

Boonah State High School



Prospectus

CONTENTS

Administration	3
Values & Beliefs	3
History	4
Area Profile	4
School Workforce.....	4
Facilities & Resources	5
General Information	5
Calendar	5
School Hours	5
Lesson Times	5
Assemblies	5
Flexible Learning Centre	5
Student Wellbeing	6
Guidance Officer	6
Chaplain	6
School Based Youth Health Nurse	6
Industry Liaison Officer & Youth Support Coordinator	6
Year Level Coordinator	6
Head of Department	6
School Communication	7
Parents and Citizens Association	6
Indigenous Statement	7
Insurance	7
School Transport	7
Reporting	7
School Procedures	8
Student Absence	8
Late to School / Early Departure	8
Illness / Injury	8
Finance	8
Student Messages	9
Student ID	9
Tuckshop	9
Valuables	9
Student Medication	9
Change of Details	9
Interviews	9
Student Resource Scheme	10
Uniform Policy	11
Sun Safety Policy	13
Anti-Bullying Policy	14
Acceptable Use of School Digital Resources	15
Acceptable Use of Personal Digital Resources	17
Assessment Policy	19

ADMINISTRATION

32 Macquarie Street
PO Box 94
Boonah QLD 4310

'Conaire est Florere' – 'To Strive Is To Grow'

Phone 07 5460 6111
Email boonahshs@boonahshs.eq.edu.au
Fax 07 5460 6100
Website www.boonahshs.eq.edu.au
Office Hours 7:30am – 4:00pm

Principal
Senior Secondary Deputy Principal
Junior Secondary Deputy Principal

Mrs Cheryl Bullion
Ms Kristen Murphy
Mrs Kerrie Scott

Guidance Officer
Head of Student Wellbeing
Head of Special Education Services
Head of Humanities and Social Sciences
Head of The Arts and Practical Technologies
Head of Student Achievement (Junior and Senior)
Head of English and Languages
Head of Teaching and Learning
Head of Science & Digital Technologies
Head of Mathematics
Head of Physical Education
Head of Learning Enhancement and Student Engagement

Dr Chris Summers
Mrs Erin Churchward
Mrs Yvette Winrow
Mrs Jackie Campbell
Mrs Symantha McSweeney (Acting)
TBA
Mr Luke Higgins
Mrs Lyn Colley (Acting)
Mr Jason Smith
Mrs Amanda Mathewson
Mr Michael Bozhoff (Acting)
Mr Chris Ware (Acting)

Business Manager

Mr Vince Fitzpatrick

Chaplain
School Based Youth Health Nurse
Industry Liaison Officer & Youth Support Coordinator

Mrs Michelle Warren
Mr Craig Walters
Mrs Kelly Skewes

VALUES & BELIEFS

Motto: *'Conaire est Florere' – 'To Strive Is To Grow'*

Vision: *'Every Student Succeeding'*

- Inspiring Minds.
- Creating Opportunities.
- Learning Life Together.
- Preparing students with knowledge, skills and confidence to participate effectively in community and economy.

Values: *Respect ourselves, others and the community. Value Effort. Act Responsibility and Ethically.*

Be Prepared
Be Responsible
Be On Task
Be Polite

[3]
"To Strive is to Grow"

HISTORY

Boonah State High School has been proudly serving the Fassifern community since 1965. In that time it has progressed from an opening enrolment of 225 students to 670 today.

The school opened on its present site on March 22, 1965. The solitary building had been constructed on the site in late 1964 at a cost of about £51,000. In that time, it has progressed from a single building now known as A Block, to the modern facility of today.

Our current facilities include Assembly Hall, Administration and Library, Industrial Technology and Design, Home Economics, Art, Flexible Learning Centre, Swimming Pool, Ovals, Multimedia Centre, Science Blocks, Tuckshop incorporating a learnscape and recently completed Trade Skills Centre.

The Boonah community spirit has never wavered; it is the foundation on which Boonah State High School was built. Our school is a comprehensive public secondary school offering a diverse curriculum for students from Years 7 to 12.

AREA PROFILE

The charming country town of Boonah is nestled among world heritage listed areas, rich in natural beauty. Proud of its farming history, the town retains its traditional 'High Street' where country shopping, friendly locals and a talented arts community welcome visitors to their town. Numerous lookouts provide expansive views across fertile valleys to the encircling mountains of the Scenic Rim. Main Range, Mt Barney and Moogerah Peaks National Parks are easily accessible from Boonah, as are Lake Moogerah, Lake Maroon and Wyaralong Dam – great places for water sports and fishing.

Located 41km west of Beaudesert and 48km south of Ipswich, the town is the primary service centre which caters for the district's needs with a range of businesses, services and commercial activities. The township of Boonah supports the outlying areas of Kalbar, Harrisville, Peak Crossing, Aratula, Mt Alford, Roadvale, Warrill View, Rosevale, Maroon and Dugandan. Boonah State High School has 11 cluster primary schools and is supported by Fassifern Coaches bus routes.

Dairying and pig-raising played important roles during the 20th century, before being overtaken by intensive agriculture. Recent decades have seen a trend back towards cattle grazing. The heritage aspects of Boonah have developed a progressive tourism industry for the region with several wineries, farm stays and bed and breakfast businesses attracting visitors to the region.

SCHOOL WORKFORCE

Boonah State High School has a total of 65 teaching staff and 33 non-teaching and ancillary staff. To support the Principal we have a Leadership Team including a Senior Secondary and Junior Secondary Deputy Principal, a Business Manager, 10 Heads of Department, a Head of Special Education Services and a Guidance Officer.

Our non-teaching staff play a vital role in the operation of the school. This group comprises of our Administrative Staff, Student Services Officer Finance, Student Services Officer Attendance, Industry Liaison Officer and Youth Support Coordinator, Chaplain, School Based Health Nurse, Scientific Officer, Computer Technician, Teacher Aides, Schools Officer Grounds, Schools Officer Facilities and Cleaning Staff.

Many of our teaching and non-teaching personnel are long standing members of staff. This allows us to provide continuity to students, staff and the general community and speaks to the calibre of the school.

FACILITIES & RESOURCES

Boonah State High School takes great prides in its facilities; recent years have seen an improvement program implemented with new buildings and refurbishment of older buildings. We strive to provide our students with an open, clean and inviting learning environment.

Facilities include:

- Specialist science laboratories
- Industrial Arts workshops
- Hospitality catering facilities
- Flexible Learning Centre
- Swimming pool
- 400 metre athletics track
- Gymnasium
- Music room
- Tuckshop and Learnscape
- Junior secondary precinct with playground
- Computer laboratories
- Agriculture Trade Skills Centre
- Textile rooms
- Library
- Multipurpose indoor sport/assembly hall
- Football field
- Multipurpose courts
- Multi-Media centre
- Senior secondary precinct

GENERAL INFORMATION

School Calendar: The school calendar is published in the e-newsletter and on Qparents and the website; and is regularly updated throughout the year. All cultural and sporting events, celebrations, camps, parent-teacher interview blocks and excursions are listed.

School Hours: Our first bell rings at 8:55am with the school day beginning at 9:00am. Any student who arrives late is required to report to Student Services Attendance window on arrival. Classes conclude at 3:05pm.

Lessons Times:

Name	Start Time	End Time
Form Class	9:00 am	9:10 am
Period 1	9:10 am	10:20 am
Period 2	10:20 am	11:30 am
First Lunch Break	11:30 am	12:15 pm
Period 3	12:15 pm	1:25 pm
Second Lunch Break	1:25 pm	1:55 pm
Period 4	1:55 pm	3:05 pm

Whole school assembly is held every Wednesday.

Year level assemblies are held once a week.

FLEXIBLE LEARNING CENTRE

Boonah State High School is an inclusive school which caters for all students with diverse learning needs. This includes students with disabilities, diverse learning needs and other conditions that require adjustment to curriculum and/or access. Support can be accessed in the form of specialised teaching staff, experienced teacher aides, tailored support programs and consultation with outside agencies both in the mainstream and Special Education Program setting. Learning Support is provided to students with diverse learning needs.

STUDENT WELLBEING

Boonah State High School has a committed Wellbeing Team. This team provides support to nurture the mental, social, emotional and physical growth of our students. Student wellbeing and support can include one or more of the following people:

HOD Student Webbing: Coordinated the large range of Student Wellbeing programs/activities and supports the Student Wellbeing Team listed below. Leads the Positive Behavior for Learning framework.

Guidance Officer: Provides a counselling service designed to help students meet their personal, academic and social potential. Areas of assistance can include careers advice, personal and educational concerns and mental health issues. The Guidance Officer is available to support students and the parent community. Appointments can be made through the office.

Chaplain: Provides social, emotional and spiritual support to students, parents/care givers and staff. This includes extra-curricular activities, community development, mentoring and role modelling, education support and team work. The Chaplain will refer complex issues onto other professionals and specialists. Appointments with the Chaplain can be made through the office or directly with the Chaplain.

School Based Youth Health Nurse: Supports individual school communities. This is a confidential service where students, staff and the parent community can discuss general health, smoking, alcohol and drug use, personal and family problems, relationships, puberty, nutrition, exercise and receive referral to external agencies for additional support. Appointments for the School Based Health Nurse can be made through the office or directly with the nurse.

Industry Liaison Officer/Youth Support Coordinator: Works with senior students to source alternative pathways such as TAFE , School Based Apprenticeship and Traineeships. Liaises with students at risk of disengaging from education.

Attendance Officer: Tracks and reports on student's attendance. Works closely with staff to ensure student attendance meets the requirements of Compulsory Attendance and Compulsory Phase of Education.

Year Level Coordinators: Work with students to assist with any issues that arise and can refer the student or parent onto the appropriate person. Year Level Coordinators also issue uniform cards and liaise with parents and staff to support students.

Heads of Department(HODs): Oversee and consult with staff and students on all matters related to school curriculum and assessment.

Head of Special Education Services: Coordinates support services for students with disabilities.

HOD Learning Enhancement and Engagement: Coordinates support services for other students with learning needs.

Indigenous Liaison Officer: Facilitates and supports Indigenous perspectives across the school.

SCHOOL COMMUNICATION

Boonah State High School values communication with parents. We use a wide variety of communication methods to maintain strong links with staff, students, parents and wider community.

Newsletter: The school has an electronic newsletter which is distributed once per month. If you would like a hard copy please request one from the Office.

QParents: Available for download to mobile devices or accessed on desktop computer. Allows parents/caregivers to see and report absences, view the school calendar including assessment due dates, excursions, camps and school events, receive report cards, view and pay invoices and change student details.

Facebook: The School has an active Facebook Page, which is updated daily. This is used to showcase achievement, class work, photos and to remind students and staff of upcoming date claimers.

www.facebook.com/boonahstatehighschool

Website: The Boonah State High School website has a plethora of information, and is a one stop shop for all information including calendar, enrolment, curriculum, support and resources, forms and documents.

www.boonahshs.eq.edu.au

Text Messages: The school utilises text messages to advise parents of absences, reminders, outstanding assessment, and changes to school routine. Please ensure you keep the school informed of any changes to your details.

Invoicing / Statements: Invoices and Statements will be emailed to your nominated email address upon creation.

PARENTS & CITIZENS ASSOCIATION

Boonah State High School has an active Parents and Citizens Association (P & C), with a small but committed committee. We invite all community minded people, parents and citizens to contribute. The meetings are held on the 4th Thursday of each month (excluding school holidays). The P & C run a very successful tuckshop and uniform shop.

INDIGENOUS STATEMENT

Indigenous Education at Boonah State High School includes the education of Aboriginal and Torres Strait Islander students. It also embraces the education of all students about the Aboriginal and Torres Strait Islander peoples and cultures of Queensland.

Boonah State High School has a working relationship with the local Indigenous Elders. We believe that educating students about Aboriginal and Torres Strait Islander culture contributes to a harmonious environment and a mature approach to inclusion.

Boonah State High School has as varied range of activities to foster inclusion including NAIDOC week activities, Harmony Day/Week activities, implementing and embedding perspectives in a variety of curriculum areas, support of Indigenous Student Ambassador Youth Leadership camp participants and formation of an Indigenous dance group performing at various school & community events.

INSURANCE

The school does not carry insurance to cover injury to students or their property. This is a parental responsibility.

SCHOOL TRANSPORT

If you have a school bus query, please contact Fassifern Coaches on 0754631407. Buses provided by Fassifern Coaches service the school. Nine bus routes are paid for through the Queensland Transport Department of Education and Training. To be issued with a bus pass, your student will be provided with a registration form at the start of each year by their bus driver.

Behaviour on buses is the responsibility of the bus companies and is not the domain of the school. A Bus Code of Conduct is available through Queensland Transport or by contacting Fassifern Coaches. Any difficulties or behaviour concerns should be directed to the Bus Company or Queensland Transport – School Transport Division.

REPORTING

School Report Cards are issued by Qparents and email to parents/caregivers at the following intervals,:

- Progress report is issued at the conclusion of Term 1.
- Full report is issued at the conclusion of Semester 1 and 2

At the conclusion of Year 12, students will receive a Senior Statement, and if eligible a Queensland Certificate of Education issued by the Queensland Curriculum and Assessment Authority.

SCHOOL PROCEDURES

Student Absence:

If your student is absent from school with parents/caregivers permission, please inform the office using one of the following methods:

- Phone the school absence line on 5460 6160 stating students name, form class, the reason and dates of absence.
- Qparents can be used to notify of upcoming absences or to provide a reason for unexplained absences.
- Present in person to the Student Services – attendance window.
- Provide a medical certificate if student is away for three or more days
- Supply a note of explanation /medical certificate for your student to Student Services on their first day of return to school.

The school will send an alert text message to nominated parent/caregiver each day when a student is absent unexplained.

If a known absence of 10 or more days is to occur please contact the office to complete a “School Exemption” application.

Late to School / Early Departure

If a student is late to school or is departing early they are required to present to the Student Services – Attendance window for a pass. If closed please proceed to the office for the pass to be issued.

Students who are late are required to provide parental approval either at the time of arrival or on the next school day. The absence will remain unexplained until this occurs.

If a student is required to depart the school grounds during class time, parents/caregivers are required to provide a note in their school diary explaining the absence and departure/return time. This note is then shown to the class teacher at the beginning of the lesson; students without a note **will not** be allowed to leave their class. Students then report to the Student Services – Attendance window for a leave pass, or if closed proceed to the office.

Illness/Injury

If a student is sick or injured they should report to the nearest staff member. A staff member will contact parent/caregiver if the student needs to be collected.

Finance

Student Services is available to receive payments 8:15am – 12:15pm Monday, Tuesday, Thursday & Friday. **No finance will be undertaken on a Wednesday.** Students can make payments either before school or at first break. Payments can be made directly to the Students Services – Finance Window via cash, cheques or card; alternatively payments can be made via direct deposit, QParents or BPoint as per the invoice.

Direct Deposit Details

BSB: 064 402

Account: 00090019

Reference: First initial & Surname, brief description of what payment is for ie K Smith Camp.

All expenses incurred by the student, including but not limited to excursions, camps and Student Resource Scheme are 100% financial responsibility of the enrolling parent. Invoices are generated in the name of the parent with financial responsibility. Student will be unable to participate in activities unless payment has been received by the advertised due date. Students may be denied the opportunity to participate in non-curriculum events such as jersey, school formal, sporting teams, rewards trips and excursions until all accounts are paid or payment plan in place.

SCHOOL PROCEDURES

Student Messages

To minimise class disruption please contact the school office with student's message prior to 1:30pm where possible.

Student ID

Students will be issued a student ID card every year. If you require a replacement card outside of this a cost will be incurred.

Tuckshop

The Parents & Citizens Association run the Tuckshop which is open five days a week with a large range of healthy and nutritious food in accordance with the Healthy Schools Tuckshop guidelines. Students can place orders prior to form if they wish to do so.

Valuables

Students should leave all valuables and large sums of money at the office for safe keeping.

Student Medication

If your child requires staff to administer medication at school, please contact the school office in the first instance to discuss your child's requirements. Please note, school staff will only administer medication that has been prescribed by a qualified health practitioner (e.g. doctor, dentist), is in its original container and has an attached pharmacy label. This includes over the counter medication eg Panadol. Office staff will ask you to complete and sign Section 1 of the 'Administration of Medication' at school record sheet. If your child requires more than one medication, you will need to complete a form for each medication. Please see the website for further details regarding specific conditions and their requirements.

Change of Details

Please advise the school of updated details as soon as possible, current contact details are essential in case of accident or illness. Change of details can be notified via the QParents app, email or phone call.

Interviews

Parent-Teacher interviews are conducted twice year; at the conclusion of first and second term. Teachers may request a parent teacher interview at reporting. Parent Teacher Interviews are booked online at www.sobs.com.au.

Outside of this staff will be more than happy to work with parents/caregivers regarding their students' progress. The school website provides a comprehensive list of staff emails for your use.

Lost Property

Students should report all lost property to Student Services. All named items will be given to the Year Level Coordinator; unnamed items will remain at Student Services. Uncollected unnamed lost property will be given to charity at the end of each term.

Items not allowed into our School

- Items prohibited by State Law (eg drugs, alcohol, cigarettes, pornographic material, knives)
- Any potentially dangerous items which may be used to cause injury of offence (eg laser pointers, metal bars, and other items classified under Queensland law as offensive items or weapons)
- Cigarette lighters or matches
- Jewellery or clothing outside the school dress requirements
- Aerosol/spray cans (eg deodorant, paint)
- Chewing/bubble gum
- Oil/Nikko pens
- White Out/Liquid Paper

STUDENT RESOURCE SCHEME

The purpose of the Boonah State High School Resource Scheme is to ensure that all students are provided with the necessary resources for a quality education and to save parents/caregivers money and the need to shop for textbooks and resources. The scheme is resourced through an annual parent contribution fee and a Queensland Government textbook allowance received in bulk by the school. The Resource Scheme operates under the policy and guidelines of Education Queensland and is fully endorsed by the Boonah State High School Parents and Citizens Association.

The scheme provides the following resources for a set fee. Families NOT in the scheme will need to provide all items covered by the scheme, a detailed list of which will be provided by the Business Manager upon request.

The Resource Hire Scheme provides for:

- Textbooks – personal issue, class sets and online access
- Reproduced class materials which complement and/or substitute for textbooks
- Library books
- Student ID card
- Student and Classroom consumables
- School Digital Resource Network Support
- Student Laptop Program Network Support - reliant on return of completed Laptop Program Connection Agreement

Items not provided by the Resource Scheme:

- Items outlined in the *Materials List*
- School camps, excursions, competitions, trips
- Some materials provided in practical subjects where the completed item may become the property of the student (e.g. Industrial Arts, Home Economics, Art). In this case either the finished products remain the property of the school or contribution will be requested to enable the student to keep the finished product, these amounts will be determined prior to the unit commencing.
- Personal items (e.g. pens, pencils, USBs, calculator, materials required for home assignment work)
- School Magazine

Conditions of the Scheme

- Students will supply their own personal requirements – as outlined in the *Materials List*.
- Books issued to students are to be kept in good condition.
- Students are responsible for up to the full cost of books that are negligently damaged or lost before any further issues can be made.
- The Resource Centre should be immediately notified of the loss of any textbook.
- All textbooks provided under the scheme remain the property of the scheme and must be returned to the Resource Centre when a student leaves or at the end of the school year.
- Books and resources provided under the scheme cannot be issued to students whose parents/caregivers choose not to participate.

Is the scheme compulsory?

Parents/caregivers who do not wish to participate in the scheme should indicate **NO** on the Resource Scheme Agreement and return it to the office. These parents/caregivers will receive reimbursement from the school to the value of the Government Allowance for their child. However, they are expected to provide all necessary textbooks and resources for their student as detailed on the lists available from the Business Manager.

UNIFORM POLICY

Rationale:

Boonah State High School is a uniform school as endorsed by the Parents and Citizens Association (P & C). School policy is also subject to Workplace Health and Safety requirements to protect the physical well-being of our students. By enrolling your child at the school, you are indicating that you accept the code of dress and required standards as determined by the P & C Association and Leadership Team of the school. Extenuating and/or unforeseen circumstances are treated on an individual basis with the final decision resting with the Principal.

Girls Uniform	Boys Uniform
<p>Formal Uniform – Year 9 Student Leaders and Years 10, 11, 12</p> <ul style="list-style-type: none"> • Navy Skirt – school design • Blue Blouse – school design • School Tie • Shoes – see below • Plain white socks or flesh coloured pantyhose or navy tights • Navy Fleecy Zip Jacket, Track Top, V neck sweater or V neck knitted jumper • Navy Fleecy Pants, Track Pants or Dress Trousers 	<p>Formal Uniform – Year 9 Student Leaders and Years 10, 11, 12</p> <ul style="list-style-type: none"> • Grey Tailored Shorts – school design • Blue Shirt– school design • School Tie • Shoes – see below • Grey Socks - school design • Navy Fleecy Zip Jacket, Track Top, V neck sweater or V neck knitted jumper • Navy Fleecy Pants, Track Pants or Grey Dress Trousers
<p>Everyday Uniform – Years 7, 8 & 9</p> <ul style="list-style-type: none"> • Blue Micro-Fibre Shorts – school design • Polo Shirt – school design • Shoes – see below • Plain white socks • Navy Fleecy Zip Jacket, Track Top, V neck sweater or V neck knitted jumper • Navy Fleecy Pants, Track Pants or Dress Trousers 	<p>Everyday Uniform – Years 7, 8 & 9</p> <ul style="list-style-type: none"> • Blue Micro-Fibre Shorts – school design • Polo Shirt – school design • Shoes – see below • Plain white socks • Navy Fleecy Zip Jacket, Track Top, V neck sweater or V neck knitted jumper • Navy Fleecy Pants, Track Pants or Grey Dress Trousers

Hat / Cap

- A uniform hat must be worn for all outdoor activities;
 - Cap or coloured house hat – school design

Shoes: All Black Leather or Vinyl lace up shoes of dress or sports style with a leather tongue, no white/coloured soles or logos **-not mesh sport joggers/boots, thongs, hitops, sandals or ballet flats.**



UNIFORM POLICY

Expectations:

The school and parents need to work with students to ensure they wear the full correct uniform. The following expectations are endorsed by the P&C.

- Students should wear their uniform correctly, with pride and be neat and tidy at all times.
- Students must be correctly attired when assembling for each lesson.
- If students are unable to wear the correct uniform on a particular day, they should bring a note on the day and give it to their Year Level Coordinator prior to the commencement of form classes/assemblies. Students who do not comply with this process will receive consequences in line with the Responsible Behaviour Plan.
- Year 9 Student Leaders and all students in Years 10, 11 and 12 are required to have a formal dress uniform. The formal dress uniform is to be worn on Wednesday for full school assembly and on all school excursions or representative activities except when directed otherwise by a teacher in consultation with the Principal.

Rules Associated with Wearing the School Uniform:

- If T-Shirts are worn under the dress shirt/blouse or sports shirt/blouse, they must be all-white, be visible only at the neckline and must not protrude past sleeve hemlines.
- Department of Education and Education Curriculum Workplace Health and Safety guidelines require students wearing inappropriate footwear to be excluded from practical classes on the grounds of safety.
- **Jewellery** or other adornment is not to be worn to school with the exception of a modest wristwatch, and small studs. Medical information jewellery is permitted. (Please note ring style sleepers are not recommended due to potential Workplace Health and Safety concerns). In accordance with Workplace Health and Safety requirements, students may be expected to remove all jewellery (including studs) in some classes such as particular sports, Industrial Design and Technology, Science etc. Any unacceptable jewellery confiscated by staff will be available for collection from office staff at the end of the school day.
- **Ear Stretchers** are not permitted. Any existing stretchers must be flat, solid and clear, or skin coloured.
- **Facial piercing:** In the case of a new piercing, students may request permission to cover the stud until the healing period is past. Students and parents should consider this rule prior to the student getting a facial piercing
Any existing facial piercing must be:
 - Removed while at school, or
 - Covered with skin coloured tape at all times, or
 - Worn with a clear, flat small stud
 - Piercings must be removed for physical activity, and removed or covered for any food handling lesson.
- **Hair** must remain a natural colour.
- **Nail Polish or make up** is not to be worn.
- **Field Trips, Excursions or Camps:** Students should follow guidelines given by their subject teachers or camp coordinators in order to ensure they are dressed appropriately. Safe footwear is required at all times and it is the expectation that students will look neat and tidy at all times.
- **Hats, Sunscreen and Sunglasses:** The school supports a sun-safe policy and students are required to protect themselves by wearing the school hat/cap when participating in any curriculum-related OR other outdoor activities and are encouraged to wear sunscreen and sunglasses whenever they are outdoors.
- **Interschool Sports:** Students will be expected to wear their sports uniform except where an alternative is required as directed by the Sports Coordinator in consultation with the Principal.
- In extreme circumstances, such as financial hardship, students may be issued with a 'Red Card' by the Principal in order to wear a particular non-uniform article, but only after completion of a request application and an interview with the parents/caregivers either via a telephone call or appointment. Parents/Caregivers should explain the circumstances and designate a time when the appropriate article will be available. The understanding will be that the appropriate article will be purchased as soon as possible. If a 'Red Card' is issued students must carry it with them at all times.

UNIFORM POLICY

Non-Uniform Days

- Students should dress in a neat and tidy fashion.
- Extremes of dress are NOT appropriate. For instance: NO strappy tops, nothing narrower than 3 fingers wide, NO mid-riff tops, NO see through clothes.
- Body piercing, make-up and jewellery rules still apply and NO extra ornaments may be worn.
- Appropriate footwear must be worn. Enclosed shoes only. No slip on shoes, thongs or sandals. NO high heel shoes.
- NO obscenities or offensive messages or drug/alcohol related messages or graphics to appear on clothing.
- NO visible boxer shorts. Boys are NOT to wear singlet tops.
- Students with Physical Education will still require their sports uniform and hats etc. ALL safety requirements MUST be adhered to in practical subject areas.
- All safety requirements must be adhered to in practical subjects.

SUN SAFETY POLICY

The Queensland Government, including The Department of Education and Training, is committed to protecting students from the harmful effects of the sun in accordance with the Department's procedure. Boonah State High School has developed a Sun Safety Policy which encompasses strategies outlined in the Department's EPPR (Education Policy & Procedures Register) to ensure all school community members are:

- Aware of accepted sun smart practices and their benefits that promotes personal responsibility for skin cancer protection and early detection.
- Exposed to, observe and adopt sun smart practices.
- Provided with incentives and opportunity to adopt sun smart practices.

Students are required to protect themselves by wearing the school hat/cap when participating in any curriculum-related OR other outdoor activities and are encouraged to wear sunscreen and sunglasses whenever they are outdoors.

Curricular and extra-curricular activities (sport, camps, carnivals, excursions) students and staff :

- have access to SPF 30+ sunscreen
- wear a school hat/cap when exposed to the sun and when appropriate
- are encouraged to wear sunglasses and other suitable protective clothing ("rashie" or T-shirt when in the pool)

Non structured activity (lunchbreaks and in the playground) students and staff :

- have access SPF 30+ sunscreen
- wear a school hat/cap when exposed to the sun and when appropriate
- are encouraged to wear sunglasses and other suitable protective clothing.
- encouraged to limit the time exposure in the sun

ANTI - BULLYING POLICY

Boonah State High School strives to create positive, predictable environments for all students at all times of the day. The supportive learning environment that we are creating is essential to:

- achieving overall school improvement, including the effectiveness and efficiency of our student support procedures
- improving achievement and attendance
- promoting equality and diversity and
- ensuring the safety and well-being of all members of the school community.

There is no place for bullying at Boonah State High School. Those who are bullied and those who bully are at risk of behavioural, emotional and academic problems. These outcomes are in direct contradiction to our school community's goals and efforts for supporting all students.

Bullying behaviours that will not be tolerated at Boonah State High School include but not limited to 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.

Bullying may be related to:

- race, religion or culture
- appearance or health conditions
- sexist or sexual language
- children acting as carers
- children in care
- disability
- sexual orientation

At Boonah State High School there is broad agreement among students, staff and parents that bullying is observable and measurable behaviour. When considering whether or not bullying has occurred:

- we will avoid speculation on the intent of the behaviour,.
- the power of individuals involved
- or the frequency of its occurrence.

Whether bullying behaviour is observed between students of equal or unequal power, whether it occurs once or several times, and whether or not the person's involved cite intimidation, revenge, or self-defence as a motive, the behaviour will be responded to in similar fashion, that is, as categorically unacceptable in the school community.

Rationale:

Many bullying behaviours are peer-maintained through the actions of bystanders. 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 responses to all problem behaviour, including bullying, in such a way that those who bully are not socially reinforced for demonstrating it.

The anti-bullying procedures at Boonah State High School are an addition to our 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.

ANTI-BULLYING POLICY

Prevention:

Attempting to address specific problem behaviours will not be successful if the general level of disruptive behaviour in all areas of our school is not kept to a low level. Therefore, our schoolwide universal behaviour support practices will be maintained at all times.

This will ensure that:

- Our universal behaviour support processes will always remain the primary strategy for preventing problem behaviour, including preventing the subset of bullying behaviour
- All students know the school values and have been taught the expected behaviours attached to each rule in all areas of the school
- All students have been or are being taught the specific routines in non-classroom areas, from exiting the classroom, conducting themselves in accordance with the school expectations in the playground and other areas, to re-entering their classrooms
- All students are receiving high levels of positive reinforcement for demonstrating expected behaviours, including those associated with following our routines, from all staff in the non-classroom areas of the school
- A high level of quality active supervision is a permanent staff routine in the non-classroom areas. This means that duty staff members are easily identifiable and are constantly moving, scanning and positively interacting as they move through the designated supervision sectors of the non-classroom areas.

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

ACCEPTABLE USE OF SCHOOL DIGITAL RESOURCES

Boonah State High School embraces the opportunities that technology and the internet provide to students for learning and being creative. The school is committed to promoting the responsible and positive use of all digital technologies including, but are not limited to: gaming devices, smart watches, laptop computers, tablet computers, cameras, voice recording devices, mobile phones, iPods/iPads and devices of a similar nature.

Boonah State High Schools' Digital Resources (e.g. Internet, digital and video cameras and computers) are available to students. However, before being granted access to the school's Digital and eLearning Resources, all students must have the permission of their parent/caregiver and sign the nominated agreements.

LIMITATION OF LIABILITY

Boonah State High School cannot guarantee that what is provided by the school system will be error free or without defect. While all due care is taken to maintain the system, Boonah State High School will not be held responsible for:

- Loss of data or interruptions to the service
- The accuracy and/or quality of the information obtained through the internet
- Financial obligations arising through the unauthorised use of the system

ACCEPTABLE USE OF SCHOOL DIGITAL RESOURCES

ACCEPTABLE USE OF SCHOOL DIGITAL RESOURCES

The use of computers at Boonah State High School must support education and research that is consistent with the Learning Outcomes of the curriculum. Transmission of any material in violation of any law is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material. When using a global information system such as the Internet, it is possible that students may find material on the Internet that parents consider objectionable. It is not always possible for the school to filter or screen all material which is inappropriate. Although students are supervised in class when they use the Internet, this does not guarantee that students will not access inappropriate materials. Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school, as well as from home.

INAPPROPRIATE USE OF SCHOOL DIGITAL RESOURCES

- The Principal and teachers of Boonah State High School will deem what is appropriate use.
- Any user identified as a security risk or having a history of violations with any services provided by the school may be denied access to the school network. This may also involve school imposed sanctions in line with the Boonah State High School Responsible Behaviour Plan.
- The Network Manager and/or Principal reserve the right, at their sole discretion, to suspend or terminate a student's access to, and use of, the school network upon any breach of the "Acceptable Use Policy" by the student.
- If there are grounds to investigate the the inappropriate use of ICT, school staff reserve the right to collect evidence for the purposes of establishing a breach of this Agreement including electronic communication, and to a lay a complaint with the Police and internet companies, such as Facebook and Google who manage these systems.
- If this action results in any financial cost to the school i.e. use of a professional person to rectify the action, the parent/caregiver will receive an invoice for the amount of the services and/or repairs.

The following are examples of inappropriate use of the schools' digital resources and are strictly prohibited. This list is not all-inclusive:

- Supporting or accessing sites that promote hate language, harassments or threats.
- Supporting or accessing sites that ridicule others on the basis of race, creed, religion, sex, disability or nationality.
- Misleading someone into believing you are acting in an official capacity.
- Using any software that allows your computer to be shared outside the Boonah State High School firewall without first obtaining approval from the Network Manager.
- Creating and/or forwarding of chain letters and mass mailings.
- Violating license and other computer-related contract provisions, particularly those that expose Boonah State High School to legal costs or damages.
- Using software, such as password-cracking tools, vulnerability scanners and network sniffers.
- Storing or downloading any material on the school server that may infringe the Australian Copyright Act 2012 (or any replacement Act).
- Accessing or attempting to access inappropriate, age restricted, or objectionable material.
- Attempting to get around or bypass security, monitoring and filtering that is in place.

VANDALISM OF SCHOOL DIGITAL RESOURCES

Vandalism will result in cancellation of privileges as well as other sanctions in line with the school's Responsible Behaviour Plan. Vandalism includes any malicious intent to harm, modify or destroy computer hardware or data of another user, any attempt to degrade or disrupt system or network performance and Internet use that includes, but is not limited to, the uploading or creation of computer viruses.

If equipment/data is damaged or stolen, a Parent/Caregiver will receive an invoice for the amount of the replacement item and/or repairs and/or services provided to rectify the issue.

ACCEPTABLE USE OF PERSONAL DIGITAL RESOURCES

The Boonah State High School Acceptable Use of Personal Digital Resources Policy reflects the importance the school places on students displaying courtesy, consideration and respect for others whenever they are using personal technology devices.

Personal Technology Devices include, but are not limited to: gaming devices, smart watches, laptop computers, tablet computers, cameras, voice recording devices, mobile phones, iPods/iPads and devices of a similar nature.

When students bring valuable personal technology devices including mobile phones and iPods to school there is a risk of damage or theft. The school cannot guarantee the safety of these items and suggest that student's keep them on their person at all times. However, mobile phones and iPods are brought to school; they must be turned off and out of sight during assemblies and classes. Personal technology devices may be used in an appropriate manner at lunch breaks and/or before or after school.

Laws and consequences of inappropriate online behaviour and cyberbullying

Inappropriate online behaviour may in certain circumstances constitute a criminal offence. Both the *Criminal Code Act 1995* (Cth) and the *Criminal Code Act 1899* (Qld) contain relevant provisions applicable to cyberbullying. The Commonwealth Criminal Code outlines a number of criminal offences concerning telecommunication services. The most relevant offence for cyberbullying is "using a carriage service to menace, harass or cause offence to another person".

The Queensland Criminal Code contains several applicable sections for cyberbullying. Potential relevant criminal offences are:

- Unlawful stalking.
- Computer hacking and misuse.
- Possession of child exploitation material.
- Involving a child in making child exploitation material.
- Making child exploitation material.
- Distribution of child exploitation material.
- Criminal Defamation.

There are significant penalties for these offences.

Boonah State High School strives to create positive environments for all students at all times of the day, including while online. To help in achieving this goal, Boonah State High School expects its students to engage in positive online behaviours.

Boonah State High School will not become involved in concerns of cyberbullying or inappropriate online behaviour where the incident in question does not impact upon the good order and management of the school. Such an incident will be a matter for parents/caregivers and/or police to resolve.

If inappropriate online behaviour impacts on the good order and management of Boonah State High School, the school may impose disciplinary consequences for that behaviour regardless of whether the behaviour occurs during or outside of school hours.

ACCEPTABLE USE OF PERSONAL DIGITAL RESOURCES

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

Students must not record images anywhere that recording would not reasonably be considered appropriate (e.g. in change rooms, toilets or any other place where a reasonable person would expect to be afforded privacy). Recording of events in the school environment is not permitted unless express consent is provided by the supervising staff member.

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 matters is considered to be bringing the school into public disrepute and is a breach of this policy and of the ***Invasion of Privacy Act 1971***.

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 should note that the recording or dissemination of images that are considered indecent (such as nudity or sexual acts involving children) are 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 obscene language and/or threats of violence may amount to bullying or harassment or even stalking. The sender will be subject 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 Administration.

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.

Confiscation

Permitted personal technology devices used contrary to this policy on school premises will be confiscated by school staff. Students will be directed to place the item in the ***Green Technology Box*** that is situated in each classroom. They will be made available for collection at the end of the lesson unless required to be kept for purposes of disciplinary investigation, when it will only be returned in the presence of a parent/caregiver.

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/caregivers will be advised to contact Queensland Police Service directly.

ASSESSMENT POLICY

These procedures apply to all forms of assessment including, but not limited to assignments, projects, presentations, performances and portfolios. All of these forms of assessment will be referred to in this policy as “assessment”.

EXPECTATIONS

- Rough drafts, either in hard copy or on USB will be submitted for all computer assisted assignments irrespective of the format before the due date.
- Students must print rough work periodically so they can work on their assignments at school when provided with class time or bring their work to school in digital format.
- Computer breakdown is not an acceptable excuse. Students must secure all work done on computers, either at school or at home by making backup copies, both on a USB and as a hard copy.
- The student must make every effort possible to hand the teacher a copy of the latest version of the assignment, whether it be on paper or USB device or a location on the school network

Late Submission:

Assessment is deemed late if it is not submitted by 3.05pm on the due date. The students draft work will be marked as the final piece.

The following consequences may apply where an assessment item is submitted late by a student:

- a) Parents informed – class teacher will contact.
- b) Detention – student will be detained during breaks to complete assessment.
- c) Assessment Ratings for End of Semester Report – assessment will be marked for feedback purposes only and a “No Result” (N) will be issued on the student’s assessment profile.
- d) Loss of credit – “Not Rated” (N) will be recorded on the report card if frequent absences result in the completion of insufficient assessment for the course.
- e) Restricted participation in school activities – students will be restricted from participating in extra-curricular activities and non-compulsory excursions. School-based Apprentices and Trainees may be temporarily restricted from attending their workplace until all outstanding assessment is completed.
- f) Withdrawal from attending normal classes – students will be withdrawn from timetabled classes to complete assessment following intervention and restrictions by the school.

Years 11-12:

- Catch-up class – failure to complete assessment work may result in a catch-up class during breaks.
- Loss of credit – senior students may have a semester’s credit withdrawn from their Senior Statement and Queensland Certificate of Education (QCE). A student’s grade will be determined using ONLY the evidence submitted by the due date. To be deemed to have completed the course of study, ALL assessment must be completed and submitted, even if it is late.
- Cancellation of enrolment – students in the Compulsory Participation Phase (Year 11/12 or over 16 years) may have their enrolment cancelled if they do not participate in the program of instruction and continually and/or repeatedly refuse to complete class work or assessment.

Absences of Assessment Due Date:

Students are required to be in attendance on the day of an examination or the due date for an assessment item. Where a student is absent from school on this date, it is the responsibility of the student to, on or before their first day back at school to:

- a) Supply the class teacher or school administration with a medical certificate or a letter from Parents/caregivers, AND
- b) Submit the assessment task to the class teacher OR
- c) Make arrangements with the class teacher to complete the exam at the earliest possible time.

Legitimate reasons for being absent on the due date for assessment include illness, injury or significant personal family circumstances that would reasonably restrict a student from attending.

ASSESSMENT POLICY

Absences on Assessment Due Date:

Students are required to be in attendance on the day of an examination or the due date for an assessment item. Where a student is absent from school on this date, it is the responsibility of the student to, on or before their first day back at school to:

- a) Supply the class teacher or school administration with a medical certificate or a letter from Parents/Caregivers, AND
- b) Submit the assessment task to the class teacher OR
- c) Make arrangements with the class teacher to complete the exam at the earliest possible time.

Legitimate reasons for being absent on the due date for assessment include illness, injury or significant personal family circumstances that would reasonably restrict a student from attending.

Extensions:

Students can request an extension by submitting the Application for Assessment Extension form, no later than the week prior to the due date, to the Head of Department who will communicate with the Principal in considering the request.

- a) Extensions will be granted only in extreme circumstances
- b) Extensions will NOT be granted on the day the assessment is due

Copyright and Plagiarism

It is expected that all submitted student work will be their own. There are times when it is essential for students to research and base their assignment work on that research. Students should always indicate this in appropriate fashion and include in a bibliography:

- direct quotes/graphs used from written materials
- digital images from software/ downloaded from the Internet

The consequence for students who are deemed to have plagiarised will include a drop to a Negative Responsible Behaviour Level instituted by the Curriculum Head of Department. In the case of no draft being available for grading purposes, students will be required to resubmit the assessment item under class teacher supervision at the first available opportunity.

The school uses software which allows teachers to easily search and recognise material copied directly from the internet.

This policy is designed to support all students in demonstrating what they know and can do. The teacher may amend the due date in response to disruptions or class needs to provide students with the maximum opportunity to demonstrate their understanding.