and the school reserves the right to review and investigate student activities on school and Bring Your Own Devices
  - I will only record or video staff or other students with school permission
- I will accept responsibility for privacy and security
  - I will not reveal my password to anyone else
  - I will not attempt to use or otherwise interfere with another user's account under any circumstances
  - I will not attempt to upload or create computer viruses or be involved with other forms of electronic vandalism
  - I will report any security problems immediately to a class teacher or to the Information Technology Head of Department
  - I will not reveal my personal address or phone number or those of other students or staff in any electronic communications
  - I will report any misuse of any Information Technology devices to school staff if I am made aware of it. Failure to do so may be viewed as collaboration. Misuse includes vandalism and theft, possible breaches of security, and inappropriate use of social media.
  - I will back up my work on a regular basis

I accept that:

Breaching this agreement may result in my being taken off the network temporarily or permanently depending on the seriousness of the offence and that this may be recorded on my student record. For more serious matters, including criminal offences, further disciplinary and/or legal action may be taken as outlined in the school's Responsible Behaviour Plan.


**Late Arrival**

If you arrive late to school (after 8.45am) you must report to Student Services to sign in. Year 7 and 8 students only will report to G203. Parents/Carers are required to provide a note outlining a valid reason for the lateness. You will be issued with a late slip which must be shown to your teacher as you enter the classroom. If you do not sign in you are marked as absent for the day and your parents are required to provide an explanation for your absence. You will be given a detention for unauthorised lateness.

**Leaving Early**

You will require an “off campus” pass, authorised by the office, to exit the school grounds early. Early departures will be authorised by the school for legitimate reasons only – driving lessons/test, shopping, birthdays or visiting family are not legitimate reasons. The Principal has the final decision regarding permission for you to leave the school grounds early.

You must bring a signed and dated note from home to the office before 8.45am, requesting an authorised, early departure. The school may contact parents in relation to early departure requests. The pass will be issued for you to carry whilst off campus during school hours.

Failure to follow procedures and obtain a pass will be interpreted as an act of truancy.

**Library Hours**

Monday to Thursday 8.00am to 4.00pm and Friday 8.00am to 3.00pm but closed at morning break. Student use outside these hours may be negotiated with the library staff.

**Local Shops**

Students are not permitted to loiter at the local shops or surrounding areas before/after school or access the local shops/banks during the day. Students must be gone from the shops by 8.30am in order to be at class on time. Lunch passes will not be issued. Students are reminded to be considerate of other members of our local community before and after school.

**Lunch Passes**

Lunch passes are not permitted. Students are not permitted to leave the school grounds to access the shops during breaks or at any other time during the day.

**Medical Information**

Medical information noted by the parent /carer on the enrolment application should be accurate and kept up to date by notifying the school of any change.

**Medication**

Department regulations do not allow the school to administer any medication to students without the authority of a doctor. A form is available from the Office to complete and attach to the medication.

All medication must carry a pharmacy label with the student’s name and be accompanied by a letter from the doctor stating the dosage and the times to be given. All medication must be left at the Administration Office with the exception of asthma puffers. If students need to carry any other medication, they will require permission from the Principal.
MOBILE PHONE AND PERSONAL ELECTRONIC TECHNOLOGY DEVICES POLICY SUMMARY

It is strongly recommended that mobile phones and personal technology devices (iPods, MP3 players, Nintendo DS, PSP etc.) are not brought to school. If a student chooses to bring these to school, the school cannot accept responsibility for them if lost, stolen or damaged. Devices are **only permitted to be used before/after school or during break times.** At all other times they must be out of sight and switched off or on silent. Headphones and other accessories related to the device must also be out of sight. If a student does not satisfy school rules the electronic device will be confiscated and handed to the office where it will be held for a period of 7 days. First and second offence – item can be collected by the student at the end of the confiscation period, subsequent offences – item to be collected by parent.

To avoid any chance of a breach of the Invasion of Privacy Act, students are NOT permitted to record sound or images of other students or staff. Any student who records sound or images of students in school uniform or staff and then posts them on the Internet will face serious consequences from the school and/or police action.

*Mobile phones do not meet the criteria for “Bring your own device”*

- Refer to Appendix 1 of the Responsible Behaviour Plan for the full policy

OUTSIDE OF SCHOOL HOURS

Students are permitted to be on school grounds outside of school hours for authorised purposes only Eg tutoring, athletics training. Students are not permitted to ride bikes, scooters and/or skateboards through the school grounds at any time.

PARENT ENQUIRIES

Windaroo Valley State High School has a tradition of providing a holistic education for our students. In order to strengthen this further we wish to improve our partnerships and communication with parents. From time to time you will have enquiries about your child’s academic progress, behaviour or general wellbeing at school. Below is a guide to the staff who can optimise your child’s education:

For all questions or queries related to curriculum, homework or classroom behaviour:

1. Contact the Classroom teacher.
2. If your question or query cannot be resolved by the Classroom teacher the Head of Department for that subject will be able to assist you

For all questions related to student welfare, bullying, uniform and truancy:

1. Year Level Coordinator
2. Dean of Junior Secondary (Years 7-9)

For all questions or queries related to serious issues you can contact the appropriate administration member (eg Deputy Principal)

More detailed contact information is available on the school website and in the student planner.
PAYMENT PROCEDURES

The Payment Office is open Monday – Thursday 8.00am – 1.45pm. Friday – CLOSED. Payments can also be made via:

- **Internet banking** - Internet banking is the preferred payment option for all activities. Payments made must be clearly identified to ensure that the correct outstanding invoices are credited against the correct student. The reference code used must commence with your student’s EQ ID number. (This number is recorded on their Student ID card.) This should be followed by a description of the activity (where possible). For example: **EQ ID No – 1234567893Q excursion.**

The school account details are as follows:

- BSB: 064-401
- Branch: Beenleigh, QLD
- Bank: Commonwealth Bank of Australia
- Account Number: 10078860
- Account Name: Windaroo Valley State High School – General Account

- **Centrepay** - Centrepay is a free direct bill paying service available to customers who receive a Centrelink payments. Windaroo Valley SHS is registered as a provider to offer this service to the school community. It is the easy way to ensure your school financial commitments are met. For further information please contact the payment office, Centrelink, or visit the Centrelink website at www.centrelink.gov.au

- **Credit Card** – Payment details can be found on the bottom of Invoices, Statement and Excursion letters. Payments can be made over the phone by calling 3804 2333 and selecting ‘3’ for finance from the main menu.

- **BPoint** – Parents can pay online using their credit card via the BPoint secure website (www.bpoint.com.au/payments/dete). BPoint information is located at the bottom of the Invoice. When paying by BPoint it is important to use the invoice number as the reference number to ensure that payments are allocated correctly.

- **Cash** – In person at the Finance window. Money is only accepted during opening hours.

When making payments for excursions or activities, students are required to hand in their permission and medical forms with the money. If payments are made over the phone, permission forms are still to be handed to the Payment Office for validation.

QParents

QParents is an online portal available for parents to access information about their child. The information which is available on QParents includes:

- Student academic reports
- Student timetable
- Student enrolment and contact information

Parents can also use the portal to change their contact information on line. Access to QParents is via e-mail invitation and online registration sent from the QParents system by the school. Email invitations are sent to the first listed parent; however other parents can be issued invitations on request.
QSchools

QSchools is a free app available to parents which allows up to the minute information from and about Queensland Government Schools. Parents can nominate more than one school within the app if they have children at multiple state schools. The app allowing users to:

- find and favourite your school by searching for the school by name, searching a map or by searching for schools near your current location
- receive real-time notifications about state-wide emergency alerts as well as school push notifications and important updates through the app (to receive notifications you have each school set as a favourite)
- access the latest news, events and newsletters from your school
- easily access your schools tuckshop and uniform shop information

Reading Program

Windaroo Valley State High School has implemented a reading program with our Junior Secondary students called Accelerated Reader to assist in further developing our students’ reading skills.

Accelerated Reader is an online tool that motivates students to read more often, with a focus on comprehension at a level that is appropriate to them. The program combines online software, our existing library resources and our classroom reading time to significantly increase each student’s interest and ability in reading.

Each student’s reading range is first assessed using STAR Reading. We then provide students with information to choose a book that it is right for them. After a student finishes reading a book they take a short, engaging online quiz to test their comprehension of the story. As each student’s reading skills improve, their reading range is altered and teachers are able to make book recommendations to match. Each student will be provided with an individual user ID and log in to access the program through the school network. They will not be able to access this from home.

Some students may also participate in a withdrawal program where they will work individually or in small groups on other reading intervention. If you have any questions regarding the program please contact our Literacy Coach, Ms Jessica Peck on 07 3804 2333.

Reporting To Students And Parents

Reports will be issued via e-mail in 2017 for:

- Term 1
- Semester 1
- Semester 2

Parents who do not have access to e-mail should contact the school to make other arrangements.

Parent -Teacher Interview evenings will be held early in Term 2 and Term 3. Parents are able to book Parent Teacher interviews online via an online booking system.
RESPONSIBLE BEHAVIOUR PLAN

based on The Code of School Behaviour

1. Purpose
Windaroo Valley State High School is committed to providing a safe, respectful and disciplined learning environment for students and staff, where students have opportunities to engage in quality learning experiences and acquire values supportive of their lifelong wellbeing.

Windaroo Valley State High is committed to providing a safe, respectful, well managed and positive learning environment for students and staff through School Wide Positive Behaviour Systems

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.

2. Consultation and data review
Windaroo Valley State High School developed this plan in collaboration with our school community. Broad consultation with parents, staff and students was undertaken through survey distribution and community meetings held during June 2013. A review of school data relating to attendance, absenteeism, school disciplinary absences and behaviour incidents from 2010-2013 also informed the development process.

The Plan was endorsed by the Principal, the President of the P&C and Regional Executive Director in August 2014, and will be reviewed in 2017 as required in legislation.

3. Learning and behaviour statement
All areas of Windaroo Valley State High School are learning and teaching environments. We consider behaviour management to be integral to social learning as well as a means of maximising the success of educational 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 Windaroo Valley 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 identified the following school rules to teach and promote our high standards of responsible behaviour:

- Be Safe
- Be Timely
- Be Active
- Be Respectful

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.
4. Processes for facilitating standards of positive behaviour and responding to unacceptable behaviour

The first step in facilitating standards of positive behaviour is communicating those standards to all students through our SWPBS framework. At Windaroo Valley State High School we emphasise the importance of directly teaching students the behaviours we require them to embrace at school and in the wider community. Communicating behavioural expectations is a form of universal behaviour support - a strategy directed towards all students designed to prevent problem behaviour and provides a framework for responding to unacceptable behaviour.

An example of behavioural expectations in specific settings has been attached to each of our four school rules. The School STAR Matrix below outlines agreed rules and specific behavioural expectations in all school settings.

Using a three-tiered approach to facilitating standards of positive behaviour and responding to unacceptable behaviour, it is possible to outline whole school provision of universal, targeted, and intensive supports.

- **Universal**
  In a supportive and well-disciplined school approximately 80% of students require little, if any, additional support to follow the school rules and demonstrate appropriate social behaviours. Universal levels of support are provided to all students.

- **Targeted**
  In a supportive and well-disciplined school approximately 15% of students may occasionally need additional targeted support, specific adjustments or program intervention. Targeted support is typically delivered in small groups to the identified population.
• Intensive
In a supportive and well-disciplined school approximately 5% of students may need more intensive support and/or flexible learning options to assist them to continue their learning. These are typically individualised interventions for students with highly complex and challenging behaviours.

Universal behaviour support
Windaroo Valley State High School identified universal (whole school) proactive and preventive processes and strategies for:

- facilitating the development of acceptable standards of behaviour, including:
  - explicit and scheduled teaching of rules, behavioural expectations or values
  - induction of new students and staff
  - schoolwide system of positive reinforcement
  - implementation of bullying and cyberbullying program
  - opportunities for parents to be involved with programs and activities that promote and reinforce STAR behaviour.

- encouraging positive aspirations, relationships and values by developing:
  - effective classroom management systems that encourage acceptable behaviour
  - procedures that provide students rapid access to assistance for learning problems.

- encouraging all students to take ownership and responsibility for their own behaviour and the consequences of their actions, including:
  - recognition that students have individual needs when developing social competencies and that not all students develop these competencies at the same pace
  - procedures that emphasise teaching students new skills to get their needs met in the school environment
  - procedures which recognise the importance of positive reinforcement in the teaching and learning process.
Targeted behaviour support

Each year a small number of students at Windaroo Valley State High School are identified (e.g. through our data) as requiring targeted behavioural support. In most cases the problem behaviours of these students may not be immediately regarded as severe, but the frequency of their behaviours may put these students’ learning and social success at risk if not addressed in a timely manner.

Windaroo Valley State High School has a number of school and classroom procedures for the early identification of students demonstrating higher than average rates of problem behaviour:

Staff identification and referral process

- One school data
- Responsible Learning Classroom (RLC) data
- Interagency Group
- Academic Reports
- Primary school information
- Parental/Guardian information

Windaroo Valley State High School has a wide range of strategies, adjustments and programs that facilitate acceptable standards of behaviour and provide educational support.

<table>
<thead>
<tr>
<th>Curricular</th>
<th>Cross Curricular</th>
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<tbody>
<tr>
<td>Educational Adjustment Plans</td>
<td>School Wide Positive Behaviour Systems</td>
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<tr>
<td>Educational Support Plans</td>
<td>School induction program</td>
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<tr>
<td>Athletics excellence programs</td>
<td>After school tutoring – (Free)</td>
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<tr>
<td>Music excellence program</td>
<td>Boys in education - aspiring leadership group</td>
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<tr>
<td>GTEK program</td>
<td>Girls in education - aspiring leadership group</td>
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<tr>
<td>Fast Track program</td>
<td>Pastoral Care program</td>
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<tr>
<td>Learning Enhancement</td>
<td>Star Points reward system</td>
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<td>Special Education classes</td>
<td>Shine program for girls</td>
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<tr>
<td>School based Traineeships and Apprenticeships</td>
<td>STAR program</td>
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<tr>
<td>Student Education and Training Plans</td>
<td>Connect for boys</td>
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<tr>
<td>Staff mentoring of Senior Authority students</td>
<td>Kids in Care program</td>
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<tr>
<td>Academic review process</td>
<td>Learn, Earn, Legend for Indigenous students</td>
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</tbody>
</table>

Professional learning and development supports the global development of staff

Intensive behaviour support

Windaroo Valley State High School is committed to educating all students, including those with the highest behavioural support needs. We recognise that students with highly complex and challenging behaviours need comprehensive systems of support.

Students at this level of support generally have:

- Not responded to previous efforts to improve behaviour
- Demonstrated little commitment to advancing their education
- Committed serious breaches of the school Responsible Behaviour Plan
- Committed ongoing breaches of the school Responsible Behaviour Plan
Intensive intervention procedures that respond to chronic problem behaviour and which support continued learning engagement include:

- An in-school referral process for teachers seeking assistance
- Use of data for the accurate identification of students requiring individualised support
- Referral for Case Management through the school Interagency Group which includes:
  - Deputy Principal
  - Guidance Officer
  - Behaviour Advisory Teacher
  - Indigenous Liaison Officer
  - School Nurse
  - Youth Support Coordinator
  - School Chaplain
  - Learning Support
- Flexible and/or alternative learning options
- Referral to external agencies; district, regional and state options

Reinforcing expected school behaviour
At Windaroo Valley State High School, communication of our key messages about behaviour is backed up through reinforcement, which provides students with feedback for engaging in expected school behaviour. A formal recognition and monitoring system has been developed. This reinforcement system (STAR Points) is designed to increase the quantity and quality of positive interactions between students and staff. All staff members are trained to give consistent and appropriate acknowledgement and rewards.

Responding to unacceptable behaviour
Students come to school to learn. Behaviour support represents an important opportunity for learning how to get along with others.

Re-directing low-level and infrequent problem behaviour
When a student exhibits low-level and infrequent problem behaviour, the first response of school staff members is to remind the student of expected school behaviour, then ask them to change their behaviour so that it aligns with our school’s expectations.

Our preferred way of re-directing low-level problem behaviour is to ask them to think of how they might be able to act more Safely, more Timely, more Actively or more Respectfully. This encourages students to reflect on their own behaviour, evaluate it against expected school behaviour, and plan how their behaviour could be modified so as to align with the expectations of our school community.

5. Consequences for unacceptable behaviour
Windaroo Valley 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. One School is used to record all minor and major problem behaviours. The recording of three minor behaviours constitutes a major behaviour.
Minor and major behaviours
When responding to problem behaviour the staff member first determines if the problem behaviour is major or minor, with the following agreed understanding:

- **Minor** problem behaviour is handled by staff members at the time it happens
- **Major** problem behaviour is referred directly to the Head of Department or school Administration team

**Minor** behaviours are those that:
- are minor breeches of the school rules
- do not seriously harm others or cause you to suspect that the student may be harmed
- do not violate the rights of others in any other serious way
- are not part of a pattern of problem behaviours
- do not require involvement of specialist support staff or Administration.

**Re-direction procedure.** The staff member takes the student aside and:
1. names the behaviour that student is displaying,
2. asks student to name expected school behaviour,
3. states and explains expected school behaviour if necessary
4. gives positive verbal acknowledgement for expected school behaviour.

**Relate problem behaviours to expected school behaviours**
When responding to problem behaviours, staff members ensure that students understand the relationship of the problem behaviour to expected school behaviour. One method that staff members might use to achieve this is to have students:

- articulate the relevant expected school behaviour
- explain how their behaviour differs from expected school behaviour,
- describe the likely consequences if the problem behaviour continues; and
- identify what they will do to change their behaviour in line with expected school behaviour.

Should a problem behaviour be repeated, the staff member may not repeat the discussion or explanation process but simply remind the student of the consequences of their problem behaviour.

**Major** behaviours are those that:
- significantly violate the rights of others
- put others / self at risk of harm
- require the involvement of school Administration.

**Major** behaviours result in an immediate referral to Heads of Departments or the Administration because of their seriousness. When major problem behaviour occurs, staff members calmly state the major problem behaviour and remind the student of expected school behaviour. The staff member directs the student to the relevant Head of Department or Administration and completes an Incident Report referring it to the relevant staff member.

Major problem behaviours may result in the following consequences:
- Time in office, removal to withdrawal room, alternate lunchtime activities, loss of privilege, restitution, loss of break times, warning regarding future consequence for repeated offence
- Parent contact, referral to Guidance Officer, referral to Interagency Support Team, suspension from school
Students who engage in very serious problem behaviours such as major violent physical assault, or the use or supply of weapons or drugs can expect to be recommended for exclusion from school.

Incidents requiring investigation will be conducted by the relevant Deputy, Head of Department or Year Coordinator. This process will require students to complete:
- Incident statement
- Witness statement
- Interview notes of discussions will also be documented

### WINDAROO VALLEY STATE HIGH SCHOOL RESPONSIBLE BEHAVIOUR PLAN

#### UNACCEPTABLE BEHAVIOUR AND CONSEQUENCES

<table>
<thead>
<tr>
<th>Behaviour</th>
<th>Serious Or 1st Offence</th>
<th>Very serious Or 2nd Offence</th>
<th>Extremely serious Or 3rd Offence</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Aggressive Behaviours</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Abusive Language/Gestures or Threats</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
<td>SDA 11 to 20 days Exclusion may be recommended</td>
</tr>
<tr>
<td>Extreme Disrespect \ Rudeness</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Physical Aggression eg: Fighting, Assault</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
<td>SDA 11 to 20 days Exclusion may be recommended</td>
</tr>
<tr>
<td>Bullying &amp; Harassment including via electronic devices (cyber-bullying)</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
<td>SDA 11 to 20 days Exclusion may be recommended</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
<td>SDA 11 to 20 days Exclusion may be recommended</td>
</tr>
<tr>
<td>Inciting others to behave inappropriately</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
<td>SDA 11 to 20 days Exclusion may be recommended</td>
</tr>
<tr>
<td>Physical / Verbal intimidation of students</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
<td>SDA 11 to 20 days Exclusion may be recommended</td>
</tr>
<tr>
<td>Verbal intimidation of member of staff</td>
<td>SDA 6 to 10 days</td>
<td></td>
<td>Exclusion recommended</td>
</tr>
<tr>
<td>Physical assault of a member of staff</td>
<td></td>
<td></td>
<td>Exclusion recommended</td>
</tr>
<tr>
<td><strong>Property</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vandalism \ Graffiti (Including Arson and damage to school property)</td>
<td>SDA up to 5 days and restitution Loss of school privileges and representation</td>
<td>SDA 6 to 10 days</td>
<td>SDA 11 to 20 days Exclusion may be recommended</td>
</tr>
</tbody>
</table>
| **Stealing, Possession or dealing in stolen items** | SDA up to 5 days and restitution. Loss of school privileges and representation | SDA 6 to 10 days | SDA 11 to 20 days
Exclusion may be recommended |
| --- | --- | --- | --- |
| **Disturbance to school and / or Disruption to learning** | **Persistent disruption to learning** | SDA up to 5 days | SDA 6 to 10 days
Exclusion may be recommended |
| **Interference with Teachers exercising authority** | SDA 6 to 10 days | SDA 11 to 20 days
Exclusion may be recommended |
| **Use of Mobile Phones and electronic devices not used for learning (Mobile phones and electronic devices are prohibited from use and out of sight during all class situations and assemblies)** | Mobile phone / device confiscated and student to collect from office (period of 7 days) | Mobile phone / device confiscated and parent to collect from office | Mobile phone / device confiscated and parent to collect from office. Intervention conference |
| **Breach of Technology Acceptable Use Policy (See also consequences for Aggressive and/or Immoral Behaviour)** | Withdrawal of user rights for determined period | Withdrawal of user rights for determined period and / or SDA up to 5 days | Withdrawal of user rights for determined period. May include banning from school network and / or SDA 6 to 20 days |
| **Truancy** | Withdrawal or after school detentions | Interagency intervention, suspension | Suspension Cancellation of enrolment |
| **Unauthorised lateness** | Parents notified. Teacher detention issued | Parents notified. After school detention issued | Parent conference SDA up to 5 days |
| **Disobedience — including; Refusing to follow teacher direction affecting learning of others, and / or good order of the classroom \ school and \ or affecting safety of self or others** | SDA up to 5 days | SDA 6 to 10 days | SDA 11 to 20 days
Exclusion may be recommended |
| **Refusal to participate in program of instruction** | Intervention inc. detentions or withdrawal to complete and submit work | Intervention inc. detentions or withdrawal to complete and submit work | Cancellation of enrolment may be recommended |
| **Intruders / Non authorised person/s onto the school grounds – to initiate or assist with deception** | SDA up to 5 days | SDA 6 to 10 days | SDA 11 to 20 days
Exclusion may be recommended |
<table>
<thead>
<tr>
<th>Regulated, Prohibited or Illegal substances</th>
<th>Action</th>
<th>SDA Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Possession of illegal, regulated or prohibited substances</td>
<td></td>
<td>SDA 11 to 20 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusion may be recommended. Contact Police</td>
</tr>
<tr>
<td>Sale, supply or trading in illegal, regulated or prohibited substances</td>
<td></td>
<td>Exclusion recommended</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contact Police</td>
</tr>
<tr>
<td>Using or under the influence of illegal, regulated or prohibited substances at, during school hours, travelling to or from school or at school functions</td>
<td></td>
<td>SDA 11 to 20 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusion may be recommended. Contact Police</td>
</tr>
<tr>
<td>Being with others using or under the influence of illegal, regulated or prohibited substances at, during school hours, travelling to or from school or at school functions</td>
<td></td>
<td>SDA 11 to 20 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusion may be recommended</td>
</tr>
<tr>
<td>Possession of cigarettes, lighters etc.</td>
<td>After School Detention - Health Education</td>
<td>SDA up to 5 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td>Sale, supply or trading cigarettes or lighters etc.</td>
<td></td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDA 10 to 20 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusion may be recommended. Contact Police</td>
</tr>
<tr>
<td>Smoking, being with, or acting as a “spoiler / spotter” for smokers at school</td>
<td>SDA up to 5 days Health Education</td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDA 11 to 20 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusion may be recommended</td>
</tr>
<tr>
<td>Smoking, being with, or acting as a “spoiler / spotter” for smokers at public</td>
<td>SDA up to 5 days Health Education</td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDA 11 to 20 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusion may be recommended</td>
</tr>
<tr>
<td>Immoral Behaviour</td>
<td></td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDA 11 to 20 days</td>
</tr>
<tr>
<td>Indecent exposure</td>
<td></td>
<td>Exclusion may be recommended</td>
</tr>
<tr>
<td>Sexting, Possession or publication of pornographic material or accessing pornography via school computers or other technology</td>
<td></td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDA 11 to 20 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusion may be recommended</td>
</tr>
<tr>
<td>Indecent behaviour</td>
<td></td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SDA 11 to 20 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Exclusion may be recommended</td>
</tr>
</tbody>
</table>
## Causing / risking harm to self or others

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Consequence 1</th>
<th>Consequence 2</th>
<th>Consequence 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facial and Body piercing</td>
<td>Confiscation of items and held by Administration with items returned to student. Refusal to remove will result in withdrawal from classes and playgrounds.</td>
<td>Confiscation of items and held by Admin with items returned to parent / carer. Parent conference regarding WH&amp;S. Refusal to remove will result in withdrawal from classes and playgrounds.</td>
<td>SDA up to 5 days Confiscation of items and return to parent / carer. Parent conference regarding WH&amp;S</td>
</tr>
<tr>
<td>Unsafe Behaviour in or around Playground (eg climbing on roofs, water bombs, entering storm drains etc)</td>
<td>Withdrawal</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td>Unsafe or injurious behaviour towards others (throwing objects endangering others or property with potential for harm)</td>
<td>Withdrawal</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
</tr>
<tr>
<td>Unsafe or injurious behaviour (throwing objects endangering others or property causing actual harm or injury)</td>
<td>SDA 6 to 10 days</td>
<td>SDA 11 to 20 days</td>
<td>Exclusion may be recommended</td>
</tr>
<tr>
<td>Possession of items for use as a weapon</td>
<td>SDA 6 to 10 days. Confiscation of weapon Police contact</td>
<td>SDA 11 to 20 days</td>
<td>Exclusion recommended Police contact</td>
</tr>
<tr>
<td>Possession of Dangerous Weapons (eg knives, slingshots)</td>
<td>SDA 6 to 10 days Confiscation of weapon Police contact</td>
<td>SDA 11 to 20 days</td>
<td>Exclusion recommended Police contact</td>
</tr>
<tr>
<td>Possession of banned Items</td>
<td>Confiscation of item, lunch or after school detention</td>
<td>SDA up to 5 days</td>
<td>SDA 6 to 10 days</td>
</tr>
</tbody>
</table>

## Malicious acts towards students or staff.

This includes attempts either directly or indirectly to defame or denigrate by words or actions. This includes:
- use of electronic media such as mobile phones, to transmit images, video or sound recordings,
- posting & offensive material to

<table>
<thead>
<tr>
<th>Consequence 4</th>
<th>Consequence 5</th>
<th>Consequence 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>SDA 10-20 days</td>
<td>Exclusion recommended</td>
<td></td>
</tr>
</tbody>
</table>
internet sites whether for limited or general access by others that is considered by community or legal standards to be offensive or defamatory

- Racism – verbal and / or posting of offensive material

### Acts of, or publication of material, that brings the school into disrepute in the wider community and \ or potentially or actually brings discredit to the school or public schools generally.

<table>
<thead>
<tr>
<th>Acts</th>
<th>Consequence 1</th>
<th>Consequence 2</th>
<th>Consequence 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>This includes publication of or participating in acts of public nuisance, acts of violence, drug use or other anti-social behaviours in which those involved are identified as students of Windaroo Valley State High School and where a connection to the school can be determined. Examples are, but not limited to where students have participated in such acts: • inciting others to act in a manner that discredits the school in the wider community • recorded images, sound or video of such behaviour on any device and or posted images, sound or video footage of such behaviour to any website or media for the purpose &amp; public broadcast</td>
<td>SDA 1-10 days</td>
<td>SDA 10-20 days</td>
<td>Exclusion recommended</td>
</tr>
</tbody>
</table>

### Dress Code

<table>
<thead>
<tr>
<th>Jewellery that breaches the school Dress Code</th>
<th>Confiscation of items and held by Administration with items returned to student. Refusal to remove will result in withdrawal from classes and playgrounds.</th>
<th>Confiscation of items and held by Admin with items returned to parent / carer. Parent conference regarding WH&amp;S. Refusal to remove will result in withdrawal from classes and playgrounds.</th>
<th>Confiscation of items and return to parent / carer. Parent conference regarding WH&amp;S Possible SDA up to 5 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Makeup and explicit hair colouring</td>
<td>Removal of excess makeup or hair colouring. Refusal to remove will result in</td>
<td>Parent conference re Dress code</td>
<td>Parent conference re Dress code</td>
</tr>
</tbody>
</table>


**Parent Handbook 2017**

| Uniform non-compliance | Withdrawal from classes and playgrounds. | Temporary provision of uniform | Temporary provision of uniform
| Parent contact | Parent conference | Community Service and detention | Community Service and detention | Parent conference | Agency intervention |

**Academic Breach**

| Cheating / Dishonesty | SDA up to 5 days Cheating or assisting others to cheat will result in removal of credit for that assessment | SDA 6 to 10 days Cheating or assisting others to cheat will result in removal of credit for that assessment | SDA 11 to 20 days Exclusion recommended. Cheating or assisting others to cheat will result in removal of credit for that assessment |
| Plagiarism | SDA up to 5 days Plagiarism or assisting others to plagiarise will result in removal of credit for that assessment | SDA 6 to 10 days Plagiarism or assisting others to plagiarise will result in removal of credit for that assessment | SDA 11 to 20 days Exclusion recommended. Plagiarism or assisting others to plagiarise will result in removal of credit for that assessment |
| Electronic Devices | SDA up to 5 days Any possession or use of an electronic device during an exam will result in removal of credit for that assessment | SDA 6 to 10 days Any possession or use of an electronic device during an exam will result in removal of credit for that assessment | SDA 11 to 20 days Exclusion recommended. Any possession or use of an electronic device during an exam will result in removal of credit for that assessment |

*(SDA – School Disciplinary Action – Suspension)*

*(Refer to section 324 of the Education (GP) Act 2006 and SMS-PR-21: Safe, Supportive and Disciplined School Environment)*

**Please Note:**

- This is not an exhaustive list and in some circumstances the consequences will be decided at the discretion of the Principal or delegated Officer
- SDAs may result in loss of school privileges, representation and leadership positions, this will be at the discretion of the Principal or delegated Officer

Whilst the focus is on proactive and preventive whole school approaches, certain types of behaviour are unacceptable and responses can include the most stringent step of exclusion. This consequence would only be used after consideration has been given to all other responses and the unique circumstances of the situation have been considered. For example, students involved in selling or supplying drugs, violent assaults or use of weapons could expect to be recommended for exclusion.
Ensuring consistent responses to problem behaviour

At Windaroo Valley State High School staff members authorised to issue consequences for problem behaviour are provided with appropriate professional development and/or training to ensure consistent responses to problem behaviour across the school.

Students also receive training about how to respond when other students display problem behaviour, and the courteous way to respond when a staff member re-directs their behaviour or consequences are applied for problem behaviour.

6. Emergency or critical incident responses

It is important that all staff have a consistent understanding of how to respond to emergency situations or critical incidents involving severe problem behaviour. This consistency ensures that appropriate actions are taken to ensure that both students and staff are kept safe.

An emergency situation or critical incident is defined as an occurrence that is sudden, urgent, and usually unexpected, or an occasion requiring immediate action. (See WVSHS’s Critical Incident Response plan)

Severe problem behaviour is defined as behaviour of such intensity, frequency, or duration that the physical safety of the student or others is likely to be placed in serious jeopardy.

Basic defusing strategies

Avoid escalating the problem behaviour
(Avoid shouting, cornering the student, moving into the student's space, touching or grabbing the student, sudden responses, sarcasm, becoming defensive, communicating anger and frustration through body language).

Maintain calmness, respect and detachment
(Model the behaviour you want students to adopt, stay calm and controlled, use a serious measured tone, choose your language carefully, avoid humiliating the student, be matter of fact and avoid responding emotionally).

Approach the student in a non-threatening manner
(Move slowly and deliberately toward the problem situation, speak privately to the student/s where possible, speak calmly and respectfully, minimise body language, keep a reasonable distance, establish eye level position, be brief, stay with the agenda, acknowledge cooperation, withdraw if the situation escalates).

Follow through
(If the student starts displaying the appropriate behaviour briefly acknowledge their choice and re-direct other students' attention towards their usual work/activity. If the student continues with the problem behaviour then remind them of the expected school behaviour and identify consequences of continued unacceptable behaviour).

Debrief
(Help the student to identify the sequence of events that led to the unacceptable behaviour, pinpoint decision moments during the sequence of events, evaluate decisions made, and identify acceptable decision options for future situations).
Physical Intervention

Staff may make legitimate use of physical intervention if all non-physical interventions have been exhausted and a student is:

- physically assaulting another student or staff member
- posing an immediate danger to him/herself or to others.

Appropriate physical intervention may be used to ensure that Windaroo Valley State High School's duty of care to protect students and staff from foreseeable risks of injury is met. The use of physical intervention is only considered appropriate where the immediate safety of others is threatened and the strategy is used to prevent injury.

Physical intervention can involve coming between students, blocking a student’s path, leading a student by the hand/arm, shepherding a student by placing a hand in the centre of the upper back, removing potentially dangerous objects and, in extreme situations, using more forceful restraint.

It is important that all staff understand:

- physical intervention cannot be used as a form of punishment
- physical intervention must not be used when a less severe response can effectively resolve the situation
- the underlying function of the behaviour.

Physical intervention is not to be used as a response to:

- property destruction
- school disruption
- refusal to comply
- verbal threats
- leaving a classroom or the school, unless student safety is clearly threatened.

Any physical intervention made must:

- be reasonable in the particular circumstances,
- be in proportion to the circumstances of the incident
- always be the minimum force needed to achieve the desired result, and
- take into account the age, stature, disability, understanding and gender of the student.

Record keeping

Each instance involving the use of physical intervention must be formally documented. The following records must be maintained:

- Incident report
- Health and Safety incident record
- debriefing report

7. Network of student support

Students at Windaroo Valley State High School are supported through positive reinforcement and a system of universal, targeted, and intensive behaviour supports by:

- Parents
- Teachers
- Support Staff
- Year Coordinators
- Head of Department
8. Consideration of individual circumstances
To ensure alignment with the Code of School Behaviour when applying consequences, the individual circumstances and actions of the student and the needs and rights of school community members are considered at all times.

Windaroo Valley State High School considers the individual circumstances of students when applying support and consequences by:

- promoting an environment which is responsive to the diverse needs of its students
- establishing procedures for applying fair, equitable and non violent consequences for infringement of the code ranging from the least intrusive sanctions to the most stringent
- recognising and taking into account students' age, gender, disability, cultural background, socioeconomic situation and their emotional state
- recognising the rights of all students to:
  - express opinions in an appropriate manner and at the appropriate time
  - work and learn in a safe environment regardless of their age, gender, disability, cultural background or socio-economic situation, and
  - receive adjustments appropriate to their learning and/or impairment needs,

9. Related legislation
- Commonwealth Disability Discrimination Act 1992
- Commonwealth Disability Standards for Education 2005
- Education (General Provisions) Act 2006
- Education (General Provisions) Regulation 2006
- Criminal Code Act 1899
- Anti-Discrimination Act 1991
- Commission for Children and Young People and Child Guardian Act 2000
- Judicial Review Act 1991
10. Related policies

- SMS-PR-021: Safe, Supportive and Disciplined School Environment
- CRP-PR-009: Inclusive Education
- SMS-PR-027: Enrolment in State Primary, Secondary and Special Schools
- SMS-PR-022: Student Dress Code
- SMS-PR-012: Student Protection
- SCM-PR-006: Hostile People on School Premises, Wilful Disturbance and Trespass
- GVR-PR-001: Police Interviews and Police or Staff Searches at State Educational Institutions
- ICT-PR-004: Using the Department's Corporate ICT Network
- IFM-PR-010: Managing Electronic Identities and Identity Management
- SCM-PR-003: Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

11. Some related resources

- Bullying. No Way!
- Schoolwide Positive Behaviour Support
- Code of Conduct for School Students Travelling on Buses

Endorsement

Effective Date: 1 January 2014 – 31 December 2017
Appendix 1

The Use of Personal Technology Devices at School

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

Certain Personal Technology Devices Banned From School

Students must not bring valuable personal technology devices like cameras and digital video cameras etc to school as there is a risk of damage or theft. Such devices will be confiscated by school staff and may be collected at the end of the day from the school office. Breaches of this prohibition may result in disciplinary action.

Confiscation

Mobile phone and personal electronic devices (iPod, iPad, mp3, Nintendo DS, PSP etc) used contrary to this policy on school premises will be confiscated by the school for a period of 7 days. They will be made available for collection from the school office at the end of the confiscation period, unless their Parent/Guardian presents at school to organise the early collection of the device.

Devices potentially containing evidence of criminal offences may be reported to the police. In such cases police may take possession of such devices for investigation purposes and students and parents will be advised to contact Queensland Police Service directly.

Personal Technology Device Etiquette

Bringing personal technology devices (other than Bring Your Own Device or 1:1 laptop program) to school is not encouraged by the school because of the general distraction and/or disruption associated with them. However, if they are brought to school, they must be turned off and out of sight during assemblies or class time. Personal technology devices (other than Bring Your Own Device or 1:1 laptop program) may be used before school, morning tea, lunch break and after school.

Recording voice and Images

Every member of the school community should feel confident about participating fully and frankly in all aspects of school life without concern that their personal privacy is being invaded by them being recorded without their knowledge or consent.

We uphold the value of trust and the right to privacy at Windaroo Valley State High School. Students who use personal technology devices to record inappropriate behaviours or incidents (such as vandalism, fighting, bullying, staged fighting or pranks etc) for the purpose of dissemination among the student body or outside the school, by any means (including distribution by phone or internet posting) build a culture of distrust and disharmony.

Students must not record images or sound anywhere in the classroom, grounds or school event / function.

A student at school who uses a personal technology device to record private conversations, ordinary school activities (apart from social functions like graduation ceremonies) or violent, illegal or embarrassing matter capable of bringing the school into public disrepute is considered to be in breach of this policy.

Even where consent is obtained for such recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others, if it is done for the purpose of causing embarrassment to individuals or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.
Students involved in:
- recording; and/or
- disseminating material (through text messaging, display, internet uploading etc); and/or,
- knowingly being a subject of a recording
are in breach of this policy and may be subject to disciplinary action (including suspension and recommendation for exclusion).

Students should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children), is against the law and if detected by the school will result in a referral to the Queensland Police Service.

**Text communication**
The sending of text messages that contain sexting, obscene language and/or threats of violence may amount to bullying and or harassment or even stalking, and will subject the sender to discipline and possible referral to the Queensland Police Service. Students receiving such text messages at school, should ensure they keep the message as evidence and bring the matter to the attention of the school.

**Assumption of cheating**
Personal technology devices may not be taken into or used by students at exams or during class assessment unless expressly permitted by staff. Staff will assume students in possession of such devices during exams or assessments are cheating. Disciplinary action will be taken against any student who is caught using a personal technology device to cheat during exams or assessments.

**Recording Private Conversations and the Invasion of Privacy Act 1971**
It is important that all members of the school community understand that under the *Invasion of Privacy Act 1971*, ‘a person is guilty of an offence against this Act if the person uses a listening device to overhear, record, monitor or listen to a private conversation’. It is also an offence under the Act for a person who has overheard, recorded, monitored or listened to a conversation to which she/he is not a party to publish or communicate the substance or meaning of the conversation to others.

Students need to understand that some conversations are private and therefore to overhear, record, monitor or listen to such private conversations may be in breach of this Act, unless consent to the recording is appropriately obtained.

**Special Circumstances Arrangement**
Students who require the use of a personal technology device in circumstances that would contravene this policy (for example to assist with a medical condition or other disability or for a special project) should negotiate a special circumstances arrangement with the Deputy Principal or Principal.
Appendix 2

Procedures for Preventing and Responding to Incidents of Bullying (including Cyberbullying)

Definition

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Purpose

1. Windaroo Valley State High School strives to create positive, predictable environments for all students at all times of the day. The disciplined and teaching environment that we are creating is essential to:
   - achieving overall school improvement, including the effectiveness and efficiency of our student support procedures
   - raising achievement and attendance
   - promoting equality and diversity and
   - ensuring the safety and well-being of all members of the school community.

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

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

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

5. At Windaroo Valley State High School, we will deal with all inappropriate behaviours and complaints regardless of whether it is deemed bullying or not, we will therefore avoid speculation on the intent of the behaviour, the power of individuals involved, or the frequency of its occurrence. Whether bullying behaviour is observed between students of equal or unequal power, how often it occurs, and whether or not the persons involved cite intimidation, revenge, or self-defence as a motive, the behaviour will be responded to in similar fashion; “Categorically unacceptable in the school community”
Rationale

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

7. The anti-bullying procedures at Windaroo Valley State High School are an addition to our already research-validated schoolwide positive behaviour support processes. This means that all students are being explicitly taught the expected school behaviours and receiving high levels of social acknowledgement for doing so. Adding lessons on bullying and how to prevent and respond to it is a subset of procedures that our students are already accustomed to.

Prevention

8. Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our schoolwide universal behaviour support practices will be maintained at all times. This will ensure that:
   - Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour
   - All students know the 4 school rules and have been taught the expected behaviours attached to each rule in all areas of the school
   - All students are receiving high levels of positive reinforcement for demonstrating expected behaviours
   - A high level of quality active supervision in class and non-classroom areas.

9. The school anti-bullying process consists of lessons taught by Pastoral Care teachers through a schoolwide schedule of instruction.

10. Students are able to report bullying and access support material and process via the school’s “Say NO to Bullying” link on the school’s Web page.

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

Response

12. School disciplinary action in accordance with the school Responsible Behaviour Plan

13. Referral through to the school’s Support Staff (INTAG) for One on One support

14. Referral and enrolment into an appropriate support / development program
   - Empowering Girls - run by the school Nurse and Guidance Officer
   - STAR Program - run by the Guidance Officer (Building social skills; Skill streaming; Anger management; Moral reasoning)
   - Shine Program - run by school Chaplain (Self esteem and Social skills)
   - Connect - run by school Chaplain (At risk students developing Leadership and Self esteem)
   - Boys group – run by school staff (Develop leadership skills and acceptance of differences)
   - Girls group – run by school staff (Develop leadership skills and acceptance of differences)
Queensland Government Messages for schools on the safe travel of students on buses

- The actions of students misbehaving on buses can affect the ability of drivers to concentrate and compromises the safety of the journey.

- All students who travel on the bus are expected to know and abide by the rules outlined in the Code of Conduct for School Students Travelling on Buses.

- The code outlines what behaviour is required from students while waiting for the bus and while travelling on the bus.

- Examples of appropriate behaviour include paying the correct fare, respecting other people and their property, waiting for the bus in an orderly manner, remaining seated in a calm manner while on the bus and refraining from creating unnecessary noise.

- Students should not forget to be nice to the driver and say thank you when they leave the bus.

- The code also outlines unacceptable student behaviour that will not be tolerated, including fare evasion, wilful damage of property, disrespect, verbal and physical violence towards the driver and other passengers.

- There are clear consequences in the code for students that display such behaviour.

- Students will be held responsible for their behaviour and if deemed to be in breach of the code, provisions will be enforced.

- Depending on the extent of the breach, consequences for misbehaviour range from a warning to a student being refused travel on the bus.

- Principals are working with the Department of Transport and Main Roads and the Queensland Police Service to identify students who continue to misbehave and refuse to pay the correct bus fare.

- The parents of any student found to be in breach of the code will be notified and the student will be held accountable for their actions.

- Following the code will mean a safe, comfortable journey for students and the other passengers.
Are you READY TO LEARN?

Be a STAR student

YOUR STUDENT PLANNER

A PENCIL CASE
(A single pen is not enough)

CLASS MATERIALS
(as required)

Before you come to school/enter the classroom check you have

A single subject Exercise Book.

A CALCULATOR

CORRECT SCHOOL UNIFORM
SCHOOL CHAPLAIN
A non-denominational Chaplaincy Service operates in the school, provided through the National School Chaplaincy Program. Our School Chaplain is Karen Carter and she can be contacted on 3804 2382.

The service is voluntary and available for students, parents and staff on the days the chaplain is at school. It is free and confidential. The chaplain can offer support and referral for a large range of problems including relationships, family, mediation, trauma and crisis counselling, stress management, self-esteem, grief, etc. The issues do not have to be school related. The service also liaises with local churches, resource centres and organisations.

The Chaplain is part of the school’s student welfare team, including the Guidance Officer, School Nurse, Youth Support Worker, etc. The chaplaincy service runs a number of programs for the benefit of students. These include free breakfast on Wednesday mornings in connection with a local church; CONNECT, an adventure-based learning program for boys; and SHINE, a girls’ program which seeks to strengthen self-esteem, confidence, and self-worth. In addition, the School Chaplain:

- Provides pastoral care to students and staff.
- Responds to critical incidents. The Chaplain is able to offer support to students in times of crisis.
- Provides spiritual support to students and staff of all faiths and beliefs if desired.
- Is a positive influence in the lives of students
- Is an important part of the life of the school and adds value to the school (eg. Sports coaching, Chess Club, etc).

The role of the Chaplain does NOT involve counselling or proselytizing. For more information, please refer to the Education Queensland Chaplaincy Policy (http://education.qld.gov.au/studentservices/protection/chaplaincy/index.html).

SCHOLARSHIPS
Each year the school in conjunction with the P&C will offer a two year scholarship program starting with Year 7. The two types of Scholarships offered will be:

1. **Academic** – for students who excel academically and meet the academic, behaviour and attendance criteria for the scholarship

2. **High Performance** – for students who excel in a sporting or cultural area and meet a specified sporting/cultural, behaviour and attendance criteria for the scholarship

Students will be required to maintain a specific level of achievement, behaviour and attendance throughout the scholarship period. Students will be able to reapply every two years for a new scholarship (Years 9-10, Years 11-12). During the scholarship period students will be supported through mentoring by key staff. Scholarship applications are available on the school website.

The amount of the scholarship covers the cost of the Student Resource Scheme plus an additional amount (Year 7-10 $100 per year, Year 11-12 $150 per year) which is credited to the school account to be used for excursions, subject costs and competition fees. The table below details the financial benefit of the scholarship in each year level.

<table>
<thead>
<tr>
<th>Funding</th>
<th>Year 7 2017</th>
<th>Year 8 2018</th>
<th>Year 9 2019</th>
<th>Year 10 2020</th>
<th>Year 11 2021</th>
<th>Year 12 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRS – covered by WVSHS</td>
<td>$180</td>
<td>$180</td>
<td>$180</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Other – credited to school account</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$280</strong></td>
<td><strong>$280</strong></td>
<td><strong>$280</strong></td>
<td><strong>$300</strong></td>
<td><strong>$350</strong></td>
<td><strong>$350</strong></td>
</tr>
</tbody>
</table>
SCHOOL NEWSLETTER
A regular newsletter for parents is available on the school website. All parents, students and staff are automatically subscribed to the newsletter which is sent out via email.

SKATEBOARDS AND SCOOTERS
These are NOT permitted at school as they have proven to be a safety hazard to students and staff. If a student brings these items to school, they will be confiscated and kept in the Office until appropriate measures are taken for their collection. NB – confiscated items will be kept for a period of 7 days.

STUDENT ID CARDS
Students who are contributing financially to the school will receive a Windaroo Valley State High School Student ID card in Term 1. Enquiries about ID cards should be directed to the Bookroom or the Finance Office.

STUDENT SUPPORT SERVICES
In general, the Deputy Principals and Heads of Department are responsible for overall curriculum maintenance. Year Coordinators, Guidance Counsellor, School Nurse, Youth Support Coordinator, Youth Pathways Officer, Indigenous Liaison and Learning Enhancement staff are responsible for student welfare, personal counselling and career/pathways assistance.

Windaroo Valley State High School has a Learning Enhancement Department dedicated to supporting our students with learning difficulties. If students require learning support please contact the Learning Enhancement Department.

STUDENT VEHICLES
All students must apply at the office for a permit if they hold a valid driver’s licence and wish to park a car in the school grounds. Students are only permitted to park in the student car parks behind the gym. Students are not permitted to park in the staff car parks or the parent drop off and pick up areas. Cars may not be used or accessed during school hours and any student other than the driver travelling in the car to and from school, must be registered at the office at the time of the driver’s application for a permit.

Please note that:

a) Drivers may not transport any other student/s without the written permission of all parents involved. They are not permitted to transport other students on school excursions or off campus activities.
b) Car parks are out of bounds to all students during school hours.
c) Speed limits must be followed while driving in the school grounds.

Students who breach the above may lose the privilege of parking on school grounds.

TELEPHONE USE
Students may use the office telephone to make emergency phone calls only.

TUTORING
Some Departments offer before and/or after school tutoring. For further information please contact the relevant Head of Department (see contacts). A homework club operates on Wednesday and Thursday afternoons from 3pm to 5pm in the library.
VISITORS TO THE SCHOOL CAMPUS
All visitors to the school campus must report to the Office before permission can be granted to meet anyone at the school. Students are not permitted near fences or to meet with visitors inside or outside the school grounds, without permission of the Administration. Visitors to the school are to be directed to the Office, so that meeting arrangements can be made.

WORKING BEES – P&C
Working bees are held periodically throughout the school year. All volunteers are welcome to assist with maintenance to school grounds and facilities.

YOUTH HEALTH NURSE
The Youth Health Nurse is available on Tuesday - Thursday to support all students. The following topics are some of the things that young people can discuss with the Youth Health Nurse: health issues (mental, sexual, and physical), relationships, personal and home issues, feeling unhappy, smoking, alcohol and other drugs.

PARENTS AND CITIZENS ASSOCIATION
Open invitation to Parents and Community Members to join Windaroo Valley State High School Parents & Citizens Association.

What exactly is a P & C Association for and what sorts of people belong to the P & C Association?
The P & C Association is made up of parents and community members who wish to be actively involved in their children’s education and assist their school in making effective decisions. Many people believe that P & Cs are only concerned with raising funds for school equipment, such as computers, sporting gear or books. However while fundraising and the allocation of funds continue to be key roles, P & C’s are also an integral part of their school decision making processes. Principals and Education Queensland actively seek out the thoughts and opinions of parents and community members so that decisions made at the school level are consistent with what parents and the wider community would like to see happen in their school.

The Windaroo Valley State High School Parents & Citizens Association meets every Second Tuesday of the month in the Windaroo Valley State High School common room, starting at 6.30pm. A genuine effort is made to see that the meetings close at 8.30pm. Your involvement is encouraged and we therefore wish to extend an invitation to you to join us. Membership forms may be obtained at meetings or from the P & C Secretary at any time.

Windaroo Valley State High School P & C is grateful to the many parents and community members who have contributed over the years. Essential items of equipment such as information technology items as well as support for co-curricular activities are all example of the many benefits that the P & C have generously provided to our students.

Yours faithfully
Belinda McDonald
President of Windaroo Valley State High School
Parents & Citizens Association, Inc
The Canteen is open each day for breakfast from 7am. Orders can be placed for Morning Tea & Lunch (so no missing out on your favourite food). Orders may be picked up from the middle counter, with no waiting in lines. Please note the Canteen Menu and pricing can change periodically.
The Uniform shop is located next to the Canteen which is in between the Administration building and the Library.

**Trading Hours:** Monday to Friday 7:00am – 1:45pm

Please see our friendly canteen staff for assistance

**Contact Number:** 07 3804 2343

**Payment Options:** Cash, EFTPos and Lay By (No Deposit)

### Girls Dress Uniform

- **Skirts** 08 – 30 $37
- **Culottes** 08 - 30 $37
- **Blouse** 04 – 30 $35

### Boys Dress Uniform

- **Grey Shorts** 57cm – 127cm $37
- **Shirt** 10 – 34 $35
- **Ties (Optional)** $18

### Sports Uniform

- **Mesh Shorts** 10 – 34 $25
- **Junior Polo Shirts (Year 7,8,9)** 08 – 30 $27
- **Senior Polo (Year 10,11,12)** 10 – 30 $28

### Winter Uniform

- **Unisex Jacket** XS – XXXL $59
- **Unisex Jumper** 08 - 30 $37
- **Microfiber Trackpants** XS – XXXL $30
- **Boys long Pants** 62cm – 117cm $42
- **Scarfes** $ 9

*Please note uniform pricing can change periodically.